AGENDA
MONDAY, AUGUST 19, 2019
COUNCIL CHAMBERS CITY HALL

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

1. Claims Review

REGULAR MEETING – 7:00 P.M.

1. CALL TO ORDER
   A. Roll Call
   B. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. CONSENT AGENDA:
   *A. Approval of Claims -$98,897.50 - August 19, 2019
   *B. Approval of Payroll Claims - $121,350.73 - August 9, 2019
   *C. Approval of Regular Meeting Minutes – August 5, 2019
   *D. Approval of 2019 FY Audit Contract, Doyle & Associates, P.C. and authorize City Manager to execute.
   *E. Approval of extension of Conditional Use Permit CCU-17-01-Rob Pero six-plexs

4. VISITORS/PUBLIC COMMENT (Items not on agenda)

5. APPOINTMENTS:
   *A. Probationary Volunteer Fireman Trey Perkins

6. PUBLIC HEARINGS:
   *A. Preliminary Budget Hearings – continued until complete:
   Notice is hereby given, that the City Council of the City of Columbia Falls, Montana, will hold public hearings beginning on July 15, 2019 at 7:00 p.m. in the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, for the following purposes:
Preliminary Budget
Presentation and consideration of the preliminary budget for fiscal year beginning July 1, 2019 and ending June 30, 2020. This hearing will be continued until final adoption of the budget after receiving the certified taxable valuation.

Taxpayers are encouraged to attend the hearings and give written or oral comments on any or all of the budget-related items. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:
   *A. Approval of Updated Growth Policy and Map
   *B. Appointment of Resort Tax Advisory Committee

9. ORDINANCES/RESOLUTIONS:
   *A. Resolution # 1802 - A Resolution Of The City Of Columbia Falls, Montana Calling for a General Election to be Held on November 5, 2019 for the Open Columbia Falls City Council Positions

10. REPORTS/BUSINESS FROM MAYOR & COUNCIL

11. CITY MANAGER REPORT
    A. Project Updates

12. CITY ATTORNEY REPORT

13. MISCELLANEOUS
    *A. INFORMATIONAL CORRESPONDENCE – List available for Review
    *B. REPORTS
       a. July – Police Activity

13. ADJOURN

Next Scheduled Meetings:
Next Regular Council Meeting – TUESDAY, September 3rd (Monday is Labor Day)
Planning Board – Tuesday, September 10th – 6:30 p.m.
Parks Committee – Tuesday, August 20th, 7 pm

*Attached
* ... Over spent expenditure

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| 39498        | 115 CITY SERVICE VALCON LLC | 317.02 | 317.02* | 5310 | 430600 | 231 | 101000 |
| 0372781      | 08/08/19 SWR-DYED DIESEL (GENERATOR) | | | | | | |
| Total for Vendor: | | | | | | | 317.02 |

| 39500        | 776 COL.FALLS VOLUNTEER FIRE | 5,887.47 | 3,791.47 | 7120 | 212520 | | 101000 |
| 081419       | 08/14/19 JULY TAX RCPTS-REAL | 424.33 | 23.78 | 7120 | 212520 | | 101000 |
| 081419       | 08/14/19 JULY TAX RCPTS-PP | 23.78 | 7.09 | 7120 | 212520 | | 101000 |
| 081419       | 08/14/19 AUG TAX RCPTS-REAL | 994.64 | 994.64 | 7120 | 212520 | | 101000 |
| 081419       | 08/14/19 AUG TAX RCPTS-PP | 599.54 | 599.54 | 7120 | 212520 | | 101000 |
| 081419       | 08/14/19 AUG TAX RCPTS-PEN&INTRST | | | | | | |
| Total for Vendor: | | | | | | | 5,887.47 |

| 39478        | 2343 COLJ CONFERENCE REGISTRATION | 300.00 | | | | | |
| FALL 2019 CONFERENCE - SEPT. 23-26, 2019 - KALISPELL, MT |
| 081219       | 08/05/19 CRT-REGISTRATION,K.CURTIS | | | | | | |
| Total for Vendor: | | | | | | | 300.00 |

| 39471        | 2713 COMPLETE RESTORATION LLC | 2,994.16 | | | | | |
| 8286        | 08/02/19 CLEANING/JANITORIAL FOR JULY | 2,994.16* | | | | | |
| Total for Vendor: | | | | | | | 2,994.16 |

| 39497        | 1797 DEPARTMENT OF ADMINISTRATION | 49.89 | | | | | |
| 081419       | 07/31/19 PD-NETWORK FOR JULY | | | | | | |
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* ... Over spent expenditure

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DRIVING SCHOOL - AUG. 2-3, 2019 - LEWISTOWN, MT

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| 39474        | 1653 SUPER 1 FOODS | 14.78       |        | 5310 | 430600       | 222         | 101000  |
|              | 06-1748747 07/17/19 SWR-WATER,DISTLD WATER | 14.78*       |        | 5310 | 430600       | 222         | 101000  |
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| 39450        | 2699 THE MAIL ROOM, INC | 435.84      |        | 1000 | 410500       | 310         | 101000  |
|              | D76167 07/29/19 FIN-POSTAGE 7/3-7/26/19 | 26.92*       |        | 1000 | 410500       | 310         | 101000  |
|              | D76167 07/29/19 MTR-POSTAGE 7/3-7/26/19 | 217.06*      |        | 5210 | 430500       | 310         | 101000  |
|              | D76167 07/29/19 SWR-POSTAGE 7/3-7/26/19 | 92.68*       |        | 5310 | 430600       | 310         | 101000  |
|              | D97166 07/29/19 CRT-POSTAGE 7/3-7/26/19 | 93.82*       |        | 1000 | 410360       | 310         | 101000  |
|              | D97168 07/29/19 PD-POSTAGE 7/9-7/23/19 | 3.36*        |        | 1000 | 420100       | 310         | 101000  |
|              | D97169 07/29/19 PLNG-POSTAGE 7/3/19 | 2.00*        |        | 1000 | 411000       | 310         | 101000  |
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| 39506        | 1623 THE UPS STORE #4515 | 21.75       |        |      |               |             |         |
|              | 888329 07/22/19 SWR-SCADA MODEM RTRN | 11.63*       |        | 5310 | 430600       | 310         | 101000  |
|              | 888336 07/23/19 PD-CRIME LAB | 10.12*       |        | 1000 | 420100       | 310         | 101000  |
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Total: $98,897.50
Council Meeting Date: 08/09/2019

Claims Submitted to Council: $98,897.50

Claims Denied/Withheld by Council Finance Committee: $_____________ Claim #’s: ____________

Prepared By: Sandy Carlson, Finance Director

Sandy Carlson

Approved by Susan M. Nicosia, City Manager

Susan Nicosia

City Council to Approve by motion on consent agenda

The following claims are significant:

- Morrison-Maierle $19,135.63 Build Grant App (Fund 4020)
- City of Whitefish $11,656.45 (Fund 2394)

The remaining items are routine. If you have questions, please let me know.

Sandy

June Claims $19,112.43
August Claims $79,785.07
### Total for Payroll Checks

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<p>| Description                             |          |          |          |
| GROSS PAY                               | 75,226.39| 0.00     |          |
| NET PAY                                 | 51,467.07| 0.00     |          |
| NET PAY (CHECKS)                        | 4,120.18 |          |          |
| NET PAY (DIRECT DEPOSIT)                | 47,346.89|          |          |
| AFLAC-POSTTAX                           | 83.78    | 0.00     |          |
| AFLAC-PRETAX                            | 211.56   | 0.00     |          |
| CHILD SUPPORT                           | 88.61    | 0.00     |          |
| CHILD SUPPORT P                         | 413.07   | 0.00     |          |
| CITY OF COLUMBIA                        | 25.00    | 0.00     |          |
| FIT                                     | 5,642.21 | 0.00     |          |
| FLEX ALLEGIANCE                         | 748.10   | 27.50    |          |
| FOP                                     | 400.00   | 0.00     |          |
| HEALTHINS/PRE                           | 2,351.99 |          | 15,808.87|
| MEDICARE                                | 1,057.88 | 1,057.88 |          |
| MT ST FIRE ASSO                         | 28.22    | 0.00     |          |
| NATIONWIDE/CITY                         | 0.00     | 1,044.43 |          |
| NATIONWIDE/EMP                          | 360.79   | 0.00     |          |
| P.E.R.S.                                | 3,414.70 | 3,747.53 |          |
| PERS/FERS                               | 301.91   | 405.18   |          |
| PERS/POLICE                             | 1,628.89 | 2,928.30 |          |
| SIT                                     | 3,163.00 | 0.00     |          |
| SOCIAL SECURITY                         | 2,859.07 | 2,859.07 |          |
| TEAMSTERS DUES                          | 240.00   | 0.00     |          |
| UNEMPL. INSUR.                          | 0.00     | 338.52   |          |
| UNUM LIFE INS.                          | 187.93   | 0.00     |          |
| WA CHILD SUPPORT                        | 352.61   | 0.00     |          |
| WORKERS' COMP                           | 0.00     | 3,379.46 |          |
| WELLS FARGO                             | 1,643.21 | 0.00     |          |
| CHARLES SCHWAB                          | 1,295.25 | 0.00     |          |
| FIRST BANK OF M                         | 157.89   | 0.00     |          |
| FIRST INTERSTAT                         | 3,610.93 | 0.00     |          |
| FREEDOM BANK                            | 1,104.24 | 0.00     |          |
| GLACIER BANK KA                         | 2,651.82 | 0.00     |          |
| GLACIER BANK/CP                         | 12,528.36| 0.00     |          |</p>
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**Total** 31,587.74

**Total Payroll Expense (Gross Pay + Employer Contributions):** 106,814.13

### Check Summary

- Payroll Checks Prev. Out.: $2,260.17
- Payroll Checks Issued: $43,562.62
- Payroll Checks Redeemed: $810.80
- Payroll Checks Outstanding: $45,011.99
- Electronic Checks: $77,786.11

### Deductions Accrued

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*** Carried Forward column only correct if report run for current period.***
Regular Meeting - Transact Routine Business

Mayor Barnhart called the meeting to order at 7:00 p.m. with roll call as follows:

PRESENT: Mayor Barnhart
COUNCIL: Karper, Shepard, Fisher, Lovering, Piper and Robinson
ABSENT: None.  

Also present were City Manager Nicosia, City Clerk Staaland, City Attorney Breck, Police Chief Peters, and City Planner Mulcahy.

Pledge of Allegiance

APPROVAL OF AGENDA:
Mayor Barnhart requested a motion to approve the agenda. Councilman Karper moved to approve the agenda, second by Councilman Robinson, and the motion carried unanimously.

CONSENT AGENDA:
Councilman Piper moved to approve the consent agenda noting that all claims appeared to be in order, second by Councilman Robinson. Motion carried with Council voting as follows: YES: Fisher, Lovering, Piper, Robinson, Karper, Shepard, and Barnhart NOES: None. ABSENT: None.

A. Approval of Claims - $172,441.18 - August 5, 2019
B. Approval of Payroll Claims - $83,065.06 - July 26, 2019
C. Approval of Regular Meeting Minutes - July 15, 2019
D. Approval of Amended Easement Agreement – CFAC – Cedar Creek Diversion Channel Lining Project

VISITOR/PUBLIC COMMENT: (Items not on agenda)
None.

PUBLIC HEARINGS/NOTICES:
Mayor Barnhart read the hearing notice:

1. Request for a Subsequent Minor Subdivision in the Columbia Falls Planning Jurisdiction for the Woodland Acres Subdivision: Michael P. and Maria A Tamburelli are requesting approval of a 2 lot residential subdivision on Riverwood Drive in Columbia Falls. The 1.10 acre property is located 1899 Riverwood Drive and is described as Lot 12A of the Amended Plat of Lot 12, Riverwood Estates and Drift Water Way,
River Terrace Estates, Phase 2 in Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County. The parcels are within the City Limits of Columbia Falls and will utilize municipal sewer and water services.

City Planner Mulcahy presented staff report CPP-19-01. Mulcahy reviewed each of the findings and recommended approval of the subdivision. Mulcahy reported that the Planning and Zoning Board unanimously approved the Subsequent Minor Subdivision at their July 9, 2019 meeting.

Mayor Barnhart opened the public hearing at 7:09 p.m.

Buck Breckenridge, 46 Empire Loop, said he represents applicants Mike and Maria Tamburelli and is here to answer any questions Council may have. Mr. Breckenridge is in favor of the Subsequent Minor Subdivision.

With no further comments Mayor Barnhart closed the Public Hearing at 7:11 p.m. There were no written comments received.

Councilman Fisher made motion to adopt Staff Report CPP-19-01 as findings of fact, second by Councilman Lovering with Council voting as follows. AYES: Karper, Lovering, Piper, Robinson, Shepard, Fisher and Barnhart. NOES: None. ABSENT: None.

Councilman Karper motioned to approve the Subsequent Minor Subdivision with said conditions, second by Councilman Robinson with Council voting as follows. AYES: Lovering, Piper, Robinson, Shepard, Fisher, Karper and Barnhart. NOES: None. ABSENT: None.

Mayor Barnhart read the hearing notice:

2. **Conditional Use Permit Request for a Drive-thru Coffee Stand:**

Quad Shot LLC is requesting a Conditional Use Permit to place a drive-up Coffee Stand at 270 Nucleus Avenue. The property is a corner lot with access from Nucleus Avenue and A Street WN. The property is zoned CB-2 in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for drive-up restaurants. The property is described as Lots 10-15 of Block 128, Columbia Falls Addition#3 in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy delivered Staff Report CCU-19-02 as findings of fact. Mulcahy said this exact CUP was approved a couple years ago but the applicant didn't move forward with the business. Mulcahy reviewed each of the findings and conditions noting that there will be landscaping.
required along with repaving the parking lot. Mulcahy also noted that the Planning Board revised Condition #4 to include coordination with the Public Works Director to ensure proper drainage on site and off site. Mulcahy recommended approval and reported that the Planning Board recommended approval as well.

Mayor Barnhart opened the Public Hearing at 7:13 p.m.

Shae Fast resides at 1080 Woodland Road and is the owner of Cowgirl Coffee and Quad Shot, LLC. Ms. Fast said she would be happy to answer any questions Council may have and is in favor of the project.

Mayor Barnhart closed the Public Hearing at 7:14 p.m. No written comments had been received.

Councilman Shepard motioned to Approve Staff Report CCU-19-02 as findings of fact, second by Councilman Fisher with Council voting as follows. AYES: Piper, Robinson, Shepard, Fisher, Karper, Lovering and Barnhart. NOES: None. ABSENT: None.

Councilman Robinson motioned to approve CCU-19-02 with specified conditions, second by Councilman Piper with Council voting as follows. AYES: Robinson, Shepard, Fisher, Karper, Lovering, Piper and Barnhart. NOES: None. ABSENT: None.

Mayor Barnhart read the hearing notice:

3. **Condition Use Permit Request for a Six-Plex Apartment Building:** Alpine Homes LLC and Ryan Blanchette are requesting a conditional use permit to construct a six-plex apartment building at 10 Diane Road in Columbia Falls. The property is zoned CRA-1 (Residential Apartment) and the zoning requires a CUP to review parking, street improvements, parkland dedication and the like. The property is described as Lot 178 of Hilltop Homes, Section 18, T30N, R20W, P.M.M., Flathead County.

City Planner Mulcahy said the City has issued several CUP’s for 6-plexes in the Diane Road area. The applicant has provided the City with the needed documents. Mulcahy reported that Diane Road is looking very nice with new homes, sidewalks and mature landscaping. This CUP will be the same as the other 6-plex units with the $1,000 cash in lieu for Horine park development.

With no public comments Mayor Barnhart opened and closed the Public
Hearing at 7:17 p.m. No written comments had been received.

Councilman Lovering motioned to approve Staff Report CCU-19-01 as findings of fact, second by Councilman Shepard with Council voting as follows: AYES: Shepard, Fisher, Karper, Lovering, Piper, Robinson and Barnhart. NOES: None. ABSENT: None.

Councilman Fisher motioned to approve the Conditional Use Permit with specified conditions, for the Six-Plex Apartment Building at 10 Diane Road second by Councilman Shepard with Council voting as follows. AYES: Fisher, Karper, Lovering, Piper, Robinson, Shepard and Barnhart. NOES: None. ABSENT: None.

B. Preliminary Budget Hearings – continued until complete:

Mayor Barnhart read the notice:

Notice is hereby given, that the City Council of the City of Columbia Falls, Montana, will hold public hearings beginning on July 15, 2019 at 7:00 p.m. in the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, for the following purposes:

Preliminary Budget
Presentation and consideration of the preliminary budget for fiscal year beginning July 1, 2019 and ending June 30, 2020. This hearing will be continued until final adoption of the budget after receiving the certified taxable valuation.

Taxpayers are encouraged to attend the hearings and give written or oral comments on any or all of the budget-related items. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

Mayor Barnhart requested that City Manager Nicosia present the 2019-20 FY budget. Nicosia presented the preliminary budget totaling $10.3 million without depreciation. Nicosia reported that this amount is up from the $8 million last year; noting that the difference is primarily due to the Third Well Project at $1.3 million, Lift Station 2 repairs and main extension, $230,000 and the $900,000 in transfers from 5211 and 5311 to fund portions of these projects. Nicosia presented the mill levy calculation, noting that the tax value, after TIF, increased 9.5% resulting in a reduction in the mills levied. Nicosia recommended that Council adopt the levy at the maximum amount pursuant to 15-10-420, MCA, or 178.38 mills. With the newly taxable increase of $23,948 and inflation factor of
\%1.02\%, $13,234, the maximum tax increase is $37,135. Nicosia presented the budget in two parts: levied funds and non-levied funds. Nicosia reported that budget reflects the Council’s goals as well as the needs of each department, within the available resources. Nicosia recommended leaving the budget hearing open through August 19th with budget adoption planned for Tuesday, September 3rd. Nicosia presented examples of tax impact with total mill levies at 212.845, a reduction of 14.13 mills over last year.

Councilman Shepard asked Nicosia if she knew of any tax payers that have asked for a review on their property valuation. Nicosia said she had not heard of any adjustments at this time but she had asked DOR if they were anticipating significant adjustments to the City’s certified taxable valuation. DOR officials indicated that they were not anticipating significant adjustments, of the 300 county-wide informal review requests, approximately 55 were in Columbia Falls.

Mayor Barnhart opened the Public Hearing at 8:08 p.m. noting that the hearing will remain open at this time.

**UNFINISHED BUSINESS:**
None.

**NEW BUSINESS:**
None.

**ORDINANCES/RESOLUTIONS**

A. Resolution # 1797 - A Resolution of the City of Columbia Falls, Montana, Levying Assessments upon Property within Special Improvements Districts to Defray the Cost of Said Special Improvement Districts for the Fiscal Year 2019-20.

Councilman Fisher motioned to approve Resolution #1797, second by Councilman Shepard with Council voting as follows. AYES: Karper, Lovering, Piper, Robinson, Shepard, Fisher and Barnhart. NOES: None. ABSENT: None.

B. Resolution # 1798 - A Resolution of the City Council of the City of Columbia Falls, Montana, Redefining the Area Included Within the Columbia Falls Street Maintenance District and Method of Assessment. City Manager Nicosia reported that there was an adjustment to Riverwood Subdivision large lot adjustments due to the addition of the former open space strip to the adjoining lot. Nicosia reported that there were no
Councilman Robinson made motion to approve Resolution #1798, second by Councilman Piper with Council voting as follows. AYES: Lovering, Piper, Robinson, Shepard, Fisher, Karper and Barnhart. NOES: None. ABSENT: None.

C. Resolution #1799 – A Resolution of the City Council of Columbia Falls, Montana Conditionally Approving the Preliminary Plat of Woodland Acres, A Two Lot Residential Subsequent Minor Subdivision Described as Lot 12A of the Amended Plat of Lot 12, Riverwood Estates & Driftwater Way, River Terrace Estates Phase 2, According to the Map or Plat Thereof on File and of Record in the Office of the Clerk and Recorder of Flathead County, Montana.

Councilman Lovering motioned to approve Resolution #1799, second by Councilman Shepard with Council voting as follows. AYES: Piper, Robinson, Shepard, Fisher, Karper, Lovering and Barnhart. NOES: None. ABSENT: None.

D. Resolution #1800 - A Resolution of the City Council of the City of Columbia Falls, Montana, Approving An Application for a Conditional Use Permit by Quad Shot, LLC to Add a Small Drive Through Coffee Shop at 270 Nucleus Avenue. The Property is described as Lots 10, 11, 12, 13, 14 and 15 of Block 128 of Third Addition to Columbia Falls, Montana, According to the Map or Plat Thereof on File and of Record in the Office of the Clerk and Recorder of Flathead County, Montana.

Councilman Shepard motioned to approve Resolution #1800, second by Councilman Fisher with Council voting as follows. AYES: Robinson, Shepard, Fisher, Karper, Lovering, Piper and Barnhart. NOES: None. ABSENT: None.

E. Resolution # 1801 - A Resolution of the City Council of the City of Columbia Falls, Montana, Approving an Application for a Conditional Use Permit by Alpine Homes LLC to Allow for one Six-Plex Condominium to be Placed on Lot 178, Hilltop Homes Subdivision, Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County.

Councilman Shepard made motion to approve Resolution #1801, second by Councilman Lovering with Council voting as follows. AYES: Shepard, Fisher, Karper, Lovering, Piper, Robinson and Barnhart. NOES: None. ABSENT: None.
REPORTS/BUSINESS FROM MAYOR & COUNCIL:
Councilman Lovering asked if there have been any reported issues with UTV's in the River's Edge Park area. Chief Peters replied there have not been any issues.
Councilman Shepard said the age group of young males roaming the streets on bicycles from 9:30-12:30 a.m. has him concerned and he wondered if the City was enforcing the curfew. Chief Peters said the Police Dept. will keep an eye out for potential issues.
Mayor Barnhart said he appreciates the fact that we got rid of the weeds on Nucleus Avenue.
Mayor Barnhart inquired about the park signs at the Shay Engine and the Kreck Riverside Park. Nicosia said she’d check on them as city staff was working on getting them ordered.

CITY MANAGER:
Nicosia reported that the City has received two letters of interest for the Resort Tax Committee. The closing date to have letters of interest into the City Clerk is August 12th.
On July 31st the Health Inspector found we had not replaced the grates in the pool. They temporarily shut the pool down until we replaced the grates, which staff did immediately.
Nicosia reported that the City attorney's office is still trying to get the Badger case settled before the court date. Mayor Barnhart asked if we do get the settlement where does the money go. Nicosia said the settlement proceeds will go into the Water Fund to reimburse the fund for the expenditure to repair the mis-installed water main.
Nicosia reported that the Highline building A is open and occupants are moving in. Building B will be complete soon and is reported to be full. Nicosia reported that the developers will be coming forward with an amended PUD application to revise Phase 2 and 3, including building 3 buildings under Phase 2. Council discussed the Traffic Study requirements in the PUD. Nicosia said that all requirements will be addressed in the application.

CITY ATTORNEY REPORT:
None.

POLICE CHIEF REPORT:
Mayor Barnhart asked if the departments were happy with their budgets and Chief Peters said he is pleased with the budget level for the upcoming year, allowing the department to purchase required items. Peters noted that the department is at full staff and they have had the busiest July in years. Chief Peters said he is very proud of the people staff, noting that Heritage Days went very well.
INFORMATIONAL CORRESPONDENCE - List available for Review

ADJOURN: Upon motion duly made by Councilman Piper and seconded by Councilman Lovering and the meeting adjourned at 8:28 p.m.

__________________________________
Mayor

ATTEST:

__________________________________
City Clerk

APPROVED BY COUNCIL ACTION: August 19, 2019
August 15, 2019

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

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Columbia Falls.

We will perform a limited scope engagement that focuses on compliance with the Building Code Enforcement Program for the year ended June 30, 2019. Specific procedures to be performed are enumerated below:

1. Determine that the City’s accounting records fully document the collection and expenditure of all fees and charges related to the Building Code Enforcement Program during the fiscal year ended June 30, 2019.

2. Verify that the information included in the “Fiscal Report” submitted to the State Building Codes Bureau corresponds with the City’s accounting records.

3. From selected building permit applications, compare permit fees charged with the permit fee schedule established by the City and approved by the State Building Codes Bureau to verify that the fees were the same.

4. From selected building permit applications, verify that the total building permit fee paid agrees to the amount credited to the Building Code Enforcement Program and that no portion of the fee was diverted to other government functions.

5. Perform an examination of selected expenditures and other charges made from Building Code Enforcement Program-related fees to determine that all were necessary and reasonable costs directly and specifically identifiable to the enforcement of building codes.

6. Perform an examination of selected expenditures from the Building Code Enforcement Program to determine that no portion of permit fees collected were used to support fire departments, planning, zoning, or other activities, except to the extent that employees of
those programs provided direct plan review, inspection or other building code enforcement services for the Building Code Enforcement Program.

7. Verify that any indirect costs allocated to the Building Code Enforcement Program were allocated on the same basis as for other proprietary funds of the City; and that any indirect costs waived from any other proprietary fund of the City were also waived for the Building Code Enforcement Program.

8. Verify that any indirect costs charged to the Building Code Enforcement Program were limited to those costs allowed under OMB Uniform Guidance (OMB Circular A-87).

9. Verify that any transfers out of the Building Code Enforcement Program Fund are in accordance with allowable expenditures as to purpose and use.

10. Verify that 0.5% of revenues from plan reviews and building permits collected during the year were remitted to the State Department of Labor and Industry for the building codes education program.

11. Determine whether the reserve account exceeded the amount needed to support the building code enforcement program for 12 months, and if so, verify that the City has taken steps to reduce permit fees.

This engagement is solely to assist Montana State Department of Labor and Industry in performing a financial review of the City for the year ended June 30, 2019. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described above either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed above do not constitute an examination, we will express and opinion only on the procedures enumerated above and we will not express an opinion on the financial statements taken as whole. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the City of Columbia Falls and the Montana State Department of Labor and Industry, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the criteria, for selection of the criteria, and for determining that such criteria are appropriate for your purposes. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the compliance testing we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

We plan to begin our procedures in September 2019 and, unless unforesceable problems are encountered, the engagement should be completed no later than June 30, 2020. At the conclusion of our engagement,
we will require a representation letter from management that, among other things, will confirm management’s responsibility for the procedures performed.

Our fees are included with the financial and compliance audit fee for fiscal year 2019 (see separate engagement letter) which includes travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 or more days overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

Doyle & Associates, P.C.

RESPONSE:
This letter correctly sets forth the understanding of the City of Columbia Falls.

By: _______________________________________

Title: _______________________________________

Date: _______________________________________
August 15, 2019

To the City Council and Management
City of Columbia Falls
130 6th St. W #A
Columbia Falls, MT 59912-3609

We are pleased to confirm our understanding of the services we are to provide the City of Columbia Falls, Flathead County, Montana (“City”) for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management’s Discussion and Analysis.
2) Schedule of Changes in Total OPEB Liability and Related Ratios
3) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual General Fund and Major Funds.
4) Schedules of City’s Proportionate Share of Net Pension Liability
5) Schedules of City’s Pension Plan Contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance
with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City’s financial statements. Our report will be addressed to City Council and Management of the City of Columbia Falls, Flathead County, Montana. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as
auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Other Services

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial
information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for
providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we may provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Montana Department of Administration, Local Government Services Bureau; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Doyle & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Montana Department of Administration, Local Government Services Bureau or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Doyle & Associates, P.C.’s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Montana Department of Administration, Local Government Services Bureau. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.
We expect to begin our audit during September 2019 and to issue our reports no later than the statutory deadline of June 30, 2020. Tana Doyle is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $11,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Columbia Falls and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Doyle & Associates, P.C.
DEPARTMENT OF ADMINISTRATION

STANDARD AUDIT CONTRACT

This Contract is made this 15th day of August, 2019, by and among

Doyle & Associates, P.C.

Certified Public Accountant
("Contractor"),

City of Columbia Falls, Flathead County, Montana

Governmental Entity
("Entity"),

and the Montana Department of Administration, Local Government Services, ("State"), acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated. The State’s mailing address, phone number and e-mail address are P.O. Box 200547, Helena, MT 59620-0547; (406) 444-9101; and LGSPortalRegistration@mt.gov.

1. Effective Date: This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval. If the Contractor begins work before the State’s approval of the contract and the State subsequently does not approve the contract, the Contractor is not entitled to receive any compensation for the work performed.

2. Audit Period and Payment: This contract covers the following audit period(s):
   July 1, 2018 to June 30, 2019.

   A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:

   $11,800 for initial (or sole) audit covering 07/01/2018 to 06/30/2019.
   $ for subsequent audit covering / / to / / .
   $ for subsequent audit covering / / to / / .

   The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference. Any change to the audit fees requires a contract amendment.

   B. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.

   C. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain ten percent (10%) of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.

3. Peer Review: The Contractor shall provide the Entity with a copy of its most recent external peer review
4. **Audit Scope**: The Contractor shall perform the following:

A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The Contractor shall opine on the presentation of the Entity’s financial statements in accordance with the Entity’s applicable financial reporting framework prescribed at Section 2-7-504, MCA.

If the Contractor’s opinion on the Entity’s financial statements is other than unmodified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.

B. The Contractor shall perform tests of internal control over financial reporting. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards.

C. The Contractor shall perform tests of the Entity’s compliance with provisions of laws, regulations, contracts, and grant agreements. The Contractor shall use the local government compliance supplement prepared by the State, as required by Section 2-7-505(2), MCA, in conjunction with Government Auditing Standards to determine the compliance testing to be performed during the audit. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards. If the Contractor becomes aware of fraud, waste or abuse, the Contractor shall report related findings in accordance with Government Auditing Standards. The Contractor shall perform tests, including but not limited to the following, to determine whether:

(1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;

(2) the Entity has complied with the provisions of each of its debt covenants and agreements;

(3) if the audit is of a county, city or town, the Entity has retained money in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality; and

(4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency or custodial funds maintained by the Entity, as required by Section 2-7-505, MCA.

If required by the State, the Contractor shall provide documentation of testing performed to comply with (3) and (4), above.

D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as
amended, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”). If these federal regulations are amended, the amended regulations will prevail.

E. The audit scope with regard to federal financial assistance for each fiscal year covered by this contract must be as specified in Appendices A, B and C. Any change to the audit scope with regard to federal financial assistance requires a contract amendment.

F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined in the Entity’s applicable financial reporting framework prescribed at Section 2-7-504, MCA. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State’s Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:

(1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring “Student Count for ANB” reports; and

(2) when applicable, the extracurricular funds for pupil functions.

H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.

I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing.

J. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

5. **Entity’s Responsibilities**: The Entity shall be responsible for:

A. its basic financial statements, including note disclosures;

B. all supplementary information required by its applicable financial reporting framework prescribed at Section 2-7-504, MCA and by provisions of this contract;
C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;

D. ensuring that it complies with the laws, regulations, contracts and grant agreements applicable to its activities;

E. making all financial records and related information available to the Contractor;

F. the schedule of expenditures of federal awards required for audits conducted under Uniform Guidance;

G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;

H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and

I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

6. Dates for Annual Financial Report or Trial Balance of Accounts: The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.

7. Beginning the Audit: The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.

8. Completion of Audit: The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) for the delay. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of Uniform Guidance, the Contractor shall complete the audit and issue the audit report within the time period required by that federal regulation, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the due date of the Uniform Guidance from a federal agency, the Entity shall submit a copy of the approved extension to the State.

9. Due Date Extension: The State may grant an extension to the Entity for filing the audit report beyond the one-year due date provided for in paragraph 8, above. To do so, the Entity shall make a request to the State in writing and shall show good cause for the delinquency or demonstrate that the failure to meet the deadline provided for in paragraph 8, above, was the result of circumstances beyond the Entity’s control. The State will determine good cause or circumstances beyond the Entity’s control based on the facts of each case.
10. **Presentation of Audited Financial Statements**: The final audit report must contain basic financial statements and supplementary information consistent with the applicable financial reporting framework prescribed at Section 2-7-504, MCA. In addition, other supplementary information required by provisions within this contract and by Uniform Guidance must also be included, if applicable.

A. The final audit report must also contain any supplementary or other information as agreed upon by the Entity and Contractor.

B. If the Entity's accounting records or other circumstances do not permit financial statements to comply with the applicable financial reporting framework prescribed at Section 2-7-504, MCA, the Contractor shall notify the State of those conditions and describe the financial statements that will be presented. The applicable auditor’s reports must be modified in accordance with professional standards to reflect a departure from the applicable financial reporting framework.

C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.

D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor’s Report.

11. **Auditor’s Reports**: All audit reports must contain the following auditor’s reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:

A. a report on the financial statements of the Entity;

B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.

C. a reference to a report disclosing any deficiencies in internal control or instances of noncompliance with provisions of contracts or grant agreements or abuse that have a less than material effect on the financial statements but warrant the attention of management or those charged with governance. This report must be referred to in the report required in 11.B. above.

D. a report on any supplementary or other information presented in the audit report. This report must be given in an “other matters” paragraph(s) of the auditor’s report on the financial statements (11.A. above), and shall identify, if applicable:

   (1) Any Required Supplementary Information (RSI), as required by the Governmental Accounting Standards Board.

   (2) Any Supplementary Information (SI) included in the report to comply with provisions of laws, regulations, contracts, or grant agreements. For the following schedules, the Contractor shall report on whether the information is fairly stated, in all material respects, “in relation to” the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
a) schedule of school district “Student Count for ANB” required in paragraph 13.A.;

b) schedule of school district extracurricular fund financial activities required in paragraph 13.B.;

c) schedule of expenditures of federal awards required by Uniform Guidance and in paragraph 12.A.; and

d) Any supplementary information for financial reporting frameworks required by A.R.M. 2.4.401.

(3) Any Other Information (OI) for financial reporting frameworks required by A.R.M. 2.4.401.

(4) Any Other Information (OI) that is included in the audit report, if deemed appropriate in accordance with professional standards.

E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.

F. If the Contractor includes audit findings in the reports referenced in 11.B. and 11.C. above, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor submits the audit report to the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.

12. **Single Audits**: All audit reports for single audits done in accordance with Uniform Guidance must contain the following:

A. a schedule of expenditures of federal awards, prepared by the Entity, which must contain all elements required by Uniform Guidance.

B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by Uniform Guidance and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.

C. a report on compliance for each major program and a report on internal control over compliance in accordance with Uniform Guidance. These reports must refer to the separate schedule of findings and questioned costs described in paragraph 12.D. of the contract and must comply with applicable professional standards in effect for the fiscal year or years being audited.

D. a schedule of findings and questioned costs which must include the information required by Uniform Guidance.

E. an Entity-prepared document, separate from the Contractor’s findings, that describes the Entity’s corrective action plan in accordance with Uniform Guidance for each current-year audit finding, if that plan is available at the time the Contractor submits the audit report to the State. This document should be submitted on Entity letterhead and should include a corrective action plan for each finding, regardless whether the finding is identified in accordance with Uniform Guidance or Government Auditing.
Standards.

13. **School Districts:** School district audit reports must include the following as supplementary information/schedules:

   A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring “Student Count for ANB” reports and as documented by the school district's enrollment records; and

   B. a detailed schedule of extracurricular fund financial activities.

14. **Local Governments Reporting on Non-GAAP Financial Reporting Framework:** Audit reports of local governments that report on a non-GAAP financial reporting framework as provided in A.R.M. 2.4.401 must include any Supplementary Information and Other Information required in that administrative rule.

15. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited, including the reports and schedules referenced in paragraphs 11 through 14 above.

16. **Exit Conference:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and other appropriate Entity officials and employees. The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference. The Contractor further agrees that before the exit conference, it will not discuss the audit findings with anyone other than the Entity or the State. Once the Contractor delivers the final audit report to the Entity, the report is deemed to be a public record.

17. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:

   A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C. The cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices.

   B. The Contractor shall submit one of the copies referred to in 17.A., above, to the attorney for the Entity.

   C. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.

   D. The Contractor shall provide the State with a text-searchable, unlocked, and unencrypted electronic copy of the audit report at no charge. The report must be submitted to the State at the same time when the Contractor delivers the final audit report to the Entity. Any report delivered separately to management or those charged with governance identifying findings and recommendations as described in 11.C. above must be submitted electronically at the same time the audit report is submitted. The Contractor shall advise the State, at the time of submitting the electronic report, of the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours the Contractor spent conducting the audit, the total audit fee billed the Entity, and whether the audit was conducted in accordance with the provisions of Uniform Guidance.

   E. If the Entity is a school district or associated cooperative, the Contractor shall provide at no additional charge copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
F. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide at no additional charge one copy of the audit report to the city or town clerk.

G. If the audit is a single audit conducted in accordance with the provisions of Uniform Guidance, the Entity shall provide copies of the reporting package defined in Uniform Guidance and the data collection form to the federal clearinghouse designated by OMB.

18. **Entity Response**: If not included in the audit report as provided in paragraphs 11.F. and 12.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report as required by Section 2-7-515, MCA, and ARM 2.4.409. This notification must also address any findings and recommendations identified in any report to management or those charged with governance described in 11.C. above. If the audit is a single audit conducted in accordance with Uniform Guidance, this corrective action plan must also meet the requirements of Uniform Guidance. If the Entity is a school district or special education cooperative, the Entity shall also send a copy of this notification to the Office of Public Instruction.

19. **Entity’s Attorney**: If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.

20. **Certification of Auditor Independence**: The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters regarding this engagement. This contract must not include non-audit services. The Contractor shall neither arrange for nor accept other work with the Entity that could in any way impair the Contractor's compliance with professional independence standards. If required by the State, the Contractor shall provide documentation that independence has been maintained in both mind and appearance as required by professional auditing standards.

21. **Contractor and Subcontractors**: The Contractor shall not assign any rights, or subcontract or delegate any duties of the contract without the Entity’s and State’s prior written consent.

The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. Any subcontractors performing audit work shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State. The Contractor is responsible to the Entity and the State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors or agents. There is no contractual relationship between any subcontractor and the State.

22. **State Participation in Conferences**: The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences held in conjunction with the audit of the Entity.

23. **Access to Records**: The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the work programs and supporting working papers available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to
the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, work programs, and supporting working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.

24. **State Review of Report**: As provided by Section 2-7-522, MCA, the State shall review the Contractor's audit report. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.

25. **Independent Contractor**: The Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for any purposes.

26. **Workers’ Compensation**: The Contractor certifies that it carries Workers’ Compensation for its employees and that it has either elected Workers’ Compensation or has an approved Independent Contractor’s Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71).

27. **Indemnity**: The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor’s employees or third parties for bodily or personal injuries, death, or damage to property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract. This defense and indemnify obligation does not apply to acts or omissions arising from the sole negligence of the State or Entity under this contract. This defense and indemnity obligation survives termination or expiration of this contract.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor’s part to comply with professional standards, the Entity shall defend and indemnify the Contractor against such obligations.

28. **Insurance – Commercial General Liability**: The Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor’s negligence with respect to the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity and their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Insurance - Professional Liability**: The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.
If occurrence coverage is unavailable or cost-prohibitive, the state will accept ‘claims made’ coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity may require complete copies of certificates of insurance during the term of this contract.

29. **Compliance with Laws:**
   A. The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subcontracting by the Contractor subjects subcontractors to the same provisions.

   B. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016 the Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this contract.

30. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and shall respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.

31. **Termination before Audit Commences:** Before the commencement of the audit, either the Contractor or the Entity, with the State’s consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach.

   The Contractor and the Entity may agree to terminate this contract without cause before the commencement of the audit. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

   The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

32. **Termination after Audit Commences:** After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State’s consent, or the State alone, may terminate this
contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor is not entitled to the fee set out in this contract. This is the Entity’s and the State’s sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set out in this contract, based on the percentage of work completed at the time of termination. This is the Contractor’s sole remedy.

The Contractor and the Entity may agree to terminate this contract without cause after the audit has commenced but before the audit report has been issued. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

33. **Contractor Compliance with CPE and Quality Control Review**: The Contractor certifies compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.

34. **Single Audit Act Certification**: If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.

35. **Time is of the Essence**: Time is of the essence regarding all provisions of this contract.

36. **Governing Law and Venue**: This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract. The parties also agree that any litigation concerning this contract in which the State is not named as a party must be brought in the State of Montana Judicial District in the County in which the Entity is located. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract.

37. **Notice**: All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.

38. **Invalid Provision**: If any provision of this contract is held to be illegal or unenforceable and the parties’ rights or obligations will not be materially and adversely affected, such provision will be (a) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.

39. **Authority**: Each party represents that the person signing this contract has the authority to bind that party.

40. **Entire Agreement and Amendment**: This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.
Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

Certified Public Accountant

Doyle & Associates, P.C.  
Firm Name

By: ___________________________  Date: 8/15/19
Authorized Representative

Governmental Entity

Entity Name

By: ___________________________  Date: __________
Authorized Representative

Montana Department of Administration,  
Local Government Services

By: ___________________________  Date: __________
Approved By
APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):  
City of Columbia Falls, Flathead County, Montana

(406) 892-4391  
Telephone:  
Address:  
130 6th Street W #A  
(Street Address or P.O. Box)  
Columbia Falls, MT 59912  
(City/Town)  
(Zip Code)  

Susan Nicosia, City Manager  nicosias@cityofcolumbiafalls.com  
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR):  
Doyle & Associates, P.C.

(406) 273-0700  
Telephone:  
Address:  
P.O. Box 446  
(Street Address or P.O. Box)  
Lolo, MT 59847  
(City/Town)  
(Zip Code)  

Tana Doyle  tana@doyleandassoc.com  
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:
   A. This audit will cover the fiscal year(s) ending  
      June 30, 2019  
      (Month & Day)  
      (Year)  
   B. Date to commence audit work:  
      September 2019  
   C. Date to submit final audit report  
      to Entity and State:  
      On or before statutory deadline of June 30, 2020

2. Time and Price for Engagement:
   A. Estimated total hours -  
      195  
   B. Price for audit personnel  
      Price for Travel  
      Price for typing, clerical  
      and report preparation  
      Total price for this  
      engagement  
      $11,100  
      500  
      200  
      $11,800
3. The reporting entity contains the following discretely presented component units: ____________________________
   Fire Department Relief Association

4. Date Annual Financial Report or a trial balance will be available: October 1, 2019

5. Number of copies of audit report Contractor will provide to Entity: 10

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
   As needed

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:
   □ The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards equal to or in excess of $750,000 during the fiscal year(s), or such other dollar amount ($__________) that is effective for the fiscal year(s) being audited.
   OR
   √ The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of less than $750,000 during the fiscal year being audited.

Certified Public Accountant

  Doyle & Associates, P.C.

  By: _______________________________  Date: August 15, 2019
  Authorized Representative

Governmental Entity

  City of Columbia Falls, Montana
  Entity Name

  By: _______________________________  Date: ______________
  Authorized Representative

Montana Department of Administration,
Local Government Services

  By: _______________________________  Date: ______________
  Approved By
Comments: In 2017, the City Council granted the Conditional Use Permit to construct a six-unit multi-family residential building at 9 and 11 Diane Road. The applicant had a contractor lined up for the project but that contractor decided to take a different job leaving Mr. Pero to search for another builder.

Mr. Pero report this year that he has tried a number of contractor but all are too busy to take his job. Mr. Pero requests a second done year extension so he can try and line up a contractor for next season.

The zoning still supports the multi-family residential development and character of the neighborhood is still multi-family residential. The circumstances of the development are the same as they were in 2017 so staff would not recommend changes in the Council’s adopted conditions.

I am recommending that the City Council grant a 12 month extension for Mr. Pero’s project so that he can secure a builder, building permits, and start the project. The original CUP was approved by Resolution 1763 on November 11, 2017. The CUP will now expire on November 11, 2020.
From: Robert Wayne Pero <rjpero@aboutmontana.net>
Sent: Monday, July 29, 2019 3:54 PM
To: eric@sandssurveying.com
Subject: 9 and 11 Dianne rd Columbia falls

Follow Up Flag: Follow up
Flag Status: Completed

I would like to request an extension for the approval of these lots to build a 6 plex on each. I have been trying to get a contractor to build them but can’t find one available. Please extend one more year and I will do my best to build next year. Thank you Robert Pero

Sent from my iPad
8/14/2019

City Manager Susan Nicosia, Mayor Don Barnhart
and Columbia Falls City Council
130 6th Street West, Room A
Columbia Falls, MT. 59912

Dear Manager Nicosia, Mayor Barnhart and Council Members,

The membership of the Columbia Falls Fire Department has voted to approve Trey Perkins as a probationary member. Trey, a recent graduate of Columbia Falls High School, lives in Columbia Falls and plans on attending FVCC for a few years. He has successfully completed a background check and physical examination. Trey has exhibited a strong desire to become a member of the Columbia Falls Fire Department and has grown up around the department since his father has been a member for many years. I am recommending that Trey Perkins be approved as a probationary firefighter for the Columbia Falls Fire Department.

Sincerely,

Rick Hagen
Fire Chief, CFFD
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN, that the City Council of the City of Columbia Falls, Montana, will hold public hearings beginning on July 15, 2019 at 7:00 p.m. in the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, for the following purposes:

Preliminary Budget
Presentation and consideration of the preliminary budget for fiscal year beginning July 1, 2019 and ending June 30, 2020. This hearing will be continued until final adoption of the budget after receiving the certified taxable valuation.

Taxpayers are encouraged to attend the hearings and give written or oral comments on any or all of the budget-related items. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

DATED THIS 1st DAY OF JULY, 2019

s/Barb Staaland, City Clerk

Publish: Sunday July 7th and Sunday July 14th
Planning Department

CITY OF COLUMBIA FALLS

GROWTH POLICY

2019 Edition

City of Columbia Falls
130 6th Street West
Columbia Falls, Mt
COLUMBIA FALLS GROWTH POLICY
December 2005
(Revisions approved April 21, 2008, Resolution #1532 and January 22, 2013, Resolution #1646)

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A. VISION STATEMENT:

A community maintaining quality embracing change

B. INTRODUCTION – WHAT IS A GROWTH POLICY

The community of Columbia Falls has an ever changing and growing population. As growth and development occur, it is important for the residents of our community to participate in planning and implementation of a plan that will maintain the quality of our community. Through planning, people can have an active voice in directing the affairs of the city and surrounding area as we affect the change around us to ensure a more desirable future.

The State has given cities and counties ample authority to carry out long-range planning activities. Section 76-1-101 of the Montana State Code states that any city, county or combination thereof may, “create a planning board in order to promote the orderly development of its governmental units and its environs.” Section 76-1-601 gives the planning board authority to create a growth policy that covers all or a portion of the jurisdictional area. Finally, Section 76-1-605 M.C.A. states, “After adoption of the plan, the City Council, Board of County Commissioners or other governing body in the jurisdiction shall be guided by and give consideration to the general policy and pattern of development set out in the Growth Policy.”

The City of Columbia Falls has been involved in community planning since the early 1960s when a city-county planning board was formed and, in 1963, the first “Master Plan” for Columbia Falls was prepared. It was updated in 1978 and 1984. As part of an ongoing process, the Columbia Falls City-County Planning Board continues to update the Growth Policy in order to keep it current and viable.

The Columbia Falls City-County Growth Policy is an official public document adopted by the Columbia Falls City Council. It is a policy plan intended to guide decisions concerning the physical, social, economic and environmental development of the Planning Jurisdiction. The essential characteristics of the plan are that it is comprehensive, general and visionary:

“Comprehensive” means that the Growth Policy applies to all geographical areas of the Planning Jurisdiction. Montana statute provides that by mutual agreement of the city and county, the Planning Jurisdiction may extend up to four and one-half (4 ½) miles beyond the city limits. In the case of Columbia Falls, the Planning Jurisdiction originally created in the 1970s extended approximately 3 miles beyond the city limits creating a jurisdiction that extended north-south approximately 8 miles and east-west,
7 miles. In January, 2005 the City Council and Board of County Commissioners re-negotiated a new planning jurisdiction boundary (Figure 1). This boundary extends generally one mile beyond the city limits in all directions and in addition it extends north approximately 3 miles using the North Fork Highway as its western boundary.

“General” means that the Growth Policy presents the goals and policies necessary to give guidance to making decisions concerning development but does not indicate site-specific locations, engineered solutions, or detailed regulations. That is not to say, however, that it can be disregarded. For example, case law specifies that zoning documents and decisions are to be in substantial compliance with the Growth Policy. All decisions affecting land use should be based on and be in substantial compliance with the Plan.

“Visionary” means that it looks beyond the present situation in an attempt to anticipate future problems and possibilities. The Growth Policy is directed toward the future and is intended to guide development patterns to the year 2020. The Growth Policy will help to maintain the quality of our community as we embrace the change before us.

C. GROWTH POLICY COMPONENTS

The Growth Policy is composed of two major components, the text and the growth policy map, and supported by a comprehensive Resource and Analysis Document. Both the text and map are equally important and must be equally weighed. The Resource and Analysis Document provides valuable information that supports the Growth Policy recommendations. To adequately interpret and implement the Growth Policy, all three must be consulted for insight and direction. Relying on only one component will not always give a clear picture of the broad community concepts or the spirit of the Growth Policy. Worse, it may lead to a twisting or manipulation of the Growth Policy. Each of the components is explained below in greater detail.

Text

The text contains 11 major elements as described in the Table of Contents. Each element or chapter contains a series of issue statements intended to summarize the most important issues, trends, positive attributes or perceived problems surrounding the element. Each chapter then contains one or more broad goals. These goals provide the publicly stated direction. Policies are then listed which are intended to give more detailed direction in land use decisions to achieve the goals. Finally, each chapter contains recommendations that put forward specific public actions to implement the Growth Policy.

Areas of specific applicability include any zoning action, subdivision review, parklands planning or development, road extension or abandonment, and public
facility planning or development. Each time a proposed action may impact an element of the Growth Policy, the Growth Policy should be consulted and relevant goals, policies, and recommendations should be identified. Specific findings should then be made as to the conformance of the issue with the identified goals, policies and recommendations. Where policies are not or cannot be met, a specific finding should be made distinguishing whether or not site conditions or other extenuating circumstances justify nonconformance with the Growth Policy.

Map

The Growth Policy Map is the graphic illustration of the Growth Policy reflecting a composite of all 11 major plan elements. Based on the Natural Resources Element, environmentally sensitive areas are identified, generally consisting of steep topography, river and riparian areas, wetlands, or critical habitat. Based on the Land Use Elements, the Growth Policy Map represents the recommended growth patterns for residential, commercial or industrial development for the Planning Jurisdiction. Based on the Agricultural Element, the most productive agricultural and forest management lands are designated for consideration. Based on the Transportation Element, the Map presents the present and future major road and pedestrian trail systems. Based on the Public Facilities and Services Elements, present and future public lands are shown as they interrelate with the overall community design. Finally, the Parks and Recreation Element presents the existing parklands as well as optimum locations for new parklands to meet the growing needs of the Planning Jurisdiction. (Growth Policy map is located at the end of Growth Policy).

The Growth Policy Map is a visual policy statement. Future public facilities sites indicate generalized locations and should not be construed to be site-specific. Proposed extensions to the arterial-collector street system indicate desired routes and access points. They have not been engineered. Likewise, future land use designations are not fixed or rigid boundaries. The land use districts are separated by transition areas in which uses from one district can transition or blend into an adjacent land use district. Transition areas can take several forms. They can be natural barriers such as highways, streams, extremely steep terrain or open space. Such barriers usually allow for a safe separation between negative impacts that might be associated with uses in a particular district such as industrial or commercial from infringing upon a less intense use such as residential. Where natural barriers are not present, it is intended that the transition area take the form of intermediate or less impacting uses or else incorporate green belts, landscaping, or other mitigating design techniques. The purpose of transition areas is to provide an area where adverse impacts (e.g., noise, odor, vibration, traffic, density, height) can be mitigated. Hence, to fully appreciate and interpret the Growth Policy Map, it must be viewed in light of the Goal and Policy Statements provided in the text of the Growth Policy.
The Columbia Falls Planning Jurisdiction Resource and Analysis Document was developed under separate copy to provide the background, existing conditions and the present and projected trends that are integral in developing the Growth Policy and understanding the Planning Jurisdiction as a whole.

D. COMMUNITY STRENGTHS/WEAKNESSES/OPPORTUNITIES/THREATS

An initial step in the development of the Growth Policy was a current analysis of the community’s strengths, weaknesses, opportunities and threats. Typically called a SWOT analysis, it offers an introspective view of Columbia Falls and the surrounding area. The analysis is provided below and was developed during Columbia Falls’ workshops and verified by the Planning Board and public input:

STRENGTHS

Strengths are those positive elements that define a community and that form a spring board with which to build a better future. Strengths already exist in a community, they can be improved upon, they can be refined and directed and they can also be lost. It is critical for a community to understand what their strengths are as these will form the basic building blocks for the future.

- The Columbia Falls Planning Jurisdiction has an excellent location serving as the Gateway to Glacier National Park and the North Fork Valley of the Flathead with immediate access to the Flathead River, Hungry Horse Dam and Reservoir, the Bob Marshall Wilderness, the Flathead Forest, several golf courses, and the Whitefish Mountain Ski Resort.
- Columbia Falls has immediate access to North Valley Hospital, Kalispell Regional Medical Center, and Flathead Valley Community College, the fourth largest college in Montana.
- Locally, the city offers an attractive library and a strong primary and secondary educational system.
- The City offers an outdoor aquatic center, developing trail system, neighborhood parks, and the River’s Edge Park.
- Columbia Falls has excellent transportation access via US Highway 2, the main line of the Burlington Railroad and rail yards and Glacier International Airport.
- Columbia Falls is a wood products employment hub of Flathead County hosting two lumber companies, Weyerhaeuser and Stoltze, and several smaller associated timber enterprises.
- Columbia Falls has capacity for additional light and heavy manufacturing in the two existing industrial parks.
- Diverse employment opportunities for workers.
• Civic organizations encouraging development and growth in the community.
• The community boasts world class water quality and clean air. Columbia Falls is the municipal water system that is un-chlorinated.
• Significant commercial expansion has occurred along Ninth Street (US 2 corridor) and there is room for additional commercial development.
• New growth and revitalization of the historical downtown district (Nucleus Ave).
• Personal services and facilities in Columbia Falls are close at hand and accessible including a local weekly newspaper, a downtown post office, medical offices and financial institutions.
• Excellent police and fire departments with good ISO ratings (Fire – most recent rating = 5).
• A municipal wastewater treatment plant with recent upgrades that provide capacity for future growth.
• Retirement and assisted living facilities provide options for area families.
• Columbia Falls maintains its position in the Flathead as the most affordable housing option.
• Strong community image as a hard-working City.
• Alternative approach to lodging via the City’s Short-term rentals with administrative conditional use permit.
• Growth of and proximity to Glacier International Airport flights.
• Creation of URD and TEDDs.

WEAKNESSES

Weaknesses are traits, conditions or shortcomings in a community. They hinder progress, detract from the quality of the community or restrict opportunity in some form or fashion. Weaknesses reflect an existing situation. It is important for a community to identify and acknowledge weaknesses. Once identified, weaknesses can be improved upon or overcome, however this requires effort in terms of resources, time and commitment.

• Limited tax base (significant industrial, commercial and residential tax base lies just outside the immediate boundaries of the city).
• Limited retail shopping.
• Limited in-town lodging accommodations.
• Sprawl on the outskirts of the community.
• Infrastructure needs.
  o Curbs and sidewalks/bike paths.
  o Pedestrian bridge over river.
  o Sewer and water extensions to growth areas.
  o Railroad crossings (13th).
• Lack of a dedicated community building or civic center.
• Lack of activities for young adults.
• Lack of community participation in Planning/Zoning.
OPPORTUNITIES

Opportunities are actions or circumstances which if capitalized upon can be used to overcome weaknesses or build on strengths. Opportunities may be available for only a short time and are thus time sensitive. Therefore, it is important to constantly monitor opportunities in a community. Opportunities rarely happen on their own and require energy and direction to accomplish them. Once lost, they are very difficult to retrieve or revive.

- Flathead River access – only City with river frontage, many river recreational opportunities.
- Development and expansion of the existing trail system in the community.
- Vacant lands on the east and west sides of the community that could accommodate future growth.
- Paving of the North Fork Road to Camas Creek Road providing a direct access through Columbia Falls to Glacier National Park.
- Tourist business development due to location and the significant recreation opportunities.
- Good market for retail expansion.
- Existing industrial base already here.
- Access to Flathead Valley Community College for training and education.
- Retirement housing – opportunities to expand here.
- Good pool of quality youth and volunteers.
- The extension of Homestead Drive at North Hilltop and the extension of 13th across the railroad tracks.
- Tax incentive programs to revitalize Nucleus and blighted areas.
- Grant programs/funding opportunities
- Quality of educated and non-educated skill-based workforce.
- Accessory Dwelling Unit development.
- Create a cohesive landscape/streetscape along Hwy 2.
- The last full-service City before entering Glacier National Park.
- Resort community designation in 2018 by MT DOC.
- Potential rebuilding of aging school facilities.

THREATS

Threats are actions, circumstances or events which limit an opportunity or undermine community strengths. Threats by their nature may be imminent or long term, they are future oriented. Threats may be dispelled on their own being overtaken by the events of time or they may fester and build. Typically threats range from reducing the positive influence of some action on one hand to impacting the stability of a portion of or all of a community. They may challenge
the peaceful and orderly growth of an area. If left unattended, they may alter the way of life for a community and its residents.

- Declining job opportunities and industrial capacity.
- Industrial interface with residential areas in community.
- Significant rural residential growth on fringes of Columbia Falls which will inhibit orderly expansion of city services and facilities to accommodate growth.
- Continued commercial development along Highway 2 south of Highway 40/Blue Moon siphoning off potential development in the Columbia Falls community.
- Loss of tax base to projects locating just outside of the city.
- Lack of developable residential land within the city.
- Loss of access to adjacent Flathead National Forest.
- Sewer and water rate increases.
- A community afraid of losing small town identity.
- Limited opportunity for educated/skilled young people in their family raising years.
- Short-term rentals result in less long-term rentals.
- Development outside of Columbia Falls’ jurisdiction adjacent to Planning/Zoning boundary in largely unzoned areas.
With the 2018/19 Growth Policy Update, the City of Columbia Falls prepared an electronic survey that was made available on the City’s Website, through social media, news media, local organizations, and word of mouth. Results of the Survey questions are as follows:

1) How long have you lived in Columbia Falls?

- 0-5 years: 24%
- 6-15 years: 29%
- 16-30 years: 16%
- 30-50 years: 11%
- 50+ years: 20%

2) What brought you to Columbia Falls? (Work, affordable housing, good schools, recreation opportunities, etc.)

- Work: 18%
- Housing: 24%
- Recreation: 12%
- Family/Born Here: 28%
- Schools: 5%
- Small Town Community: 8%
- Location: 3%
- Other: 2%
3) What are the three most important issues facing Columbia Falls?

- **Growth/Development/Planning** 20%
- **Housing** 16%
- **Infrastructure** 13%
- **Other** 11%
- **Retail/Restaurants** 4%
- **Pollution/Decay/Noise** 6%
- **Jobs/Low Wages** 9%
- **Traffic** 2%
- **Schools** 7%
- **Crime/Drugs/Public Safety** 3%
- **Funding** 5%
4) As Columbia Falls continues to grow in the future, where do you see the City limits expanding, to the north across the BNSF tracks, to the East across the Flathead River, or to the west below South Hilltop Road?

- North (Across BNS Tracks) 18%
- East (Across Flathead River) 18%
- West (Below South Hilltop) 45%
- South 4%
- Meadow Lake 2%
- None 5%
- All 8%

5) Do you support the goal of continuing support of manufacturing in Columbia Falls, either light industrial or clean heavy industrial use?

- Yes 82%
- No 12%
- Other 6%
6) In the last decade, tourist related business has started to locate in Columbia Falls, these businesses include, guide services, glacier park concessionaires, hotel, hostels, etc. Do you support the continued development of these businesses?

7) Should the City continue to focus on infill development for commercial uses or expand the commercial districts east of Third Avenue East (Ohs’ Auto Body) or West of South Hilltop Road (Last stoplight west of town)?
What changed since the original 2007 Growth Policy document?

- Housing has become more of an issue in recent years with the increase in the median house price.
- Tourist based business is more accepted in Columbia Falls now than it appeared to be in 2007.

What has stayed the same?

- People still value and want to keep the small-town character of Columbia Falls.
- Citizens still value the manufacturing and light industrial jobs in Columbia Falls.
- Family and more affordable housing options continue to bring people to Columbia Falls.
- Commercial infill is still preferred over expanding up or down the Highway.
E. PROJECTIONS – POPULATION AND HOUSING

POPULATION:

In order to plan for the growth of a community, it is important to understand the scale of growth that the community is anticipating. Based on past trends and current activity, a series of population projection models were prepared and further analyzed in the Columbia Falls Resources and Analysis Document dated May, 2005. Ultimately, a 25% per decade growth model for the City and a 10% per decade growth model for the rural unincorporated portion of the planning jurisdiction were selected. This equates to a 2½ % per year growth rate for the city and a 1% per year growth rate for the unincorporated portions of the planning jurisdiction. Growth in the adjacent rural areas may seem low at 10% per decade, based on past county-wide trends, however, it is selected because of the high likelihood that significant growth adjacent to the City will utilize City sewer and water facilities and concurrently annex into the City. Projections should only be used as a guide.

**Table 1**
Population Projections
City of Columbia Falls and Columbia Falls Planning Jurisdiction
2000 - 2025

<table>
<thead>
<tr>
<th></th>
<th>2000 Census</th>
<th>2010 Census</th>
<th>2016</th>
<th>2020</th>
<th>2025</th>
<th>2030</th>
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<tr>
<td>City of Columbia Falls</td>
<td>3,645</td>
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<td>4,960</td>
<td>5,860</td>
<td>6,593</td>
<td>7,325</td>
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<td>Columbia Falls Rural Planning Jurisdiction</td>
<td>2,793</td>
<td>3,111</td>
<td>3,499</td>
<td>3,936</td>
<td>4,428</td>
<td>4,649</td>
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<td><strong>TOTAL</strong></td>
<td><strong>6,438</strong></td>
<td><strong>7,799</strong></td>
<td><strong>8,459</strong></td>
<td><strong>9,796</strong></td>
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**Table 2**
Age and Gender

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<tr>
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<tr>
<td>Total Population 2016</td>
<td>4960</td>
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<tr>
<td>Under 5 years</td>
<td>253</td>
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<tr>
<td>5 to 9 years</td>
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<tr>
<td>10 to 14 years</td>
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<td>15 to 19 years</td>
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<td>Count</td>
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<td>20 to 24 years</td>
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<td>80 to 84 years</td>
<td>114</td>
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<td>85 and older</td>
<td>157</td>
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<tr>
<td>Total Female</td>
<td>2558</td>
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<tr>
<td>Total Male</td>
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</tbody>
</table>


**Table 3**

Change in Median Age 2010 to 2016

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Age (2010)</td>
<td>31.4</td>
</tr>
<tr>
<td>Median Age (2016)</td>
<td>40.3</td>
</tr>
<tr>
<td>Median Age % Change</td>
<td>28.3%</td>
</tr>
</tbody>
</table>

There is a 28.3% increase in the median age (Table 3) in Columbia Falls which compares with a 2.2% increase in the US during the same time frame. Some of this change in median age could be due to the 60 units Timber Creek Assisted Living Facility and the 46-unit Bee Hive Assisted Living Facility that came online during that time period.

**HOUSING:**

Housing is a key component of a community. Supply and location are critical to meet the demands of a growing population. Below is a projection of housing unit needs based on several assumptions. Community population is projected to grow at a rate of 25% per decade. It is logical to conclude that housing will at least need to expand at a rate of 25% per decade however housing has expanded on average 17.25% per decade over the 1st four decades. In addition, a vacancy factor and a demolition/conversion rate are also factored in an attempt to give a more accurate picture of housing needs.
## Table 4
### Housing Projections
#### City of Columbia Falls
#### 1980 - 2025

<table>
<thead>
<tr>
<th>YEAR</th>
<th>HOUSING SUPPLY</th>
<th>INCREASE OR PROJECTED INCREASE %</th>
<th>OCCUPIED HOUSING</th>
<th>*VACANT HOUSING</th>
<th>**HOUSING LOST</th>
<th>NEW UNITS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1980</td>
<td>1,170</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990</td>
<td>1,227</td>
<td>+4.9%</td>
<td>1,139</td>
<td>88</td>
<td>-7.1%</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>1,470</td>
<td>+19.8</td>
<td>1,400</td>
<td>70</td>
<td>-4.7%</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>1,994</td>
<td>35.6%</td>
<td>1,863</td>
<td>131</td>
<td>6.5%</td>
<td>19</td>
</tr>
<tr>
<td>2018</td>
<td>2,167</td>
<td>8.7%</td>
<td>2,000</td>
<td>7.7</td>
<td></td>
<td>173</td>
</tr>
<tr>
<td>2020</td>
<td>2,500</td>
<td>12%</td>
<td>2,375</td>
<td>125</td>
<td>25</td>
<td>267</td>
</tr>
<tr>
<td>2025</td>
<td>2,800</td>
<td>12%</td>
<td>2,600</td>
<td>140</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>2030</td>
<td>3136</td>
<td>12%</td>
<td></td>
<td>31</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

*Vacant housing assumes a 5% vacancy rate for 2015-2025.

**Housing lost assumes 1% of the preceding decade lost to demolition, removal or conversion.

***Housing units needed to address increase in housing supply and lost housing.


### 1. NATURAL RESOURCES

Important natural resource and environmental factors in the growth policy area include hydrology, floodplain, air quality, steep slopes, soil limitations, sand and gravel resources, wildfire hazards, important habitat and important agricultural lands. The topography and geography of the Columbia Falls Growth Policy area presents certain development constraints due to hydric soils, steep slopes, floodplain and other soil limitations. Most of the growth policy area consists of nearly level alluvial lands, bottom lands and low terraces. The Flathead River which bisects the eastern portion of the planning jurisdiction creates a large floodplain area. Steep slopes in the eastern most portion of the growth policy area pose limitations to development but much of this land is in public ownership already. Timber stands and corporate land ownership (Stoltze, Columbia Falls Aluminum Company and Weyerhaeuser) with sizeable ownership by the Forest Service covers much of the northern portion of the jurisdiction. The steep slopes in combination with timberlands create wildfire hazards. Productive farmlands in the southern portion of the growth policy area provide an
important element to the cultural, economic and historic element in the growth policy area.

In 2009, the State Legislature added a new element, sand and gravel resources, to the list of required topics to be described and inventoried (76-1-601(3) (viii)). Sand and gravel are important natural resources that are found within the Columbia Falls Growth Policy area. Access to local gravel resources benefits the residents of the Columbia Falls area by reducing transportation and production costs in the construction of roads, bridges, buildings, sidewalks, and bike paths.

Currently, there are seven active permits and one inactive permit for open cut mining of record with the Montana Department of Environmental Quality Open Cut Mining Program. A Map is included in this document that was prepared with data provided on soil classifications by the Montana Bureau of Mines and Geology, open cut mining permits issued by the Montana Department of Environmental Quality and data compiled by the Flathead County Planning Office in the Flathead County Growth Policy, 2012 update. The result of the collected data is the Columbia Falls Gravel Resources Map.

**Issues:**

1. The natural environment is an important part of what makes the area an appealing place to live and could be jeopardized if growth is not properly guided.

2. Various key sectors of the area’s economy depend upon and impact the natural environment.

3. Development of the farming, ranching and woodland areas reduce open space that functions in a practical and productive manner. Development of these areas can diminish the quality of the natural environment.

4. The presence of the 100-year floodplain is prevalent along the Flathead River and may pose significant development limitations.

5. Un-regulated development of hillside areas may pose limitations due to soil disturbance and potential erosion.

6. Water quality continues to be an important issue to the community and ways to avoid nutrient loading and other forms of water contamination to the Flathead River Basin become critical.

7. Water quality has the potential to be degraded by development due to erosion, storm water discharge and on-site sewage treatment systems. As such, the Wellhead Protection Zone, floodplains, riparian zones, and stream outlets should be protected.

8. Wildlife and wildlife habitat is being displaced by residential development resulting in the loss of important habitat.
9. Areas disturbed during development of subdivision roads, building sites and other construction activity can contribute to erosion and the spread of noxious weeds if not properly re-vegetated and maintained.

10. Continued growth and development in areas of the planning jurisdiction where sand and gravel resources are currently found will result in continued land use conflicts and may limit the availability of these types of resources into the future.

**Goals:**

1. Encourage development that is compatible with or enhances natural resource values including air, water, soil and vegetation.

2. Development near environmentally sensitive areas should be accomplished so that these features are left in a relatively undisturbed state.

3. High levels of air quality and water quality should be maintained through design standards.

4. Development should be compatible with important wildlife habitat and travel corridors.

5. Protect the health and integrity of the natural environment because of its importance in maintaining a competitive advantage with other regions and for the enjoyment and wellbeing of the people.

6. Support land use policies that ensure adequate quality and quantity of sand and gravel to meet current and future demands in the Columbia Falls Planning Jurisdiction.

7. Development in the Wildland Urban interface should implement defensible space practices to reduce fire risk.

**Policies:**

1. Environmental impacts attributable to new development should be identified and mitigated, where necessary.

2. Encourage infill, clustering, and other compact development patterns to lessen impacts on sensitive lands.

3. Development in environmentally sensitive areas including 100-year floodplain and on steep slopes may pose inherent development limitations. Design should be managed to avoid and mitigate environmental impacts and natural hazards.

4. Lands which are in excess of 25% slope are generally considered as unsuitable for development because of the potential for sloughing, erosion, difficult access and building limitations and are subject to additional review and requirements.
5. Filling of wetlands and the 100-year floodplain should be avoided.
6. Diversion, channelization and diking of natural rivers and streams should be avoided.
7. Implement measures to assist in maintaining high water quality for the Flathead Basin.
8. Development in areas that have known high groundwater should be discouraged until such time as public sewer is available.
9. New commercial and industrial development and residential subdivisions should be accessible by paved roadways to protect air quality.
10. Noxious weed controls should be implemented through re-vegetation of disturbed areas immediately after development along with adequate controls after development.
11. Wildlife travel corridors should be conserved and maintained possibly through easements or other voluntary restrictions.
12. To mitigate visual impacts on the built and natural environments, the City should require underground utilities, encouraging simple and unobtrusive signs, and avoid excessive lighting in new development.
13. Continue to provide opportunity for sand and gravel extractions (Extractive Industries) with a conditional use permit in the CR-1, CSAG-5, CSAG-10, and CSAG-20 zoning classifications.

**Recommendations:**

1. Continue to protect the 100-year floodplain through implementation of the Federal Flood Insurance Program for both the City and the County.
2. Coordinate waterfront regulatory programs involving floodplain, habitat, and water quality.
3. Continue to limit and mitigate impacts related to outdoor lighting and noise.
4. Protect the shallow aquifers as sensitive water quality zones and establish performance standards.
5. Protect and maintain the Columbia Falls Wellhead Protection Zone.
6. Encourage the County Weed District to educate and assist the public in the eradication and control of noxious weeds.
7. Include Wild Land Urban Interface standards in the Columbia Falls Subdivision Regulations including the use of defensible space standards.
2. GROWTH MANAGEMENT

Growth in the Columbia Falls area has fluctuated with modest declines inside the city in the 1980’s counter balanced by significant growth throughout the 1990s with peaks in 1996 and 2004. In 2008 through 2012, the mortgage crisis and resulting recession reduced demand and the resulting over supply of housing and lots resulted in a significant price reduction. Since the recession, particularly in the last five years, residential development has picked up with the construction of single-family residential units in the Cedar Point, Riverbend and River Terrace subdivision. Multi-family development has been added in the South Hilltop and 3rd Avenue East neighborhoods. Multi-family and mixed-use development is occurring in the downtown area which had been in decline since the early 1990s.

Issues:

1. Growth rates have fluctuated both rising and declining over the past 20 years making land use planning difficult. The City’s population declined by 6.1% during the 1980s, grew by 24.8% in the 1990s, and grew by 28.6% in the 2000s for a 30-year average of 15.8% growth. During this same 30-year period, Flathead County grew an average of 20.6% per decade1.

2. The City population decline in the 1980s was directly related to decline in the major industrial employers in the Columbia Falls area and the opportunity for affordable rural development options for commercial and residential development. The current growth trend relates to the small-town atmosphere and housing affordability within the community.

3. Population projections of over 20% per decade for the next 2 decades indicate Columbia Falls could become a Class 2 city (population over 5,000) by 2020.

4. Growth has had both positive and negative effects on the local quality of life. Along with increased construction, a more diversified local economy and many examples of well-designed development, the impacts of growth have also included disruption of neighborhoods, strain on public facilities and services, environmental impacts, increasing housing costs, and changing cultural values.

5. In 2012, an estimated 40% of the developed land in the City was tax exempt (streets, parks, government offices, churches, schools, etc.)

6. The City has physically grown 38% in the past 25 years. However, with current growth, there is limited vacant developable land within the City for significant residential, commercial or industrial undertaking. Future growth will occur through annexation and development of vacant lands on the perimeter of the City.

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1 U.S. Census for year 2000 and 2010; Flathead County Growth Policy (Draft) and Columbia Falls Planning Office.
7. In a 2018 vacant land survey performed by the City, there were only 6.8% vacant parcels available for development in the City and many of these are not for sale.

8. The population of Columbia Falls is mobile:
   a. 53.5% of the population living in Columbia Falls in 2000 lived in a different home 5 years prior. Compared to Flathead County only 47.6% of the population lived in a different home. It was estimated that in 2010 that 152 persons living in Columbia Falls moved from someplace else (city, county or state) in the past year.\(^2\)
   
   b. 23.2% of the city population in 2000 did not live in Flathead County in 1995.
   
   c. In 2000, only 45.6% of the city residents were born in Montana.

8. Low density development in outlying areas has been the predominant local growth pattern of recent decades creating inefficiencies in providing services. Factors in this urban to suburban shift include national trends toward suburban and rural growth, the appeal of the Flathead Valley’s rural setting and a variety of public policies that have made dispersed suburban development more attractive than concentrated urban development.

9. Zoning regulations were adopted by the city over 30 years ago covering the city and all areas within one mile of Columbia Falls to coordinate development on the urban fringe. On the western fringe of the planning jurisdiction near the Blue Moon/US 2 intersection, county zoning districts cover the Blue Moon intersection and the acreage southwest of this intersection. Much of the land north of Aluminum City along the North Fork Road is un-zoned with the exception of the City’s Cedar Creek holdings which were zoned when the City decided to sell these properties.

10. Subdivision regulations which guide and regulate how building lots are created are administered by the city throughout the planning jurisdiction both within the city limits and in the unincorporated rural area. (Effective June 2008).

11. Columbia Falls administers building codes within the city limits but has no building code authority within its planning jurisdiction outside the city limits. While the State of Montana administers a building code program for commercial and industrial development and 5-unit and larger multi-family projects outside of the city limits, the State has no building permit authority of rural residential development less than 5-

\(^2\) 2006-2010 American Community Survey 5-Year Estimates.
plex in size is not subject to building codes (electrical permits and sanitation approval are still required).

Goals:

1. A comprehensive growth management program incorporating zoning, subdivision regulations, floodplain regulations, building codes, capital improvements program, conservation easements and design review, into a unified program guided by the growth policy.

2. Manage growth in a way that alleviates the public burden of increased taxes for services and prevents congested infrastructure and services.

3. Orderly growth and efficient use of space consistent with fiscal soundness, environmental conservation, and community vitality.

4. A comprehensive, effective growth management program that upholds the general welfare of the community as well as individual rights.

5. Update water and sewer services in existing neighborhoods and subdivisions currently served by private wells and septic systems.

6. Zone CFAC properties and amend Growth Policy Map to reflect future land use.

7. Encourage a healthy supply of new housing stock to serve Columbia Falls’ growing population and continue to provide housing affordable to the average working family.

8. Affordable housing should be recognized as a primary consideration when adopting or amending land use regulations. The ability of the average wage earner to either buy or build a home is an essential component of the standard of living, quality of life, and general welfare in our community.

Policies:

1. Zoning administration including zone changes, use permits and variances should be consistent with and guided by the Growth Policy Plan.

2. The City should allow extensions of urban services (sewer, water, police, parks, etc.) only to those properties inside the city limits. Where development has or will occur outside the city limits and immediate annexation is not feasible, certain municipal services may be provided in conformance with City policies and the Growth Policy Plan. Such properties being benefited should pay all costs of extension, hookup and maintenance of any improvements plus
pay an appropriate capitalization fee to off-set capital improvements otherwise born by municipal property owners and waive protest to future annexation.

3. Encourage consistent government policies for development and infrastructure within the planning jurisdiction.

4. New development should pay its fair share for providing on-site and off-site capital facilities, giving consideration to the adequacy of provision and a tangible benefit to the new development.

5. Development by the public sector should comply with the same rules as that of private sector development. Encourage, where feasible, development by the private, rather than public sector.

6. Encourage infill development where full public services are available by pointing and educating developers to sites within the planning jurisdiction. Use the Planned Unit Development standards for infill projects because these standards provide the flexibility to enhance infill projects.

7. Overhead utilities should be underground where feasible for existing development and as a standard for all new development.

8. Storage areas, machinery, parking, service and loading areas, advertising, and other potentially objectionable facilities shall be set back and/or screened to minimize adverse impact on safety, views, privacy, and general aesthetic value of surrounding properties.

9. Design and locate development to protect public health and safety; ensure adequate provision of services; fit the character of its surroundings; and encourage the most appropriate use of land. Community character shall represent the following values identified by the community in the public input process: scenic, small town ambience, outdoor lifestyle, western town, historic/cultural assets, national park gateway, wildlife, walkable community, winter sports.

10. Individual property owners have the right to sell or to manage their own property as long as their actions do not adversely impact the rights of others.

11. Encourage resolution of disputes involving land use policy by broad participation, education, compromise and consideration of private property rights. Maintain mechanisms to provide for open, well publicized processes.

12. Look at grant opportunities for extension of water/sewer services.
Recommendations:

1. Continue to review and update the Extension of Services Plan for the City and use it to guide annexation policy for the City.

2. Continually monitor, update, and streamline development codes to keep abreast of changing trends and technologies, to better coordinate the development review process, and to avoid unnecessary costly delays in processing applications.

3. LAND USE – RESIDENTIAL HOUSING

Decent affordable housing in a desirable living environment is the aspiration of every community. Providing such housing within the growth policy area has become an important issue. In first eight years of the decade of 2000, inflation of housing prices, increased demands due to population increases and rapidly escalating costs in neighboring communities resulted in a critical need for additional housing in the community. In 2008 through 2012 the mortgage crisis and resulting recession reduced demand. The resulting over supply of housing and lots resulted in a significant price reduction. However, over the last few years housing process prices have bounced back to pre-recession values and above. Rental rates have also soared as the demand outstripped the supply. Over the last several years the City has added multi-family condominiums in the downtown and South Hilltop area and the City recently approved a 207-unit apartment complex in the Third Avenue East neighborhood. If the trends continue Columbia Falls will make strides in diversifying its housing inventory.

Issues:

1. Columbia Falls is the second most affordable community in Flathead County.

2. Median cost of a house in the three Cities and the County:

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2007</th>
<th>2011</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Falls</td>
<td>$148,000</td>
<td>$183,000</td>
<td>$100,000</td>
<td>$309,500</td>
</tr>
<tr>
<td>Whitefish</td>
<td>$225,000</td>
<td>$322,000</td>
<td>$240,000</td>
<td>$475,000</td>
</tr>
<tr>
<td>Kalispell</td>
<td>$169,000</td>
<td>$190,000</td>
<td>$145,050</td>
<td>$295,000</td>
</tr>
<tr>
<td>Flathead County</td>
<td>$179,000</td>
<td>$250,000</td>
<td>$180,000</td>
<td>$330,000</td>
</tr>
</tbody>
</table>


3. While the median price of a house decreased 32% from 2004 and a decrease of 45% from the high in 2007 we have seen an increase from 2011 to 2018 of 324%.

4. In 2016 the average gross rent was $765 in Columbia Falls. In that same year 45% of the renters were spending more than 30% of their household income on rent.  

5. During the 1990s, population (24.8% increase) outpaced new housing construction (20% increase) in the city pointing towards a future housing crunch. The housing crunch of the 1990s and early 2000s corrected itself with building boom of the mid 2000s and the subsequent mortgage crises. The 2008 housing correction has come to an end and the large inventory of vacant residential lots has been absorbed with new construction and we are currently looking at a shortage of residential home sites.

6. Columbia Falls in 2000 was 2/3 owner occupancy - 1/3 renter - (this was a stable trend over the past 20 years). Flathead County as a whole was ¾ owner occupied – ¼ renter in comparison. These trends continued through the decade of 2000 with 64.3 owner occupied units and 35.7% renter occupied in Columbia Falls.

7. Average household size in Columbia Falls decreased from 2.83 (1980) to 2.52 (2000) but remained steady at 2.52 in 2010. New housing developments should anticipate the need for smaller units.

8. The median age in Columbia Falls has increased from 27.7 to 35.7 years (1980 – 2000); however, it fell between 2000 and 2010 with the median age of 31.4 in 2010. This is younger than Flathead County whose median age is 39 (year 2000) and 41.2 (2010). Most recently, the average age increased 28.3% to 40.3 years median age.

9. The City has a moderately young housing stock. The median age is 1981 construction (approximately 40 years).

10. New house construction has fluctuated considerably over the last 20 years:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>units</td>
<td>0</td>
<td>62</td>
<td>36</td>
<td>99</td>
<td>31</td>
<td>10</td>
<td>34</td>
</tr>
</tbody>
</table>

5 Demographic Profile for Columbia Falls, Headwater Economics EPS 1/17/19.
6 2010 US Census.
7 2010 US Census.
8 Prior to 2003 units numbers included the one-mile planning jurisdiction.
11. City housing stock is 72% single family, 18% multi-family, 6% duplex, 4% mobile home. Flathead County - 69% single family, 10% multi-family, 5% duplex, 16% mobile homes. More recently (2008-2011) the housing mix (new units) has shifted slightly with 60% single family, 34% multi-family (Apartment and Townhouse), 2% duplex, and 4% mobile home.

12. From 2011 to 2018 there were 173 housing units created within the City limits of Columbia Falls (includes multi, townhome, single family residential and manufactured homes) which is a 17.25% increase in the total number of housing units over eight years. The City would like to see a 25% increase per decade.

13. At this time, there are few large, vacant tracts of un-platted residential land left within the city limits of Columbia Falls. Future urban residential growth will require extension of urban services and annexation of adjacent outlying areas.

14. The City recently added accessory dwellings as Administrative Conditional Uses to the residential zoning districts. The intent of this change was to create new housing opportunities for both renters and home buyers, as rental income could make it easier to afford mortgage payments.

**Goals:**

1. An adequate supply and mix of housing options (in terms of cost, location, type and design) to meet the needs of present and future residents.

2. Residential development that does not excessively burden the local government and is adequately served by public facilities and services.

3. Solid, stable, well maintained neighborhoods which are safe from the intrusion of incompatible uses.

**Policies:**

1. Attempt to promote an adequate supply of housing to meet the needs of all residents of the planning jurisdiction including low and moderate-income residents.

2. Suburban Housing:
   a. Suburban Housing areas, as shown on the growth policy map should provide densities appropriate to the limitations of the particular site, and should not exceed two dwellings per gross acre.

   b. The suburban residential designation is intended to reduce density and development impacts in sensitive areas and existing rural neighborhoods.
c. Single-family houses are the primary housing type. Single Family Units represent 78% of all occupied units in Flathead County.\(^9\)

d. These areas should have paved streets and access to services. New subdivisions located in or near Columbia Falls should generally include sidewalks and installation of low intensity street lighting appropriate to the area.

3. Urban Residential:

   a. Urban residential areas should be encouraged to be developed where adequate services and facilities are available, or extensions can be provided.

   b. Typical densities are two to eight dwellings per gross acre.

   c. Single-family houses are the primary housing type. Duplexes, guest houses, accessory apartments, and small dispersed areas of multi-family housing are also anticipated.

   d. Urban density residential areas should be fully served by urban infrastructure and municipal services, including paved streets, curbs, sidewalks abutting all residential lots, boulevards and public sewer and water.

   e. These areas should have convenient pedestrian and vehicle access to neighborhood business districts, parks, and elementary schools.

   f. Provide opportunities for urban residential development on CFAC lands adjacent to Tracy’s Aluminum City.

4. Multi-family Residential:

   a. Multifamily residential areas, as shown on the growth policy map, have typical densities of eight to twenty dwellings per gross acre, as may be appropriate to the site.

   b. Small high-density residential districts are encouraged to be dispersed throughout the urban area. These districts should be located predominantly near schools, buffering retail and business areas and adjacent to major streets.

   c. Multi-family housing developments should be designed to fit compatibly within larger single-family neighborhoods.

   d. Townhouses are encouraged to be a primary housing type in these areas. Additional common housing types include low-rise apartments, duplexes, manufactured home parks, and upper floors of mixed-use buildings.

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\(^9\) 2019 Economic Outlook Seminar, Bureau of Business and Economic Research.
e. In transitional areas zoned for multi-family residential use but developed primarily as single-family houses, conversion of existing houses to offices is encouraged, in order to maintain investment in the existing building stock and ease the land-use transition.

f. Multi-family residential areas should be within close proximity to small parks or common open spaces. When parks are not immediately available or are under sized, projects should contribute to the development of neighborhood parks and open space.

g. High density areas should be fully served by urban infrastructure and services. This includes paved streets, curbs, sidewalks abutting all residential lots, boulevards and public sewer and water.

h. Centralized refuse collection should be screened and protected from wildlife.

i. As density increases to 4-plex or larger buildings, increased design standards should be required including:
   i. The use of street trees along the R/W and live landscaping around the building and parking lots,
   ii. Façade treatment to break up building mass including such techniques as adding entrance porches, bay windows, wall off-sets, balconies, decks, window treatments, etc.,
   iii. Pitched roofs and dormer windows to break up long expanses of uninterrupted roof lines.

5. Encourage the development of urban residential neighborhoods as the primary residential land-use pattern in the growth policy area.

6. Give special consideration to functional design to accommodate seniors and disabled, who have various special needs regarding housing, transportation, handicapped access, and services.

7. Provide design standards for manufactured homes and manufactured home parks as an affordable housing option.

8. Allow low-impact home occupations which do not show any visible exterior indication and do not undermine a neighborhood’s residential character.

9. All new residential developments should provide adequate off-street parking.

10. All residential areas should be served by sidewalks or bike paths. Where new projects abut collector or arterial roads, bike and pedestrian paths and trails should be incorporated in place of standard sidewalks.

11. Encourage the use of flexible design and design standards where terrain is difficult or where infill is necessary.
12. Encourage clustering of density where environmentally sensitive areas are present and beneficial open space or park area can be achieved.

13. Allow reduction in minimum lot sizes where resulting open space serves as a beneficial buffer or park site.

14. Residential lighting that is properly shielded and directed to avoid the spread of fugitive light is encouraged both on residential streets and for multi-family and non-residential uses in residential neighborhoods.

15. Designate new areas for urban scale residential expansion adjacent to the city limits that can be served by municipal services to accommodate anticipated future residential growth.

16. Planned Unit Development in:
   a. Utilize in areas where both residential and commercial uses are planned so that the uses are designed in a compatible and harmonious manner.
   b. Utilize for residential and development areas where a variety of lot sizes might result in more innovative design and environmental protection.

**Recommendations:**

1. Develop and implement an affordable housing strategy to effectively provide for the needs of low-and moderate-income residents. This should include addressing the need for additional rental and subsidized housing opportunities.

2. Track the construction of accessory apartment within the City and Planning jurisdiction to determine the impact on housing stock.

3. Develop programs for rehabilitation of deteriorating neighborhoods and housing stock.

4. Review the zoning text and map periodically to remain current with changing technologies.

5. Develop a comprehensive pedestrian trail and sidewalk system in the community to connect residential areas, parks and the commercial core. This would include the installation of new sidewalks and trails and the replacement of existing deteriorating sidewalks. Install crosswalk improvements where appropriate.
4. LAND USE – COMMERCIAL DEVELOPMENT

Commercial activity and a commercial center are vital for a community as they provide employment, tax base and community identity. Columbia Falls serves as a commercial service center for northeast Flathead County including the Canyon and the North Fork. The commercial core of Columbia Falls has shifted from a traditional downtown center along Nucleus Avenue to a more linear development along US Highway 2 within the community. At the same time, the community has felt significant pressure from Kalispell, 15 miles to the south, which serves as a secondary trade center for Northwest Montana and from generally unregulated linear strip development along US Highway 2 between Kalispell and Columbia Falls.

**Issues:**

1. Land devoted to commercial development has more than doubled between 1982 and 2002 from 4% of developed land in the community to 9.6%. This has primarily been due to new commercial development along US Highway 2 (9th Street).

2. Downtown Columbia Falls (Nucleus Avenue) continues to evolve with new development of mix use buildings and interest in rehabilitation of old structures.

3. Significant new commercial development and re-development has occurred along US Highway 2 (9th Street) however, this development is typically one lot deep, linear in design and auto oriented characterized by individual accesses, limited landscaping and expansive parking lots.

4. Columbia Falls lacks a broad base of retail services such as department stores and community-based retail services.

5. Columbia Falls serves as a gateway city to Glacier National Park situated on the Flathead River. In the last five years Columbia Falls has begun to capitalize on its location in terms of outdoor recreation, traveler services, accommodations and amenities. Columbia Falls needs to continue this momentum to become a destination area.

6. Commercial strips have developed on the east side of the planning jurisdiction (Columbia Heights) and the west side of the planning jurisdiction (Blue Moon/Highway 2 Corridor area).

7. The Columbia Falls downtown neighborhood has a perceived parking problem.

**Goals:**

1. Balanced commercial development providing convenient access to a broad selection of goods and services.

2. Columbia Falls is a gateway community to Glacier National Park and the surrounding recreational assets which provides the traveler and residents with a broad array of retail businesses, services and
accommodations. Columbia Falls should continue to support business and services catering to the visitor as well as the local resident.

3. A revitalized Nucleus Avenue providing a downtown focus for the community of Columbia Falls.

4. US Highway 2 provides the east and west entrances to Columbia Falls. Good signage, delineated access, and maintained landscaping are critical to a positive impression of the community.

**Policies:**

1. General

   a. Design and locate development to protect public health and safety, ensure adequate provision of services; fit the character of its surroundings, and encourage the most appropriate use of land.

   b. Community character shall represent the following values identified by the community in the public input process: scenic, small town ambience, outdoor lifestyle, western town, historic/cultural assets, national park gateway, wildlife, walkable community, winter sports, the Flathead River and public access to the River.

   c. Utilize the Planned Unit Development process to ensure that commercial areas provide appropriate buffers to adjacent residential areas, and that all planned uses are compatible.

2. Central Business District:

   a. Recognize Nucleus Avenue as the historical downtown community center of Columbia Falls.

   b. Continue to work to promote redevelopment/revitalization of commercial buildings in the downtown core.

   c. Reinforce and take advantage of downtown’s strengths, including its higher concentration of people, investment in buildings and infrastructure, intricate mix of land uses, historic and architectural character, pedestrian orientation, and visitor attraction.

   d. Recognize that there are special parking considerations downtown which differ from other areas, encourage innovative and creative parking management, effective regulation of on-street parking, shared parking provisions, parking standards that encourage reuse of upper floors, and provision of public parking lots and structures.

   e. New development should give adequate consideration to
downtown’s historic character and use.

f. Support mixed-use projects in this area which blend traditional commercial with office and residential housing opportunities.

g. Support the concentration of community events, civic functions, and activities in the downtown.

3. Highway Corridor/Community Entrance:

a. Emphasize the objective of a pleasing entrance to the city that encourages highway landscaping.

b. Encourage the use of innovative land use regulations to achieve a pleasing community entrance.

c. Encourage highway commercial development in the planning jurisdiction to adhere to the following design guidelines:
   o Encourage access by a secondary street or use of shared driveways and interconnected parking lots where secondary street access is unfeasible.
   o Landscape highway frontage and parking lots, to enhance development sites and soften the visual impacts of development.
   o Keep signs simple, to reduce clutter and allow rapid comprehension of highway motorists without undue distraction. Encourage variety and creativity in sign design.
   o Outdoor storage, machinery, utilities, trash dumpsters, service bays, antennas, rooftop equipment, and similar accessory facilities should be hidden or screened from public view to protect aesthetic qualities.
   o Outdoor lighting should be low intensity, directed downward, and shielded to prevent glare.

d. A complete system of pedestrian and bike paths is important in these areas.

e. Expand the depth of urban highway commercial districts as mixed-use corridors, in order to provide an alternative to continued linear commercial sprawl, provide flexibility for larger development sites, and expand small business opportunities.

f. Ensure that new highway commercial districts respect the scale and character of the Columbia Falls community.
g. Within these corridor areas, as distance from the highway increases, create a gradual transition into the residential neighborhoods by reduced density, increased buffering, and increased sensitivity to compatible design.

h. Avoid premature encroachment into established, intact residential areas.

5. Resort Residential Areas:
   a. Encourage compatible mixed-use development in the Meadow Lakes Resort that accommodates a variety of residential densities with a limited amount of commercial uses.
   b. Allow for short term occupancy in resort residential areas.
   c. Utilize the tool of a Planned Unit Development to ensure that uses are compatible and that recreational amenities are well planned.

Recommendations:
1. Review the Columbia Falls sign code to determine if it is meeting the goals of the Growth Policy by encouraging quality design for the City’s commercial areas.

2. Review the landscape design standards within the Columbia Falls zoning ordinance to ensure that undesirable aspects of commercial development such as storage areas and parking lots are being adequately shielded and that the commercial entrance ways to the community are appealing.

3. Develop lighting standards for commercial areas that ensure the lighting is directed down and shielded to inhibit light trespassing or impacting neighboring properties, reducing unwanted glare and protecting the night skies.

4. Identify under used commercial buildings and develop a program to either encourage activities to improve/upgrade/revitalize these buildings.

5. The City adopted and is in the third year of administering a Tax Increment Finance District for the commercial areas of Columbia Falls. The City Council will prioritize the use of funds according to the Urban Development Plan.

6. Support the paving of the North Fork Road north to Camas Creek to serve as an eastern entrance to Glacier National Park thus encouraging Glacier National Park traffic down Nucleus and supporting Columbia Falls as a Gateway City to Glacier National Park.

7. Support zoning Nucleus and a Historic District to promote mix use, multifamily, and commercial uses in same structure.
5. LAND USE – INDUSTRIAL DEVELOPMENT

The industrial base within a community serves as the economic engine of the area. A healthy economic base provides vitality for a community and positively affects all aspects of its economy. Flathead County is historically the largest timber-related industrial employer in the State of Montana and Columbia Falls is an employment hub of Flathead County.\(^{10}\)

**Issues:**

1. Much of the Industrial activity within the Columbia Falls areas is focused on resource-based activity.

2. Major industrial employers in the Columbia Falls area and Flathead County generally have fluctuated over the past three decades as traditional industries such as forest and wood products and aluminum production are subject to fluctuation due to environmental concerns, rising energy costs and market influences outside of the Flathead.

3. In the past 30 years, the number of lumber mills in Columbia Falls has declined from 3 to 2 with the closing of Superior Lumber and the Aluminum Plant, once the largest industrial employer in the Valley completely shut down in 2009.

4. Current industrial activity includes:\(^{11}\)
   - Weyerhauser (300 employees)
   - Stoltze Lumber (125 employees) and Biomass
   - Schellinger Construction
   - RBM Lumber
   - Hanson Trucking
   - Western Building Center
   - AWM
   - Western Wood Tech
   - Columbia Construction
   - Smartlam
   - Nomad
   - Proof Research

5. Columbia Falls lies on the main line of the Burlington Northern Santa Fe Railroad, is bisected by U.S. Highway 2 and lies approximately 6 miles north of Glacier Park International Airport.

6. Approximately 14%\(^{12}\) of the estimated 2016 labor force in Columbia Falls

\(^{10}\) A Summary Profile, Flathead County, MT, Headwaters Economics’ EPS 8/8/19.
\(^{11}\) Montana West Economic Development – Leading Employers of the Flathead.
is in basic industry. However, of the 500 acres of industrially developed land within one mile of Columbia Falls, only 190 acres including rail lines is inside the city limits. This strains the tax base of the city as it truly functions more as a bedroom community versus an industrial hub.

7. Lack of high-speed internet for new technologies.

8. Filling our new industrial parks with new or expanding industries.

9. Aging of our high skilled workforce.

**Goals:**

1. Encourage job creation.

2. Diversify our industrial economy through new, innovative industry state of the art industry and businesses that provide local employment opportunities and encourages value added production.

**Policies:**

1. Industrial areas should provide for manufacturing, fabricating, processing, storage, and transportation services.

2. Industrial areas should have immediate access to air, rail, and arterial or collector streets.

3. Community water and sewer access should be required.

4. Industrial developments should be located inside or be immediately adjacent to the city limits where urban services could be extended now, or in the future.

5. Industrial areas should not be located adjacent to residential neighborhoods or light-intensity commercial districts. Extensive buffering and landscaping should be incorporated should this occur.

6. Direct ingress-egress into residential neighborhoods should be prohibited.

7. Columbia Falls needs to enhance, encourage, and retain employment opportunities but it should be done in a manner that demonstrates a clear economic return to the community.

8. Avoid approving new residential developments adjacent to industrial uses without suitable buffers consisting of either a developed compatible land use or landscaped open area.

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12 Demographic Profile, Columbia Falls, Headwaters Economics’ EPS 1/17/19.
**Recommendations:**

1. Continue working with such organizations as Montana West Economic Development and the Chamber to promote economic development opportunities in the Columbia Falls area.

2. Notify and educate the local real estate professionals about the new and expanded space in the Columbia Falls Industrial Park and the Columbia Rising Industrial Park.

3. Work with existing industry to develop new partnerships for products or by-products.

**6. LAND USE – AGRICULTURE/TIMBER/RURAL PRESERVES**

Agricultural and timber lands preservation and maintaining the rural character of some of the urban/rural fringe areas of the community have become increasingly difficult issues because of the decline in commodity prices and increased development pressures. Suburban areas immediately surrounding Columbia Falls have become important for future urban development.

**Issues:**

1. As the planning jurisdiction only extends one mile outside of the Columbia Falls City limits there are not many acres of lands still in agricultural production within the land use influence of Columbia Falls.

2. Although not a significant issue in the Columbia Falls Planning Jurisdiction, agriculture in the urban/rural fringes of Flathead County is diminishing due to the conversion of agricultural land to residential subdivisions that can create conflicts between agriculture and expanding urban and suburban uses.

3. Rural lands close to the city are an important part of the city’s future urban expansion area and can be vulnerable to untimely low-density development that is not supported by urban services and facilities.

4. Conservation easements and similar voluntary mechanisms have become successful methods of conserving agricultural and timber land, but no local government programs currently exist to purchase development rights.

5. High land values are a major impediment to supporting and expanding the farming economy.

6. A significant amount of undeveloped timber land owned by the Columbia Falls Aluminum Plant lies immediately north of Aluminum City. In addition, the aluminum plant owns significant agricultural lands
immediately east of the Flathead River north of US 2. These lands served as a protective preserve to buffer the aluminum plant operations. The City should identify which of these lands is suitable for urban residential, industrial development, and those lands too sensitive or steep to develop.

7. There is a growing concern that agriculture and timber landowners should have options for a return on their property.

8. Need to address enforcement of wildland fire prevention practices outside of subdivision development.

9. Open basin water rights restrict large tract development, statutory exempt well regulations.

**Goals:**

1. Encourage voluntary conservation of agricultural and timber lands.

2. Maintain lands designated for urban development in agriculture or timber production until urban services and urban demands occur.

3. Support the efforts to identify new land use opportunities on the CFAC property such as urban residential adjacent to Aluminum City, light industrial use for the old factory sites, and agricultural/open space areas where there is floodplain and steep slopes.

**Policies:**

1. Development of outlying parcels of land in the planning jurisdiction which are not readily serviced by municipal water and sewer should either be:
   
   a. Discouraged until urban services are available or;
   
   b. Developed using cluster concepts.

2. Cluster developments on urban designated lands should incorporate urban scale design standards or be built to incorporate the future extension of urban scale services.

3. Open space areas associated with cluster developments that are located in close proximity to the city limits should be considered as an urban reserve area so that it can be redeveloped when public services and utilities become available.

4. Discourage the premature or speculative rezoning of agricultural and timber lands from low density agricultural to intermediate density uses.
5. Support conservation easements to protect some of the more sensitive areas of the CFAC lands from future development.

Recommendations:

1. Cooperation between the city and county governmental bodies should be fostered so that redevelopment of the rural areas close to urban services can be easily accomplished.

2. The City and the Columbia Falls Aluminum Plant should work closely to determine the most feasible strategy and best use of lands should it choose to divest itself of some or all of these lands for conservation or development. This may involve an amendment process to the Growth Policy map for those lands north of the railroad tracks.

7. URBAN DESIGN/HISTORIC AND CULTURAL FACILITIES

Every community is different. Every community has its own story, its own origins and its own form shaped by its history. The built environment says much about the vitality and future of a community. Communities that respect their past and promote the present build a better future.

Issues:

1. Over the last ten years Columbia Falls and its citizens and business owners have worked hard to revitalize the traditional town center, Nucleus Avenue. Entrepreneurs have constructed a several new buildings and remodeled others. There are still a number of buildings that are underutilized and lacking in maintenance but land owners and business owners are putting some big investments in the downtown. There is now a Thursday night farmers market, new mix use building, a new hotel, new businesses catering to the visitor and local alike.

2. New commercial development continues to develop along 9th Street (US 2). The City has implemented new design standards in 2007 for large and small buildings in the Commercial and Industrial Zones. In 2008 the City implemented the “Industrial Buffer” provisions that require landscaping to buffer these intensive uses from residential uses. The City has also reviewed and updated the sign regulations several times over the last fifteen years to provide for more appropriate scale signage within the City. However, as Columbia Falls is the entrance way to Glacier National Park these provisions will be looked at regularly to ensure they continue to make a positive representation of the City.

3. The Montana Veterans’ Home has several historical buildings dating over 100 years old. Support for the Veterans’ Home has allowed substantial improvements and restorations to the historic service building (old chapel), Old Main, and the supervisors quarters which will help preserve these building into the future. Improvements include asbestos removal, exterior siding, new copula on Old Main, new heating and bathrooms in
the old chapel, walking paths and trees in the cemetery. All of these projects have been done to preserve the utilization of the structures.

**Goals:**

1. To have a vibrant urban core that caters to both the local resident and visitor.

2. Future development compliments and enhances the Nucleus Ave Core development.

3. Continue the development of pedestrian facilities in the business core areas.

**Policies:**

1. Encourage thoughtful upgrades and rehabilitation of historically or culturally significant structures and sites.

2. Support the efforts of private owners and conservation groups to identify, protect, rehabilitate and reuse historic and cultural resources.

3. Continue to encourage the design of new commercial and multi-family development to incorporate pedestrian access, well designed and landscaped off-street parking, integrated signage and the screening of storage areas and refuse collection areas.

4. Continue to encourage mixed commercial and second floor office and residential use in the downtown core.

5. Continue to encourage the use of parking lot and building lighting that shields and directs the light downward and avoids the spilling of light onto other private property.

**Recommendations:**

1. Identify blighted buildings and areas throughout the community.

2. Continue to develop a program including incentives, regulations or community awareness to encourage rehabilitation of or removal of underutilized buildings.

3. Review and revise the sign codes, particularly in the area of free standing and portable signs to improve design and community image.

4. Promote paving of the North Fork Road with bicycle facilities to Camas Creek, giving Glacier National Park an improved westerly entrance and further establishing Columbia Falls and Nucleus Avenue as the gateway to Glacier National Park.
5. Review landscaping standards to ensure that commercial uses (and where appropriate industrial uses) have parking lots and storage areas fenced and screened and are consistent and appropriate.

6. Develop outdoor or exterior lighting standards (dark skies ordinance) for the community that ensure that all outdoor lighting is directed down and shielded to inhibit light trespassing or impacting neighboring properties, reduce unwanted glare and protect the night skies.

7. Continue to encourage mixed use development in downtown area.

8. Prepare a walking historic guide to Columbia Falls.

TRANSPORTATION

A transportation system moves people and goods. More than that, it provides a framework for a community to grow and prosper. Efficient movement, access to commerce and dependability are hallmarks for a community. At the same time, incorporating special design features that protect special places and anticipate the positive and negative impacts of transportation features make truly livable communities.

Issues:

1. Columbia Falls is well connected to the outside world via US Highway 2, the BNSF Railroad and Glacier Park International Airport.

2. While connectedness with the outside community is good, Columbia Falls faces several natural and man-made barriers to free movement:

   a. US Highway 2 bisects the community east-west restricting movement north-south both in terms of free pedestrian movement and north-south vehicle movement. Additionally, Nucleus Ave., State Secondary 486 also bisects the community and restricts pedestrian and vehicle movement east-west.

   b. The BNSF Railroad line bisects the community east-west along the northern portion of the community with only two vehicle crossings within the city and only 4 within the entire planning jurisdiction.

   c. A spur line of the BNSF Railroad extends south towards Kalispell from the mainline bisecting the westerly half of the community only allowing crossings at US 2 (9th Street), Talbot, the Truck Route, and 12th Avenue within the city. The Flathead River forms a natural barrier along the entire south side of Columbia Falls with only one bridge (US 2) crossing.

   d. In a year 2000 community survey, 43% of the respondents said
streets and 63% of the respondents said sidewalk and pedestrian trails in the community were not adequate. Since that time, the City has built over 3 miles of bike path/pedestrian trails in the City: 4th Ave West from Highway 2 to Talbot Road, Veteran’s Drive from Talbot Road to Highway 2, and 3rd Ave East from Highway 2 to 5th Street East. In the 2014 community survey, 81% of all respondents said that sidewalks/pedestrian walkways were very important and 22% of the respondents indicated that the sidewalks-paths were amongst the best improvements in the community.

3. Excepting development which abuts US 2, existing rural development which rings Columbia Falls is serviced by rural standard roads typified by a narrow travel surface which may or may not be paved, open ditches for drainage, no sidewalks and at times inadequate R/W. As the rural population grows and as Columbia Falls grows into these areas, there is a significant unmet cost in upgrading these streets to an urban standard.

4. The urban area still lacks pedestrian and bicycle access (sidewalks & trails). While the City has made strides in constructing sidewalks and trails along Talbot, Third Avenue, Fourth Avenue, River trail from Fourth to South Nucleus and Veterans Drive, the City will continue completing paths and sidewalks that will connect the parks, schools, and business community to provide safe and adequate access throughout the City.

5. A significant amount of traffic, including truck traffic and seasonal tourist traffic, pass through the City on Hwy 2/9th St contributing to traffic congestion along Hwy 2; particularly at the Truck Route and Nucleus Ave.

6. Pedestrian safety issues are prevalent due to the lack of sidewalks and/or pedestrian/bike paths through the neighborhoods.

**Policies:**

1. Use a complete street approach to planning and development of improvements in the public right-of-way and in the review of subdivisions and development projects.

2. Streets and highways are to be grouped together and defined according to the type and level of service they are intended to provide. Characteristics include the volume of traffic they carry, the speed of traffic and their destination and service area. Street definitions will be defined in the upcoming Columbia Falls Transportation Plan and updated Public Works Standards.

3. Coordinate and support the design standards for streets in public works
standards, subdivision regulations and other city code and policies.

4. Sidewalks are necessary on both sides of all neighborhood and business district streets. Sidewalks should be detached from the travel surface and be a minimum of 5 feet wide.

5. Where density and location dictate, all subdivisions within one mile of the City of Columbia Falls (residential, and, if applicable, commercial should require that streets are built to an urban standard. This includes paved streets, curb and gutter, sidewalks on both sides, a landscape boulevard and street lighting.

6. Cul-de-sacs are discouraged as they prohibit the connection of neighborhoods, tend to focus traffic versus disperse it and are more difficult to maintain in winter conditions.

7. Transportation development will promote and ensure connectivity to new and existing neighborhoods through our community.

8. Utility pedestals should be located outside the boulevard and sidewalks area.

9. Within both residential developments and highway oriented commercial developments, street trees should be incorporated into the street design to improve community and neighborhood aesthetics, to buffer neighborhoods from traffic, to buffer the pedestrian from traffic, and to provide for shaded streets.

10. Review utilities for service level and remaining life when upgrading streets.

**Recommendations:**

1. Complete the Columbia Falls Area Transportation Plan, including a comprehensive pedestrian/bike plan and public transportation.

2. Promote paving of the North Fork Road, with bicycle facilities to Camas Creek, giving Glacier National Park an improved westerly entrance and further establishing Columbia Falls and Nucleus Avenue as the west entrance to Glacier National Park.

3. Develop the Columbia Falls bike and pedestrian trails map.

4. Use developer installed improvements where facilities abut or intercept proposed subdivisions or individual projects.

5. Use local funds and alternative funding sources leveraged with federal transportation funds to construct transportation upgrades.
6. Upgrade pedestrian facilities when upgrading sections of street.

7. Pursue all available state and federal transportation funding sources due to limited local funding sources.

9. PARKS AND RECREATION

Parks, recreational areas and open space are important components of a community and contribute greatly to the physical, mental and emotional health of the population. The residents of the Columbia Falls Planning Jurisdiction have access to a vast area of some of the most scenic open space in the nation including Glacier National Park, wild and scenic rivers, wilderness areas and national forest lands. At the same time the Columbia Falls area is urbanizing and there is an increasing need to provide for the recreational needs of the residents of the area in close proximity to where they live.

Issues:

1. The 2014 Columbia Falls community surveys most often reported the need for increased bike and pedestrian paths, improved public rest room facilities, a community recreation center, a skateboard park, ice skating rinks and picnic areas. The following findings were reported.

   a. 63% voiced support for more and better bike and pedestrian paths.

   b. 55% supported improved public restrooms at public parks.

   c. 48% indicated preschool recreational facilities were inadequate.

   d. 43% indicated elementary recreational facilities were inadequate.

   e. 58% indicated high school recreational facilities were inadequate.

   f. 64% indicated young adult recreational facilities were inadequate.

   g. 62% indicated middle aged adults and senior citizens recreational facilities were inadequate.

2. While need for additional park facilities was ranked high, only 21% supported increasing taxes to fund new parks.

3. Except for the addition of River’s Edge Park in 2007, consisting of 27.75 acres, all of the parks within the planning jurisdiction are 6 acres or less in size qualifying them as neighborhood parks. Except for River’s Edge Park, there are no community or regional parks in the City.

4. The Columbia Falls Junior High was built on Talbot/Veteran’s Drive in 2000 and includes extensive outdoor recreation including basketball
courts, volleyball courts and in 2011, a new outdoor running track. The City has updated Horine Park to include additional play features as the neighborhood has grown. Several Talbot area subdivisions have included private, homeowner association parks within their approved plat.

5. Columbia Falls is a Tree City USA member beginning in 2007. The City plants as many trees as possible with local and forestry grant funding, usually averaging 5 – 10 new trees each year.

**Goals:**

1. Continue the bike and pedestrian network that connects the schools, parks and major commercial areas with the residential neighborhoods.

2. Actively pursue federal and state government or private foundation funding to address the recreation funding needs.

3. Well planned neighborhood parks strategically located to address the needs of new and growing neighborhoods.

4. Complete park maintenance and updates as needed to ensure every park is safe and usable.

**Policies:**

1. Provide a balanced system of parks and open spaces throughout the community.

2. Provide public access to all dedicated public parks.

3. Maximize parkland dedication and monies via the subdivision process.

4. Designate key future neighborhood parkland sites in those areas proposed for future residential development.

5. Accept cash-in-lieu of land dedication as part of the subdivision process unless proposed land dedication is necessary for the future development of parks, trails and recreation facilities.

6. Continue to earmark cash in lieu of parkland funds to develop and expand parks and trail systems for use in close proximity to where funds originated.

7. Provide public access to Flathead River as a priority. Give special consideration to dedication of public access to waterfront areas, public parks or passive recreation areas, and public-access waterfront trails in new subdivisions adjacent to Flathead River and to other streams in order to provide suitable parkland for future users and prevent public waters from being landlocked by new lot development.

8. Continue the integrated system of bike and pedestrian trails and greenways connecting neighborhoods, commercial areas, schools, water bodies, recreational amenities, and rural trails. Trails should be
designed as linear parks that provide for walking, bicycling, exercise, and where appropriate cross-country skiing.

9. As subdivisions and multi-family projects are developed adjacent to proposed trail sites, require these projects to assist in developing their share or portion of such trails.

10. All new parks shall be designed to meet American Disabilities Act (ADA) standards and existing parks should be upgraded improve ADA access at park facilities.

11. Protect and utilize natural areas through the conservation of environmentally sensitive or scenic areas. Conserve environmentally sensitive or scenic areas.

12. Promote coordination between the city, school district, county, state, U.S. Forest Service, Montana Veterans Administration and private organizations regarding park and recreation activities and planning to avoid duplication of efforts and to promote synergistic efforts.

13. Whenever possible, city or county parks should adjoin or be planned in conjunction with the school district. Sharing could include the use of school lands and facilities after school hours by the public. In return, maintenance agreements could be negotiated with city and county departments.

14. Develop parks to provide active and passive recreational environments for families, groups, individuals and the disabled of all ages.

15. All multi-family developments (apartment, condominium or townhouse) having twelve or more dwellings for permanent non-elderly residents should incorporate privately owned and maintained playgrounds or tot lots if the development is not readily served by a neighborhood park.

16. Citizen involvement is encouraged at every level of park selection, design and development.

17. Promote the development of a Dog Park within Columbia Falls.

**Recommendations:**

1. Continue to develop neighborhood parks in the Hilltop Homes/Talbot neighborhood as needed.

2. Continue to require proposed subdivisions to provide adequate recreational facilities, including tot lots, neighborhood parks and paths and sidewalks based on the size and configuration of the subdivision.

**10. PUBLIC SERVICES AND FACILITIES**

Public services such as police and fire protection are generally tax supported and maintained by the city or county government. Sewer and water facilities and solid waste pickup are typically supported by user fees. Such public investment plays a role in the development process of the entire community. In many cases
the rate and location of developments may depend, to a certain extent, on the location, design, construction and timing of public facilities and services.

Within the Planning Jurisdiction, two factors limit efficient provision of public facilities and services. First, in the rural areas, the geographical area is vast, and the lack of density makes the provision of services uneconomical. Secondly, throughout the Planning Jurisdiction, topography and natural and man-made features can be barriers to efficient service.

**A. POLICE PROTECTION**

**Issues:**

1. Within the city limits the Columbia Falls Police Department has primary responsibility; outside the city limits the Flathead County Sheriff’s Department has primary responsibility.

2. The Columbia Falls Police Department has a Chief, 9 full-time officers, one office assistant, and maintains one holding cell where persons can be temporarily detained until transferred to the Flathead County Detention Center. The Police Department facility has undergone a complete remodel in 2012 of offices and squad room to provide updated facilities as well as electrical and communication services to serve the digital age of records and communications. Safety was also improved by separating the booking areas from the general public interactions. In addition to the updated police department, Columbia Falls is part of the new consolidated 911 Center located in Kalispell which combined the 911 facilities of the three City Police Departments and the County Sheriff Office. The 911 Center handles all emergency, including police, fire and ambulance and after-hours administrative calls for service.

3. Pursuant to an interlocal agreement between Columbia Falls and the County law enforcement departments, either department will provide temporary, backup or “first on the scene” assistance upon request.

4. The Sheriff anticipates slow emergency response times and minimal routine patrolling in outlying areas, due to understaffing and dispersed population growth. Response time in the rural portion of the Planning Jurisdiction is limited because of the vastness of the area and the limited size and patrol capabilities of the County Sheriff’s Department. As population increases in the rural area, crime may increase at least proportionately and the issue of adequate rural police protection will become even more critical.

5. Illegal drug use in the community increases crime and violence and pose a threat to residents and the public at large.
**Goals:**

1. Maintain a responsive, well trained and maintained police protection and crime prevention program throughout the Planning Jurisdiction meeting the needs of seasonal and year-round residents.

2. Ensure that neighborhoods are safe.

3. Build on established relationships between law enforcement agencies to enhance the effectiveness of the Drug Task Force and eliminate the ability of manufacturers and users of illegal drugs to exist or operate in the community.

4. Continue to improve community policing to ensure public safety and prevent increases in crime.

**Policies:**

1. The City needs to maintain an adequate level of staffing to provide the necessary level of public safety.

2. Neighborhood Watch Programs and public reporting are encouraged throughout the city and developments in rural areas.

3. The Columbia Falls Police Department and Flathead County Sheriff’s Office should review applicable commercial site plans and residential, commercial, and industrial subdivisions for police access, public safety, and crime prevention.

4. The community supports unbiased enforcement of the laws.

**Recommendations:**

1. Coordinate between law enforcement agencies to provide the needed level of service in the community.

2. Ensure that the law enforcement agencies have adequate staffing and resources.

3. Continue to pursue grant and alternate funding sources to provide needed funds for staffing and equipment.
**B. FIRE PROTECTION:**

**Issues:**

1. The Columbia Falls Volunteer Fire Department provides fire protection to the City and a majority of the planning jurisdiction north and west of the Flathead River. There is a main fire station in the city and a rural station on US Highway 2 one-half mile south of the Highway 40 intersection.

2. The city has a full-time fire chief and a 26-member all-volunteer fire department with a maximum enrollment of 30 members. When the city reaches a population of 5,000 it will be required to begin staffing a paid fire department unless the City Council, by resolution, declares the city a 3rd Class City for fire protection.

3. The portion of the planning jurisdiction east and south of the Flathead River is served by the Badrock Volunteer Fire Department with a new station on Highway 206. The Columbia Falls Fire Department has a mutual aid agreement with all neighboring Fire Department.

4. Recognize that Railroad and Highway 2 traffic increases the risk of emergencies involving hazardous materials. Columbia Falls has access to the trained hazmat team out of Kalispell for response to hazardous materials response.

5. The I.S.O. rating within the City is a 5 and a 5 outside of the city limits.

6. The most recent Columbia Falls area opinion poll indicated a 97% satisfaction rating with the City Fire Department.

7. It is becoming increasingly difficult to have adequate volunteer response to calls during the daytime, working hours. The City Council, with the Volunteer Fire Department, has begun the process of determining how to provide the needed level of staffing for an appropriate response to every call.

**Goals:**

1. Provide a fire protection program serving the needs of the entire Planning Jurisdiction emphasizing prevention, access, response time and well-trained and equipped personnel.

2. Maintain or improve the City’s current ISO Rating of 5.

3. Maintain mutual aid agreements with the surrounding fire districts and responding agencies, including Three Rivers Ambulance.

4. Assist the community in reducing and preventing emergencies through public education, fire code and safety enforcement, and by adopting and
enforcing current fire, building and electrical codes.

Policies:

1. In the rural portions of the planning jurisdiction, apply and enforce the Fire Protection Guidelines for Wildland Residential Interface Development adopted by Department of Natural Resources and Conservation, including defensible space, road access, water supply, building materials, and building density and spacing.

2. All extensions of the Columbia Falls City water system should maintain fire flow capacities and hydrant locations to comply with the International Fire Code.

3. All new rural developments of five lots or more (or additions to existing developments which total five lots or more) should provide hydrants or a system of recharging fire tankers acceptable to the local fire district. Where these are not feasible or acceptable, a cash payment equivalent to the cost of a tanker recharge facility should be paid to the District, or an equivalent amount negotiated by the District, to assist the District in acquiring tanker and response equipment.

4. Loop roads are encouraged over cul-de-sacs in order to provide secondary access, particularly in areas at high risk from wildfire.

5. All new construction, occupancy remodeling and/or change of documented use shall be required to comply with adopted building and electrical codes.

6. The fire department will attempt to provide the safest working environment available for fire department personnel and assisting agencies.

7. The Columbia Falls Fire Department will protect our community with the highest level of professionalism.

8. Provide adequate training and resources to the fire department personnel.

9. Ensure that the fire department has adequate staffing and resources.

10. Continue to pursue grant and alternate funding sources to provide needed funds for staffing and equipment.
**Recommendations:**

1. The City of Columbia Falls will be required to begin staffing a part paid fire department with the advent of the City becoming a Class II city (a population of 5,000 recorded at a decennial census). This will occur in 2020 at the current growth rate and annexation activity. It is recommended that the City Council approve a resolution to stay a 3rd Class City for fire protection as provided for in MCA 7-1-4112.

2. The City Council and Volunteer Fire Department must complete a long-range plan on the staffing and equipment needs to ensure that the community receives an adequate and timely response to every call for service. This long-range plan must include the transition to a part-paid department.

**C. WATER SERVICES**

**Issues:**

1. The City abandoned the Cedar Creek open reservoir north of Columbia Falls in 1995 and now exclusively uses ground water.

2. The City maintains a 2-million-gallon storage tank at Cedar Creek constructed in.

3. The City maintains two deep wells that are capable of pumping 2.52 million gallons per day.

4. The City’s aging water infrastructure resulted in a 45% water loss for the year 2017. Various distribution mains in Columbia Falls are more than 60 years old, as are some of the service line connections increasing the need for repair and replacements.

5. A wellhead protection program has been implemented in the immediate area of the storage tank and city wells.

6. The City implemented a back-flow prevention program to maintain its high-water quality.

7. Because of its high-water quality, the City does not have to treat or chlorinate its water supply.

8. The City’s supply capacity currently falls short of the requirements of DEQ-1 Circular 3.1.1.a for maximum day demand. The recent study recommended that the City drill a third well to meet the requirement.
**Goals:**

1. Continue to provide safe, potable, palatable water supply for the present and future residents and business owners of the community of Columbia Falls.

2. Continue to provide adequate pressure and flow to provide adequate fire suppression services within the city and for developing properties outside the city limits.

3. Continue to identify and prioritize locations with mains and service connections that are at risk of failure.

4. Maintain and update water rights as needed for place of use and new well capacity.

**Policies:**

1. The City should only extend new water service to properties inside the city or properties outside the city that are willing to annex to the city now or in the future via the processes that are allowed through the Montana Code Annotated.

2. Dead end lines should be avoided.

3. Water mains should be looped wherever feasible to insure maximum flows and uninterrupted service.

4. Water main extensions should be sized to accommodate not only present but future anticipated needs of the area.

5. Maintain International Fire Code fire flow capacity in all new developments or subdivisions within the city.

6. Water systems used by developments on the fringe of the City should be designed to be compatible with the City’s system such that at a future time they could be incorporated into the City should the city grow and/or annexation is requested or required in the future.

7. The City wellhead protection program should be maintained and administered for the long-term protection of the city’s water supply.

8. The City completed a Facility Study of water and wastewater systems in 2018 in order to identify constraints and capacity issues within these systems and plan for upgrades in the future.

9. Continue the “green space” program that promotes lawn irrigation by adjusting sewer rates to winter averages during the summer months.
**Recommendations:**

1. Maintain and update the Columbia Falls Water and Wastewater Plan and incorporate the plan’s recommendations into the City’s capital improvements plan as needed.

2. Construct a new well within the City and plan for additional storage in the next 10 years.

3. Continue an aggressive leak detection program, identify and repair leaks and complete both a short-term and long-term plan to reduce leaks to an acceptable percentage.

4. Update the Extension of Services Plan every five years, at a minimum.

**D. SEWER**

**Issues:**

1. The City operates a biological nutrient removal wastewater treatment plant. The treatment plant was upgraded in 2011 and included a new pretreatment facility, bioreactor, UV disinfection and non-potable water supply system.

2. The City treatment plant can process .625 million gallons per day (mgd), it presently operates at average of .41 mgd.

3. The City is operating under a discharge permit from the Montana Department of Environmental Quality (DEQ) issued in August 2017. The permit includes limits for BOD, TSS, pH, E. coli, nitrogen and phosphorous. These limits drive the capacity of the Wastewater Treatment Plant.

4. There are still approximately 47 properties served by individual septic systems within the City, from historical use.

5. The City serves the Meadow Lake Resort Development lying one mile north of the city by private contract. The development and its current users pay 125% of the current monthly treatment rate plus they have granted waivers of annexation to the City.

6. The remainder of the areas outside the City of Columbia Falls have no access to public sewer treatment and use the individual septic tank and drain field as the primary sewage disposal system. This has caused a situation where the city is bordered on several sides by private septic systems inhibiting the orderly spread of municipal sewer.
Goals:

1. Provide effective sewage treatment and disposal which does not compromise the environment.

2. Eliminate individual on-site sewage systems within the City.

3. Work closely with MT DEQ to ensure that permitting limits are reasonable and attainable by the city.

4. Pursue a long-term plan for biosolids disposal.

5. Continue long-term expansion of treatment plant and collection system in accordance with the 2018 Preliminary Engineering Report.

Policies:

1. Direct growth to areas served by municipal sewer, in order to protect water quality and avoid reliance on septic systems, which face severe site limitations in the vast majority of the planning jurisdiction.

2. Avoid development in areas of high groundwater until public sewer is available.

3. Require adequate treatment of industrial waste and avoid storing or locating industrial waste in areas of high groundwater or on soils with geological limitations without taking adequate precautions to avoid groundwater pollution.

4. Sewer should only be extended outside the city limits with the condition of immediate annexation or via the processes outlined in the Montana Code Annotated.

5. If areas or developments outside the city are to be served by city sewer lines, lines should be sized to fit the service area (not just the development) as totally developed. Fees shall be based on both the impact to the collection system, impact on the treatment facility and a fair capital replacement cost.

6. New developments close or adjacent to the City of Columbia Falls which propose septic systems, should submit a contingency plan for hooking into the municipal sewer system.

7. Encourage extensions of sewer mains to areas currently served by on-site septic systems along the Flathead River.
**Recommendations:**

1. Maintain and update the Columbia Falls Water and Wastewater Plan and incorporate the plan’s recommendations into the City’s capital improvements plan as needed.

2. Implement the 2018 Preliminary Engineering Report and complete the short-term and long-term improvements.

3. Update the Extension of Services Plan every five years, at a minimum.

**E. SOLID WASTE DISPOSAL**

**Issues:**

1. The City of Columbia Falls does not provide solid waste collection.

2. A private firm, Evergreen Disposal provides contract service to all residents and businesses in the city and the rural planning jurisdiction.

3. Flathead County administers the County Landfill Site 6 miles south of Whitefish on US 93. Based on current and projected solid waste flows, Flathead County estimates that it is has capacity to operate the landfill through 2055<sup>13</sup>.

4. Flathead County administers a “green box” site (solid waste collection site) on the northwest side of Columbia Falls near the corner of Best Way and Meadow Lake Drive. Residents of Flathead County can deposit their waste at no charge here for collection.

**Goals:**

1. A solid waste reduction, collection and disposal system that is dependable, cost efficient, easily accessible and environmentally sound.

2. Encourage effective recycling within the community to reduce land-filling waste.

**Policies:**

1. All subdivisions and moderate-sized to large developments should be reviewed for suitable access by refuse collection vehicles and for suitable location of refuse pickup sites.

2. All new subdivisions should be required to show that services of a licensed refuse hauler are available.

<sup>13</sup> Strategic Report for Flathead County Landfill, 2009.
4. Hazardous commercial waste shall be handled by the generator in compliance with state and federal regulations.

5. Land-filling should only take place within licensed facilities. Dumping of solid waste elsewhere by any private or public party is prohibited.

**Recommendations:**

1. As the City grows, the City should re-evaluate, from time to time, the suitability of the private hauler services provided to the residents.
2. Encourage more recycling within the City and the County.

**11. LOCAL GOVERNMENT COORDINATION**

Administration and implementation of the growth policy document is the responsibility of the City of Columbia Falls. Columbia Falls has a council/manager form of government with a six-member council and the mayor who votes on all matters. A full-time city manager administers the day to day business of the City. Flathead County administers and implements the Flathead County Growth Policy which covers the areas outside of the Columbia Falls Planning Jurisdiction. Flathead County has a commissioner form of government with three full time county commissioners who employ an administrative assistant to assist in the day to day operation of the county.

**Issues:**

1. Cooperative planning between the City and County has been ongoing for 40 years.

2. Cooperation between the City and County is critical to reinforcing an orderly development pattern in the growth policy boundary, coordinating public facilities and services, and addressing the numerous issues that cross over city-county boundaries.

3. Often there is limited public involvement in the planning and development review process.

**Goals:**

1. Foster city-county cooperation, particularly in managing growth and coordinating provision of public facilities and services. Promote cooperation between Columbia Falls, utility service providers and Flathead businesses.

2. The Interlocal Agreement signed between the City and the County should be maintained to lay out the framework for the following areas:
   - Urban and rural development standards.
   - Subdivision plat review processes.
- Annexation policies including transfer of county roads to the city.
- Extension of municipal services including sewer and water.
- Public safety and emergency services and facilities.

3. Coordination of geographic information systems, building codes and health department resources.

4. That the city and county identify ways to share equipment and other resources to increase the efficiency of local government operations.

5. That the City meet periodically with the County, school district, public utility and service providers to share and coordinate long-term plans for capital expenditures, future development plans and utility extensions.

6. Ways should be sought to provide avenues for greater public participation in the development review process.

**Policies:**

1. Use this document as a guide for development and growth within the growth policy boundary.

2. Zoning regulations should conform to the provisions of this document.

3. Coordinate development codes in the city and outlying areas to promote the orderly expansion of the city.

4. The Growth Policy will be reviewed every five years and be revised if necessary. Amendments outside these comprehensive updates should be viewed cautiously and be based primarily on unanticipated changes.

5. Comprehensive updates of the Growth Policy should be considered when there is a major change in circumstances such as a significant increase or decrease in population, changes in economic or environmental conditions or significant changes in public infrastructure and services.

6. Written plans stating how the public will be informed regarding development projects can ensure the integrity of the public review process.

**Recommendations:**

1. Maintain a cooperative relationship between the elected officials, government agencies, service and utility providers that results in consistent development standards, efficient use of public infrastructure and resources, and quality development.
12. GROWTH POLICY IMPLEMENTATION

A. UPDATING AND AMENDING THE GROWTH POLICY

The development of a Growth Policy is an ongoing process. Periodic review and revision is necessary to keep abreast of changes in circumstances and the thinking of the community, which are continuously buffeted by economic cycles, major capital investments, innovation, institutional and regulatory changes, and residential turnover. Review and revision of the Growth Policy is also needed to add special direction and detail as specific needs arise, such as preparation of a capital improvements plan.

Effectiveness of the Growth Policy requires a balance between periodic revisions to keep current with changing conditions and avoiding continuous revision that would erode the long-term vision of the Growth Policy. Preparation of the Growth Policy or a significant update involves both a comprehensive view of the jurisdiction and a lengthy process of information gathering, public participation, and policy analysis, which is not feasibly repeated on a short-term basis. In turn, the 2020 Growth Policy is the basis of many long-term decisions regarding capital investments, zoning, and protection of the quality of life in the area. Growth Policy amendments in a political context affecting a specific location in isolation are vulnerable to being inconsistent with the overall Growth Policy, not encouraging the most appropriate use of land throughout the jurisdiction, or benefiting one or a few property owners at the expense of others.

RECOMMENDATIONS

1. The City needs to establish an ongoing program of review and analysis of the Growth Policy at least on a five-year basis and revising the policy if necessary.

2. As needed, the City should prepare special elements to the Growth Policy to address specific needs of the Planning Jurisdiction where more direct or special guidance is needed or to further refine and develop existing goals and policies. Examples include Neighborhood Plans, a Downtown Redevelopment Plan, a Community Drainage Plan, etc.

3. To amend the Growth Policy Map outside the five-year update process, the following criteria should be met:
   a. Extraordinary change in circumstances or errors in preparation of the Growth Policy warrant the map amendment;
   b. The map amendment would substantially conform with the Growth Policy overall;
   c. The map amendment would encourage the most appropriate use of land throughout the Planning Jurisdiction;
d. The amendment would not benefit one or a few property owners to the significant disadvantage of other property owners in the Planning Jurisdiction.

B. NEIGHBORHOOD PLANS

Neighborhood Plans may be prepared as tools to coordinate and clarify the development for a specific neighborhood or a key area of the planning jurisdiction. It may also be a tool used by a developer to address large development projects that have impacts beyond its project boundaries. A Neighborhood Plan focuses on an area in order to provide clear and detailed direction. A Neighborhood Plan is developed within the overall framework of the Columbia Falls City-County Growth Policy and is typically adopted as a sub-element of the Growth Policy. While the City-County Growth Policy is very broad in its analysis and guidance for the community, a Neighborhood Plan serves to refine this overall concept by expanding on the goals and policies and providing guidance at the neighborhood or project level. The City of Columbia Falls has successfully used this process in the past to address unique neighborhood planning issues.

RECOMMENDATIONS

Neighborhood Plan embodies the public policy for the area it addresses. Any land use ordinances or regulations, such as zoning or subdivision review, should be guided by and give consideration to the general policy and pattern of development set out in the neighborhood plan when making a conformance review with Growth Policy. It must be understood, however, that the plan is conceptual in nature and not an engineering or construction document.

It is acknowledged that there is a difference between a Neighborhood Plan refining the broad community goals of a neighborhood or special planning area versus a specific Developer’s Neighborhood Plan which typically would be used to assist a developer address a significant neighborhood scale development project.

1. Adoption of a Developers Neighborhood Plan must be in accordance with 76-1-601 through 76-1-604 M.C.A. Application materials for a developer’s neighborhood plan amendment should include the following:

a. A draft plan stating significant issues, goals, and policies associated with proposed development.

b. The plan should clearly describe the proposed development, address feasibility of the development; phasing; a convincing showing of need; neighborhood compatibility; transportation impacts; environmental impacts; site hazards; adequate provision of local services; demonstrate the encouragement of the most appropriate use of land throughout the jurisdiction and conclude by demonstrating overall conformance with the Growth Policy.
c. A site plan showing land uses and densities assigned to specific locations; general circulation and parking plan; general utilities plan; general landscaping plan; lands and facilities committed for recreation or public services; water bodies and wetlands; 100-year floodplain; topographical contours; significant physical features; prime agricultural soils; significant habitat; and significant cultural or historical resources.

d. A vicinity map showing surrounding land use patterns; streets (arterial, collector, and local); water bodies; and other significant physical features.

e. A letter of application signed by the property owner(s), a legal description of the site, and any application review fees.

It is understood that if the particular development project is abandoned, the land use designation shall revert back to its prior classification and the Developers Neighborhood Plan shall sunset. Abandonment shall be deemed to have occurred when no substantial improvements or substantial progress has been made on the development for a period of three years, the developers are no longer pursuing the project and the City Council adopts a resolution expiring the Plan.

C. ZONING

Zoning is one of many legal tools used to implement the development policies of the Growth Policy. Historically, zoning has been implemented for the City plus a negotiated extraterritorial boundary beyond the city limits. Via an inter-local agreement signed in January, 2005, and amended in 2012, between the City and the County, the City of Columbia Falls has taken responsibility for zoning of all lands within the Planning Jurisdiction. Several areas in the planning jurisdiction are currently under county zoning or are unzoned. Over time the City of Columbia Falls will convert existing county zoning districts within the planning jurisdiction over to city zoning and apply new zoning to the unzoned areas.

Zoning must be guided by and give consideration to the general policy and pattern of development set out in the Growth Policy. Zoning regulates three major areas. First it regulates the separation of incompatible land uses, where applicable, by establishing various districts of compatible uses, e.g. residential, commercial or industrial. Secondly, zoning limits the density of development appropriate to a particular location to ensure orderly development by restrictions on lot size, dwellings per acre and lot coverage. Finally, zoning establishes various property development standards, including maximum height of buildings to ensure adequate fire protection and to avoid blocking of views or sunlight; how a structure is located on a parcel of land, including front, rear and side yard setbacks; and the regulation of signage, parking, landscaping and floodplain development.
RECOMMENDATIONS

1. Adopt a comprehensive land use development code for the unzoned parts of the Planning Jurisdiction based on the Growth Policy.

2. Zone those portions of the CFAC property in compliance with the growth policy.

3. Continue to review and revise zoning construction standards to facilitate creative and flexible design.

D. CONSERVATION EASEMENTS

A conservation easement is a development right granted by a landowner to a qualified non-profit organization or a government agency. The landowner maintains title to the land and can continue to use the land for any purpose except those spelled out in the granted easement. Typically, a landowner would be interested in preserving wildlife habitat, prime farmland, historical sites or other critical areas from development. In exchange for transferring by easement some or all development rights for the land, the owner would receive a corresponding income tax credit or payment for the lost development potential.

RECOMMENDATION

1. The City and County should promote and encourage the use of Conservation Easements as the preferred method of preserving those areas designated as critical, fragile, or sensitive in the Growth Policy.

E. SUBDIVISION REGULATIONS

In contrast to zoning which regulates how existing lots may be used and developed, subdivision regulations govern the division of raw land into building lots. Standards are set for street design; storm drainage; placement of utility lines; site design, including lot and block layout; parkland and public use dedications; emergency vehicle use and access; and the legal recording of a division of land.

The subdivision regulations should be patterned after policies and standards recommended in the Growth Policy. For example, standards and policies for streets, pedestrian ways, parkland dedication, and emergency vehicle access as found in the Growth Policy should be incorporated into the subdivision regulations.

The City of Columbia Falls administers subdivision regulations for all lands within the city limits and by inter-local agreement with Flathead County effective January, 2005 and revised in 2012 all lands within the Planning Jurisdiction.
RECOMMENDATIONS

1. The City will continue to streamline the subdivision review process and development standards.

2. Up-date the Environmental Assessment section of the Subdivision Regulations.

The procedure for public hearings when required for a subdivision, as provided for in the Planning Board bylaws should be as follows:

1. Public hearing is opened by Planning Board President.
2. Verification of the public notice for hearing by the President.
3. Report by the staff.
4. Presentation by the applicant or representatives.
5. Witnesses speaking either in favor, in opposition or offering general comment or questions.

The Board shall make findings and forward a recommendation to the governing body.

In reviewing and approving subdivisions, the Planning Board and governing bodies should address and make findings for the following criteria:

1. The Effects on Agriculture and Agricultural Water User Facilities. Agriculture is defined as the practice of cultivating the ground, raising crops, rearing animals or the growing of and harvesting trees. Agricultural water user facilities are defined as any part of an irrigation system used to produce an agricultural product on property used for agricultural purposes.

2. Local Services. Local Services is defined as any and all services or facilities that local government entities are authorized to provide.

3. The Natural Environment. The Natural Environment is defined as the physical conditions, which exist within a given area including land, air, water, mineral, flora, fauna, noise and objects of historic or aesthetic consideration.

4. Wildlife and Wildlife Habitat. Wildlife is defined as living things, which are neither human, domesticated, or plant. Wildlife habitat is defined as the lands and water supporting wildlife.

5. Public Health and Safety which is defined as a condition of optimal well-being, free from danger, risk or injury for a community at large, or for all people, not merely for the welfare of a specific individual or small class of persons.
To accomplish this, the standards within the local subdivision regulations, should continue to be reviewed and revised based on the Growth Policy goals, policies and recommendations. In particular:

1. The Agriculture and Agricultural Water User Facilities criteria standards within the subdivision regulations should be guided in their development by Chapter 6 Agriculture, as contained in the Growth Policy.

2. Local Services criteria standards within the subdivision regulations should be guided in their development by Chapter 8 Transportation, Chapter 9 Parks, and Chapter 10 Sewer, Water, Police, Fire and Solid Waste Management as contained in the Growth Policy.

3. Natural Environment criteria standards within the subdivision regulations should be guided in their development by Chapter 1 Natural Resources as contained in the Growth Policy.

4. Wildlife and Wildlife Habitat criteria standards within the subdivision regulations should be guided in their development by Chapter 1 Natural Resource as contained in the Growth Policy.

5. Public Health and Safety criteria standards within the subdivision regulations should be guided in their development by Chapter 10 Police and Fire Protection as contained in the Growth Policy.

F. BUILDING CODES

Building codes apply to new and modified construction and set minimum standards for plumbing, electrical wiring, mechanical equipment, construction materials and techniques. The International Building Code covers fire, life, and structural safety aspects of buildings and structures. The Building Code also becomes the major enforcement mechanism for the zoning code because building permits cannot be issued for structures not in compliance with zoning.

The City of Columbia Falls has adopted the International Building Code and the Code of American Building Officials and contracts with the City of Whitefish for building code inspection and administration. The City has building code jurisdiction over all lands inside the city.

Flathead County does not administer a building code program for the rural areas outside the city. Montana has adopted the International Building Code. All new construction in the county requires both a State Electrical and State Plumbing Permit. Residential structures of five or more units and all commercial and industrial structures must also apply for a State Building Permit. In both instances though, actual site inspections are sporadic due to the limited number of inspectors and large geographical areas. It is apparent that the present system has three shortcomings. One to four-unit residential structures, comprising the overwhelming majority of new construction in the county, receive no inspection. In instances where permits are required, actual inspections are sporadic. Since it is run as a State Inspection Program, there is no coordination with local zoning.
G. CAPITAL IMPROVEMENTS PLAN AND IMPACT FEES

A capital improvements plan helps a city or county decide what public facilities (capital improvements) to provide where, when and at what cost. Capital improvements are generally considered to be major one-time expenditures for public facilities such as construction of a new railroad crossing, an expansion to the sewer treatment plant or acquisition of a fire truck. A traditional capital improvements plan is established for a five-year period. The city or county analyzes, prioritizes, and projects the capital improvements proposed for this time period. Realistic costs for these improvements are established. These needs and cost projections are then incorporated into the regular budget process.

Currently the City prepares a formal Capital Improvements Plan or program. The advantages of preparing a program are many. Advanced programming of needed facilities will help in avoiding costly mistakes. The fiscal analysis process necessary to prepare a program forces the city or county into sound financial management practice and will help in making annual budget decisions. Finally, identification of anticipated future construction may encourage the selection of needed land well in advance of actual construction, lowering acquisition costs.

Growing communities have found that revenue-generating capabilities have not kept pace with infrastructure needs. Coordinated with capital improvements plans, development service fee programs have become a common method of financing off-site capital improvements. An example is the sewer plant expansion fee currently charged by the City for new sewer hook-ups. Other service impact fee programs have been proposed locally to make new developments pay their fair share for needed off-site improvements, rather than unfairly burdening existing taxpayers, and to avoid congestion and inadequacy of existing capital facilities by ensuring adequate provision of new improvements concurrent with the onset of development. Improvements for which service impact fees have been considered or used locally include sewer, water, storm sewer, roads, parks and fire protection.

In 2018 the City completed a Utility Plan for water and wastewater services. The Plans identify capacities and projected capacities along with recommendations for addressing future growth.

Annually, the City of Columbia Falls evaluates impact fees and established an impact fee committee to review the prospects of initiating impact fees. At that time the Committee did not recommend the City move ahead with impact fees. However, it should be noted that the City has a long-established Plant Investment Fee for new sewer and water hook-up with the funds collected going to improvements that result from growth.
RECOMMENDATION:

The City should continue to utilize a site design review committee for new development and subdivision to review projects for adequate provision of capital improvements and compliance with the City’s adopted codes.

H. FEDERAL/STATE GRANT PROGRAMS

Acquisition of needed public facilities and utilities as identified in the Growth Policy can be assisted financially through state and federal grant and loan programs. Eligible activities under various programs include sewer and water facilities, streets, curbs, gutters, sidewalks, land acquisition for public facilities, park acquisition and development, police and fire equipment, rehabilitation of private and rental housing units, and loans to private businesses for new location or expansion of existing facilities. Grants vary in the amount of local contribution needed. Some programs require that a majority of the benefit go to lower income individuals, that a certain number of jobs are created or that a particular health or pollution threat is present.

RECOMMENDATION:

Keep abreast of various state and federal programs and their applicability.

I. URBAN DEVELOPMENT PROGRAMS

Urban Development Programs address a broad array of economic development needs typically in cities, such as downtown redevelopment, economic development, job training, etc. Communities typically develop an urban renewal plan which outlines development issues and develops strategies to overcome these issues. Tools available include state and federal grants and the creation of tax increment districts.

RECOMMENDATION

The City should continue to pursue the creation of an urban development plan for the downtown Nucleus core area and other business/industrial areas.

J. AGRICULTURAL AND TIMBER LANDS PROGRAMS

An Agricultural and Timber Lands Program is an important tool for jurisdictions having a large agricultural or timber base. It recognizes that agriculture/timber is a viable and important component of the local economy. Typically, such programs identify the productive agricultural and timber producing lands and develop methods to curb development in those areas. The intent of the program is to preserve the productive farmlands and timber resources thus helping to ensure an adequate land base for the local agricultural or timber industry. Some programs go further by providing for some form of compensatory relief to land owners for keeping their lands in agricultural production. A variety of mechanisms could be used in an agricultural/timber conservation program,
including designation of agricultural/timber districts with accompanying land use protections, incentives to cluster residential development, transfer of development rights (TDR), purchase of development rights, right-to-farm and right-to-log laws, development restrictions for control of noxious weeds, and consistent public policy to encourage long-term commitments to agricultural/timber operations.

**RECOMMENDATIONS**

Develop acceptable land use programs, which will protect the agricultural and timber land base in the county.

**K. INTERGOVERNMENTAL COOPERATION**

Intergovernmental cooperation between the City of Columbia Falls and Flathead County should continue and is critical to reinforcing an orderly development pattern, including coordinating public facilities and services, and addressing the numerous issues that cross over City-County boundaries. Such cooperation and efforts are desired to achieve improved efficiency, better facilities and economical operation and maintenance.

**RECOMMENDATIONS FOR INTERGOVERNMENTAL COOPERATION:**

Maintain and improve cooperation in the following areas:

1. Law enforcement;
2. Animal Control;
3. School Resource Officer;
4. Park maintenance and development;
5. Libraries;
6. Conservation of agricultural and timber lands;
7. Floodplain development;
8. Installation, maintenance and upgrading of streets, sewer and water services, and drainage;
9. Annexation policies including the transfer of county roads to the city, when this is appropriate and the conditions of roads being transferred;
10. Coordination of urban and rural development;
11. 911 Call Center;
12. In order to better coordinate and address the fringe area impacts associated with development, the City Columbia Falls and Flathead County created and approved an Interlocal Agreement that describes the relationships and responsibilities for each party relative to development in the Columbia Falls Planning Jurisdiction which extends one mile outside of the City. This agreement addresses subdivision regulations and review authority; adoption, implementation, and enforcement of zoning; floodplain
regulations and permitting; annexation and expansion of the jurisdiction; and the decay ordinance.

Continue the following policies which are also part of the Interlocal Agreement:

1. Maintenance of the City-County Planning Board.
2. The administration of urban development standards for all subdivision activity within the negotiated jurisdiction boundary of the city.
3. Extension of municipal services including sewer and water.
4. Public safety and emergency services and facilities.
5. Coordination of geographic information systems.

APPENDIX A  NEIGHBORHOOD PLANS

THE TALBOT NEIGHBORHOOD PLAN

The Talbot Neighborhood Plan is adopted by reference as a neighborhood plan in its entirety as an integral part of the Columbia Falls City-County Growth Policy. The Talbot Neighborhood Plan was adopted on April 4, 1996. The plan provides more specific guidance for the area generally bounded on the south by the Flathead River, on the west by South Hilltop Homes, on the north by 13th Street West and on the east by 4th Avenue West.
APPENDIX B: GROWTH POLICY MAP - UPDATED MAP WILL BE ENTERED HERE AFTER ADOPTION
APPENDIX B: GROWTH POLICY MAP LEGEND

<table>
<thead>
<tr>
<th>Legend Description</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growth Policy Boundary</td>
<td>Orange</td>
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<tr>
<td>Major Arterial</td>
<td>Gray</td>
</tr>
<tr>
<td>Minor Arterial</td>
<td>Gray</td>
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<tr>
<td>Conceptual Arterial</td>
<td>Gray</td>
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<tr>
<td>Conceptual Collector</td>
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<tr>
<td>Existing Bicycle / Pedestrian Trail</td>
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<tr>
<td>Proposed Bicycle / Pedestrian Trail</td>
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<tr>
<td>Commercial</td>
<td>Red</td>
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<tr>
<td>General highway and neighborhood retail sales services and mixed office use.</td>
<td></td>
</tr>
<tr>
<td>Resort Residential</td>
<td>Pink</td>
</tr>
<tr>
<td>Within the confines of an overall development plan, provides recreation opportunities (principally to residents and quests), commercial uses (associated directly with the recreation, and a mixture of housing types and densities.</td>
<td></td>
</tr>
<tr>
<td>Heavy Industry</td>
<td>Gray</td>
</tr>
<tr>
<td>Manufacturing processing, storage and assembly of goods where noise, odor, dust and associated impacts extend beyond the confines of a building or screened area.</td>
<td></td>
</tr>
<tr>
<td>Light Industry</td>
<td>White</td>
</tr>
<tr>
<td>Wholesale and industrial uses where noise, odor, dust and associated impacts are confined to a building or screened area.</td>
<td></td>
</tr>
<tr>
<td>Multifamily Residential</td>
<td>Yellow</td>
</tr>
<tr>
<td>8 or more units/acre. High density residential including townhouse and apartment units. Served by urban services. May be a buffer or transitional area between low density and non-residential uses.</td>
<td></td>
</tr>
<tr>
<td>Urban Residential</td>
<td>Yellow</td>
</tr>
<tr>
<td>Between 2 and 8 unit/acre. Primarily single family residential with limited quantities of multifamily units. Fully serviced by urban services.</td>
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</tr>
<tr>
<td>Suburban Residential</td>
<td>Beige</td>
</tr>
<tr>
<td>2 units or less/acre. Primarily single family residential in a quasi-rural setting. Some urban services available.</td>
<td></td>
</tr>
<tr>
<td>Suburban Agriculture</td>
<td>Green</td>
</tr>
<tr>
<td>A rural area predominantly used for corporate and public lands, estate housing and protective buffers for industry. Outside the immediate needs of City development and having limited urban services. Residential uses closely associated with highly developed access and low fire hazard.</td>
<td></td>
</tr>
<tr>
<td>Public Facilities</td>
<td>Green</td>
</tr>
<tr>
<td>Schools, government offices or facilities and cemeteries.</td>
<td></td>
</tr>
<tr>
<td>Park and Open Space</td>
<td>Green</td>
</tr>
<tr>
<td>City and County parks, homeowner parks and green areas, recreational access points.</td>
<td></td>
</tr>
<tr>
<td>Open Water</td>
<td>Blue</td>
</tr>
<tr>
<td>Flood Plain</td>
<td>Blue</td>
</tr>
<tr>
<td>High Ground Water</td>
<td>Purple</td>
</tr>
</tbody>
</table>
APPENDIX C: Implementation Timetable Description

The steps in the implementation timetable are all related to advancing specific goals and objectives. The goals and objectives establish the level of involvement the City will undertake. The action plan is a matrix that lists the task and identifies staffing, costs considerations, and timeframe parameters for each task. Following is a description of those parameters.

1. **Staffing**

   *In-house* - Will be completed with existing staff.
   *Contract* - Contract with outside firm to complete work.
   *Partner* - Partner with other state/federal agency, non-profit, or other organization to complete work.

2. **Cost**

   *High* - Requires allocation of new funds that are not in the existing budget.
   *Medium* - Can be accomplished with existing budgeted funds.
   *Low* - Zero or minimal costs.

3. **Time Frame/Priority**

   *Near Term* - Immediate need. To be addressed within one year.
   *Mid Term* - Defined need. May phase in implementation within 1 to 2 years.
   *Long Term* - Requires program development that necessitates a longer timeframe 3+ years.
   *Ongoing* - Ongoing activity.
   *As Needed* - Monitor and take action when need arises.

Note: The Planning Board will give input as to the Time Frame/Priority for each item.
### APPENDIX C: Implementation Timetable

#### 1. Update Development Regulations & Procedures

<table>
<thead>
<tr>
<th>Action</th>
<th>Staffing</th>
<th>Cost</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Revise Subdivision regulations.</td>
<td>In-house &amp; Contract</td>
<td>Medium</td>
<td>Near-Term</td>
</tr>
<tr>
<td>• Include provisions for adequate facilities or concurrency for streets, sewer and water improvements for new developments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Coordinate and streamline development processes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Aquifer Protection and Wellhead protection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Require traffic impact studies for major developments that includes strategies for financing necessary improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Incorporate street design, water and sewer design standards into development codes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Update the Environmental Assessment Section of the Subdivision Regulations to reflect current statute</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Rezoning in County Planning area to conform with City Growth Policy Plan &amp; City Zoning Districts</td>
<td>Contract</td>
<td>Low to Medium</td>
<td>Near-Term</td>
</tr>
<tr>
<td>3. Revise Zoning Regulations</td>
<td>In-House and/or Contract</td>
<td>Medium to High</td>
<td>Near – Term</td>
</tr>
<tr>
<td>• Coordinate and streamline development processes</td>
<td></td>
<td></td>
<td>#1 priority</td>
</tr>
<tr>
<td>• Update codes to reflect legislative changes</td>
<td></td>
<td></td>
<td>#1/2 priority</td>
</tr>
</tbody>
</table>

#### 2. Build Information for Planning

<table>
<thead>
<tr>
<th>Action</th>
<th>Staffing</th>
<th>Cost</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Update GIS and maps to indicate environmentally sensitive areas as noted in the Growth Policy Plan</td>
<td>In-House</td>
<td>Medium</td>
<td>On-going</td>
</tr>
</tbody>
</table>


3. Promote the development, maintenance, and replacement of public infrastructure to meet the needs of the citizens of Columbia Falls

<table>
<thead>
<tr>
<th>Action</th>
<th>Staffing</th>
<th>Cost</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Update Capital Improvement Program (CIP)</td>
<td>In-house</td>
<td>Medium to High</td>
<td>Under Way</td>
</tr>
<tr>
<td>2. Develop plan for paving of roads and alleys in city limits</td>
<td>Coordinate with Capital Improvement Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Review and Update Extension of Services Plan and annexation policy for city. Create development agreement negotiation process to provide for future annexation for non-contiguous parcels</td>
<td>In-House</td>
<td>Medium</td>
<td>Near Term</td>
</tr>
<tr>
<td>4. Implement the bike and pedestrian trail plan</td>
<td>In-house &amp; Partner</td>
<td>Medium</td>
<td>On-going</td>
</tr>
</tbody>
</table>

4. Work with County, State and Federal agencies to strengthen or create initiatives and programs to meet the planning needs of the area.

<table>
<thead>
<tr>
<th>Action</th>
<th>Staffing</th>
<th>Cost</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with FEMA and DEQ to implement Flood Insurance program</td>
<td>Partner</td>
<td>Low</td>
<td>On-going</td>
</tr>
<tr>
<td>Work with Montana Department of Transportation (MDT) to incorporate aesthetic design elements along highway corridors to promote gateway entrances</td>
<td>Partner</td>
<td>May be some cost sharing</td>
<td>On-going</td>
</tr>
<tr>
<td>Investigate resources from the State of Montana Main Street Program for programs for Central Business District</td>
<td>Partner</td>
<td>Medium</td>
<td>Coordinate with Downtown Plan</td>
</tr>
<tr>
<td>Coordinate with other agencies and organizations to promote economic development</td>
<td>Partner</td>
<td>Low</td>
<td>On-going</td>
</tr>
<tr>
<td>Coordinate with government and non-profits to promote conservation easements</td>
<td>Partner</td>
<td>Low</td>
<td>On-going</td>
</tr>
</tbody>
</table>

5. Special Planning Initiatives

<table>
<thead>
<tr>
<th>Action</th>
<th>Staffing</th>
<th>Cost</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown Plan to address issues identified in the Growth</td>
<td>Contract</td>
<td>High</td>
<td>Long Term</td>
</tr>
<tr>
<td>Conduct housing needs assessment and develop housing plan. Investigate CDBG and other funds to promote housing rehab and affordable assistance.</td>
<td>Contract</td>
<td>Medium</td>
<td>Long Term</td>
</tr>
<tr>
<td>Conduct a historic and cultural resource survey and develop a program to promote preservation and rehabilitation</td>
<td>Contract</td>
<td>Medium</td>
<td>Long Term</td>
</tr>
</tbody>
</table>
Develop agricultural lands use preservation program | Contract | High | Long Term
---|---|---|---
Create park land plan to designate new neighborhood park sites, create a dog park and implement park policies | TBD | Medium | Near Term
Neighborhood and Zoning Plans for areas in expanded extraterritorial jurisdiction due to annexations | TBD | | As Needed

11 76-1-605. Use of adopted growth policy.
(1) Subject to subsection (2), after adoption of a growth policy, the governing body within the area covered by the growth policy pursuant to 76-1-601 must be guided by and give consideration to the general policy and pattern of development set out in the growth policy in the:
(a) authorization, construction, alteration, or abandonment of public ways, public places, public structures, or public utilities;
(b) authorization, acceptance, or construction of water mains, sewers, connections, facilities, or utilities; and
(c) adoption of zoning ordinances or resolutions.
(2) (a) A growth policy is not a regulatory document and does not confer any authority to regulate that is not otherwise specifically authorized by law or regulations adopted pursuant to the law.
(b) A governing body may not withhold, deny, or impose conditions on any land use approval or other authority to act solely on compliance with a growth policy adopted pursuant to this chapter.

11 76-1-606. Effect of growth policy on subdivision regulations.
When a growth policy has been approved, the subdivision regulations adopted pursuant to chapter 3 of this title must be made in accordance with the growth policy.
Land Use Map Legend

- **Commercial**: General, highway and neighborhood retail sales, services or mixed office use. Within the confines of an overall development plan, provides recreation opportunities (gymnastics to professional) and amenities, commercial uses, industrial uses, and a mixture of housing types and densities.

- **ResortCom**: Within the confines of an overall development plan, provides recreation opportunities (principally to residents and guests), commercial uses (associated directly with recreation), and a mixture of housing types and densities.

- **Heavy Industrial**: Manufacturing, processing, storage and assembly of goods, where noise, odor, dust and associated impacts extend beyond the confines of a building or screened area.

- **Light Industrial**: Wholesale and industrial uses where noise, odor, dust and associated impacts are confined to a building or screened area.

- **MultiFamily**: 8 or more units/acre. High density residential including townhouses and apartment units. Served by urban services.

- **UrbanResidential**: Between 2 and 8 units/acre. Primarily single family residential with limited quantities of multifamily units. Fully served by urban services.

- **SuburbanResidential**: 2 units/acre or less. Primarily single family residential in a quasi-rural setting. Some urban services available.

- **RuralPreserve**: A rural area, predominately used for corporate and public lands, estate housing, and protective buffer for industry. Outside the immediate needs of urban development and having limited urban services. Residential use closely associated with highly developed access and low fire hazards.

- **PublicSemipub**: Schools, government offices or facilities, and cemeteries.

- **ParkOpenspace**: City and County parks, homeowner parks and green space areas, recreation access points.
My Name is Frank Telling. I am writing to let you know I am interested in serving on the rezant tax advocacy committee. I am a resident of the City of Cal Tahk for more than 45 yrs. and I am a registered voter for more than 40 yrs. I support the levy. I am interested in serving on this committee.

RECEIVED
AUG 06 2019
Clyde Columbia Falls

(59917)
Letter of interest to Serve On Resort Tax Advisory Committee

Attn:
Columbia Falls City Clerk, Barb Staaland
130 6th Street West
Columbia Falls, MT 59912

I would like submit my letter of interest to serve on this committee.

After hearing some brief discussion on the matter of a resort tax for Columbia Falls, I do believe that this could be a valuable tool for the city.

At this time there does seem to be some confusion, or misunderstanding, regarding the scope and benefits of this new tax.

While many residents do not want to call their home town a resort community, the benefits of revenue generated by our seasonal visitors could be very beneficial to Columbia Falls.

I would very much like to be part of the Resort Tax Advisory Committee and offer my assistance in making sure that this is not just another tax on my friends and neighbors, but rather a long term benefit for all our community.

Thank you very much for your consideration,

John “Clay” Lundgren
307 5th St East
Columbia Falls, MT 59912
406.890.4212
8-5-2019

To: Columbia Falls City Council
Fr: Dave Petersen
     201 4th Av E
     C. Falls, MT
Re: Resort Tax Advisory Committee

Please accept this letter as my interest in joining the Resort Tax Advisory Committee.

I’ve followed with interest the process the city has taken toward qualifying for this excellent opportunity and I believe I can be of use on the committee as we move forward with this project.

Your consideration is appreciated.

Cordially,

[Signature]

Dave Petersen
August 7th, 2019

RE: Resort Tax Advisory Committee

Please accept this as my Letter of Interest to serve on the Columbia Falls Resort Tax Advisory Committee.

I moved to Columbia Falls roughly four years ago from Billings. I am presently retired, other than serving on the Board for the Montana Health Cooperative, which has quarterly obligations for four days in Helena. My professional background included four years as a bank loan officer, 17 years as an attorney and 25 years as a business owner, some of which overlapped. I have served on many non-profit boards and otherwise served in an advisory role.

My personal interests include most all outdoor activities, which is one of the primary reasons I moved to the valley. My sister and her husband also live in the area.

It’s been exciting to witness the positive growth of Columbia Falls over the last several years. The city has seen vibrant change and is poised for growth. I believe my diverse background and interests would be beneficial in assisting to advise the city on viable options and innovative solutions with respect to the Resort Tax.

I’ve attached a copy of my resume for your review.

Should you have any questions, or desire any additional information, please do not hesitate to contact me. Thank you for your consideration.

Scot Schermerhorn
1042 Waters Edge Way, Columbia Falls
406-670-1470
RESOLUTION NO. 1802

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA CALLING FOR A GENERAL ELECTION TO BE HELD ON NOVEMBER 5, 2019 FOR THE OPEN COLUMBIA FALLS CITY COUNCIL POSITIONS

WHEREAS, pursuant to Title 13, Chapter 1, Montana Code Annotated, in order to consolidate, simplify and standardize the government election process, local governments, including incorporated municipal governments, should pass a resolution calling for an election day established in accordance with Title 13; and

WHEREAS, the general election day for 2019 as established by 13-1-104, MCA is November 5, 2019; and

WHEREAS, the City's registered voters electing absentee ballots now exceed 50% the City Council finds that it is in the best interests of the City that the election be conducted by mail ballot; and

WHEREAS, the Flathead County Election Office will provide for secure ballot drop-off at City Hall.

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

Section One: The Columbia Falls City Council calls for a general election to be held by mail ballot for the open positions of City Council on November 5, 2019.

Section Two: That this Resolution shall become effective immediately upon its passage and approval by the City Council and the City Clerk is directed to provide a copy of this resolution to the Flathead County Election Department.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 19th DAY OF AUGUST, 2019, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS ___ DAY OF AUGUST 2019.

Mayor

ATTEST:

City Clerk

Res. 1802
Regular Correspondence:
08-08-19 Letter from DEQ-Potential Drinking Water SRF Loan Recipients
<table>
<thead>
<tr>
<th>Category</th>
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<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>Agency Assist</td>
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<td>32</td>
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<tr>
<td>Citizen Assist</td>
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<td>40</td>
<td>38</td>
<td>13</td>
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<tr>
<td>Welfare Checks</td>
<td>59</td>
<td>71</td>
<td>12</td>
<td>10</td>
<td>17</td>
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<tr>
<td>Business Checks</td>
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<td>45</td>
<td>25</td>
<td>10</td>
<td>11</td>
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<tr>
<td>Identity Thefts</td>
<td>12</td>
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<td>11</td>
<td>10</td>
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<tr>
<td>Domestic Abuse/Assault/Disorder</td>
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<td>26</td>
<td>24</td>
<td>19</td>
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<tr>
<td>Incident Reports</td>
<td>956</td>
<td>82</td>
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<td>911 Phone Calls</td>
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<td>109</td>
<td>98</td>
<td>96</td>
<td>127</td>
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<td>Miles Patrolled</td>
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<td>746</td>
<td>653</td>
<td>530</td>
<td>616</td>
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<td>Court Fine and Forfeitures</td>
<td>1694</td>
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<td>Traffic Stops</td>
<td>352</td>
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<td>Drug Offenses</td>
<td>14</td>
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<td>4</td>
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<td>DUI Offenses</td>
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<td>Cell Phone Viol.</td>
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<td>4</td>
<td>5</td>
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<tr>
<td>Traffic Offenses</td>
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<td>Widespread Citation Issued</td>
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<td>Criminal mischief (Incidents)</td>
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<td>3</td>
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<td>320</td>
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<td>Stolen Property (Value)</td>
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<td>Accidents Investigated</td>
<td>30</td>
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<td>19</td>
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<td>Juvenile</td>
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<tr>
<td>Adult</td>
<td>27</td>
<td>22</td>
<td>12</td>
<td>12</td>
<td>13</td>
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<tr>
<td>Arrests (Total)</td>
<td>43</td>
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**July 2019**

**Monthly Activity Report**

Columbia Falls Police Department

**Average 5 Year**

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
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<th>2019</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td>July</td>
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