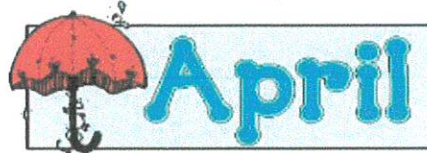


City of Thompson Falls City Council Meetings



City of Thompson Falls  
Public Hearing

**CANCELLED** Monday, April 8, 2024, at 5:00 p.m. in the City Hall, 108 Fulton Street, Thompson Falls, MT  
Agenda: **CANCELLED** Zoning Variance Request for Mosher Transportation building electrical vehicle charging stations for electric buses at 3 locations: 425 Washington Street, 418 Washington Street, and 323 Greenwood Street If you have any questions, please contact the City Hall at 406-827-3557.  
Published in the Sanders County Ledger: March 28, 2024 & April 4, 2024 **CANCELLED**

Regular City Council Meeting in the  
City Hall, 108 Fulton Street, Thompson Falls, MT  
Monday, April 8, 2024 @ 6:00 P.M.

AGENDA

OPEN MEETING

ROLL CALL OF THE COUNCIL

PLEDGE OF ALLEGIANCE

SET THE AGENDA

CONSENT AGENDA: Claims, Minutes, Financial Reports, Court Report, Water Shut-off List/Arrangements

STANDING COMMITTEE REPORTS

INFORMATIONAL:

1. Sanders County Public Health, Tobacco Education Specialist, Karren McKinzie

ACTION ITEMS

OLD BUSINESS:

1. Farmers Market - Public Comment
  2. David Thompson Plaque - Public Comment Katherine Maudrone
  3. Move speed signs 25/35 on Hwy. 200 and Encroachment Permit for Speed Readers - Public Comment
- NEW BUSINESS: Mayor Rusti Leivestad will present the Agenda Item unless otherwise listed.
4. Renew the Community Center Lease for preschool for the 24-25 school year. - Public Comment Krystal Park
  5. The Pickleball Club is seeking approval to install a 4' fence at the pickleball courts by the High School and City to repair the existing perimeter chain-link fence. - Public Comment Nancy Fields
  6. Pilot Community Tourism Grant Program Application – SB540 - High School Area Sports Complex – 5-year plan – 2.75M - no city match – possibly go in together County-wide. Public Comment
  7. Resolution establishing the reimbursement rates for travel, mileage, and lodging for Public Employees while conducting official business per the U.S. General Service Administration standard rate to reflect changes automatically when the rates change. - Public Comment
  8. Wastewater Project Amendment to Owner-Engineer Agreement Amendment No. 9
  9. Wastewater Project Request for Reimbursements Phases 1 & 2 - Public Comment
  10. Wastewater Project Request for Reimbursements Phases 3 & 4 - Public Comment
  11. Water Project Request for Reimbursement - Public Comment

UNSCHEDULED PUBLIC COMMENT – 3 minutes

MAYOR'S REPORT

ADJOURN

\*\*There may be issues discussed during the meeting which may not be listed on the agenda. If a decision is required on items of significant interest, it will be scheduled for another date/time and posted within the required 48-hour notice. This schedule is subject to change without notice but will be posted within the required 48-hour notice. If you have any questions, please contact 406-827-3557.

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the ~~10-11-2023~~, City Council Meeting:

APRIL 24 1-8-24

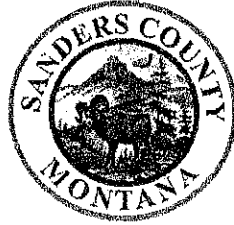
Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: Tobacco

Time: \_\_\_\_\_

Action: Information Section

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**



September 28, 2023

Mayor Lacy  
P O Box 99  
Thompson Falls, MT 59873

RE: Tobacco Cessation

Dear Mayor Lacy:

My name is Karren McKinzie and I am the Tobacco Education Specialist for Sanders County Health Department.

My job is to educate in the Schools, to Decision Makers, such as yourself and Legislators, Representatives, Medical Doctors, and Dentists and encourage all to want to have clean air in our community and around our area parks free from Tobacco products.

With that in mind I am enclosing some FACT sheets and some Statistic fliers to give you a clear understanding of what is going on in our Sanders County area.

I would like the opportunity to sit down with you and discuss you about Clean Indoor Air Act (CIAA) and how I can better educate on 2<sup>nd</sup> & 3<sup>rd</sup> hand smoke.

Please contact me either by phone: 406-827-6901 or email: [kmckinzie@co.sanders.mt.us](mailto:kmckinzie@co.sanders.mt.us) or by mail: P O Box 519; Thompson Falls, MT 59873.

Sincerely,

A handwritten signature in black ink, appearing to read "K. McKinzie".

Karren McKinzie  
Tobacco Education Specialist

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Veronica Ingle Phone # (775) 412-2697

request the following item be placed on the agenda for  
the March 11 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: Farmers Market - We request that a  
flat annual fee be charged to use the city park  
for farmers market. We would like to utilize Ainsworth Park.

Time: \_\_\_\_\_

Action: \$100 annual fee for use of Ainsworth park  
for community Farmers Market.

\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Katherine Maudone Phone # 406-346-3022

request the following item be placed on the agenda for  
the March 2024, City Council Meeting:

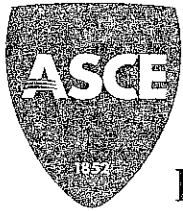
Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: Approval to place plaque from American & Canadian  
Society of Civil Engineers commemorating David Thompson's  
Surveying: Mapping as an International Historic Civil  
Engineering Landmark in 2021. @ AnswORTH.

Time: 15 min.

Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**



ASCE/CSCE INTERNATIONAL HISTORIC  
CIVIL ENGINEERING LANDMARK

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DAVID THOMPSON'S SURVEYING AND MAPPING  
OF THE NORTHWEST OF NORTH AMERICA  
1790-1814

DAVID THOMPSON (1770-1857) – SURVEYOR, MAP-MAKER, EXPLORER, AND FUR TRADER FOR THE HUDSON'S BAY AND NORTH WEST COMPANIES – WAS, DESPITE HIS SERIOUS VISUAL IMPAIRMENT, “THE GREATEST LAND GEOGRAPHER THAT THE WORLD HAS PRODUCED,” ACCORDING TO J.B. TYRRELL. OFTEN ACCOMPANIED BY HIS MÉTIS WIFE, CHARLOTTE SMALL, HE SURVEYED AND MAPPED A VAST REGION STRETCHING FROM THE 45TH PARALLEL TO THE 60TH PARALLEL AND FROM THE WESTERN SHORES OF HUDSON BAY AND LAKE SUPERIOR TO THE PACIFIC OCEAN BETWEEN 1790 AND 1812. HIS 1814 GREAT MAP, COMPILED FROM HIS SURVEYS AND THOSE OF ALEXANDER MACKENZIE, SIMON FRASER, GEORGE VANCOUVER, AND PHILIP TURNOR, LAID THE GROUNDWORK FOR DEVELOPMENT OF THE NORTHWEST OF NORTH AMERICA.

AMERICAN SOCIETY OF CIVIL ENGINEERS

2022

REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the 4-8 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

①

Information: Letter to MDT to move  
25 mile an hour signs back  
500 feet.

Time: and

②

Action: Encroachment permit to add  
speed reader signs on both sides  
of town to 25 mile an hour  
signs.

All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.

# City of Thompson Falls



Mayor

Rusti Leivestad

City Attorney

Timothy Goen

Ward I

Larry Lack  
Raoul Ribeiro, Pres.

Ward II

Katherine Maudrone  
Earlene Powell

Ward III

Hayley Allen-Blakney, VP  
Shawni Vaught

April 2, 2024

Steve Felix  
Missoula Area Maintenance Chief  
2100 W. Broadway  
PO Box 7039  
Missoula, MT 59807-7039

Re: Moving speed signs

Dear Mr. Felix,

The City of Thompson Falls would like to request the move of our 25mph and 35mph signs on Highway 200. Per discussions with Aldo Videa, this would be 500 feet to improve safety on our main street.

Thank you and your staff for your assistance.

Rusti Leivestad  
Mayor



**tfl3557@blackfoot.net**

---

**From:** mdt-maint-permit-sys-noreply@mt.gov  
**Sent:** Monday, April 1, 2024 3:39 PM  
**Cc:** tfl3557@blackfoot.net  
**Subject:** Received MDT Encroachment Application

Thank you for your Application. It has been sent to the appropriate Maintenance Division.

Permit Type: Encroachment

Nature of Permit: THE CITY OF THOMPSON FALLS ASKED TO HAVE THE 25-MILE-AN-HOUR SIGNS ON BOTH THE EAST AND WEST SIDES OF THE CITY MOVED BACK 500 FEET AND THEN THE CITY WOULD LIKE TO PLACE SPEED READERS ON BOTH 25-MILE-AN-HOUR SIGNS ON THE EAST AND WEST SIDE OF THE CITY OF THOMPSON FALLS.

Location Address: 231-209 MAIN STREET

Location City: THOMPSON FALLS

County: SANDERS

Signed Route: MT-200

Mile Marker: 51.26

First Name: CITY OF THOMPSON FALLS

Last Name: MT

User Email: tfl3557@blackfoot.net

User Phone: (406) 827-3557

View Permit Application: <https://app.mdtint.mt.gov/mntencr/permit/edit/10275>



Montana Department of Transportation
Encroachment Application

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
www.mdt.mt.gov

Printed Date: 04/01/2024

Applicant Information

First Name \* CITY OF THOMPSON FALLS
Last Name \* MT
Email \* tff13557@blackfoot.net

Company CITY OF THOMPSON FALLS

Mailing Address \* PO BOX 99
Contact Phone \* (406) 827-3557

City \* THOMPSON FALLS
State \* MT
Zip \* 59873

Alternate Contact/Co-Applicant Information (Optional)

Table with 5 columns: First Name, Last Name, Email, Phone, Contact Type. Contains 5 rows of empty contact information.

Location Information

Sign Route \* MT-200
Route Name MAIN ST
Mile Post Start \* 51.26
Mile Post End

Physical Address \* 231-209 MAIN STREET

City \* THOMPSON FALLS
County \* SANDERS

Legal Description

Township
Range
Section



Montana Department of Transportation
Encroachment Application

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
www.mdt.mt.gov

Printed Date: 04/01/2024

Permit Information

Nature of Permit (Give sufficient detail of anticipated build/structure/activities that the applicant is requesting to occur in MDT's right-of-way.) \*

THE CITY OF THOMPSON FALLS ASKED TO HAVE THE 25-MILE-AN-HOUR SIGNS ON BOTH THE EAST AND WEST SIDES OF THE CITY MOVED BACK 500 FEET AND THEN THE CITY WOULD LIKE TO PLACE SPEED READERS ON BOTH 25-MILE-AN-HOUR SIGNS ON THE EAST AND WEST SIDE OF THE CITY OF THOMPSON FALLS.

Apply Date \*

4/1/24

For how long a period is the permit desired? (e.g. Permanent, 30 days, May 1-June 30, 202x)?

DEPENDS ON WHEN THE SIGNS ARE SENT TO THE CITY.

Project Scope (Please describe location of work and entire project scope. Include distance from existing highway survey station (if applicable), milepost, centerline, or right-of-way line near which installations of structures will be installed. Please attach a map depicting location.)

THE CITY OF THOMPSON FALLS ASKED TO HAVE THE 25-MILE-AN-HOUR SIGNS ON BOTH THE EAST AND WEST SIDES OF THE CITY MOVED BACK 500 FEET AND THEN THE CITY WOULD LIKE TO PLACE SPEED READERS ON BOTH 25-MILE-AN-HOUR SIGNS ON THE EAST AND WEST SIDE OF THE CITY OF THOMPSON FALLS.

If a Corporation, give State of Incorporation and names of President and Secretary

Are there environmental actions involving hazardous waste sites? (Superfund, Spills, Underground Storage Tanks, Old Mines, etc.) If Yes you will need to fill out additional environment questions.

Yes No

Printed Date: 04/01/2024

**Environmental Checklist**

The Montana Environmental Checklist Help Guide can be found on the web at

<https://www.mdt.mt.gov/other/webdata/external/planning/forms/environmental-checklist-helpsheet.pdf>

**Checklist Conditions and Required Approvals**

- A. The applicant is not authorized to proceed with the proposed work until the checklist has been reviewed and approved, as necessary, and any requested conditions of approval have been incorporated.
- B. Complete the checklist items 1 through 16, indicating "Yes" or "No" for each item. Include comments, explanations, information sources, and a description of the magnitude/importance of potential impacts in the right hand column. Attach additional and supporting information as needed. The checklist preparer, by signing, certifies the accuracy of the information provided.
- C. If "Yes" is indicated on any of the items, the Applicant must explain the impacts as applicable. Appropriate mitigation measures that will be taken to avoid, minimize, and/or mitigate adverse impacts must also be described. Any proposed mitigation measures will become a condition of approval. Use attachments if necessary. If the applicant checks "No" and the District concludes there may in fact be potential impacts, the Environmental Checklist must be forwarded to Transportation Planning for review and approval.
- D. If "Yes" is indicated in item 11 a. (threatened or endangered species), the Applicant should provide information naming the particular species and the expected location, distribution and habitat use in the proposed action area, i.e. within the immediate area of the proposed action; or, in the general area on occasion (seasonally passes through) but does not nest, den or occupy the area for more than a few days.
- E. If the applicant checks "Yes" for any item, the approach permit, occupancy agreement or permit, along with the checklist and supporting information, including the Applicant's mitigation proposal, documentation, evaluation and/or permits must be submitted to Transportation Planning. Electronic format is preferred.
- F. When the applicant checks "Yes" to any item, the Applicant cannot be authorized to proceed with the proposed work until the MDT Environmental Services Bureau and/or Transportation Planning, as appropriate, reviews the information and signs the checklist.
- G. Applicant must obtain all necessary permits or authorizations from other entities with jurisdiction prior to beginning the proposed action or activity. The Applicant is solely responsible for any environmental impacts incurred as a result of the project; obtaining any necessary environmental permits, notifications, and/or clearances; and ensuring compliance with environmental laws and regulations.

Impact Questions *		Comment, Explanation, and/or Information Source (Attach supporting information, as necessary.)
Actions that qualify for Categorical Exclusion under MEPA and/or NEPA (See ARM 18.2.261 and 23 CFR 771.117)		
1	Will the proposed action impact any known historical or archaeological site(s)?	NO
2	Will the proposed action impact any publicly owned parkland(s), recreation area(s), wildlife or waterfowl refuge(s)?	NO
3	Will the proposed action impact prime farmlands? (If "YES", attach a completed Farmland Conversion Impact Rating Ad-1006.)	NO
4a	Will the proposed action have an impact on the human environment that may result from relocations of persons or businesses, changes in traffic patterns, changes in grade, or other types of changes?	NO
4b	Has the proposed action received any preliminary or final approval from the local land use authority?	NO
5	For the proposed action, is there documented controversy on environmental grounds? (For example, has the applicant received a letter of petition from an environmental organization?)	NO
6	Will the proposed action require work in, across or adjacent to a listed or proposed Wild or Scenic River?	NO
7	Will the proposed action require work in a Class I Air Shed or nonattainment area?	NO



**Montana Department of Transportation**  
**Encroachment Application**

2701 Prospect Ave  
 PO Box 201001  
 Helena, MT 59620-1001  
 (406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

Printed Date: 04/01/2024

8	Will the proposed action impact air quality or increase noise, even temporarily?	NO	
9a	Is the proposed action located within an MS4 Area? (HTTPS://TINYURL.COM/3H54CNMD)	NO	
9b	Will the proposed action have potential to affect water quality, wetlands, streams or other water bodies? If "YES", an environment-related permit or authorization may be required.	NO	
10	Are solid or hazardous wastes or petroleum products likely to be encountered? (For example, project occurs in or adjacent to Superfund sites, known spill areas, understorage tanks, or abandoned mines.)	NO	
11a	Are there any listed or candidate threatened or endangered species, or critical habitat in the vicinity of the proposed action?	NO	
11b	Will the proposed action adversely affect listed or candidate threatened or endangered species, or adversely modify critical habitat?	NO	
12	Will the proposed action require an environmental-related permit or authorization? If the answer is "YES", please list the specific permits or authorizations.	NO	
13	Is the proposed action within designated sage grouse habitat ( <a href="https://sagegrouse.mt.gov/ProgramMap">https://sagegrouse.mt.gov/ProgramMap</a> ). (If "YES", a consultation letter issued from the Montana Sage Grouse Habitat Conservation Program is required.)	NO	
14a	Is the proposed action on or within approximately 1 mile of an Indian Reservation?	NO	
14b	If "YES", will a Tribal Water Permit be required?	NO	
15	Will the proposed action result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements)?	NO	
16	Is the proposed action part of a project that may require other governmental permits, licenses or easements? If "Yes", describe the full extent of the project and any other permits, licenses or easements that may be necessary for the applicant to acquire in the project scope box above.	NO	
17	Attach a brief description of the work to be performed, including any subsurface work.	NO	
18	Attach representative photos of the site(s) where the proposed action would be implemented. Photos are to include any structures, streams, irrigation canals, and/or potential wetlands in the project area.	NO	
19	Attach map(s) showing the location(s) of the proposed action(s); Section, Township, Range; highway or route number and approximate route post(s).	NO	

Checklist preparer:

\_\_\_\_\_ (Signature)



**Montana Department of Transportation**  
**Encroachment Application**

2701 Prospect Ave  
PO Box 201001  
Helena, MT 59620-1001  
(406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

Printed Date: 04/01/2024

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Please make sure all necessary attachments are included prior to submitting the application. These may include traffic control plan, map of area, plans of project and images showing the existing area.

**Signatures**

Type	Signature	Title
Applicant	Chelsea Peterson	

**Encroachment Permits are subject to the following terms and conditions:**

**TERM** - This permit shall be in full force and effect from the date hereof until revoked as herein provided.

**FEE** - The fee for issuance of this permit is \_\_\_\_\_.

**REVOCAION** - This permit may be revoked by State upon giving 45 days notice to Permittee by ordinary mail, sent to the address shown herein. However, the State may revoke this permit without notice if Permittee violates any of its conditions or terms.

**COMMENCEMENT OF WORK** - No work shall be commenced until Permittee notifies the Maintenance Chief shown in application the date the Permittee proposes to commence work.

**CHANGES IN HIGHWAY** - If State highway changes necessitate changes in structures or installations installed under this permit, permittee will make necessary changes without expense to State.

**STATE SAVED HARMLESS FROM CLAIMS** - In accepting this permit the Permittee, its/his successors or assigns, agree to protect the State and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or property by reason of the performance of any such work, character of materials used, or manner of installations, maintenance and operation, or by the improper occupancy of said highway right of way, and in case any suit or action is brought against the State and arising out of, or by reason of, any of the above causes, the Permittee, its/his successors or assigns, will upon notice to it/him of the commencement of such action, defend the same at its/his sole cost and expense and satisfy any judgment which may be rendered against the State in any such suit or action.

**PROTECTION OF TRAFFIC** - The Permittee shall protect the work area with traffic control devices that comply with the Manual of Uniform Traffic Control Devices. The Permittee may be required to submit a traffic control plan to the Maintenance Chief for approval prior to starting work. During work, the Maintenance Chief or designee may require the Permittee to use additional traffic control devices to protect traffic or the work area. No road closure shall occur without prior approval from the District Engineer.

**HIGHWAY AND DRAINAGE** - If the work done under this permit interferes in any way with the drainage of the State highway affected, Permittee shall, at the Permittees expense, make such provisions as the State may direct to remedy the interference.

**RUBBISH AND DEBRIS** - Upon completion of work contemplated under this permit, all rubbish and debris shall be immediately removed and the roadway and roadside left in a neat and presentable condition satisfactory to the State.

**INSPECTION** - The installation authorized by this permit shall be in compliance with the attached plan and the conditions of this permit. The Permittee may be required to remove or revise the installation, at sole expense of Permittee. If the installation does not conform with the requirements of this permit or the attached plan.

**STATES RIGHT NOT TO BE INTERFERED WITH** - All changes, reconstruction or relocation shall be done by Permittee so as to cause the least interference with any of the States work, and the State shall not be liable for any damage to the Permittee by reason of any such work by the State, its agents, contractor or representatives, or by the exercise of any rights by the State upon the highways by the installations or structures placed under this permit.

**REMOVAL OF INSTALLATIONS OR STRUCTURES** - Unless waived by the State, upon termination of this permit, the Permittee shall remove the installations or structures installed under this permit at no cost to the State and restore the premises to the prior existing condition, reasonable and ordinary wear and tear and damage by the elements, or by circumstances over which the Permittee has no control, excepted.

**MAINTENANCE AT EXPENSE OF PERMITTEE** - Permittee shall maintain, at its sole expense, the installations and structures for which this permit is granted, in a condition satisfactory to the State.

**STATE NOT LIABLE FOR DAMAGE TO INSTALLATIONS** - In accepting this permit the Permittee agrees that any damage or injury done to said installations or structures by a contractor working for the State, or by any State employee engaged in construction, alteration, repair, maintenance or improvement of the State highway, shall be at the sole expense of the Permittee.

**STATE TO BE REIMBURSED FOR REPAIRING ROADWAY** - Upon being billed, therefore, Permittee agrees to promptly reimburse State for any expense incurred in repairing surface of roadway due to settlement at installation, or for any other damage to roadway as a result of the work performed under this permit.

The Permittee shall not discharge or cause discharge of any hazardous or solid waste by the installation or operation of the facility of a State Right-of-Way.

The Permittee will control noxious weeds within the disturbed installation area for two (2) years.

In accordance with Mont. Code Ann. 76-3-403(2), Permittee shall, at Permittees expense, employ the services of a Montana Licensed Professional Land Surveyor to re-establish all existing survey monuments disturbed by work contemplated under this permit.

The use of explosives is prohibited for the installation.

Any condition of this permit shall not be waived without written approval of the appropriate District Engineer.

## Mayor

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**From:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Sent:** Monday, March 18, 2024 10:59 AM  
**To:** tfl3557@blackfoot.net  
**Cc:** Rusti Leivestad; Fitchett, Travis; Felix, Steve; Mitchell, Chris  
**Subject:** RE: [EXTERNAL] FW: Speed Study

Chelsea,

I talked to Steve Felix, Missoula Area Maintenance Chief. We agree that moving the speed signs (25mph and 35mph) within the District's legal capabilities can be beneficial for the system.

Can you please send an official letter from the City Hall/Mayor's office to Steve Felix. In the letter, requesting the move (500 feet) for the signs and the reasoning behind them would be the next step for us.

Thank you so much for your attention,

Aldo Videa, P.E.  
District Traffic Engineer | Missoula  
Montana Department of Transportation  
C: 406-546-7743 | amartinez@mt.gov  
Follow Us: mdt.mt.gov

-----Original Message-----

**From:** tfl3557@blackfoot.net <tfl3557@blackfoot.net>  
**Sent:** Thursday, March 7, 2024 2:33 PM  
**To:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Cc:** Rusti Leivestad <tfallsmayor@blackfoot.net>; Fitchett, Travis <tfitchett@mt.gov>  
**Subject:** [EXTERNAL] FW: Speed Study

Aldo,  
The County found these.  
Thanks! Chelsea

**From:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Sent:** Thursday, March 7, 2024 9:11 AM  
**To:** tfl3557@blackfoot.net  
**Cc:** Fitchett, Travis <tfitchett@mt.gov>; Rusti Leivestad <tfallsmayor@blackfoot.net>; Mitchell, Chris <chmitchell@mt.gov>  
**Subject:** RE: [EXTERNAL] RE: MDT Thompson Falls Hwy 200 Speed Study

Good morning,

Attached is the speed study that was done a couple of years ago. Let me know if you have any questions.

The study does not recommend changes in the speed limit. On Monday 03/11, I will make a field visit to the site with Travis Fitchett, and the Maintenance Superintendent.



Upon seeing the site, we will evaluate moving the signs a maximum of 500 feet. Additionally, I believe the City wants to install Speed Feedback signs, this could help lower speed and safety.

Looking forward to hearing from you

Thank you,

Aldo Videa, P.E.  
District Traffic Engineer | Missoula  
Montana Department of Transportation  
C: 406-546-7743 | [amartinez@mt.gov](mailto:amartinez@mt.gov)  
Follow Us: <http://mdt.mt.gov>

-----Original Message-----

From: Cassandra Ward <[cward@co.sanders.mt.us](mailto:cward@co.sanders.mt.us)>  
Sent: Thursday, March 7, 2024 2:11 PM  
To: 'TF, CITY OF' <[tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)>  
Subject: FW: Speed Study

Here you are 😊  
Have a nice day

From: Redeem, Joan <[jredeem@mt.gov](mailto:jredeem@mt.gov)>  
Sent: Thursday, March 7, 2024 1:40 PM  
To: Cassandra Ward <[cward@co.sanders.mt.us](mailto:cward@co.sanders.mt.us)>  
Subject: RE: Speed Study

Hi Cassandra,  
I've found two speed studies that were conducted in the Thompson Falls area, on Highway 200 (Hwy 200). I've attached the files of those two studies, but I also wanted to provide information to you on how you can look these up – should the need ever arise.

If you go to our Interactive Map Gallery and click on MDT Speed Studies – you can find all of the speed studies conducted here: <https://www.mdt.mt.gov/publications/map-gallery.aspx>

You can zero in on the Thompson Falls area and you will see a red line and a blue line on Hwy 200. If you click on one of those lines, you can scroll down to the bottom of the information and you will find a link that will take you to the studies.

The blue line represents a study that was requested in February 2021 and on the Transportation Commission agenda in June 2022. There was no change recommended with this study. It was conducted between mile markers 49.1 and 53.3 on Hwy 200.

The second study was requested in April 2019 and on the Commission agenda in April 2020. The memo for any recommended changes was signed in May 2020. It was conducted between mile markers 56 and 65 on Hwy 200.

I hope this is helpful, if you have any additional questions, please let me know.

Thank you,

[Montana Department of Transportation logo] Joan Redeem Executive Assistant - Communications | District 1 Missoula  
Montana Department of Transportation  
2100 W Broadway  
Missoula MT59808  
406-396-1978 | [jredeem@mt.gov](mailto:jredeem@mt.gov)<<mailto:jredeem@mt.gov>>

Follow Us: <http://mdt.mt.gov>

[Facebook

logo]<[<\[<\\[<\\\[From: Cassandra Ward <\\\\[cward@co.sanders.mt.us\\\\]\\\\(mailto:cward@co.sanders.mt.us\\\\)<<mailto:cward@co.sanders.mt.us>>>\\\]\\\(https://urldefense.com/v3/\\\_\\\_https://www.linkedin.com/company/montana-department-of-transportation\\\_\\\_;!!GaaboA!uO69iyACArYUptnRdICw5J4IBOWM1kRQ37sajOCUIvtAZ-nBVc7b9\\\_ZTKZOWlibSK4DawgzOk-ByZOQ9Cw\\\$ ></a></p></div><div data-bbox=\\\)\\]\\(https://urldefense.com/v3/\\_\\_https://instagram.com/mtdot/\\_\\_;!!GaaboA!uO69iyACArYUptnRdICw5J4IBOWM1kRQ37sajOCUIvtAZ-nBVc7b9\\_ZTKZOWlibSK4DawgzOk-BX8lj56M\\$ > \\[LinkedIn logo\\]</p></div><div data-bbox=\\)\]\(https://urldefense.com/v3/\_\_https://www.youtube.com/user/MontanaDOT\_\_;!!GaaboA!uO69iyACArYUptnRdICw5J4IBOWM1kRQ37sajOCUIvtAZ-nBVc7b9\_ZTKZOWlibSK4DawgzOk-BaFwaYNg\$ > \[Instagram logo\]</p></div><div data-bbox=\)](https://urldefense.com/v3/__https://www.facebook.com/montanadot__;!!GaaboA!uO69iyACArYUptnRdICw5J4IBOWM1kRQ37sajOCUIvtAZ-nBVc7b9_ZTKZOWlibSK4DawgzOk-BOldlVnw$ > [YouTube logo]</p></div><div data-bbox=)

Sent: Thursday, March 7, 2024 11:19 AM

To: Redeem, Joan <[jredeem@mt.gov](mailto:jredeem@mt.gov)<<mailto:jredeem@mt.gov>>>

Subject: [EXTERNAL] Speed Study

Good Afternoon Joan,

The city of Thompson Falls is asking me about a speed study completed in Thompson for Main St.

I have looked through my files, and I am unable to find this information for her.

Could you tell me if a speed study was completed on Main St. in Thompson Falls?

Also, if there was one completed, could you send me the information?

Thank you for any help you can provide with this.

Thank you,

Cassandra Ward

Executive Assistant

Sanders County Board of Commissioners

(406) 827-6966 / ext 2266

[cward@co.sanders.mt.us](mailto:cward@co.sanders.mt.us)<<mailto:cward@co.sanders.mt.us>>

[cid:image007.png@01DA7092.4258E870]

**tfl3557@blackfoot.net**

---

**From:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Sent:** Friday, March 8, 2024 9:25 AM  
**To:** tfl3557@blackfoot.net  
**Cc:** Fitchett, Travis; 'Rusti Leivestad'; Mitchell, Chris  
**Subject:** RE: [EXTERNAL] RE: MDT Thompson Falls Hwy 200 Speed Study

Yes, I am meeting Chris at 1 pm. Will you still be there at 3 pm. Let me give you a call.

Aldo Videa, P.E.  
District Traffic Engineer | Missoula  
Montana Department of Transportation  
C: 406-546-7743 | [amartinez@mt.gov](mailto:amartinez@mt.gov)  
Follow Us: [mdt.mt.gov](http://mdt.mt.gov)

**From:** tfl3557@blackfoot.net <tfl3557@blackfoot.net>  
**Sent:** Friday, March 8, 2024 9:05 AM  
**To:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Cc:** Fitchett, Travis <tfitchett@mt.gov>; 'Rusti Leivestad' <tfallsmayor@blackfoot.net>; Mitchell, Chris <chmitchell@mt.gov>  
**Subject:** RE: [EXTERNAL] RE: MDT Thompson Falls Hwy 200 Speed Study

Aldo,  
We are keeping this on our agenda for March 11<sup>th</sup>. When you are done with your meeting with Travis Fitchett could you please stop by the office to give us your recommendation? We could always table this agenda item if we need more time but if you feel there is not a problem moving the speed signs then we will present to the council for approval.  
Thank you! Chelsea

**From:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Sent:** Thursday, March 7, 2024 9:11 AM  
**To:** [tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)  
**Cc:** Fitchett, Travis <tfitchett@mt.gov>; Rusti Leivestad <tfallsmayor@blackfoot.net>; Mitchell, Chris <chmitchell@mt.gov>  
**Subject:** RE: [EXTERNAL] RE: MDT Thompson Falls Hwy 200 Speed Study

Good morning,

Attached is the speed study that was done a couple of years ago. Let me know if you have any questions.

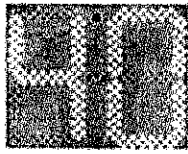
The study does not recommend changes in the speed limit. On Monday 03/11, I will make a field visit to the site with Travis Fitchett, and the Maintenance Superintendent.

Upon seeing the site, we will evaluate moving the signs a maximum of 500 feet. Additionally, I believe the City wants to install Speed Feedback signs, this could help lower speed and safety.

Looking forward to hearing from you



SPEED  
LIMIT  
**35**



# TRAFFIC SAFETY WAREHOUSE

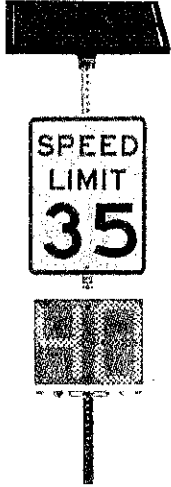
The Best in Safety for Less

(https://www.trafficsafetywarehouse.com/)

Home (default.asp) / Radar Speed Signs (Radar-Speed-Signs/products/69/)

## Sa-So 18" Solar Radar Feedback Sign

(Images/Sa-So-Solar-RadarZ.jpeg)



Item Number: SR18

\$4,579.95

2 Week Lead Time

Quantity - 1 +

ADD TO CART

### Additional Images to View



### Detailed Description

#### SA-SO Radar Speed Sign - 18"

The Sa-So 18" Solar Radar Feedback Sign is for speeds over 45 MPH. The radar feedback sign helps calm traffic by displaying the driver's current speed and notifying them of the legal speed limit in a given area. The printed signs are MUTCD compliant. The signs include a "YOUR SPEED" sign. **Does not include speed limit sign.**

#### Radar Speed Sign Details:

- Solar Power.
- MUTCD compliant.
- Weather-resistant enclosure.
- Can be mounted to temporary sign stands.
- Field repairable, modular design
- 6 Year warranty on Solar Panel
- 1 Year warranty on Battery
- 1 Year warranty on Led sign

#### Programmable Software Includes:

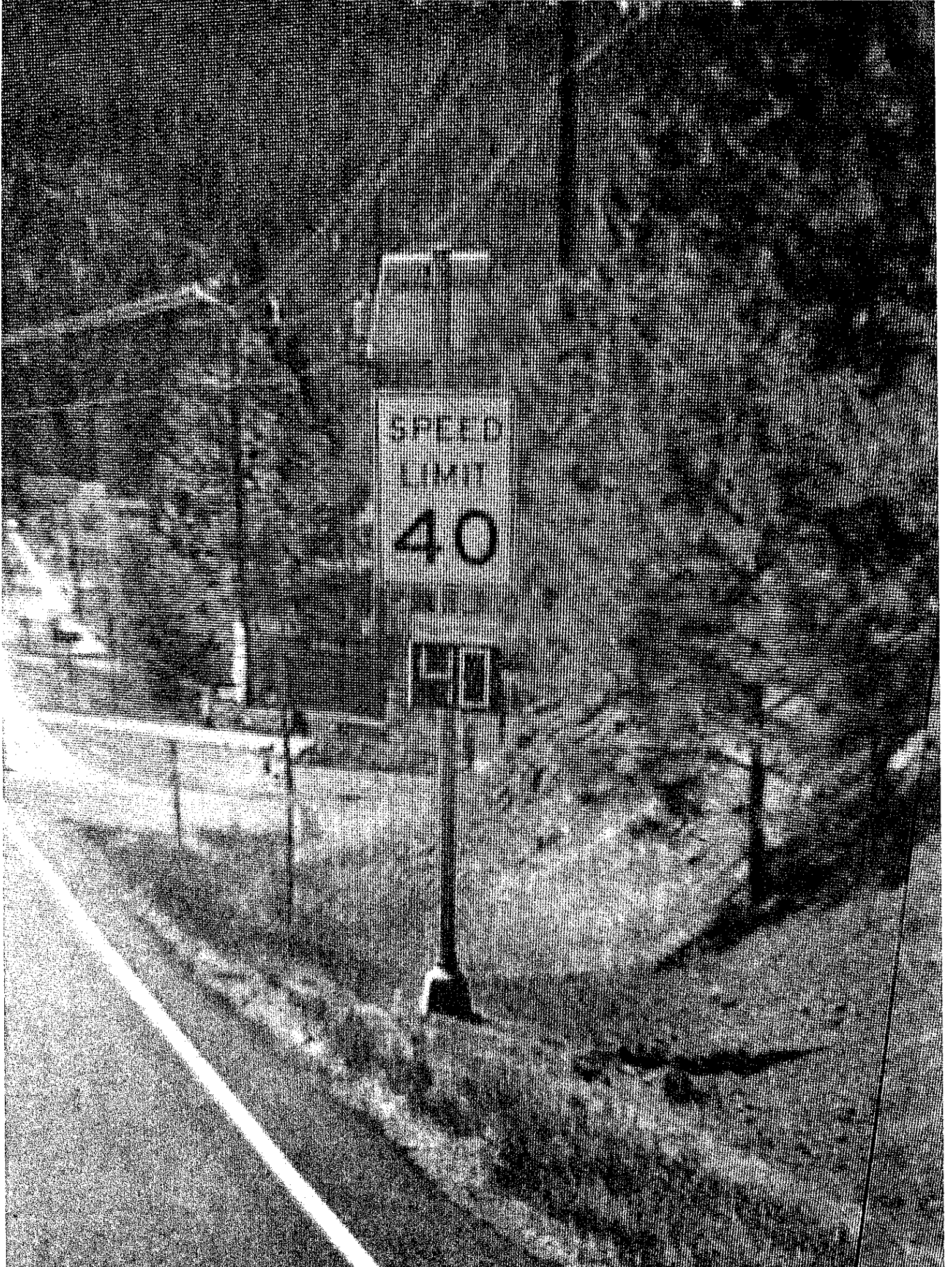
- Data tracker and statistics.
- Bluetooth accessible.

#### Radar Speed Sign Documents

- View Specs Here (/pdfs/SA-SO-Radar-Sign.pdf)
- Install Guide (/pdfs/sa-so-sr12-sr18-radar-instructions.pdf)
- Getting Started (/pdfs/Sa-So-Getting-Started.pdf)
- Trailer Radar Feedback Sign (/pdfs/Trailer-Radar-Feedback-Sign.pdf)
- Radar Sign Specs (/pdfs/Radar-Sign-Specs-TDS.pdf)
- FCC Compliance (/pdfs/FCC-Compliance-info.pdf)
- CE-Compliance (/pdfs/CE-Compliance-info.pdf)
- Blue Tooth Pairing Guide (/pdfs/blue-tooth-pairing-guide.pdf)

More Radar Speed Signs (https://www.trafficsafetywarehouse.com/Radar-Speed-Signs/products/69/)





SPEED  
LIMIT  
40

111

**tfl3557@blackfoot.net**

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**From:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Sent:** Thursday, March 7, 2024 9:11 AM  
**To:** tfl3557@blackfoot.net  
**Cc:** Fitchett, Travis; Rusti Leivestad; Mitchell, Chris  
**Subject:** RE: [EXTERNAL] RE: MDT Thompson Falls Hwy 200 Speed Study  
**Attachments:** Thompson Falls.pdf

Good morning,

Attached is the speed study that was done a couple of years ago. Let me know if you have any questions.

The study does not recommend changes in the speed limit. On Monday 03/11, I will make a field visit to the site with Travis Fitchett, and the Maintenance Superintendent.

Upon seeing the site, we will evaluate moving the signs a maximum of 500 feet. Additionally, I believe the City wants to install Speed Feedback signs, this could help lower speed and safety.

Looking forward to hearing from you

Thank you,

Aldo Videa, P.E.  
District Traffic Engineer | Missoula  
Montana Department of Transportation  
C: 406-546-7743 | [amartinez@mt.gov](mailto:amartinez@mt.gov)  
Follow Us: [mdt.mt.gov](http://mdt.mt.gov)

**From:** tfl3557@blackfoot.net <tfl3557@blackfoot.net>  
**Sent:** Wednesday, March 6, 2024 3:04 PM  
**To:** Videa Martinez, Aldo Alejandro <amartinez@mt.gov>  
**Cc:** Fitchett, Travis <tfitchett@mt.gov>; Rusti Leivestad <tfallsmayor@blackfoot.net>  
**Subject:** [EXTERNAL] RE: MDT Thompson Falls Hwy 200 Speed Study

Aldo,

Hello!

Commissioner, Tony Cox told me that you have a new Traffic Study that was done on Hwy. 200 in the city limits of the City of Thompson Falls. The city is considering moving the speed signs 25/35 back a little. We would love a copy of the study if you could email it to me.

Thanks! Chelsea

Chelsea Peterson  
City Clerk/Treasurer  
PO Box 99

Thompson Falls, MT 59873  
406-827-3557  
[tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)

**From:** [tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net) <[tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)>  
**Sent:** Wednesday, March 6, 2024 10:55 AM  
**To:** 'Fitchett, Travis' <[tfitchett@mt.gov](mailto:tfitchett@mt.gov)>  
**Subject:** FW: MDT Thompson Falls Hwy 200 Speed Study

Travis,  
Hey! They can't find the Speed Study.... Can you get me a copy of it please? Thanks! Chelsea

**From:** Cassandra Ward <[cward@co.sanders.mt.us](mailto:cward@co.sanders.mt.us)>  
**Sent:** Wednesday, March 6, 2024 10:36 AM  
**To:** [tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)  
**Subject:** RE: MDT Thompson Falls Hwy 200 Speed Study

I may have found something. I will double check with Tony today that this is what you are asking for.

We were very busy yesterday with our afternoon meeting. I only had a minute to be able to look for Rusty's request.

Cassandra Ward  
Executive Assistant  
Sanders County Board of Commissioners  
(406) 827-6966 / ext 2266  
[cward@co.sanders.mt.us](mailto:cward@co.sanders.mt.us)



**From:** [tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net) <[tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)>  
**Sent:** Wednesday, March 6, 2024 9:06 AM  
**To:** Cassandra Ward <[cward@co.sanders.mt.us](mailto:cward@co.sanders.mt.us)>  
**Cc:** Shelby Hooten <[shooten@co.sanders.mt.us](mailto:shooten@co.sanders.mt.us)>; Lisa Wadsworth <[lwadsworth@co.sanders.mt.us](mailto:lwadsworth@co.sanders.mt.us)>  
**Subject:** MDT Thompson Falls Hwy 200 Speed Study

Cassandra,  
Hello! It sounds like the County requested a MDT Thompson Falls Hwy 200 Speed Study. Do you have that and if you do can you email it to me please.  
Thanks! Chelsea

Chelsea Peterson  
City Clerk/Treasurer  
PO Box 99  
Thompson Falls, MT 59873  
406-827-3557



March 11, 2024

Thompson Falls Mayor and City Council,

For many of us who work on Main Street it has become obvious that our 25 Mile per hour speed limit, designed to allow pedestrians and motorists to travel safely on Main Street, is seldom obeyed. This puts pedestrians at risk and prevents motorists from being able to safely take advantage of parking along Main Street with the ability to get into and out of their vehicles as well as merge into and out of traffic flow. Maintaining the proper speed allows motorists to stop and shop local businesses, the heartbeat of our community, in a safe way.

What we would like to present is an option to bring a flashing speed limit sign, like the ones posted at each entrance of Clark Fork, Idaho. The sign shows motorists their current speed, changing to a green "thank you" once the proper speed is reached. We would like to discuss the possibility of partnering with the city to research the requirements and costs associated with installing these friendly speed limit reminders in our community.

Gussie O'Connor

Catherine DeWitt

TF Women's Club

TF Chamber of Commerce

Sanders County Commissioners

GFWC Thompson Falls Woman's Club  
Community Impact Program - Radar Speed Signs

**Date:** 2/5/2024

**Time:** 10:30 AM to 11:30 AM

**Place:** Sanders county Courthouse,  
Commissioner's Conference Room, 2nd floor  
1111 W Main St, Thompson Falls, MT 59873

**Attendance:** Officer Chris Nichols, District 1 Commissioner Dan Rowan, District 3 Commissioner Anthony Cox, TFWC Vice President Catherine Dewitt, TFWC Secretary Lorraine (Lorri) Renard, TFWC club member and Thompson Falls Main Street business owner, Gussie O'Connor.

**Meeting's Purpose:** Collaborate with local officials for support and ideas.

**Outcomes / Action Plan:**

1. Start with Montana Department of Transportation (DOT) –
  - a. Learn what their process or requirements are for obtaining Radar Speed Signs.
  - b. What stipulations or parameters are required for size, placement / locations for radar speed signs? Can we make recommendations for location placement based upon information provided by Thompson Falls local law enforcement?
  - c. Obtain copy of prior MT DOT studies for the section of Hwy 200 that goes through Thompson Falls.
  - d. Request a study.
  - e. What is their data collection method? (Local law enforcement is unable to share speeding ticketing information with MT DOT.)
  - f. Contact the Traffic & Safety Division for programs - <https://www.mdt.mt.gov/visionzero/plans/safetyprg.aspx>
  - g. Sanders County up-coming meeting with MT DOT – GET on agenda!
2. Investigate how other towns / cities obtained radar speed signs and their outcomes.
  - a. Contact St. Regis - Mineral County - <https://www.mcpioneercouncil.com/contact-us.html>
  - b. Contact Arlee and ask about fatal accidents even with having radar speed signs - <https://www.kpax.com/news/western-montana-news/deadly-road-stretch-of-highway-93-near-arlee-seeing-multiple-fatal-accidents>
3. Get on agenda for Council Meeting in March
  - a. Present informative proposal for the need for radar speed signs using information collected from Steps 1. & 2.
  - b. Community collaboration - Include Gussie's survey of Main Street business owners and their concern regarding the speeding traffic – ask a few of them to join for presentation before City Council meeting and show their support.
  - c. Outline ideas for funding –
    - i. Woman's club monetary donation with challenge for matching funds from businesses located on Main Street – Meet or Beat!
    - ii. Grants – Town Pump, Avista Charity Golf Tournament
    - iii. Funding from local law enforcement entities / budget requests – Chris Nichols

## Arlee feedback/radar sign

From Catherine DeWitt <catt dewitt6@gmail.com>

To lakecommissioners@lakemt.gov

CC gusieup1@proton.me

Date Monday, March 4th, 2024 at 10:08 AM

A group of us here in Thompson Falls, Sanders County are looking in to getting a speedfeedback/radar sign for Thompson Falls similar to the one you have in Arlee. We are working with the County Commissioners, Mayor and Chief of Police on this project. I have some questions you may be able to help us with.

1. What Company do you recommend for such a feedback sign?
2. Who paid for the signs in Arlee? The County, City or Mt. Dept of Transportation?
3. Who was/is responsible for the installation and maintenance of the signs?

If you do not have the information, could you point us to someone who might be able to help us?

Thank You,

Catherine DeWitt

406-3043-9425

[catt dewitt6@gmail.com](mailto:catt dewitt6@gmail.com)

# Thompson Falls Chamber of Commerce

PO Box 493 Thompson Falls MT 59873

406-827-4930

thompsonfallschamber@gmail.com

www.thompsonfallschamber.org



January 29, 2024

Re: Community Radar Speed Signs

To Whom it May Concern,

The Thompson Falls Chamber of Commerce membership and Board of Directors are pleased to write in support of obtaining two radar speed signs, at the entrance to Thompson Falls, West and East on Highway 200, to alert travelers to their speed, and the speed limits of Thompson Falls.

We are endorsing this project because we believe in working to create a safe community for our residents as well as for travelers who are passing through Thompson Falls. As our community grows and local tourism interest continues to grow in this region, we are seeing increased traffic in our small town. The increase we are already seeing has caused a couple of near misses with our local population trying to cross Highway 200 to access local businesses. We urge action to prevent the near misses from becoming something more serious.

As your local Chamber of Commerce, we are entirely in support of doing what we can to decrease our Main Street traffic speed to the posted limits and create a safe corridor for all who use it whether for recreation, medical appointments or shopping.

We look forward to seeing your progress on this project and are willing to be assistance where we can be.

Sincerely,

A handwritten signature in black ink that reads "Gussie O'Connor". The signature is written in a cursive style.

Gussie O'Connor

President

Thompson Falls Chamber of Commerce

----- Forwarded message -----

From: **Videa Martinez, Aldo Alejandro** <[amartinez@mt.gov](mailto:amartinez@mt.gov)>

Date: Fri, Feb 16, 2024 at 12:55 PM

Subject: Speed Feedback Signs

To: [catt dewitt6@gmail.com](mailto:catt dewitt6@gmail.com) <[catt dewitt6@gmail.com](mailto:catt dewitt6@gmail.com)>

Hello Catherine,

Pleasure speaking with you today.

As mentioned earlier, a vehicle speed feedback sign can be installed under an **Encroachment Permit submitted by the local government**. In this case, it could be Sanders County/Thompson Falls City. Materials and installation costs would be the responsibility of the permittee, as well as the ongoing maintenance. Speed feedback signs are an option to alert drivers of their speed. They may be installed in conjunction with a Speed Limit sign. A traffic study would provide background and context which would justify the installation of a speed feedback sign. For the purpose of the study, a firm can provide this service. MDT has a public list of firms that have worked with us in the past at [PreQual 2023 \(mt.gov\)](https://www.mdt.gov/prequal). A firm that has done traffic and safety projects in the past would be a good option. The application for an encroachment permit is found here- <https://app.mdt.mt.gov/mtencr/>.

- I also attached MDT's guidelines to install Speed Feedback Signs.
- Attached is the Speed Study done by MDT at Thompson Falls.

A Speed Study is usually done by MDT when a local government request it, which means that there is public support for it. They are time consuming and not always conclude that a change is necessary because they take into consideration crashes from the past.

If you have any additional questions about the process, please feel free to give me a call,

Thank you Catherine,



**Aldo Videa, P.E.**

*District Traffic Engineer* | Missoula  
Montana Department of Transportation


C: 406-546-7743 | [amartinez@mt.gov](mailto:amartinez@mt.gov)

Follow Us: [mdt.mt.gov](https://www.mdt.mt.gov)





STATE OF MONTANA  
DEPARTMENT OF TRANSPORTATION  
POLICY MANAGEMENT POLICY

Policy No. POL 5.03.001	Subject: USE OF VEHICLE SPEED FEEDBACK SIGNS ON THE STATE MAINTAINED SYSTEM
Signature: <i>Signature on File</i>   MICHAEL T. TOOLEY DIRECTOR	Effective Date: 8/25/2016

**1 PURPOSE**

- 1.1 The purpose of this policy of the Montana Department of Transportation is to allow local government agencies to install and maintain Vehicle Speed Feedback Signs (VSFS) within the Right-of-Way (ROW) of the State Highway System.

**2 DEFINITIONS**

- 2.1 Not Applicable.

**3 SCOPE (PERSONS AFFECTED)**

- 3.1 This policy applies to MDT Maintenance and Highways and Engineering personnel; as well as, Maintenance and Highways and Engineering personnel within all MDT district offices.

**4 POLICY**

- 4.1 It is the policy of the Montana Department of Transportation to allow local government agencies to install and maintain Vehicle Speed Feedback Signs within the ROW of the State Highway System.
- 4.2 Use of Vehicle Speed Feedback Signs must conform to "Montana Department of Transportation Guidelines for the Use of Vehicle Speed Feedback Signs on the State Highway System" and the Manual on Uniform Traffic Control Devices (MUTCD).
- 4.3 Local government agencies are required to obtain an access permit for any work within the MDT's right-of-way.
- 4.4 Local governmental agencies are responsible for all installation, maintenance and removal costs of VSFS.
- 4.5 The Chief Engineer of the Montana Department of Transportation shall grant exceptions to this policy only when deemed necessary.

## 5 CLOSING

5.1 Questions concerning this policy should be directed to Highways and Engineering Division Administrator.

## 6 REFERENCES

6.1 *Montana Code Annotated 61-8-203*

6.2 *Administrative Rules of Montana 18.7.101*

## 7 ADDITIONAL DOCUMENTS

7.1 Not Applicable.

## 8 KEYWORDS

8.1 Not Applicable.

**REVISION HISTORY**

<b>DATE OF REVISION</b>	<b>REVISION # OF POLICY</b>	<b>REASON FOR MODIFICATION</b>	<b>AUTHOR OF REVISION</b>
August 25, 2016	MDT Management Memo ENG 12-01 (resc)  Revision occurrence #1	Rescinded – Outdated Format (Non-compliant per MDT PRO 1.01.001)	Dwane Kailey, Highways and Engineering Division Administrator
August 25, 2016	Policy #POL 5.03.001  Associated Document: MDT Management Memo ENG 12-01 (resc)  Revision occurrence #2	New Policy Format	Dwane Kailey, Highways & Engineering Division, Administrator
August 30, 2018	Biennial Review	No Revisions	Dwane Kailey, Highways and Engineering Division Administrator
August 10, 2020	Biennial Review	No Revisions	Dwane Kailey, Highways & Engineering Division, Administrator
August 11, 2022	Biennial Review	No Revisions	Dwane Kailey, Highways & Engineering Division, Administrator



**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Krystal Park Phone # 360-927-0628

request the following item be placed on the agenda for  
the April 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: I would like to renew my lease  
for renting the community center to use as  
preschool for 2024-2025. I start registering in  
April/early may for preschool and summer care.

Time: \_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

## **COMMERCIAL REAL ESTATE LEASE**

This Lease Agreement (this "Lease") is dated April 8, 2024, by and between City of Thompson Falls ("Landlord"), and Krystal Park, ("Tenant"). The parties agree as follows:

**PREMISES.** Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant the premises, building and land (the "Premises") located at 410 Golf., Thompson Falls, MT 59873.

**TERM.** The lease term will begin on April 8, 2024, and will terminate on June 30, 2025. Either Party may terminate the lease without cause by giving the other party 60 days written notice of intent to terminate lease.

**MONTHLY RENT.** Tenant shall pay to Landlord monthly installments of \$1000.00, payable in advance on the first day of each month.

**SECURITY DEPOSIT.** At the time of the signing of this Lease, Tenant shall pay to Landlord, in trust, a security deposit of \$250.00 to be held and disbursed for Tenant damages to the Premises (if any) as provided by law.

**POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed to by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear is expected.

**USE OF PREMISES.** Tenant may use the Premises only for a preschool and day care between the hours of 6:00 a.m. and 6:00 p.m. The Premises may be used for any other purpose only with the prior written consent of Landlord, which shall not be unreasonably withheld. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence. Other use of the building between the hours of 6:00 a.m. and 6:00 p.m. will be by agreement of the parties.

**FURNISHING.** The lease of the Premises includes the furnishings. Tenant shall return all such items at the end of the lease term in a condition as good as the condition at the beginning of the lease term, except for such deterioration that might result from normal use of the furnishings.

**PROPERTY INSURANCE.** Landlord shall each maintain appropriate insurance for its interest in the Premises and property located on the Premises.

**MAINTENANCE.** Landlord & Tenant shall have the responsibility to maintain the Premises in good repair at all times.

**UTILITIES AND SERVICES.** Landlord shall be responsible for all utilities and services incurred in connection with the Premises except any fees associated with the installation, service

and maintenance of any internet services. Tenant may install and maintain internet service at her expense.

**LATE PAYMENTS.** For any payment that is not paid within 25 days after its due date, Tenant shall pay a late fee of \$50.00.

**HOLDOVER.** If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay to Landlord lease payment(s) during the Holdover Period at a rate equal to 110% of the most recent rate preceding the Holdover Period. Such holdover shall constitute a month-to-month extension of this Lease.

**CUMULATIVE RIGHTS.** The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

**NON-SUFFICIENT FUNDS.** Tenant shall be charged \$25.00 for each check that is returned to Landlord for lack of sufficient funds.

**ACCESS BY LANDLORD TO PREMISES.** Landlord shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, tenants or workers. As provided by law, in the case of an emergency, Landlord may enter the Premises without Tenant's consent. During the last three months of this Lease, or any extension of this Lease, Landlord shall be allowed to display the usual "To Let" signs to show the Premises to prospective tenants.

Tenant understands Landlord will occasionally use the building for municipal and governmental functions, including, but not limited to, municipal, state, and federal elections. Tenant agrees Landlord shall have the right to enter the Premises for these functions.

**INDEMNITY AND INSURANCE REGARDING USE OF PREMISES.** (a) Except to the extent that such claims arise from the negligent acts or omissions of Landlord or its agents, contractors or employees, Tenant agrees to indemnify and hold harmless Landlord, its members, agents, contractors and employees from and against all claims, loss, cost, damage or expense asserted by or on behalf of any person, firm, corporation or public authority of whatever nature arising: (i) from any accident, injury or damage whatsoever to any person, or to the property of any person, occurring in or about the Premises; (ii) from any accident, injury or damage occurring elsewhere (other than on the Premises) in or about the Building or the lots on which the Building is located to the extent that such accident, damage or injury results from an act or omission on the part of Tenant or Tenant's agents, employees, invitees or contractors; or (iii) in connection with the conduct or management of the Premises or of any business therein, or any thing or work whatsoever done, or any condition created (other than by Landlord) in or about the Premises; and, in any case, occurring after the date of this Lease until the end of the Lease Term and thereafter so long as Tenant is in occupancy of any part of the Premises.

The Tenant shall add the Landlord as an additional named insured under a liability insurance, now in force or hereafter obtained, in an amount not less than **\$500,000.00** per occurrence.

**FENCING:** Tenant may install temporary fencing at her own expense.

**GOVERNING LAW.** This Lease shall be construed in accordance with the law of the State of Montana

**ENTIRE AGREEMENT/AMENDMENT.** This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**SEVERABILITY.** If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER.** The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

**BINDING EFFECT.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

**LANDLORD:**

\_\_\_\_\_ Date: \_\_\_\_\_, 2024.  
Rusti Leivestad, Mayor

**TENANT:**

\_\_\_\_\_ Date: \_\_\_\_\_, 2024.  
Krystal Park

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

Thompson Falls Pickleball Club  
I, Nancy Fields Phone # 949-412-8561

request the following item be placed on the agenda for  
the April 8 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: \* Installation of a 4' chainlink  
containment fence around the existing pickleball courts.

\* Repairs by city on perimeter fencing as per  
MOU, including removing center post at gate (opening)  
at the school parking lot

Time: 10 min

Action: \* Seeking approval to install 4' fence  
\* Agreement from city to repair existing  
perimeter chainlink fence

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

**Memorandum of Understanding  
between**

**The City of Thompson Falls and the Thompson Falls Pickleball Club**

The purpose of this agreement is to promote cooperation between the City of Thompson Falls ("City") and the Thompson Falls Pickleball Club ("TFPC") in the improvement, management and use of City property (the current tennis courts) located between the City pool and the Thompson Falls High School.

**Term of Agreement:**

The term of this agreement is June 1, 2022 through May 31, 2032, for a period of ten (10) years. A new MOU is required to extend the term beyond May 31, 2032.

**Obligations and Rights of the Parties:**

**A. Thompson Falls Pickleball Club:**

1. TFPC is responsible for general cleaning and maintenance of the courts and equipment inside the perimeter of the outside fencing during the duration of the MOU;
2. TFPC may construct a container or shed up to 8' by 10' for equipment storage;
3. TFPC will remove and/or mow weeds, if any;
4. TFPC will provide usage information to the City upon request;
5. TFPC will notify the City, in writing, at least thirty (30) days prior to any upcoming tournaments or other events;
6. TFPC shall notify the City, via email, within 24 hours of any incidents, accidents or injuries occurring at the site;
7. Any contractor hired by TFPC will complete the City's Contractor Insurance Requirement Form and provide all insurance requirements as stated on said form;
8. TFPC agrees to indemnify and hold harmless the City and its agents and employees from any and all claims, damages, losses and expenses arising out of the performance of this agreement or the use of the facility. The City assumes no liability for loss or damage to the shed and its contents or arising from their use or maintenance.

B. City of Thompson Falls:

1. ~~The City shall be responsible for repairing and maintaining the outside perimeter fencing;~~
2. The City shall ensure that drainage from the City pool is directed away from the court area;
3. The City will acknowledge the support and assistance of the TFPC in advertising and promotional materials, as appropriate;
4. The City will keep TFPC informed of any concerns of the City regarding ordinance enforcement or public welfare at the site;

Dated this 10 day of May, 2022

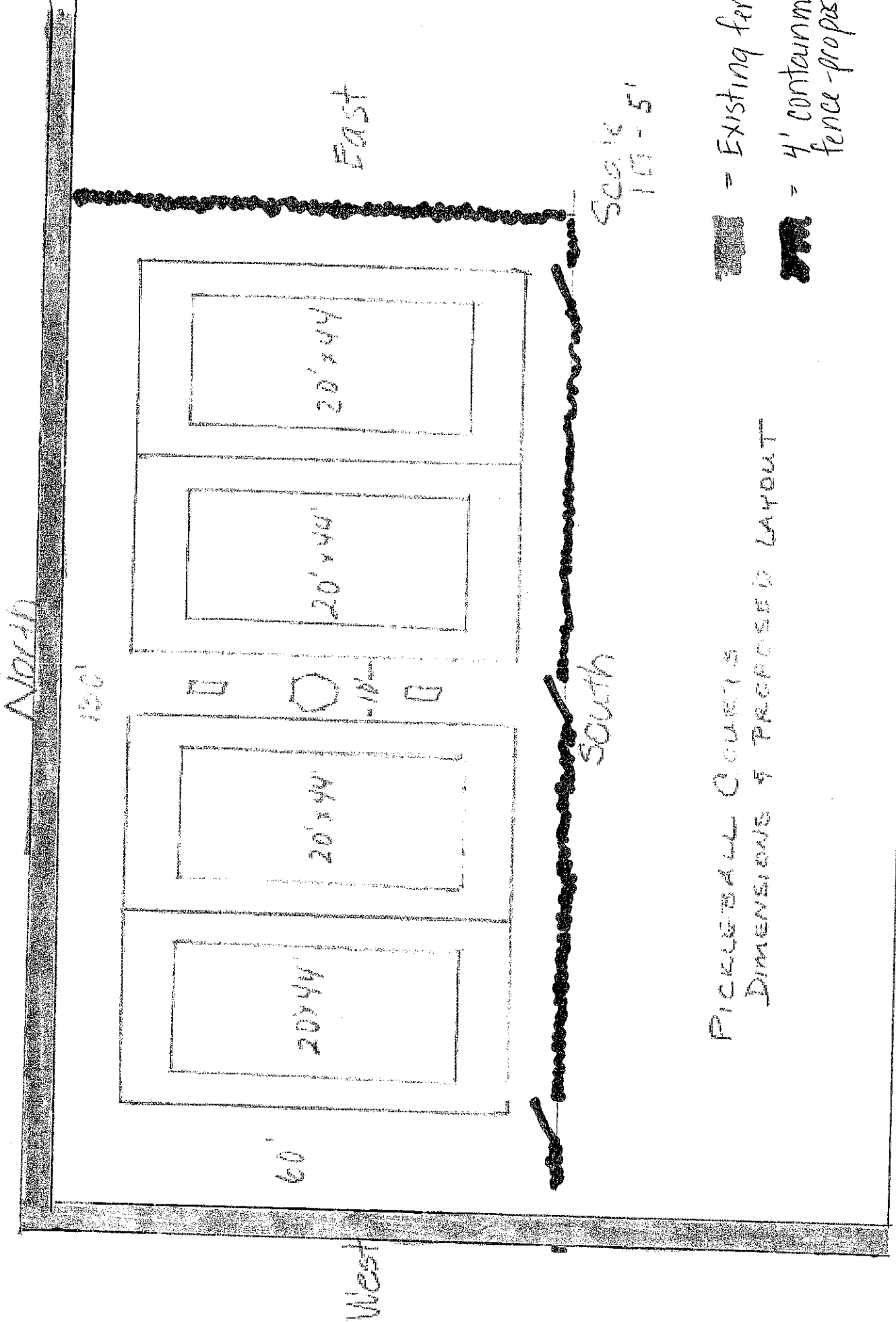
Thompson Falls Pickleball Club

Sue Borrego 5/10/2022  
Sue Borrego, Secretary



Nancy Fields 5/10/2022  
Nancy Fields, Treasurer

City of Thompson Falls

Mark Sheets 5/10/2022  
Mark Sheets, Mayor Date



PICKLEBALL COURTS  
DIMENSIONS & PROPOSED LAYOUT

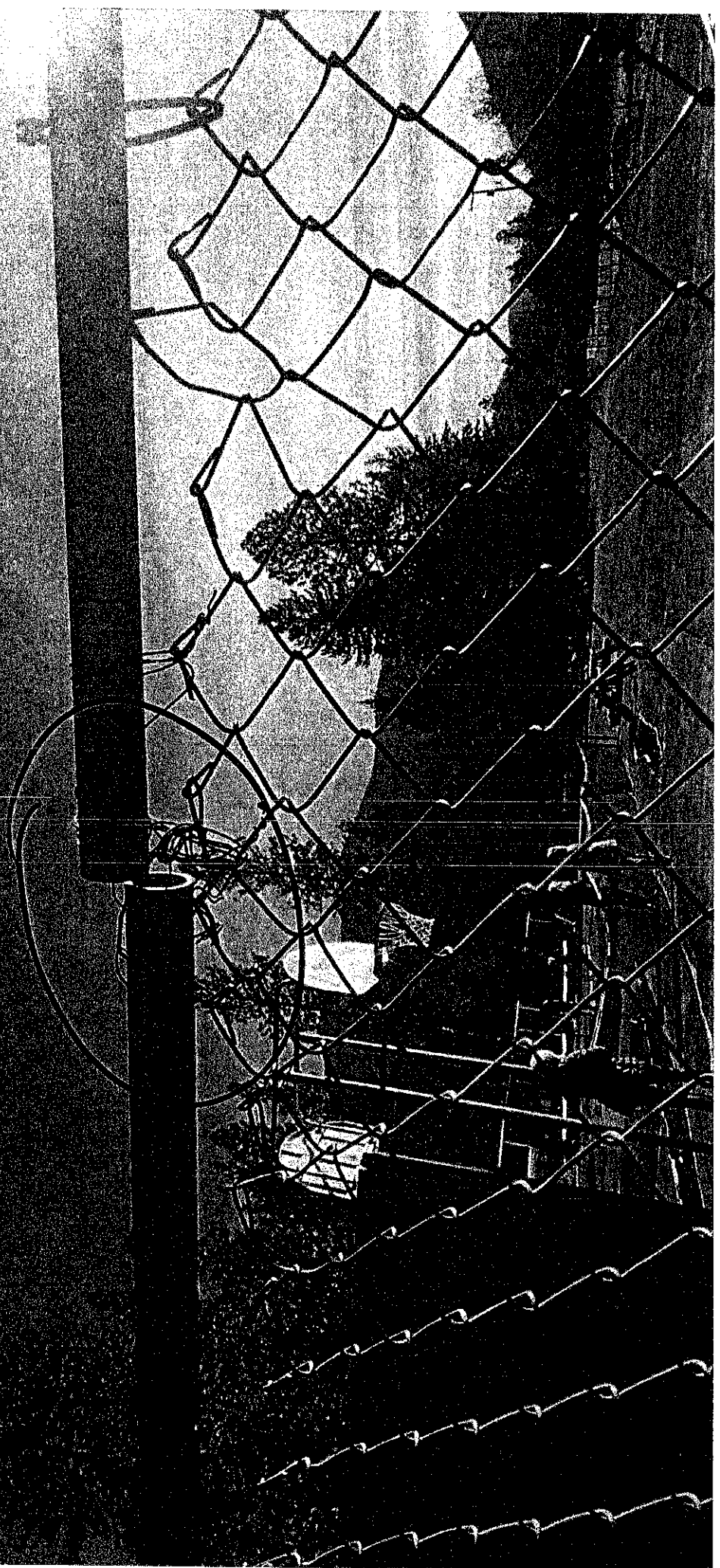
-  = Existing fence
-  = 4' containment fence - proposed

Scale  
1/10" = 5'

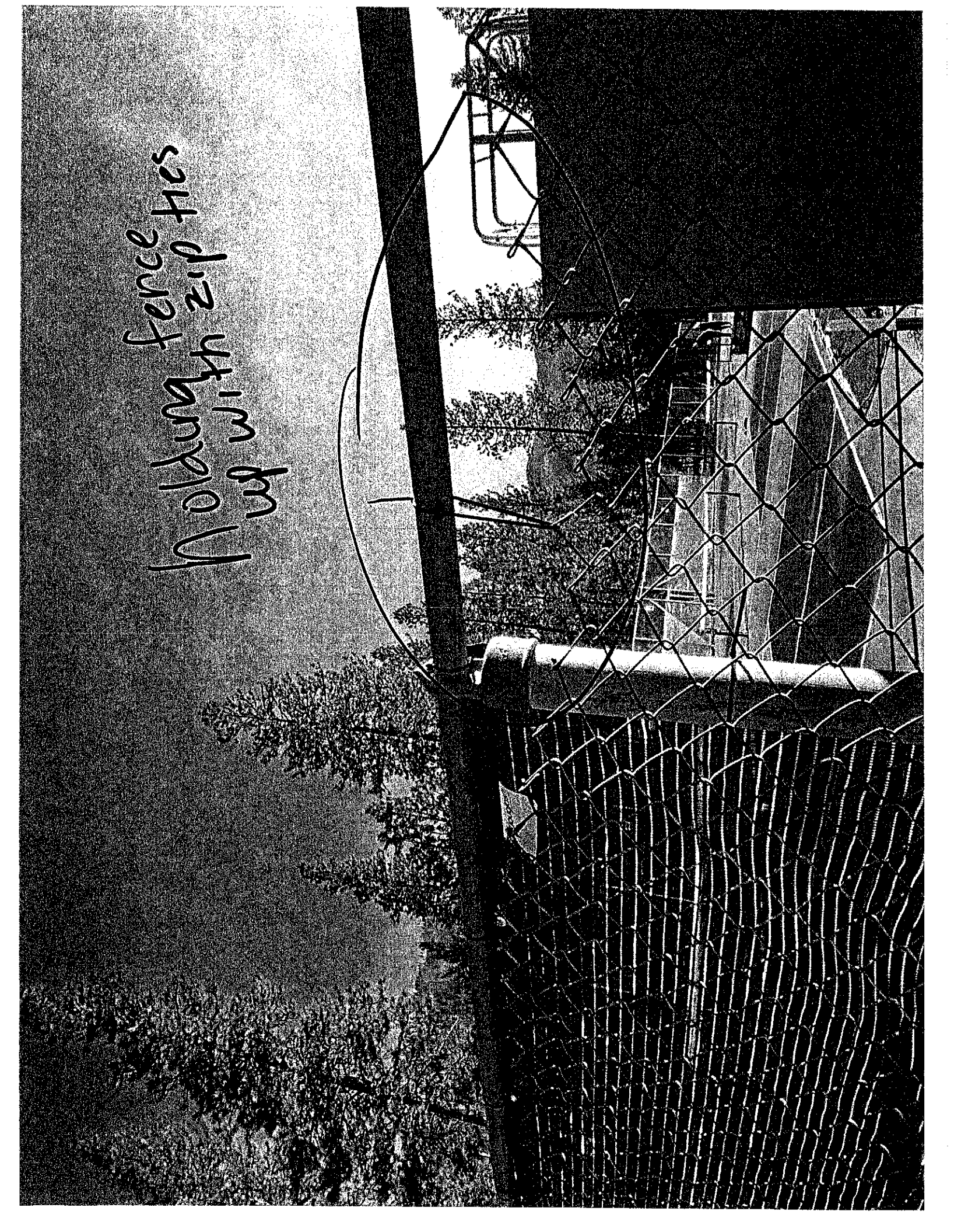


Bottom rail  
is not fully  
connected

Several places  
this wife



holding fence ties  
up with zip ties





REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the 4-8 20 24 City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: \_\_\_\_\_

Time: \_\_\_\_\_

SB 540

Action: Pilot Community Tourism  
Grant Program - High School  
Area - 5 year Plan

All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.

**tfl3557@blackfoot.net**

---

**From:** tfl3557@blackfoot.net  
**Sent:** Wednesday, April 3, 2024 11:00 AM  
**To:** 'Carrie Gardner'; 'Craig Erickson'  
**Subject:** FW: Park and fields layout  
**Attachments:** SchoolFieldAdditions.pdf; MX-M2630\_20240401\_094328.pdf; Pilot Grant maps of school area.pdf

I forgot to add the rest of the maps... It is the attachment labeled Pilot Grant maps of school area 🌐

**From:** tfl3557@blackfoot.net <tfl3557@blackfoot.net>  
**Sent:** Wednesday, April 3, 2024 10:03 AM  
**To:** 'Craig Erickson' <cerickson@greatwesteng.com>; 'Carrie Gardner' <cgardner@greatwesteng.com>  
**Cc:** 'Erica Franck' <tfbc@blackfoot.net>  
**Subject:** FW: Park and fields layout

Carrie and Craig,

This is what we might propose for this grant.

We have in place:

1. Downtown Thompson Falls Master Plan October 2015
2. Thompson Falls Marketing Plan 2016
3. Thompson Falls Brand Guide 2016
4. Public Parks Inventory & Assessment Plan July 3, 2018
5. Growth Policy January 2020
6. Capital Improvements Plan May 2023
7. Thompson Falls Recreation Economy Infrastructure Plan June 2023
8. Thompson Falls Wayfinding Master Plan March 2024

- The area by the school also has the pool, community center & cemetery – Look into all of that and see if repairs are needed
- Fix up ALL the existing ball fields
- I would also like to look into fixing up our Main Street Parks – Rose Garden and Railway Park – also anything at Ainsworth \*\*Also the park by the city hall on the water
- Look into more parking downtown
- Ask if the Rimrock and Riverfront Motel are expanding
- Look into the proposed RV park east of town
- Look into another Motel area
- Possibly work with the Trails group to see if they need anything
- Possibly work with the Trails group to put the trail from Wild Goose Landing Park towards Harvest along the water (this one will be A LOT due to NWE and Avista and HWY)
- Ask High School, JR High School and Elementary School if need anything (sidewalks would be nice) (new elementary would be nice)

That's all 🌐 🌐 🌐 (probably not 🌐)

Thanks! Chelsea

**From:** tfl3557@blackfoot.net <tfl3557@blackfoot.net>  
**Sent:** Monday, April 1, 2024 10:12 AM

**To:** 'Jared Koskela' <[rocky\\_rhodes42@hotmail.com](mailto:rocky_rhodes42@hotmail.com)>

**Subject:** FW: Park and fields layout

Jared,

Hello!!

We are working on another grant to put the attached in place. The grant is a 5-year grant so it might take some time but wondering if you could look at the attached and send me a new one for the grant? I spoke with Jake Mickelson and we both agreed that this might work better. 😊

Thanks so much for all of your help!!! Chelsea

Chelsea Peterson  
City Clerk/Treasurer  
PO Box 99  
Thompson Falls, MT 59873  
406-827-3557  
[tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)

---

**From:** Lucas McCormick <[lucas.r.mccormick@gmail.com](mailto:lucas.r.mccormick@gmail.com)>

**Sent:** Thursday, March 28, 2024 10:47 AM

**To:** Chelsea Peterson, City Clerk/Treasurer <[tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)>

**Subject:** Park and fields layout

**DRAFT PROPOSAL  
TO ADD POSSIBLE  
LOCATIONS FOR  
YOUTH BASEBALL,  
SOFTBALL AND  
SOCCER FIELDS TO  
CITY AND SCHOOL  
PROPERTY**



~~Handwritten~~  
Soccer

Bathroom

parking lot

Concession Building - Storage



Soccer

New fence  
for pickleball  
&  
tennis

↑ courts  
Fix Court



- 1 - Youth Baseball/Softball
- 2 - Fix Parking

Notes:

The red outline shows the extent of the cut for new field. New field utilizes current layout of planted trees and playground.

Bathroom  
Here &

Fix all fields

Babe Ruth Baseball Field

Parking Lot

Fix field



- 1 – Youth Baseball/Softball
- 2 – Parking Designs

Notes:

The red outline shows the extent of the cut for new fields. Parking is designed for overflow parking of buses for track meets.

✓ Bathroom &  
Concession Storage Building



- 1 – Current High School Football Practice Field
- 2 – 8 Lane Track Designed to Current Standards
- 3 – Soccer Field/Junior High Football Practice
- 4 – Youth Baseball/Softball Field
- 5 – New Location for Shot Put

**Notes:**

The red outline shows the extent of the cut for the new fields. As a result, the discus ring will not be flat and not going uphill. The 8 Lane track will push the shot put ring to location #5

Soccer

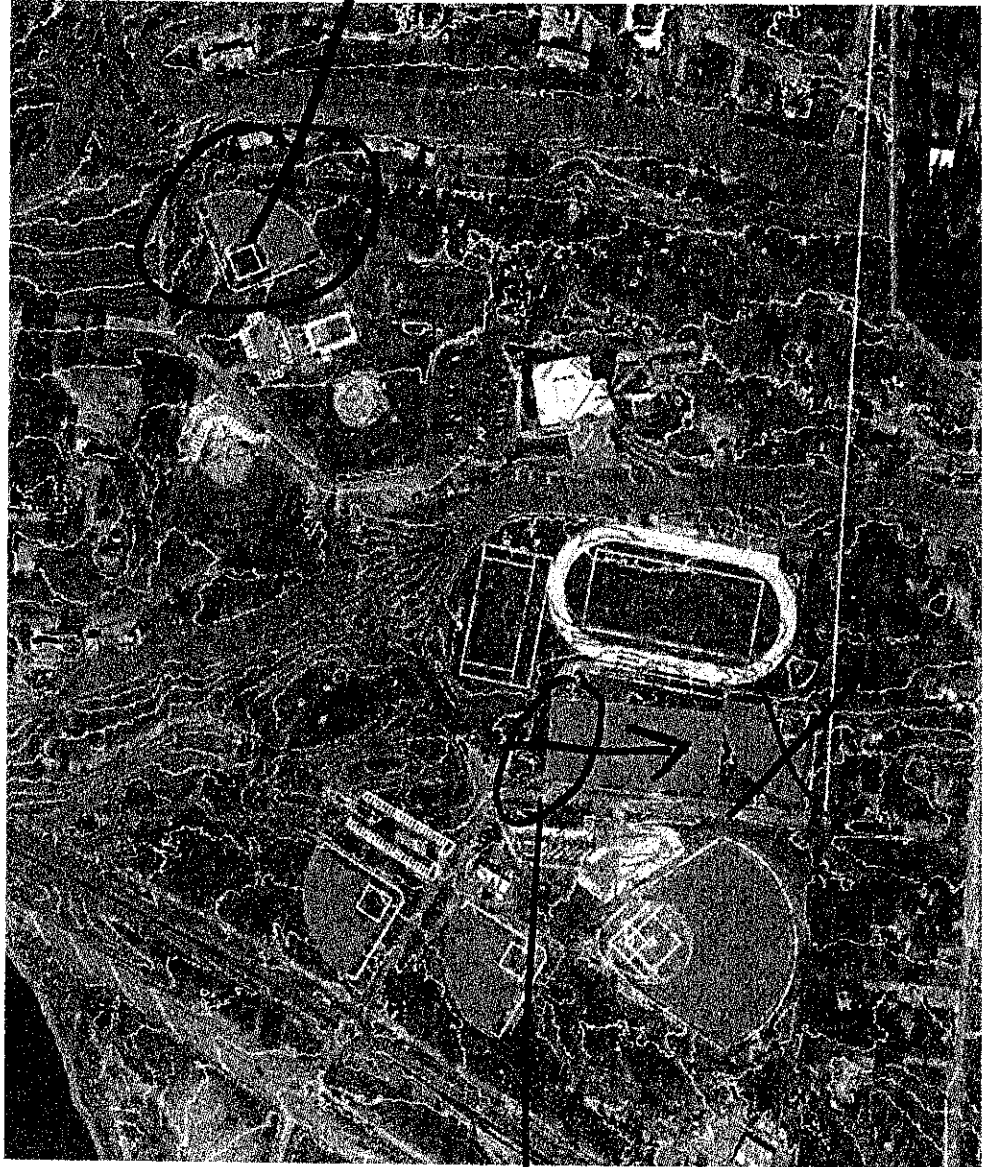
**DRAFT PROPOSAL  
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SOCCER FIELDS TO  
CITY AND SCHOOL  
PROPERTY**



parking lot

Soccer

**DRAFT PROPOSAL  
TO ADD POSSIBLE  
LOCATIONS FOR  
YOUTH BASEBALL,  
SOFTBALL AND  
SOCCER FIELDS TO  
CITY AND SCHOOL  
PROPERTY**



parking lot

**From:** tfl3557@blackfoot.net  
**Sent:** Wednesday, March 27, 2024 11:26 AM  
**To:** 'Jake Mickelson'  
**Cc:** 'Bud Scully'  
**Subject:** Thompson Falls City Hall

Jake,

Call me please when you have a free few minutes. Thank you! Chelsea

<https://brand.mt.gov/Programs/Office-Of-Tourism/Tourism-Grant-Program/Pilot-Community-Tourism-Grant-Program>

## **Pilot Community Tourism Grant Program Guidelines**

### **Grant Administration by Destination MT**

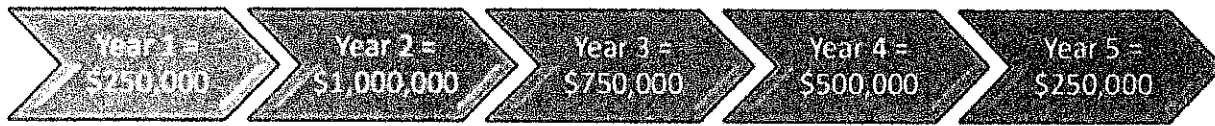
#### **I. Introduction**

The Pilot Community Tourism Grant Program ("PCTGP") is a state-funded opportunity authorized by the 2023 Montana Legislature's enactment of Senate Bill 540 ("SB 540"). Building tourism in a manageable, sustainable way can stimulate and diversify Montana's local economy, protect and enhance local resources, and foster community pride without compromising the qualities that make local communities so special.

The purpose of PCTGP is to elevate communities across the state, increase their economic vibrancy by improving their appeal as visitor destinations, and improve their resilience as a destination by enhancing and diversifying tourism-related assets and infrastructure. Through this program, communities can cultivate regional visions, identify strategies to harness the power of tourism, and develop unique experiences in tourism.

Any Montana Community or group of Communities within a destination that has prioritized tourism as an economic development strategy and are interested in working collaboratively can apply for PCTGP funds. Through this process, Destination MT staff will assist local leaders with building resilient regional networks and leadership skills to manage tourism development. Interested applicants must be willing to make a significant and long-term commitment to leadership and participation in tourism and economic development over the course of 60 months. The Montana Department of Commerce ("Department"), Destination MT Division ("Destination MT"), will administer the PCTGP in accordance with these Guidelines.

The Community must submit a Year 5 budget to the Department prior to receiving funds, which must be approved by the Department prior to any disbursements.



#### IV. Eligible Uses of Funds

Based on availability of funds and Grantee meeting their contractual obligations to the Department, each selected tourism ready Community may be awarded up to \$2.75M in total grant funds for up to 60 months to financially support:

- Resources;
- Support;
- Tourism asset and product development; and
- Training in collaborative marketing for businesses and communities to develop meaningful, regenerative tourism.

Specifically, funding recipients may use the PCTGP funds to pay for allowable expenses as follows:

**Year 1:** The Department may reimburse Grantees up to \$250,000 for eligible expenses. Funds generally may support costs directly related to:

- State rate travel and per diem costs for steering committee members to attend monthly in-person meetings;
- Costs associated with renting a facility for steering committee meetings and workshops and events;
- Reasonable costs for light refreshments/beverages at meetings and workshops;
- Purchase of tourism-related data/primary research to support data-driven planning;
- Project-related planning documents;
- Lead agency professional services;

- Procurement-related costs;
- Contracted professional services directly related to Community engagement, planning, implementation, and execution; and
- Up to a maximum of 20% of Year 1 funds may be budgeted for direct grant administration.

The Community must submit a Year 1 budget to the Department prior to receiving funds, which must be approved by the Department prior to any disbursements.

**Year 2:** The Department may reimburse the Grantee up to \$1,000,000 for eligible expenses, contingent on Year 1 contract conditions being met. Funds generally may support costs directly related to:

- Identified tourism asset/product development project(s);
- Contracted professional services directly related to the development project(s), Community engagement, planning, implementation, and execution;
- State rate travel and per diem costs for steering committee members to attend in-person meetings;
- Costs associated with renting a facility for steering committee meetings and workshops and events;
- Reasonable costs for light refreshments/beverages at meetings and workshops;
- Purchase of tourism-related data/primary research to support data-driven planning;
- Project-related planning documents;
- Lead agency professional services;
- Procurement-related costs; and
- Up to a maximum of 20% of Year 2 funds may be budgeted for direct grant administration.

The Community must submit a Year 2 budget to the Department prior to receiving funds, which must be approved by the Department prior to any disbursements.



The Community must submit a Year 2 budget to the Department prior to receiving funds, which must be approved by the Department prior to any disbursements.

**Year 3:** The Department may reimburse the Grantee up to \$750,000 for eligible expenses, contingent on Year 2 contract conditions being met. Funds generally may support costs directly related to:

- Continued tourism asset/product development project(s);
- Contracted professional services directly related to the development project(s), Community engagement, planning, implementation, and execution;
- State rate travel and per diem costs for steering committee members to attend in-person meetings;
- Costs associated with renting a facility for steering committee meetings and workshops and events;
- Reasonable costs for light refreshments/beverages at meetings and workshops;
- Purchase of tourism-related data/primary research to support data-driven planning;
- Project-related planning documents;
- Lead agency professional services;

- 
- Procurement-related costs; and
  - Up to a maximum of 20% of Year 3 funds may be budgeted for direct grant administration.

The Community must submit a Year 3 budget to the Department prior to receiving funds, which must be approved by the Department prior to any disbursements.

**Year 4:** The Department may reimburse the Grantee up to \$500,000 for eligible expenses, contingent on Year 3 contract conditions being met. Funds generally may support costs directly related to:

- Continued tourism asset/product development project(s);
- Contracted professional services directly related to the development project(s), Community engagement, planning, implementation, and execution;
- State rate travel and per diem costs for steering committee members to attend in-person meetings;
- Costs associated with renting a facility for steering committee meetings and workshops and events;
- Reasonable costs for light refreshments/beverages at meetings and workshops;
- Purchase of tourism-related data/primary research to support data-driven planning;
- Project-related planning documents;
- Lead agency professional services;
- Procurement-related costs; and
- Up to a maximum of 20% of Year 4 funds may be budgeted for direct grant administration.

The Community must submit a Year 4 budget to the Department prior to receiving funds, which must be approved by the Department prior to any disbursements.

**Year 5:** The Department may reimburse the Grantee up to \$250,000 for eligible expenses, contingent on Year 4 contract conditions being met. Funds generally may support costs directly related to:

- Continued tourism asset/product development project(s);
- Contracted professional services directly related to the development project(s), Community engagement, planning, implementation, and execution;
- State rate travel and per diem costs for steering committee members to attend monthly in-person meetings;
- Costs associated with renting a facility for steering committee meetings and workshops and events;
- Reasonable costs for light refreshments/beverages at meetings and workshops;
- Purchase of tourism-related data/primary research to support data-driven planning;
- Project-related planning documents;
- Lead agency professional services;
- Procurement-related costs; and
- Up to a maximum of 20% of Year 5 funds may be budgeted for direct grant administration.

## Ranking Criteria

In addition to evaluating how well the proposed Community project meets the goals of the PCTGP and the purpose of SB 540, Destination MT staff will consider the overall quality of the application and supporting materials to evaluate Community readiness and capacity based on the following ranking criteria:

- **A Community's readiness to proceed.** For example, is there evidence that there are a diverse group of stakeholders willing and able to implement the program and use it as a catalyst for future destination development and management activities?
- **A local convener.** Is there a local convener who has the trust of local leaders within the region and has the capacity to plan and facilitate program meetings before, during, and after the workshops?
- **A fiscal agency.** Is there an agency with the fiscal and management capacity to undertake and satisfactorily complete the reporting requirements and assure proper management of grant funds?
- **The location's potential to benefit tourism.** Is there strong potential for a specific type of tourism development strategy or intervention that will unlock more benefit for the destination?
- **Community commitment.** Interested communities must be prepared to make a significant and long-term commitment to leadership and participation, establishing a Community-wide focus on tourism as a shared objective.

Additionally, applications should demonstrate how, if selected, they will accomplish:

- Tourism asset/product development;
- Local economic impact to places like lodging facilities, restaurants, and retail shops;
- Infrastructure development/investment such as road improvements, signage, and restroom facilities;
- Diversifying the Community's economic portfolio;
- Assessments of the seasonal and year-round impacts; and
- Job creation.

Interested communities can demonstrate tourism readiness by demonstrating they have:

- Participated in a professional tourism resiliency/strategic planning process;
- Participated in a professional Community-based growth/strategic planning process;
- Participated in a tourism asset survey;
- Established an affiliate status with the Montana Main Street Program;
- Established committee of 8-12 diverse Community leaders in place to guide the process, own the plan, and propel the work forward for the long term.

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the \_\_\_\_\_ 20\_\_\_\_, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: Resolution for new

meal rates-

<u>Old</u>	<u>Morning</u>	<u>13.00</u>	<u>New: Standard Rate</u>
	<u>midday</u>	<u>14.00</u>	<u>On GSA Website.</u>
	<u>Evening</u>	<u>23.00</u>	<u>+</u>

Time: Total \$50.00

Mileage IRS. Sov

Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**



## RESOLUTION 843

### A RESOLUTION TO ESTABLISH TRAVEL AND MEALS RATES

**WHEREAS**, Section 2-18-501, MCA, establishes the reimbursement rates for travel, mileage and lodging for Public Employees while conducting official business.

**NOW, THEREFORE, BE IT RESOLVED** that the mileage rate for the City of Thompson Falls shall be set and change each year per the current IRS Standard Mileage Rate (IRS.gov). (Example: FY2024 is 67 cents per mile).

**BE IT FURTHER RESOLVED** that City of Thompson Falls hereby adopts and follows each year per diem rates per the Standard Rate on GSA.gov. (Example: FY2024 \$13.00 Breakfast, \$15.00 lunch, and \$26.00 dinner)

**Passed and approved this 8<sup>th</sup> day of April 2024.**

**City of Thompson Falls, Mayor  
Sanders County, Montana**

ATTEST:

By: \_\_\_\_\_  
Rusti Leivestad, Mayor

\_\_\_\_\_  
Chelsea Peterson  
City Clerk/Treasurer



2021 \$ .56

**RESOLUTION 781**

**A RESOLUTION TO ESTABLISH TRAVEL AND MEALS RATES**

WHEREAS, Section 2-18-501, MCA, establishes the reimbursement rates for travel, mileage and lodging for Public Employees while conducting official business.

NOW, THEREFORE, BE IT RESOLVED that the mileage rate for the City of Thompson Falls shall be set per the IRS Standard Mileage Rate (IRS.gov) per the year. (Example: FY2020 is 57.5 cents per mile)

BE IT FURTHER RESOLVED that City of Thompson Falls hereby adopts the following rates for meals;

**PER DIEM RATES per Standard Rate on GSA.gov**

\$ 13.00 Morning meal  
\$ 14.00 Mid-day meal  
\$ 23.00 Evening meal  
TOTAL \$50.00

Passed and approved this 9<sup>th</sup> day of November, 2020.

City of Thompson Falls, Mayor  
Sanders County, Montana

By: Mark Sheets  
Mark Sheets, Mayor

ATTEST:

Chelsea Peterson  
Chelsea Peterson  
City Clerk/Treasurer



U.S. General Services Administration

# FY 2024 Per Diem Rates for Montana

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	\$79	\$18	\$20	\$36	\$5	\$59.25
Helena	Lewis and Clark	\$64	\$14	\$16	\$29	\$5	\$48.00
Kalispell/Whitefish	Flathead	\$64	\$14	\$16	\$29	\$5	\$48.00
Missoula	Missoula	\$69	\$16	\$17	\$31	\$5	\$51.75



# Standard mileage rates

If you use your car for business, charity, medical or moving purposes, you may be able to take a deduction based on the mileage used for that purpose.

## 2023 mileage rates

The standard mileage rates for 2023 are:

- Self-employed and business: 65.5 cents/mile
- Charities: 14 cents/mile
- Medical: 22 cents/mile
- Moving (military only): 22 cents/mile

Find out when you can deduct vehicle mileage

## Mileage rates for all years (cents/mile)

Period	Business use	Charity use	Medical or military moving	Source
2024	67	14	21	IR-2023-239
2023	65.5	14	22	IR-2022-234
7/1/2022-12/31/2022	62.5	14	22	IR-2022-124
1/1/2022-6/30/2022	58.5	14	18	IR-2021-251
2021	56	14	16	IR-2020-279
2020	57.5	14	17	IR-2019-215

## Tax professionals topics

- Serve Your Clients
- Tax Pro News and Resources
- Office of Professional Responsibility and Circular 230
- Tax code, regulations, and official guidance
- e-Services
- Topic no. 161, Returning an erroneous refund – Paper check or direct deposit
- Appeals
- Tax professionals



**Medical or  
military  
moving**

<b>Period</b>	<b>Business use</b>	<b>Charity use</b>	<b>Medical or military moving</b>	<b>Source</b>
2019	58	14	20	IR-2018-251
2018	54.5	14	18	IR-2017-204
• TCJA				• IR-2018-127
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55.5	14	23	IRB-2012-02
7/1/2011- 12/31/2011	55.5	14	23.5	IR-2011-69
1/1/2011- 6/30/2011	51	14	19	IR-2010-119

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Rust Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the 4-8 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_

Action: CWE Amendment to  
Owner - Engineer Agreement  
Amendment # 9  
Wastewater

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 23, 2016.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 9**

The Effective Date of this Amendment is: April 3, 2024.

Background Data

Effective Date of Owner-Engineer Agreement: June 23, 2016

Owner: City of Thompson Falls

Engineer: Great West Engineering, Inc.

Project: Wastewater System Improvements

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

***Great West Engineering's scope of work under this Amendment No. 9 will include additional resident inspector representative services for additional contract time added to the construction contract via executed change orders during the construction of the Phase 1 and Phase 2 sewer project.***

***Additionally, the scope of work under this Amendment No. 9 also includes engineering services for preliminary design, final design with technical specifications, bidding services, construction services, resident inspector representative, post construction services, review of contractor's sludge management plan and testing, and site visits for sludge removal and disposal for the Phase 1 and 2 wastewater project.***

*The sludge removal and disposal from the existing lagoons was originally included in the construction contract with the General contractor, however, it was removed via change order from the General Contractor's scope of work due to schedule concerns. As a result, the City has separated out the sludge removal and disposal project and will be bid out to another general contractor.*

*Tasks associated with the sludge removal and disposal project generally consist of the following:*

- *Site visit for field measurements and samples of sludge for disposal applications analysis.*
- *Attending and facilitating the pre-bid opening in Thompson Falls during the bidding phase.*
- *Field resident inspection representative services as required during construction.*

The scope of this work does not include the Contractor's required sludge testing, land application permitting compliance, and location of sludge disposal, which will all be the responsibility of the Contractor.

**Preliminary Design (EJCDC Exhibit A Section A1.02 – Basic Services) – replace as follows:**

A.1.02.A

9. Perform or provide the following other Preliminary Design Phase tasks or deliverables:  
Site visit Sludge measurements post construction of Phase 1 and 2 wastewater system improvements, metals and percent solids testing analysis for disposal criteria and volume calculations. Provide technical specifications for sludge removal and disposal.

**Final Design (EJCDC Exhibit A Section A1.03 – Basic Services) – replace as follows:**

A.1.03.A

9. Perform or provide the following other Final Design Phase tasks or deliverables:  
Provide final technical specifications, plans for sludge removal and disposal.

**Bidding or Negotiation Phase (EJCDC Exhibit A Section A1.04 – Basic Services) – replace as follows:**

A.1.04.A

9. Perform or provide the following other Bidding or Negotiating tasks or deliverables:  
Provide bidding and negotiation services for the sludge removal and disposal project. This includes one site visit for Engineer to hold and facilitate a pre-bid conference in Thompson Falls as well as one site visit to open bids in Thompson Falls. It is anticipated that the bidding phase for the sludge and removal project will be conducted for a period of 30 days.

**Construction Phase (EJCDC Exhibit A Section A1.05 – Construction Phase) – replace as follows:**

A.1.05.A.24

24. Other Tasks: Perform or provide the following other Construction Phase tasks or deliverables:  
Construction services as outlined herein section A1.05 specifically for the sludge removal and disposal project.

**Duration of Construction Phase (EJCDC Exhibit A Section A1.06 – Duration of Construction Phase) – add section as follows:**

A.1.06.A

A. Duration of Sludge Removal and Disposal Construction Phase: The Construction Phase for the Sludge removal and disposal phase will commence with the execution of the first Construction Contractor for the Sludge Removal and Disposal project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. The construction phase is anticipated to be concluded over a period of 45 calendar days. If the project involves more than one prime contract as indicated in Paragraph A1.03.D, the Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

*Replace Exhibit C – Compensation Packet BC-1 with the following:*

**Payments to Engineer for Services and Reimbursable Expenses**  
**COMPENSATION PACKET BC-1: Basic Services – Lump Sum**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**ARTICLE 2 – OWNER’S RESPONSIBILITIES**

C2.01 *Compensation for Basic Services (other than Resident Project Representative) – Lump Sum Method of Payment*

A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:

1. A Lump Sum amount of \$1,761,000 based on the following estimated distribution of compensation:

- |  |  |
|--|--|
| a. Study and Report Phase (A1.01)        | <b>\$118,000</b><br>(Original Contract + Amend. 1 + Amend. 6 + Amend. 7) |
| b. Preliminary Design Phase (A1.02)      | <b>\$445,000</b><br>(\$400,000 Amend. 4 + \$5,000 Amend. 9)              |
| c. Final Design Phase (A1.03)            | <b>\$412,000</b><br>(\$405,000 Amend. 4 + \$7,000 Amend. 9)              |
| d. Bidding and Negotiating Phase (A1.04) | <b>\$84,500</b><br>(\$75,000 Amend. 4 + \$9,500 Amend. 9)                |
| e. Construction Phase (A1.05)            | <b>\$667,500</b><br>(\$660,000 Amend. 4 + \$7,000 Amend. 9)              |
| f. Post-Construction Phase (A1.06)       | <b>\$63,000</b><br>(\$63,000 Amend. 4)                                   |

2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.
3. The Lump Sum includes compensation for Engineer’s services and services of Engineer’s Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.
4. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following Reimbursable Expenses (see Appendix 1 for rates or charges): none

5. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.

**C2.04 – Compensation For Resident Project Representative Basic Services as follows:**

C2.04 A 1. Resident Project Representative Services: For services of Engineer's Resident Project Representative under Paragraph A1.05.A of Exhibit A, an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for All Resident Project Representative services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. The total compensation under this paragraph is estimated to be \$687,500 based upon full-time RPR services on an eight-hour workday, Monday through Friday.

- a. This increase in total compensation includes the original 540 calendar day construction period in this agreement and the additional 43 calendar days added to the construction contract via change orders 1-16 that have been executed to date estimated to be \$39,000.
- b. This increase in total compensation for Resident Project Representative services includes services for the Sludge Removal and Disposal project estimated to be \$8,500.

**Exhibit C, Compensation Packet AS-1, Paragraph A.1 as follows:**

- A. Owner shall pay Engineer for Additional Services, if any, as follows:

1. *General:* For services of Engineer's personnel engaged directly on the Project pursuant to Paragraph A2.01 or A2.02 of Exhibit A, except for services as a consultant or witness under Paragraph A2.01A.20, (which if needed shall be separately negotiated based on the nature of the required consultation or testimony) an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Additional Services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. The total compensation is estimated to be \$332,600 and this amount shall not be exceeded without written approval of Owner. An itemized estimate of this amount is as follows:

a.	MPDES Permitting (A2.01.33)	<u>\$800 (Amend. No. 2)</u>
b.	Grant Applications (A2.01.32)	<u>\$27,000 (Amend. No. 3)</u>
c.	Capital Improvements Plan (A2.01.33)	<u>\$30,000 (Amend. No. 3)</u>
a.	Grant Administration (A2.01.33)	<u>\$160,000 (Amend. No. 4)</u>
b.	Geotechnical Analysis (A2.01.34)	<u>\$55,000 (Amend. No. 4)</u>
c.	Right-of-Way/Easements & Permitting (A2.01.35)	<u>\$30,000 (Amend. No. 4)</u>

- d. *Operation and Maintenance Manual (A2.01.36)* \$15,000 (Amend. No. 4)
- e. *Grant Application (A.01.37)* \$5,000 (Amend. No. 5)
- f. *Railroad Easement (A2.01.38)* \$9,800 (Amend. No. 8)

A. *Period of Service:* The compensation amount stipulated in Compensation Packet BC-1 is conditioned on a period of service not exceeding 36 months from initiation of the design phase. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted.

**Agreement Summary:**

Original agreement amount:	\$ <u>70,000</u>
Net change for prior amendments:	\$ <u>2,723,800</u>
This amendment amount:	\$ <u>76,000</u>
Adjusted Agreement amount:	\$ <u>2,799,800</u>

Change in time for services (days or date, as applicable): The completion of this work is as referenced in this amendment no. 9. Referenced above.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

**CITY OF THOMPSON FALLS, MT:**

**GREAT WEST ENGINEERING, INC.:**

By: \_\_\_\_\_  
 Print name: \_\_\_\_\_

By: \_\_\_\_\_  
 Print name: William B. Lloyd, PE

Title: \_\_\_\_\_

Title: President

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_



**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the 4-8 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_

Action: Wastewater Project  
Phases 1 & 2  
\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

**tl3557@blackfoot.net**

**From:** Craig Erickson <cerickson@greatwesteng.com>  
**Sent:** Thursday, April 4, 2024 3:59 PM  
**To:** Chelsea Peterson (tl3557@blackfoot.net); Russlyn Leivestad (tralsmayor@blackfoot.net)  
**Cc:** Carrie Gardner; Craig Erickson (ericksoncr@yahoo.com)  
**Subject:** Requests for Reimbursement

Good afternoon,

We will have requests for reimbursement for each of the city's three infrastructure projects that we'd like to Council to consider on Monday night. I am working on each draw and will begin sending them to you later today.

Project	Vendor	Invoice Number	Amount	Funding Source	Request Number
Phase 1 & Phase 2 Wastewater	Great West Engineering	32014	\$ 6,300.00	RD Grant	25
	Great West Engineering	32016	\$ 656.25		
	<b>Total</b>		<b>\$ 6,956.25</b>		
Phase 3 & Phase 4 Wastewater	Great West Engineering	32039	\$ 40,000.00	ARPA	19
	Great West Engineering	32040	\$ 1,871.75	City	20
	<b>Total</b>		<b>\$ 41,871.75</b>		
Water System Improvements	Great West Engineering	32038	\$ 10,954.00	ARPA	1
	Great West Engineering	31834	\$ 13,754.37	ARPA	1
	<b>Total</b>		<b>\$ 24,708.37</b>		

Please let me know if you have any questions.



**Craig Erickson, CGW**  
Senior Funding Specialist

tfl3557@blackfoot.net

---

**From:** Craig Erickson <cerickson@greatwesteng.com>  
**Sent:** Friday, April 5, 2024 9:04 AM  
**To:** Chelsea Peterson (tfl3557@blackfoot.net); Erica Franck (tfbc@blackfoot.net)  
**Cc:** Carrie Gardner; crickson@greatwesteng.com  
**Subject:** Request for Funds - Phase 1 & Phase 2 Sewer Project  
**Attachments:** RD Request for Funds #25 with Inv - April 2024.pdf

Good morning,

This is message three of three with documents associated with the request for funds for the city's three infrastructure projects. ***The documents attached to this email are for the Rural Development Request for Funds #25 for the Phase 1 sewer project.*** Please have the Mayor sign the following documents and send them to me.

- Rural Development Request for Funds #25
- Engineering Invoice Summary

Thank you,



**Craig Erickson, CGW**  
Senior Funding Specialist

**d:** (406) 495-6189  
**c:** (406) 399-0104

2501 Belt View Drive  
Helena, MT 59601

This message has been sent to you as the official business of Great West Engineering. This e-mail and any attachments may be considered confidential. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or disclosing this information. If you have received this communication in error, please reply to the sender and then immediately delete it. I appreciate your cooperation.

# City of Thompson Falls



Mayor

Russlyn Leivestad

City Attorney

Timothy Goen

Ward I

Larry Lack  
Raoul Ribeiro

Ward II

Earlene Powell  
Katherine Maudrone

Ward III

Hayley Allen-Blakney  
Shawni Vaught

April 8, 2024

USDA Rural Development  
Attention: Jennifer Baldassin  
3550 Mullan Road, Suite 106  
Missoula, MT 59808

RE: City of Thompson Falls Request for Reimbursement

Dear Ms. Baldassin:

The City Council of Thompson Falls has completed its review of the request for reimbursement for the latest progress payment charged to Phases 1 and 2 of the wastewater system project. We agree with the amount requested by the contractor and kindly ask for your approval of this month's disbursement of funds from the Rural Development grant funding. Please find the enclosed invoices included with our request, as shown in the table below:

Vendor Name	Invoice Number	Invoice Date	Amount Requested	Amount Requested from RD
Great West Engineering	31559	01/29/24	\$ 906.25	\$ 906.25
Great West Engineering	32014	03/21/24	\$ 6,300.00	\$ 6,300.00
Great West Engineering	32016	03/21/24	\$ 656.25	\$ 656.25
<b>Total</b>			<b>\$ 7,862.50</b>	<b>\$ 7,862.50</b>

In support of this reimbursement request, we have attached copies of the status of funds and invoice tracking spreadsheets.

Sincerely,

\_\_\_\_\_  
Russlyn Leivestad, Mayor

ATTEST:

\_\_\_\_\_  
Chelsea Peterson, Clerk/Treasurer



2501 Belt View Drive  
Helena, MT 59601

Phone: (406) 449-8627

City of Thompson Falls  
P.O. Box 99  
Thompson Falls, MT 59873

Invoice number 31559  
Date 01/29/2024

Project **1-16137 Thompson Falls Wastewater  
PER**

Professional Services from December 17, 2023 through January 20, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH.  
Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

**Additional Services: Grant Administration**

Professional Fees

	Hours	Rate	Billed Amount
Project Administrator			
Ki-Ai L. Pierson	6.25	138.00	862.50
<i>9 weeks of labor compliance</i>			
Certified Grant Writer 2			
Craig R. Erickson	0.25	175.00	43.75
<i>Discussed labor compliance issues with Ki-Ai</i>			
Phase subtotal			906.25
		Invoice total	906.25

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
73-13 ADDITIONAL SERVICES: GRANT ADMINISTRATION	160,000.00	127,915.26	128,821.51	906.25
Total	160,000.00	127,915.26	128,821.51	906.25

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
31559	01/29/2024	906.25	906.25				
	Total	906.25	906.25	0.00	0.00	0.00	0.00

Payments are due within 30 days of the invoice date. Thank you.



2501 Belt View Drive  
 Helena, MT 59601  
 Phone: (406) 449-8627

City of Thompson Falls  
 P.O. Box 99  
 Thompson Falls, MT 59873

Invoice number 32014  
 Date 03/21/2024

Project 1-16137 THOMPSON FALLS  
 WASTEWATER PER

Professional Services from February 18, 2024 through March 16, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH.  
 Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

	<u>Amount</u>	
<b>11-13 Preliminary Design</b>		
Contract Amount	440,000.00	
Percent Complete	100.00	
Prior Billed	440,000.00	
Total Billed	440,000.00	
		Current Billed 0.00
<b>12-13 Final Design</b>		
Contract Amount	405,000.00	
Percent Complete	100.00	
Prior Billed	405,000.00	
Total Billed	405,000.00	
		Current Billed 0.00
<b>13-13 Bidding &amp; Negotiating Phase</b>		
Contract Amount	75,000.00	
Percent Complete	100.00	
Prior Billed	75,000.00	
Total Billed	75,000.00	
		Current Billed 0.00
<b>14-13 Construction</b>		
Contract Amount	660,000.00	
Percent Complete	99.09	
Prior Billed	654,000.00	
Total Billed	654,000.00	
		Current Billed 0.00
<b>15-13 Post-Construction</b>		
Contract Amount	63,000.00	
Percent Complete	10.00	
Prior Billed	0.00	
Total Billed	6,300.00	
		Current Billed 6,300.00
		Total <u>6,300.00</u>

Invoice total **6,300.00**

**Invoice Summary**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Remaining Percent	Current Billed
<b>11-13 Preliminary Design</b>	440,000.00	100.00	440,000.00	440,000.00	0.00	0.00	0.00
<b>12-13 Final Design</b>	405,000.00	100.00	405,000.00	405,000.00	0.00	0.00	0.00
<b>13-13 Bidding &amp; Negotiating Phase</b>	75,000.00	100.00	75,000.00	75,000.00	0.00	0.00	0.00
<b>14-13 Construction</b>	660,000.00	99.09	654,000.00	654,000.00	6,000.00	0.91	0.00
<b>15-13 Post-Construction</b>	63,000.00	10.00	0.00	6,300.00	56,700.00	90.00	6,300.00
<b>66-13 Resident Project Representative</b>	640,000.00	99.77	638,540.93	638,540.93	1,459.07	0.23	0.00
<b>67-13 Additional Services - MPDES Permitting Assistance</b>	800.00	100.01	800.10	800.10	-0.10	-0.01	0.00
<b>68-13 Additional Services - TSEP Grant</b>	9,000.00	100.00	9,000.00	9,000.00	0.00	0.00	0.00
<b>69-13 Additional Services - RRGL Grant</b>	2,000.00	100.08	2,001.50	2,001.50	-1.50	-0.08	0.00
<b>70-13 Additional Services - CDBG Grant</b>	12,000.00	5.72	686.78	686.78	11,313.22	94.28	0.00
<b>71-13 Additional Services - USDA RD Loan &amp; Grant</b>	4,000.00	96.71	3,868.50	3,868.50	131.50	3.29	0.00
<b>74-13 Additional Services: Geotechnical Analysis</b>	55,000.00	100.00	55,000.00	55,000.00	0.00	0.00	0.00
<b>75-13 Additional Services: Right-of-Way/Easements &amp; Permitting</b>	30,000.00	99.96	29,987.14	29,987.14	12.86	0.04	0.00
<b>76-13 Additional Services: O&amp;M Manual</b>	15,000.00	0.00	0.00	0.00	15,000.00	100.00	0.00
<b>77-13 Additional Services: DLA Grant Application</b>	5,000.00	100.43	5,021.71	5,021.71	-21.71	-0.43	0.00
<b>78-13 Additional Services: Railroad Easement</b>	9,800.00	81.62	7,999.05	7,999.05	1,800.95	18.38	0.00
<b>Total</b>	<b>2,425,600.00</b>	<b>96.19</b>	<b>2,326,905.71</b>	<b>2,333,205.71</b>	<b>92,394.29</b>	<b>3.81</b>	<b>6,300.00</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
32014	03/21/2024	6,300.00	6,300.00				
	<b>Total</b>	<b>6,300.00</b>	<b>6,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Payments are due within 30 days of the invoice date. Thank you.



2501 Belt View Drive  
Helena, MT 59601

Phone: (406) 449-8627

City of Thompson Falls  
P.O. Box 99  
Thompson Falls, MT 59873

Invoice number 32016  
Date 03/21/2024

Project **1-16137 Thompson Falls Wastewater  
PER**

Professional Services from February 18, 2024 through March 16, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH.  
Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

**Additional Services: Grant Administration**

Professional Fees

	Hours	Rate	Billed Amount
Certified Grant Writer 2			
Craig R. Erickson	3.75	175.00	656.25
<i>Responded to RFIs from Lindsay Volpe, DNRC RRGL Program Manager regarding contract extension.            Responded to RFI from Erin McKeon            Prepared extension letter for the mayor, discussed the project with Carrie, finalized draw packages and sent them to Commerce and DNRC.            Prepared draw package and sent it to Chelsea; meeting with Carrie; phone call with Erica Franke            Started prep of DNRC and TSEP closeout documents            Discussed project status with Carrie; phone call with Steve Troendle</i>			
		Invoice total	<b>656.25</b>

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
73-13 ADDITIONAL SERVICES: GRANT ADMINISTRATION	160,000.00	128,821.51	129,477.76	656.25
Total	160,000.00	128,821.51	129,477.76	656.25

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
32016	03/21/2024	656.25	656.25				
	Total	656.25	656.25	0.00	0.00	0.00	0.00

Payments are due within 30 days of the invoice date. Thank you.



UNIFORM STATUS OF FUNDS SPREADSHEET FOR: Thompson Falls Wastewater PER (Phase 1 & Phase 2)

	Funding Source: SRF BAN #1				Funding Source: SRF BAN #2				Funding Source: R	
	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Budgeted
<b>ADMINISTRATIVE/ FINANCIAL COSTS:</b>										
Office Costs				\$ -				\$ -		
Professional Services/Grant Admin	\$ 41,294.70	\$ 41,294.70		\$ -	\$ 18,766.70	\$ 18,766.70		\$ -	\$ 49,938.60	
Legal Costs				\$ -				\$ -		
Interest Fees-Predevelopment finance				\$ -				\$ -	\$ 18,000.00	
Travel & Training				\$ -				\$ -		
Debt Service Reserve				\$ -				\$ -		
Audit Fees				\$ -				\$ -		
Interim Interest				\$ -	\$ 58,923.13	\$ 58,923.13		\$ -	\$ 74,866.87	
Bond Counsel & Related costs	\$ 15,000.00	\$ 15,000.00		\$ -				\$ -	\$ 60,000.00	
<b>Total Administrative Costs</b>	\$ 56,294.70	\$ 56,294.70	\$ -	\$ -	\$ 77,689.83	\$ 77,689.83	\$ -	\$ 0.00	\$ 202,805.47	
<b>ACTIVITY COSTS:</b>										
Leufkin's Family Easement Acquisition								\$ -		
SCADA & Control System Integration								\$ -	\$ 49,800.00	
Engineering - Additional Services (Permitting, ROW/Easements, GeoTech, & Surveying, RR Easement)	\$ 84,788.89	\$ 84,788.89		\$ 0.00	\$ 6,062.30	\$ 6,062.30		\$ -	\$ 18,948.81	
Engineering - Basic Services (Final Design, Bidding or Negotiating, Construction, Post Construction)	\$ 888,817.41	\$ 888,817.41		\$ -	\$ 226,120.00	\$ 226,120.00		\$ -	\$ 437,997.89	
Engineering - Resident Project Rep	\$ 99.00	\$ 99.00		\$ -	\$ 325,109.17	\$ 325,109.17		\$ -	\$ 314,791.83	
Construction Phase 1 Distribution				\$ -	\$ 1,079,995.39	\$ 1,079,998.41		\$ (3.02)	\$ 3,166,643.31	
Construction Phase 2 Distribution & Treatment				\$ -	\$ 2,087,023.31	\$ 2,087,023.31		\$ -	\$ 4,571,427.99	
Contingency				\$ -				\$ -	\$ 729,584.70	
Rounding Adjustment				\$ -				\$ (3.02)	\$ -	
<b>Total Activity Costs</b>	\$ 973,705.30	\$ 973,705.30	\$ -	\$ -	\$ 3,724,310.17	\$ 3,724,310.17	\$ -	\$ -	\$ 9,289,194.53	
<b>TOTAL PROJECT COSTS</b>	\$ 1,030,000.00	\$ 1,030,000.00	\$ -	\$ -	\$ 3,802,000.00	\$ 3,802,000.00	\$ -	\$ -	\$ 9,492,000.00	

UNIFORM STATUS OF FUNDS

D. Grant (3 Grants Combined)		Funding Source: TSEP (MT-TSEP-CG-21-175)				Funding Source: DNRC (RRG-18-1679)				
ADMINISTRATIVE/ FINANCIAL COSTS:	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw
Office Costs			\$ -				\$ -			
Professional Services/Grant Admin	\$ 32,324.56		\$ 17,614.04	\$ 25,000.00	\$ 14,009.50		\$ 10,990.50			
Legal Costs				\$ 2,000.00	\$ 2,000.00					
Interest Fees-Predevelopment finance			\$ 18,000.00							
Travel & Training				\$ 1,000.00		\$ 1,000.00				
Debt Service Reserve										
Audit Fees										
Interim Interest			\$ 74,866.87							
Bond Counsel & Related costs	\$ 60,000.00									
Total Administrative Costs	\$ 92,324.56		\$ 110,480.91	\$ 28,000.00	\$ 16,009.50		\$ 11,990.50		\$ -	\$ -
<b>ACTIVITY COSTS:</b>										
Leufkin's Family Easement Acquisition			\$ -				\$ -			
SCADA & Control System Integration	\$ 37,350.00		\$ 12,450.00							
Engineering - Additional Services (Permitting, ROW/Easements, GeoTech, & Surveying, RR Easement)	\$ 2,135.00		\$ 16,813.81							
Engineering - Basic Services (Final Design, Bidding or Negotiating, Construction, Post Construction)	\$ 369,000.00		\$ 68,997.89					\$ 63,684.70	\$ 63,684.70	
Engineering - Resident Project Rep	\$ 313,332.76		\$ 1,459.07							
Construction Phase 1 Distribution	\$ 3,006,920.40	\$ 97,660.25	\$ 62,062.66	\$ 722,000.00	\$ 707,000.00		\$ 15,000.00			
Construction Phase 2 Distribution & Treatment	\$ 3,905,091.62		\$ 666,336.37							
Contingency			\$ 729,584.70							
Rounding Adjustment			\$ -							
Total Activity Costs	\$ 7,633,829.78	\$ 97,660.25	\$ 1,557,704.50	\$ 722,000.00	\$ 707,000.00		\$ 15,000.00	\$ 63,684.70	\$ 63,684.70	\$ -
<b>TOTAL PROJECT COSTS</b>	\$ 7,726,154.34	\$ 97,660.25	\$ 1,668,485.41	\$ 750,000.00	\$ 723,009.50		\$ 26,990.50	\$ 63,684.70	\$ 63,684.70	\$ -

UNIFORM STATUS OF FUNDS

4/5/2024

ADMINISTRATIVE/ FINANCIAL COSTS:	Funding Source: DNRC (RRG-20-1738)				Funding Source: Local Contribution				
	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining
Office Costs	\$ -				\$ -				\$ -
Professional Services/Grant Admin	\$ -	\$ 25,000.00	\$ 21,519.80		\$ 3,480.20				\$ -
Legal Costs	\$ -				\$ -	\$ 19,620.00	\$ 19,620.00		\$ -
Interest Fees-Predevelopment finance	\$ -				\$ -				\$ -
Travel & Training	\$ -				\$ -				\$ -
Debt Service Reserve	\$ -				\$ -				\$ -
Audit Fees	\$ -				\$ -	\$ 24,033.34	\$ 24,033.34		\$ -
Interim Interest	\$ -				\$ -				\$ -
Bond Counsel & Related costs	\$ -				\$ -				\$ -
Total Administrative Costs	\$ -	\$ 25,000.00	\$ 21,519.80	\$ -	\$ 3,480.20	\$ 43,653.34	\$ 43,653.34	\$ -	\$ 433,443.34
<b>ACTIVITY COSTS:</b>									
Leurkin's Family Easement Acquisition		\$ 20,460.00	\$ 20,460.00		\$ -				\$ 20,460.00
SCADA & Control System Integration									\$ 49,800.00
Engineering - Additional Services (Permitting, ROW/Easements, GeoTech, & Surveying, RR Easement)									\$ 109,800.00
Engineering - Basic Services (Final Design, Bidding or Negotiating, Construction, Post Construction)	\$ -				\$ -	\$ 26,380.00	\$ 26,380.00		\$ 1,643,000.00
Engineering - Resident Project Rep	\$ -				\$ -				\$ 640,000.00
Construction Phase 1 Distribution	\$ -	\$ 79,540.00	\$ 67,040.00		\$ 12,500.00	\$ 27,593.57	\$ 27,593.57	\$ 0.00	\$ 5,075,772.27
Construction Phase 2 Distribution & Treatment	\$ -				\$ -	\$ 153,859.50	\$ 153,859.50		\$ 6,812,310.80
Contingency	\$ -				\$ -				\$ 729,584.70
Rounding Adjustment	\$ -				\$ -				\$ -
Total Activity Costs	\$ -	\$ 100,000.00	\$ 87,500.00	\$ -	\$ 12,500.00	\$ 207,833.07	\$ 207,833.07	\$ -	\$ 15,080,727.77
TOTAL PROJECT COSTS	\$ -	\$ 125,000.00	\$ 109,019.80	\$ -	\$ 15,980.20	\$ 251,486.41	\$ 251,486.41	\$ -	\$ 15,514,171.11

UNIFORM STATUS OF FUNDS		
	Total Budget	
	Expended	Balance
<b>ADMINISTRATIVE/ FINANCIAL COSTS:</b>		
Office Costs	\$ -	\$ -
Professional Services/Grant Adminh	\$ 127,915.26	\$ 32,084.74
Legal Costs	\$ 21,620.00	\$ -
Interest Fees-Predevelopment finance	\$ -	\$ 18,000.00
Travel & Training	\$ -	\$ 1,000.00
Debt Service Reserve	\$ -	\$ -
Audit Fees	\$ 24,033.34	\$ -
Interim Interest	\$ 58,923.13	\$ 74,866.87
Bond Counsel & Related costs	\$ 75,000.00	\$ -
	\$ -	\$ -
<b>Total Administrative Costs</b>	<b>\$ 307,491.73</b>	<b>\$ 125,951.81</b>
<b>ACTIVITY COSTS:</b>		
Leufkin's Family Easement Acquisition	\$ 20,460.00	\$ -
SCADA & Control System Integration	\$ 37,350.00	\$ 12,450.00
Engineering - Additional Services (Permitting, ROW/Easements, GeoTech, & Surveying, RR Easement)	\$ 92,986.19	\$ 16,813.81
Engineering - Basic Services (Final Design, Bidding or Negotiating, Construction, Post Construction)	\$ 1,574,002.11	\$ 68,997.89
Engineering - Resident Project Rep	\$ 638,540.93	\$ 1,459.07
Construction Phase 1 Distribution	\$ 4,986,212.63	\$ 89,559.64
Construction Phase 2 Distribution & Treatment	\$ 6,145,974.43	\$ 666,336.37
Contingency	\$ -	\$ 729,584.70
Rounding Adjustment	\$ (3.02)	\$ 3.02
<b>Total Activity Costs</b>	<b>\$ 13,495,523.27</b>	<b>\$ 1,585,204.50</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$ 13,803,015.00</b>	<b>\$ 1,711,156.11</b>

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the 4-8 2024, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_

Action: Wastewater Project  
Phases 3 & 4

\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

tfl3557@blackfoot.net

---

**From:** Craig Erickson <cerickson@greatwesteng.com>  
**Sent:** Friday, April 5, 2024 9:01 AM  
**To:** Chelsea Peterson (tfl3557@blackfoot.net); Erica Franck (tfbc@blackfoot.net)  
**Cc:** Carrie Gardner; crickson@greatwesteng.com  
**Subject:** Request for Funds - Phase 3 & Phase 4 Wastewater Project  
**Attachments:** ARPA Vendor Inv #19 with Invs - April 2024.pdf; Thompson Falls Phase 3 Budget Tracker - April 2024.xlsx; Phase 3 4 - Budget\_Status\_Invoice - April 2024.xlsx

Good morning,

This is the second of three messages I will send you with documents associated with the request for funds for the city's three infrastructure projects. ***The documents attached to this email are for ARPA Request for Funds #1 for the water project.*** Please have the Mayor sign the following documents and send them to me.

- ARPA Vendor Invoice #19
- Engineering Invoice Summary #19

I will be in a meeting for the next two hours, but if you have any questions, I will respond as quickly as possible.

Thank you,



**We're Hiring!**

**Craig Erickson, CGW**  
Senior Funding Specialist

**d:** (406) 495-6189

**c:** (406) 399-0104

2501 Belt View Drive  
Helena, MT 59601

Go

This message has been sent to you as the official business of Great West Engineering. This e-mail and any attachments may be considered confidential. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or disclosing this information. If you have received this communication in error, please reply to the sender and then immediately delete it. I appreciate your cooperation.

## EJCDC Engineering Invoice Summary

City of Thompson Falls, MT						Invoice Number:	32039, 32040
						Invoice Date:	3/21/2024
						Due Date:	4/20/2024
Project: Wastewater Collection System Phase 3 & 4						Billing Period:	2/18/24-3/18/24
<b>Exhibit C payment Service Performed</b>		<b>Original Contract Amount</b>	<b>Amendments</b>	<b>Revised Contract Amount</b>	<b>Paid To Date</b>	<b>Due This Invoice</b>	<b>Balance Remaining</b>
<b>Exhibit C Basic Services</b>	Preliminary Design Phase	\$ 575,000.00	\$ -	\$ 575,000.00	\$ 525,000.00	\$ 40,000.00	\$ 10,000.00
	Final Design Phase	\$ 515,000.00		\$ 515,000.00			\$ 515,000.00
	Bidding Phase	\$ 75,000.00		\$ 75,000.00			\$ 75,000.00
	Construction Phase	\$ 805,000.00		\$ 805,000.00			\$ 805,000.00
	Post Construction Phase	\$ 65,000.00	\$ -	\$ 65,000.00			\$ 65,000.00
					\$ -		
<b>Subtotal</b>		<b>\$ 2,035,000.00</b>	<b>\$ -</b>	<b>\$ 2,035,000.00</b>	<b>\$ 525,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 1,470,000.00</b>
<b>Exhibit C</b>							
<b>RPR-2</b>	Resident Project Representative	\$ 880,000.00		\$ 880,000.00	\$ -		\$ 880,000.00
<b>Subtotal</b>		<b>\$ 880,000.00</b>	<b>\$ -</b>	<b>\$ 880,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 880,000.00</b>
<b>EXHIBIT C Additional Services</b>							
<b>EXHIBIT C Additional Services</b>	Additional Services - GeoTech	\$ 65,000.00		\$ 65,000.00	\$ -		\$ 65,000.00
	CDBG Direct Benefit Admin	\$ 60,000.00		\$ 60,000.00	\$ 21,272.16		\$ 38,727.84
	Additional Services - ROW & Easement	\$ 30,000.00		\$ 30,000.00	\$ 2,691.00		\$ 27,309.00
	Additional Services - O&M Manual	\$ 18,000.00		\$ 18,000.00			\$ 18,000.00
	General Grant Admin	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 25,348.73	\$ 1,871.75	\$ 122,779.52
	<b>Subtotal</b>	<b>\$ 323,000.00</b>	<b>\$ -</b>	<b>\$ 323,000.00</b>	<b>\$ 49,311.89</b>	<b>\$ 1,871.75</b>	<b>\$ 271,816.36</b>
<b>Total Current Billing:</b>		<b>\$ 3,238,000.00</b>	<b>\$ -</b>	<b>\$ 3,238,000.00</b>	<b>\$ 574,311.89</b>	<b>\$ 41,871.75</b>	<b>\$ 2,621,816.36</b>
<b>Summary</b>							
<b>Basic Services</b>		<b>\$ 2,035,000.00</b>		<b>\$ 2,035,000.00</b>	<b>\$ 525,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 1,470,000.00</b>
<b>RPR</b>		<b>\$ 880,000.00</b>		<b>\$ 880,000.00</b>			<b>\$ 880,000.00</b>
<b>Add. Services less Project admin</b>		<b>\$ 173,000.00</b>		<b>\$ 173,000.00</b>	<b>\$ 23,963.16</b>		<b>\$ 149,036.84</b>
<b>Subtotal</b>		<b>\$ 3,088,000.00</b>	<b>\$ -</b>	<b>\$ 3,088,000.00</b>	<b>\$ 548,963.16</b>	<b>\$ 40,000.00</b>	<b>\$ 2,499,036.84</b>
<b>Project administration</b>		<b>\$ 150,000.00</b>		<b>\$ 150,000.00</b>	<b>\$ 25,348.73</b>	<b>\$ 1,871.75</b>	<b>\$ 122,779.52</b>
<b>Total</b>		<b>\$ 3,238,000.00</b>	<b>\$ -</b>	<b>\$ 3,238,000.00</b>	<b>\$ 574,311.89</b>	<b>\$ 41,871.75</b>	<b>\$ 2,621,816.36</b>
<b>Funds Difference</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Is the % of RPR fees claimed in line with the total % of Construction completed?					YES/NO	(If NO, explain on attached sheet)	
					Circle One		
Submitting Engineer's Signature				Owner's Approval Signature			

STATE OF MONTANA				
<b>VENDOR INVOICE</b>		<ul style="list-style-type: none"> <li>VENDOR RETURNS SIGNED ORIGINAL</li> <li>FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.</li> </ul>		
VENDOR'S NAME AND ADDRESS		BILLED TO		
City of Thompson Falls P.O. Box 99 Thompson Falls, MT 59873		DNRC-CARDD PO Box 201601 Helena, MT 59620-1601 Attn Grant Manager: Katherine Certalic		
PROJECT INFORMATION				
Grant Agreement Number:	AC-22-0064	Project Name	Phase 3 Wastewater Project	
Period of Performance:	01/21/2024-02/17/2024	Reimbursement Request Number:	19	
DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:				
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)	Amount
Great West Engineering	32039	21-Mar-24	Preliminary Design	\$40,000.00
			GRAND TOTAL	\$40,000.00
STATE USE ONLY APPROVED FOR PAYMENT		<i>I certify that this invoice is correct in all respects and that payment has not been received.</i>		
		Authorized Recipient Name	Russlyn Leivestad	
		Date Processed	04/08/24	
Authorized Signature		Authorized Recipient Signature		
Date		Title	Mayor	







2501 Belt View Drive  
 Helena, MT 59601  
 Phone: (406) 449-8627

City of Thompson Falls  
 P.O. Box 99  
 Thompson Falls, MT 59873

Invoice number 32039  
 Date 03/21/2024

Project 1-21204 THOMPSON FALLS ON-CALL  
 2021

Professional Services from February 18, 2024 through March 16, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH.  
 Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

	Amount	
<b>64-13 Task Order No. 5 - Phase 3 &amp; 4 WW</b>		
<b>10.1-13 Preliminary Design</b>		
Contract Amount	575,000.00	
Percent Complete	98.26	
Prior Billed	525,000.00	
Total Billed	565,000.00	
		Current Billed 40,000.00
<b>10.2-13 Final Design</b>		
Contract Amount	515,000.00	
Percent Complete	0.00	
Prior Billed	0.00	
Total Billed	0.00	
		Current Billed 0.00
<b>10.3-13 Bidding</b>		
Contract Amount	75,000.00	
Percent Complete	0.00	
Prior Billed	0.00	
Total Billed	0.00	
		Current Billed 0.00
<b>10.4-13 Construction Management</b>		
Contract Amount	805,000.00	
Percent Complete	0.00	
Prior Billed	0.00	
Total Billed	0.00	
		Current Billed 0.00
<b>10.5-13 Post Construction</b>		
Contract Amount	65,000.00	
Percent Complete	0.00	
Prior Billed	0.00	
Total Billed	0.00	
		Current Billed 0.00
		Subtotal 40,000.00
		Total 40,000.00

Invoice total **40,000.00**

**Invoice Summary**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Remaining Percent	Current Billed
<b>64-13 Task Order No. 5 - Phase 3 &amp; 4 WW</b>							
10.1-13 Preliminary Design	575,000.00	98.26	525,000.00	565,000.00	10,000.00	1.74	40,000.00
10.2-13 Final Design	515,000.00	0.00	0.00	0.00	515,000.00	100.00	0.00
10.3-13 Bidding	75,000.00	0.00	0.00	0.00	75,000.00	100.00	0.00
10.4-13 Construction Management	805,000.00	0.00	0.00	0.00	805,000.00	100.00	0.00
10.5-13 Post Construction	65,000.00	0.00	0.00	0.00	65,000.00	100.00	0.00
64.6-13 Resident Project Representative (RPR)	880,000.00	0.00	0.00	0.00	880,000.00	100.00	0.00
64.9-13 Geotechnical Analysis	65,000.00	0.00	0.00	0.00	65,000.00	100.00	0.00
64.10-13 Right-of-Way/Easement & Permitting	30,000.00	8.97	2,691.00	2,691.00	27,309.00	91.03	0.00
64.11-13 Operation & Maintenance Manual	18,000.00	0.00	0.00	0.00	18,000.00	100.00	0.00
Subtotal	3,028,000.00	18.75	527,691.00	567,691.00	2,460,309.00	81.25	40,000.00
Total	3,028,000.00	18.75	527,691.00	567,691.00	2,460,309.00	81.25	40,000.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
31836	02/27/2024	50,000.00	50,000.00				
32039	03/21/2024	40,000.00	40,000.00				
	Total	90,000.00	90,000.00	0.00	0.00	0.00	0.00

Payments are due within 30 days of the invoice date. Thank you.



2501 Belt View Drive  
Helena, MT 59601

Phone: (406) 449-8627

City of Thompson Falls  
P.O. Box 99  
Thompson Falls, MT 59873

Invoice number 32040  
Date 03/21/2024

Project 1-21204 Thompson Falls On-Call 2021

Professional Services from February 18, 2024 through March 16, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH. Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

**Task Order No. 5 - Phase 3 & 4 WW Grant Administration**

**General Grant Administration**

Professional Fees

	Hours	Rate	Billed Amount
Project Specialist	0.25	137.00	34.25
<i>Checking for startup needs</i>			
Certified Grant Writer 2	10.50	175.00	1,837.50
<i>Finalized draw package and sent it to K. Certalic.</i>			
<i>Prepared project progress reports for DNRC and CDBG; send documents to Chelsea to be signed; sent CDBG and ARPA reimbursement requests to Commerce and DNRC respectively; discussed ARPA grant administration issues with Shawna and Michele</i>			
<i>Completed CDBG progress report; updated cdbg project schedule.</i>			
<i>Prepared project progress reports for DNRC and CDBG; send documents to Chelsea to be signed; sent CDBG and ARPA reimbursement requests to Commerce and DNRC respectively; discussed ARPA grant administration issues with Shawna and Michele</i>			
<i>Updated invoice tracking spreadsheet; responded to RFI from Katherine Certalic.</i>			
<i>Complete draw package and sent it to Chelsea.</i>			
<i>Funding request prep</i>			
Phase subtotal			1,871.75
Task Order No. 5 - Phase 3 & 4 WW Grant Administration subtotal			1,871.75
			1,871.75

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
<b>TASK ORDER NO. 5 - PHASE 3 &amp; 4 WW GRANT ADMINISTRATION</b>				
64.7-13 GENERAL GRANT ADMINISTRATION	150,000.00	25,348.73	27,220.48	1,871.75
Total	150,000.00	25,348.73	27,220.48	1,871.75

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
31838	02/27/2024	880.75	880.75				
32040	03/21/2024	1,871.75	1,871.75				
	Total	2,752.50	2,752.50	0.00	0.00	0.00	0.00

**REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THOMPSON FALLS CITY COUNCIL**

I, Rusti Phone # \_\_\_\_\_

request the following item be placed on the agenda for  
the ~~3-16~~ 4-8 20 24, City Council Meeting:

Please give a brief description of the item to be discussed,  
approximate time you need and the results you would like to see.

Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_

Action: Water Project Draw  
\_\_\_\_\_  
\_\_\_\_\_

**All agenda requests must be submitted by Noon on  
Wednesday before the Council Meeting.**

**From:** Craig Erickson <cerickson@greatwesteng.com>  
**Sent:** Friday, April 5, 2024 8:56 AM  
**To:** Chelsea Peterson (tfl3557@blackfoot.net); Erica Franck (tfbc@blackfoot.net)  
**Cc:** Carrie Gardner; Craig Erickson (ericksoncr@yahoo.com)  
**Subject:** Water Project - Request for Funds  
**Attachments:** ARPA Comp #1 - April 2024 with Invoices.pdf; TF Water Project Budget Invoice Tracker April 2024 - ARPA Only.xlsx

Good morning,

This is the first of three messages I will send you with documents associated with the request for funds for the city's three infrastructure projects. **The documents attached to this email are for ARPA Request for Funds #1 for the water project.** Please have the Mayor sign the following documents and send them to me.

- ARPA Vendor Invoice #1
- Engineering Invoice Summary #1

I will be in a meeting for the next two of hours, but if you have any questions, I will respond as quickly as possible.

Thank you,



**Craig Erickson, CGW**  
Senior Funding Specialist

**d:** (406) 495-6189  
**c:** (406) 399-0104

2501 Belt View Drive  
Helena, MT 59601

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UNIFORM STATUS OF FUNDS SPREADSHEET FOR: Thompson Falls, City of  
 DATE: Thompson Falls Water System Improvements

ADMINISTRATIVE/ FINANCIAL COSTS:	ARPA Local Fiscal Recovery Funds				ARPA Grant Funds				Total Budget		
	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Expended	Balance
Professional Services/Grant Administration	\$ 15,000.00			\$ 15,000.00	\$ 30,000.00		\$ 3,264.25	\$ 26,735.75	\$ 45,000.00	\$ 3,264.25	\$ 41,735.75
Audit Fees	\$ 20,000.00			\$ 20,000.00					\$ 20,000.00		\$ 20,000.00
<b>Total Administrative Costs</b>	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$ 30,000.00	\$ -	\$ 3,264.25	\$ 26,735.75	\$ 65,000.00	\$ 3,264.25	\$ 61,735.75
<b>ACTIVITY COSTS:</b>											
Land Acquisition	\$ 20,000.00			\$ 20,000.00					\$ 20,000.00		\$ 20,000.00
Engineering - Additional Services	\$ 65,000.00			\$ 65,000.00					\$ 65,000.00		\$ 65,000.00
Engineering - Basic Services	\$ 200,000.00			\$ 200,000.00	\$ 466,951.00		\$ 21,444.62	\$ 445,506.38	\$ 866,951.00	\$ 21,444.62	\$ 645,506.38
Engineering - Resident Project Representative	\$ -			\$ -	\$ 162,000.00			\$ 162,000.00	\$ 162,000.00		\$ 162,000.00
Construction	\$ 19,512.00			\$ 19,512.00	\$ 1,166,671.00			\$ 1,166,671.00	\$ 1,166,183.00		\$ 1,186,183.00
Hydrogeological & Test Wells	\$ 25,000.00			\$ 25,000.00					\$ 25,000.00		\$ 25,000.00
Contingency	\$ -			\$ -	\$ 115,000.00			\$ 115,000.00	\$ 115,000.00		\$ 115,000.00
<b>Total Activity Costs</b>	\$ 329,512.00	\$ -	\$ -	\$ 329,512.00	\$ 1,910,622.00	\$ -	\$ 21,444.62	\$ 1,889,177.38	\$ 2,240,134.00	\$ 21,444.62	\$ 2,218,689.38
<b>TOTAL PROJECT COSTS</b>	\$ 364,512.00	\$ -	\$ -	\$ 364,512.00	\$ 1,940,622.00	\$ -	\$ 24,708.87	\$ 1,915,913.13	\$ 2,305,134.00	\$ 24,708.87	\$ 2,280,425.13

<b>STATE OF MONTANA VENDOR INVOICE</b>		COMPLETE VENDOR INVOICE FOR REIMBURSEMENT ATTACH COPIES OF SUPPORTING DOCUMENTATION SIGN AND DATE BELOW BEFORE SUBMITTING TO DNRC FOR REIMBURSEMENT			
<b>VENDOR'S NAME AND ADDRESS</b> Thompson Falls, City of PO Box 99 Thompson Falls, MT 59873		<b>DNRC-CARDD</b> <b>PO Box 201601</b> <b>Helena, MT 59620-1601</b>			
<b>Grant Agreement #</b> AMC-23-0065		<b>Project Name</b> Thompson Falls Water System Improvements			
<b>DNRC Grant Manager</b> Katherine Certalic		<b>Claim Number</b> One			
<b>QUANTITY</b>	<b>DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED</b>				<b>AMOUNT</b>
	Vendor	Invoice Number	Dates of Service	Task Description	
1	Great West Eng	31834	27-Feb-24	Preliminary Design	\$ 9,446.50
1	Great West Eng	31834	27-Feb-24	Grant Administration	\$ 1,508.00
1	Great West Eng	32038	21-Mar-24	Preliminary Design	\$ 11,998.12
1	Great West Eng	32038	21-Mar-24	Grant Administration	\$ 1,756.25
<b>GRAND TOTAL</b>					<b>\$ 24,708.87</b>

<b>STATE USE ONLY APPROVED FOR PAYMENT</b>		<i>I certify that this invoice is correct in all respects and that payment has not been received.</i>	
<b>DNRC Authorized Signature</b>		<b>Vendor Name (Authroized Person)</b>	Russlyn Leivestad
		<b>Date Processed</b>	
		<b>Vendor's Signature</b>	
		<b>Title</b>	Mayor
<b>Date</b>			



**EJCDC Engineering Invoice Summary**

City of Thompson Falls, MT						Invoice Number:	31834 & 32038
						Invoice Date:	2/27/2024 & 3/21/24
						Due Date:	4/20/2024
Project: Thompson Falls Water System Improvements - CRDA #10.760						Billing Period:	1/21/24 - 3/16/24
	<b>Exhibit C payment Service Performed</b>	<b>Original Contract Amount</b>	<b>Amendments</b>	<b>Revised Contract Amount</b>	<b>Paid To Date</b>	<b>Due This Invoice</b>	<b>Balance Remaining</b>
Exhibit C Basic Services	Preliminary Design Phase	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ 21,444.62	\$ 228,555.38
	Final Design Phase	\$ 235,000.00		\$ 235,000.00			\$ 235,000.00
	Bidding Phase	\$ -		\$ -			\$ -
	Construction Phase	\$ -		\$ -			\$ -
	Post Construction Phase	\$ -	\$ -	\$ -			\$ -
			\$ -		\$ -		
	<b>Subtotal</b>	<b>\$ 485,000.00</b>	<b>\$ -</b>	<b>\$ 485,000.00</b>	<b>\$ -</b>	<b>\$ 21,444.62</b>	<b>\$ 463,555.38</b>
<b>Exhibit C</b>							
RPR-2	Resident Project Representative (	\$ -		\$ -	\$ -		\$ -
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
EXIBIT C Additional Services	Additional Services - GeoTech	\$ 25,000.00		\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
	Additional Services - Hydrogeo Analysis	\$ 20,000.00		\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
	Additional Services - ROW & Easement	\$ 20,000.00		\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
		\$ -		\$ -		\$ -	\$ -
	General Grant Admin	\$ 76,000.00	\$ -	\$ 76,000.00	\$ -	\$ 3,264.25	\$ 72,735.75
	<b>Subtotal</b>	<b>\$ 141,000.00</b>	<b>\$ -</b>	<b>\$ 141,000.00</b>	<b>\$ -</b>	<b>\$ 3,264.25</b>	<b>\$ 137,735.75</b>
	<b>Total Current Billing:</b>	<b>\$ 626,000.00</b>	<b>\$ -</b>	<b>\$ 626,000.00</b>	<b>\$ -</b>	<b>\$ 24,708.87</b>	<b>\$ 601,291.13</b>
<b>Summary</b>							
	Basic Services	\$ 485,000.00	\$ -	\$ 485,000.00	\$ -	\$ 21,444.62	\$ 463,555.38
	RPR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Add. Services less Project admin	\$ 65,000.00	\$ -	\$ 65,000.00	\$ -	\$ -	\$ 65,000.00
	Subtotal	\$ 550,000.00	\$ -	\$ 550,000.00	\$ -	\$ 21,444.62	\$ 528,555.38
	Project administration	\$ 76,000.00	\$ -	\$ 76,000.00	\$ -	\$ 3,264.25	\$ 72,735.75
	Total	\$ 626,000.00	\$ -	\$ 626,000.00	\$ -	\$ 24,708.87	\$ 601,291.13
	Funds Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Is the % of RPR fees claimed in line with the total % of Construction completed?					YES/NO Circle One	(If NO, explain on attached sheet)	
Submitting Engineer's Signature		Owner's Approval Signature					



2501 Belt View Drive  
 Helena, MT 59601  
 Phone: (406) 449-8627

City of Thompson Falls  
 P.O. Box 99  
 Thompson Falls, MT 59873

Invoice number 31834  
 Date 02/27/2024

Project 1-21204 Thompson Falls On-Call 2021

Professional Services from January 21, 2024 through February 17, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH.  
 Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

**Task Order No. 4 - Water System PER Update**

**Preliminary Design**

Professional Fees

	Hours	Rate	Billed Amount
Engineer 1	5.75	123.00	707.25
Senior Hydrogeologist	23.00	170.00	3,910.00
Designer	21.25	117.00	2,486.25
Engineer 4	10.00	154.00	1,540.00
	18.00	166.00	2,988.00

Reimbursables

	Units	Rate	Billed Amount
Miles	196.00	0.85	166.60
Supplies			200.02
Phase subtotal			11,998.12

**Grant Administration**

Professional Fees

	Hours	Rate	Billed Amount
Engineer 4	1.00	185.00	185.00
Project Administrator	0.25	145.00	36.25
Certified Grant Writer 2	5.00	167.00	835.00
	4.00	175.00	700.00

Phase subtotal 1,756.25

Task Order No. 4 - Water System PER Update subtotal 13,754.37

Invoice total **13,754.37**

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
63-13 TASK ORDER NO. 4 - WATER SYSTEM PER UPDATE				
63.1-13 STUDY & REPORT PHASE	30,000.00	29,998.99	29,998.99	0.00

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
<b>63-13 TASK ORDER NO. 4 - WATER SYSTEM PER UPDATE</b>				
63.2-13 PRELIMINARY DESIGN	250,000.00	0.00	11,998.12	11,998.12
63.3-13 FINAL DESIGN	235,000.00	0.00	0.00	0.00
63.4-13 GRANT WRITING - MCEP APPLICATION	12,500.00	12,497.75	12,497.75	0.00
63.5-13 GRANT WRITING - DNRC APPLICATION	4,500.00	4,494.00	4,494.00	0.00
63.6-13 RD FUNDING APPLICATION	5,000.00	4,978.25	4,978.25	0.00
63.7-13 RD ENVIRONMENTAL REPORT	5,000.00	4,976.50	4,976.50	0.00
63.8-13 GRANT ADMINISTRATION	76,000.00	0.00	1,756.25	1,756.25
63.9-13 GEOTECHNICAL ANALYSIS	25,000.00	0.00	0.00	0.00
63.10-13 RIGHT-OF-WAY EASEMENTS/PERMITS	20,000.00	0.00	0.00	0.00
63.11-13 HYDROGEOLOGIC ASSESSMENT	20,000.00	0.00	0.00	0.00
Subtotal	683,000.00	56,945.49	70,699.86	13,754.37
Total	683,000.00	56,945.49	70,699.86	13,754.37

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
31834	02/27/2024	13,754.37	13,754.37				
	Total	13,754.37	13,754.37	0.00	0.00	0.00	0.00

*Payments are due within 30 days of the invoice date. Thank you.*



2501 Belt View Drive  
 Helena, MT 59601  
 Phone: (406) 449-8627

City of Thompson Falls  
 P.O. Box 99  
 Thompson Falls, MT 59873

Invoice number 32038  
 Date 03/21/2024

Project **1-21204 Thompson Falls On-Call 2021**

Professional Services from February 18, 2024 through March 16, 2024

Great West Engineering has now partnered with Bill & Pay to accept secure online invoice payments via ACH.  
 Please go to <https://www.billandpay.com/go/greatwesteng> if you would like to pay this invoice online.

**Task Order No. 4 - Water System PER Update**

**Preliminary Design**

Professional Fees

	Hours	Rate	Billed Amount
Engineer 1	4.00	130.00	520.00
	0.75	123.00	92.25
Project Coordinator	0.50	96.00	48.00
Senior Hydrogeologist	6.00	185.00	1,110.00
Designer	0.25	124.00	31.00
	0.75	117.00	87.75
Engineer 2	6.00	148.00	888.00
Engineer 4	5.00	154.00	770.00
	10.00	166.00	1,660.00
	6.25	176.00	1,100.00
	15.25	185.00	2,821.25
Engineer 5	0.50	187.00	93.50
Engineer 6	0.25	202.00	50.50
Project Administrator	1.00	138.00	138.00
	0.25	145.00	36.25
			9,446.50

Phase subtotal

9,446.50

**Grant Administration**

Professional Fees

	Hours	Rate	Billed Amount
Project Specialist	3.75	137.00	513.75
Certified Grant Writer 2	1.50	167.00	250.50
	4.25	175.00	743.75
			1,508.00

Phase subtotal

1,508.00

Task Order No. 4 - Water System PER Update subtotal

10,954.50

Invoice total **10,954.50**

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
<b>63-13 TASK ORDER NO. 4 - WATER SYSTEM PER UPDATE</b>				
63.1-13 STUDY & REPORT PHASE	30,000.00	29,998.99	29,998.99	0.00
63.2-13 PRELIMINARY DESIGN	250,000.00	11,998.12	21,444.62	9,446.50
63.3-13 FINAL DESIGN	235,000.00	0.00	0.00	0.00
63.4-13 GRANT WRITING - MCEP APPLICATION	12,500.00	12,497.75	12,497.75	0.00
63.5-13 GRANT WRITING - DNRC APPLICATION	4,500.00	4,494.00	4,494.00	0.00
63.6-13 RD FUNDING APPLICATION	5,000.00	4,978.25	4,978.25	0.00
63.7-13 RD ENVIRONMENTAL REPORT	5,000.00	4,976.50	4,976.50	0.00
63.8-13 GRANT ADMINISTRATION	76,000.00	1,756.25	3,264.25	1,508.00
63.9-13 GEOTECHNICAL ANALYSIS	25,000.00	0.00	0.00	0.00
63.10-13 RIGHT-OF-WAY EASEMENTS/PERMITS	20,000.00	0.00	0.00	0.00
63.11-13 HYDROGEOLOGIC ASSESSMENT	20,000.00	0.00	0.00	0.00
Subtotal	683,000.00	70,699.86	81,654.36	10,954.50
Total	683,000.00	70,699.86	81,654.36	10,954.50

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
31834	02/27/2024	13,754.37	13,754.37				
32038	03/21/2024	10,954.50	10,954.50				
	Total	24,708.87	24,708.87	0.00	0.00	0.00	0.00

Payments are due within 30 days of the invoice date. Thank you.