

CITY OF THOMPSON FALLS



Regular City Council Meeting
In the City Hall, 108 Fulton Street, Thompson Falls, MT
Monday, January 12, 2026, at 6:00 P.M.

AGENDA

OPEN MEETING - Call to order

ROLL CALL OF THE COUNCIL

PLEDGE OF ALLEGIANCE

SET THE AGENDA

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

COMMUNITY DECAY AND VIOLATIONS LIST REPORT - Attached

ENGINEER'S REPORT - Attached

STANDING COMMITTEE REPORTS - Attached

INFORMATION:

ACTION ITEMS:

UNFINISHED BUSINESS

NEW BUSINESS

1. Elect President and Vice President of Council
2. Signatures for Bank - Resolution
3. Set Committee Assignments
4. Water Leak Credit – 525 Bighorn Dr. \$65.70
5. HighLead Block Party – Cody Mosher
6. Speed Limit Signs – Rob Clark
7. Review Ordinance 271 – Mike Terry
8. Letter of Interest Ward 3 – Deadline January 20th and Special Council Meeting January 26th
9. Set Arbor Day Date and Proclamation
10. Growth Policy (Comprehensive Plan) Update
11. Approve Drawing From SRF-26606
12. Wastewater Project Phases 3 & 4 Pay Application for Reimbursement
13. Water Project Phases 1 & 2 Pay Application for Reimbursement

UNSCHEDULED PUBLIC COMMENT - The public may speak for up to 3 minutes about items not on the agenda.

MAYOR'S REPORT - Mayor Gussie O'Connor's updates.

ADJOURN

Join Zoom Meeting

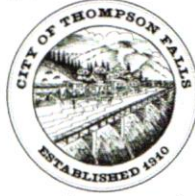
<https://us06web.zoom.us/j/83826416093?pwd=d9Kilj9MFq0Oojr964X2KTVHaw1LlL.1>

Meeting ID: 838 2641 6093

Passcode: 958028

CITY OF THOMPSON FALLS CITY COUNCIL MEETING MINUTES

Monday, December 8, 2025



The City Council meeting was held at the City Hall
108 Fulton Street, Thompson Falls, MT

Council Members Present: Raoul Ribeiro, City Council President; Hayley Allen-Blakney, City Council Vice President; Katherine Maudrone, Earlene Powell, Shawni Vaught, and Larry Lack.

The City Council meeting was recorded via audio and is available for review on the city website.

City Officials Present:

Rusti Leivestad, Mayor

Kelliann Barton, Acting City Clerk/Treasurer

Others signed in: The sign-in sheet is attached.

Rusti Leivestad opened the meeting at 6:00 p.m. with the Pledge of Allegiance.
Kelliann Barton noted who was present.

The Council passed a motion 6-0 to set the Agenda. (Maudrone, Vaught)
The Council passed a motion 5-0 to approve the Consent Agenda. (Allen-Blakney, Lack)

Standing Committee Reports: none

ACTION TAKEN

1. The new mayor-elect, Gussie O'Connor, was sworn in by council president Raoul Ribeiro, effective January 1, 2026.
2. The Council motioned 6-0 to approve the water leak credit for 611 Grizzly Dr. There was no public comment. (Ribeiro, Vaught)
3. The Council motioned 6-0 to approve the water leak credit for 202 Cedar. There was no public comment. (Ribeiro, Powell)
4. The Council motioned 6-0 to reschedule all committee meetings to 2026. There was no public comment. (Ribeiro, Powell)
5. The Council motioned 6-0 to adopt the Comprehensive Plan 2025. There was public comment. (Powell, Ribeiro)

6. The Council motioned 6-0 to approve the Setpoint Contract. There was public comment. (Ribeiro, Powell)
7. The Council motioned 6-0 to approve the Wastewater Project Phase 3 & 4 Change Order #1. There was no public comment. (Allen-Blakney, Lack)
8. The Council motioned 6-0 to approve the Wastewater Project Phases 3 & 4 Pay Application for reimbursement. There was no public comment. (Ribeiro, Vaught)
9. The Council motioned 6-0 to approve the Water Project Phases 1 & 2 Pay Application for reimbursement. There was public comment. (Powell, Maudrone)

Unscheduled Public Comment: None.

MAYOR'S REPORT –

- Attended a Team meeting of funding agencies to collaborate on the CDBG grant being extended to residents that qualify in Phases 1 & 2 for SIDs.
- Attended Weekly construction meetings for W/W Phases 3&4
- I attended Pre-Construction meeting for Water Project. This had been on hold because Federal funds could not be committed while Rural Development was closed during government shutdown.
- Attended Main Street meeting
- Worked with some residents about property line and gate issues
- Spoke with a man that attended the Growth Policy committee meeting and had written a letter clarifying thoughts on the discussion. A copy of his letter is in correspondence. Told him I appreciated him attending the meeting and being involved.
- Conversations with GWE about grinder pumps and if they functioned during power outages. They do not operate without power but the capacity is 24 hours. A manual is included for any residence/location that has grinder pump.
- The public hearing was held for the Growth Policy. 6 people were in attendance, and Kevin from GWE was on Zoom.
- Hayley Allen-Blakney has submitted her resignation effective December 31st, and her council seat in Ward three will be advertised in January for applicants. This will be to fill out the last two years of her term.
- The representative that was coming to take applications for CDBG Grants postponed her visit due to bad weather. The visit will be rescheduled after the holidays. My Mayor's Corner in the Ledger for this month has some information about this grant.

The meeting was adjourned at 6:45 p.m.

Rusti Leivestad, Mayor

ATTEST:

Kelliann Barton, Acting City Clerk/Treasurer

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ENGINEER'S REPORT - Attached

STANDING COMMITTEE REPORTS - Attached

INFORMATION:

ACTION ITEMS:

UNFINISHED BUSINESS

NEW BUSINESS

1. Oath of Office – Gussie O'Connor
2. Water Leak Credit: 611 Grizzly Dr
3. Water Leak Credit: 202 Cedar
4. Reschedule Committee Meetings
5. Adoption of Comprehensive Plan
6. Setpoint Contract
7. Wastewater Project Phases 3 & 4 - Change Order #1
8. Wastewater Project Phases 3 & 4 Pay Application for Reimbursement
9. Water Project Phases 1 & 2 Pay Application for Reimbursement

UNSCHEDULED PUBLIC COMMENT - The public may speak for up to 3 minutes about items not on the agenda.

MAYOR'S REPORT - Mayor Rusti Leivestad's updates.

ADJOURN

Join Zoom Meeting

<https://us06web.zoom.us/j/89826529201?pwd=oGqe3qEKkFEYKY3BpABxbqAa2PkmPk.1>

Meeting ID: 898 2652 9201

Passcode: 876242

DECEMBER



Monday, December 8, 2025, at 6:00 P.M.

Sign-in Sheet

[illegible]

**VIOLATION LIST FOR COUNCIL
12/30/2025**

DEC		2025				
Violations Reported:		5				
Number of Certified Letters Sent:		1				
Number of Citations Issued:		0				
Arrangements Made for Compliance:		0				
Number of Officer/Police Admin/ Office Contact:		10				
Verbal warning given:		2				
Type of Violation:	A:	B: 1	C: 1	D:	E:	
	F:	G:	H:	I:	Misc: 1	

Ledger of Ordinance in Violation/Complaints

A: Setback
B: Parking or Encroachment on city street right of way
C: Living in a Camper Trailer
D: Placememt Permit
E: Dog Tags
F: Chicken, Ducks, Quail, Rabbits Roosters
G: House Number
H: Community Decay
I: Open Burn with out permit
Misc: Dog Complaint, Speed, Dust, Patrols, Foreign Plates , Water/Sewer, Cats

Completed By Lisa Gregory Police Admin Asst

lg 12/30/25

City of Thompson Falls Project Updates:

January 2026

Wastewater System Improvements Ph. 1 & 2:

- Great West Finalized the Operation and Maintenance Manual + Project As-builts for and they have been digitally produced and sent to agencies. The City will receive both digital and hard copies for their records.
- Close-out of Ph 1 & 2 Sewer Project has been completed.

Wastewater System Improvements Ph 3 & 4:

- Wastewater Phase 3 & 4 Bid, public bid opening held on July 31, 2025 in Thompson Falls
 - Contract Awarded to S&L (below projected budget) & Notice to Proceed (NTP) was executed on 9.22.25 and construction has begun for S&L
- GWE has coordinated with City's integrator for SCADA work needed for the three new lift stations to tie into the existing WW system
 - City's integrator has submitted contract to perform SCADA work, which will be paid for from project funds but contracted directly with the City and Set Points.
 - City's integrator is working on SCADA & coordination during design/specifications have been completed. SCADA panels will be completed with Set Points (integrator) and directly with the City but coordinating schedules with S&L for install.
- GWE, the City attorney and the City have worked with BNSF to negotiate the railroad easement fee
 - The City received the executed BNSF permit (fee fully paid) on 10.1.25
- Construction calendar days are approximately 480 days; therefore, Contractor has two construction seasons to complete the work & a winter shutdown is included. This includes the remaining areas in the City limits that are not currently on the public collection system.
 - ARPA funds associated with the sewer project were expended by 12.31.25 (grant deadline)
- Contract is making good progress, work is expected to be completed completely connect the Rim Rock area the first week of January.
- S&L will be shut down for the holidays on 12.18.25, construction will resume 1.5.26 as weather allowing work to continue and S&L will continue to take advantage of unseasonably warm weather. A winter shut down will be executed when/if snow settles in.

Water System Improvements

- Water System replacement – Project open Bids on 9.30.25
 - Bids were opened on 9.30.25
 - Bids came in excellent and below the engineer's estimate (& project budget). A total of 9 contractors bid the project.
 - There were a total of 4 bid schedules – they should all be able to be awarded.
 - The Apparent Low Bidder is Thompson Contracting Inc (TCI) with a total bid of \$4,267,989.
 - Notice to Award issued to TCI.

- RD back from Gov. shutdown and project contracting is moving forward, RD issued concurrence to award the project.
- The City has received approval for the ARPA grant extension request until June 2026.
 - This allows more time for TCI to start.
 - Pre-construction meeting was held prior to Thanksgiving. Contractor is looking to begin Tank Coating work in January if weather permits. Water Main replacement would then commence in Feb./March (weather dependent).
 - Forest Service easement agreement has been received from Forest Service for new tank at Jefferson Site.
- New Well design and plans are not included under this project
 - New well design and plans received DEQ for approval at the end of December
 - Well project will be bid out as a separate construction contract – Aiming to bid by Mid-January now that DEQ approval was issued.
 - DEQ approval moved slower than anticipated but should be able to move forward with construction now.
 - Additionally existing well monitoring equipment was installed by Phil Lewis and GWE hydrogeologist to monitor well production/static level and well influence on one-another to assist in the targeted production and capacity of the new 3rd well at the site.
 - GWE will continue to monitor and review this information to inform construction of the new well.
- **Church Street Emergency Waterline Replacement Construction:**
 - Construction has been completed, work is currently in warranty period.

Stormwater PER

- Stormwater PER work has continued, reviewing existing area information and records
 - GWE will be requesting information and holding work sessions with the City's public work staff to inform the report prior to council meetings to review findings.
 - Generally pushed back timeline slightly with current project slated to bid this summer. Completion will be approximately over the next 3 months, will work with City staff to finalize detailed schedule and pin down any target dates.
 - GWE has resumed work in January to work towards a draft PER for a Public Hearing in the next few months.
 - Extension for PER grant was granted via email on 12.8.25 to extend grant through 12.31.26

Growth Policy Update

- Great West and City have worked on current Community Survey with the planning board.
 - Great West has completed the Growth Policy update and is working on closing out the Policy and Grant.

Infrastructure Website:

- Great West has updated the www.Cityofthompsonfallsinfrastructure.com. As Wastewater and Water project progress this site will continue to be updated. The Website will be updated in January 2026.
 - Please look to this site for a high-level construction schedule/outlook.

Paving:

- The City received SLIPA/HB355 funds for paving. SLIPA program required City to contract by the end of the year (12.31.24) & expend funds by 12.31.25
 - Paving was completed in May/June by TCI
 - Chip sealing has been completed.
 - The City & GWE have approved the final pay app and close out documents during the November's council meeting.

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

I, Erussie Phone # _____

request the following item be placed on the agenda for
the January 12 2026, 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: 6:00 pm

Action: Elect Council President & Vice
President

**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, Givssie Phone # _____

request the following item be placed on the agenda for
the January 12 2026, 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: 6:00 pm

Action: Approve Bank Signatories

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Wednesday before the Council Meeting.**

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

I, Gussie Phone # _____

request the following item be placed on the agenda for
the January 12 20 26, 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: 6:00 pm

Action: Set Committees

**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, Gussie Phone # _____

request the following item be placed on the agenda for
the January 12 2026, 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: 6:00 pm

Action: Water leak credit 525 Bigham Dr.
\$65.70 Co By

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

Customer Name: COLBY, JONATHON & ALEIGHA
Account: 304225-00
Route - Meter: 08-04225
Service Address: 525 BIGHORN DRIVE
Mtr Id - Type - Size: 12197773 B

From 12-2024 to 1-2026

0.750"

Meter Serial #:

(Readings in Actual Units)

AP-Year	Reading	Reading Date	Monthly Usage	YTD Usage	Reading Type
01-2026	802300	01/02/2026	4700	4700	HANDHELD
12-2025	797600	12/01/2025	8100	213100	HANDHELD
11-2025	789500	11/03/2025	47700	205000	HANDHELD
10-2025	741800	10/01/2025	29300	157300	HANDHELD
09-2025	712500	09/02/2025	29100	128000	HANDHELD
08-2025	683400	08/01/2025	28700	98900	HANDHELD
07-2025	654700	07/01/2025	19600	70200	HANDHELD
06-2025	635100	06/02/2025	14500	50600	HANDHELD
05-2025	620600	05/01/2025	10600	36100	HANDHELD
04-2025	610000	04/01/2025	8200	25500	HANDHELD
03-2025	601800	03/03/2025	5800	17300	HANDHELD
02-2025	596000	02/03/2025	6500	11500	HANDHELD
01-2025	589500	01/02/2025	5000	5000	HANDHELD
12-2024	584500	12/02/2024	4800	57900	HANDHELD

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

I, Cody Mosher Phone # (406) 546-7203

request the following item be placed on the agenda for
the January 2026, 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 of Highland Block Party
+ car show June 27th 2026 11AM to 9PM

Time: _____

Action: _____

**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, Gussie Phone # _____

request the following item be placed on the agenda for
the January 12 20 26, 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: Rob Clark

Time: 6:00 pm

Action: Speed limit signs by
Post Office

**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, Mike Tenny Phone # 360 605 3993

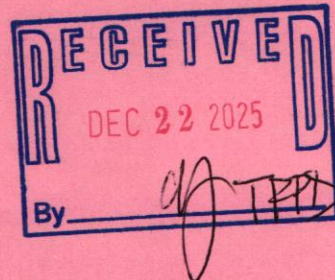
request the following item be placed on the agenda for
the 12th Jan 20 26, City Council Meeting:

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

Information: IN REGARDS TO ORDINANCE 271
Section 1 AND 3
110 South Columbia St.

Time: _____

Action: _____



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

ORDINANCE NO. 271

AN ORDINANCE PROHIBITING THE OBSTRUCTION OF CITY STREETS, ALLEYS, AND RIGHTS-OF-WAY; PROVIDING PENALTIES FOR VIOLATION THEREOF; PROVIDING A RIGHT IN THE TOWN TO REMOVE OBSTRUCTIONS; AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON ITS PASSAGE AND APPROVAL.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF THOMPSON FALLS:

SECTION 1. OBSTRUCTIONS - It shall be unlawful to place or to permit to remain within the boundaries and rights-of-way of streets and alleys any vehicles, campers, trailers, lumber, fire wood or other obstacles or materials in such a fashion as to prevent or impair the ability of the Town of Thompson Falls to properly maintain, develop, and care for said streets and alleys or to remove snow therefrom.

SECTION 2. PENALTY - Any person, firm or corporation violating any provision of this ordinance shall, upon conviction thereof, be fined not less than \$5.00 nor more than \$100.00 for each offense; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

SECTION 3. RIGHT OF REMOVAL - In addition to the imposition of penalties as above set forth, the Town shall have the further right, in its discretion, to remove an offending obstruction from city streets, alleys and rights-of-way and to assess the cost of removal (and any costs related thereto, such as storage) against the owner of the obstruction.

SECTION 4. LIEN - Costs which arise under the foregoing Section shall be a lien and a charge upon the property removed or upon the premises of the owner thereof which may be located within the City of Thompson Falls. Whenever a bill for such charge remains unpaid for sixty (60) days after it has been rendered, the Clerk may file with the Clerk and Recorder for Sanders County a statement of lien claim. This statement shall contain a legal description of the premises charged, the expenses and costs incurred, and the date that the obstacle was removed, and a notice that the Town claims a lien for this amount.

Notice of such lien shall be mailed to the owner of the premises charged at his or her last known address. Failure of the owner to receive the Notice shall not affect the right to foreclose the lien.

SECTION 5. FORECLOSURE - Property subject to a lien so created shall be sold and the proceeds of such sale shall be applied to pay the expenses and charges after deducting costs of foreclosure, as in the case of the foreclosure of liens upon real or personal property under the laws of Montana. Such foreclosure shall be brought in the name of the Town, and the Town attorney is hereby authorized and directed to institute such proceedings in any Court having jurisdiction over such matters.

SECTION 6. EMERGENCY AND EFFECTIVE DATE - An emergency exists in that the present health, peace and safety of the citizens of the Town of Thompson Falls demands the immediate passage of this Ordinance, and this Ordinance shall be in full force and effect from and after its passage and approval.

SECTION 7. CONFLICT - All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.

THIS ORDINANCE passed and approved by the Council of the Town of Thompson Falls, Montana, at a regular meeting of said Town Council on the 5 day of December, 1977, at the hour or 8:45 P.M.; Said Ordinance approved by the Mayor of the said Town on the 5th day of December, 1977.


MAYOR

ATTEST:


TOWN CLERK



CHAPTER 3. OBSTRUCTION OF STREETS AND ALLEYS

Sec. 7-3-1. Obstructions.

It shall be unlawful to place or to permit to remain within the boundaries and rights-of-way of streets and alleys any vehicles, campers, trailers, lumber, firewood or other obstacles or materials in such a fashion as to prevent or impair the ability of the city to properly maintain, develop and care for said streets and alleys or to remove snow therefrom.

(1985 Code 12.02.01)

Sec. 7-3-2. Right of removal.

In addition to the imposition of penalties, the city shall have the further right, in its discretion, to remove an offending obstruction from city streets, alleys and rights-of-way and assess the cost of removal (and any costs related thereto, such as storage) against the owner of the obstruction.

(1985 Code 12.02.02)

Sec. 7-3-3. Lien.

A. *Statement of lien claim.* Costs which arise under section 7-3-2 of this chapter shall be a lien and a charge upon the property removed or upon the premises of the owner thereof. Whenever a bill for such charge remains unpaid for 60 days after it has been rendered, the clerk-treasurer may file with the county clerk and recorder a statement of lien claim. This statement shall contain a legal description of the premises charged, the expenses and costs incurred and the date that the obstacle was removed, and a notice that the city claims a lien for this amount.

B. *Notice.* Notice of such lien shall be mailed to the owner of the premises charged at his or her last known address. Failure of the owner to receive the notice shall not affect the right to foreclose the lien.

(1985 Code 12.02.03)

Sec. 7-3-4. Foreclosure.

Property subject to a lien so created shall be sold and the proceeds of such sale shall be applied to pay the expenses and charges after deducting costs of foreclosure as in the case of the foreclosure of liens upon real or personal property under the state law. Such foreclosure shall be brought in the name of the city and the city attorney is hereby authorized and directed to institute such proceedings in any court having jurisdiction over such matters.

(1985 Code 12.02.04)

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

I, Gussie Phone # _____

request the following item be placed on the agenda for
the January 12 2026, 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: better ^{of} interest for City Council Ward 3

Time: _____

Action: Set Jan 26th Special Meeting
to select Council Ward 3

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**REQUEST FOR ITEM TO BE PLACED ON AGENDA
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request the following item be placed on the agenda for
the January 12 2026, 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: 6:00 pm

Action: Arbor Day Date & Proclamation

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

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

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

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

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

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

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

Now, Therefore, I, Gussie O'Connor, Mayor of the City of
Thompson Falls, do hereby proclaim
May 7, 2026 as

Arbor Day

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

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

Dated this 12th day of January 2026
Mayor Gussie O'Connor

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

I, Gussie Phone # _____

request the following item be placed on the agenda for
the January 12 20 26, 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: 6:00 pm

Action: Growth Policy (Comprehensive Plan)
Pay Application for reimbursement

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

From: Craig Erickson <cerickson@greatwesteng.com>
Sent: Tuesday, January 6, 2026 4:44 PM
To: Kelliann Barton (tfl3557@blackfoot.net); Gussie O'Connor (tfallsmayor@blackfoot.net)
Cc: Carrie Gardner; Kevin Angland; Craig Erickson
Subject: Growth Policy Update
Attachments: CDBG_PG_RFF #1 with Supporting Materials.pdf

Kelliann,

The attached file includes all documents associated with the city's request for funds and the closeout of the CDBG planning grant it received early last year to update its growth policy. Please arrange to have the following documents signed and returned to me.

- CDBG Request for Funds – PDF page 1
- Planning Grant Completion Report – PDF page 2
- CDBG Signature Certification Form – PDF page 3

Please do not hesitate to contact me if you have any questions.

Thank you,



Craig Erickson

Senior Funding Specialist

d: (406) 495-6189

c: (406) 399-0104

**250 Helen P Clarke St.
Helena, MT 59601**

This message has been sent to you as official business of Great West Engineering. This Email 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 otherwise disclosing this information in any manner. If you have received this communication in error, please reply to the sender and then immediately delete it. Thank you for your cooperation.



Community Development Block Grant Request for Funds for Planning Grants

SECTION I - CDBG PL RECIPIENT INFORMATION				
CDBG CONTRACT NUMBER MT-CDBG-PL-24-03		DRAWDOWN NUMBER One	TOTAL AMOUNT REQUESTED \$23,727.22	
NAME AND ADDRESS OF CDBG RECIPIENT: City of Thompson Falls P.O. Box 99 Thompson Falls, MT 59873		MAKE DEPOSIT PAYABLE TO: First Security Bank 107 Fulton Street Thompson Falls, MT 59873 LAST FOUR OF ACCOUNT & ABA (ROUTING) NUMBERS: XX5684 XXXXX1337		
SECTION II - FINANCIAL INFORMATION				
	A Amount of CDBG Grant	B CDBG Grant Amount Expended Prior to This Draw	C CDBG Grant Amount Requested	D CDBG Grant Balance Remaining After This Draw
ENGINEERING/PROF SERVICES	\$25,500.00	\$0.00	\$23,727.22	\$1,772.78
SECTION III - PROJECT STATUS - Please provide a brief description of what has been accomplished.				
<p>The Thompson Falls Planning Board has finalized the update of the city's 2020 Growth Policy in collaboration with Great West Engineering. This update benefited from active participation and feedback from Thompson Falls residents, enriching the document and shaping the community's future.</p> <p>To address public confusion, the city changed the term "Growth Policy" to "Comprehensive Plan." Statutorily, both terms are equivalent. A Comprehensive Plan is a guiding document established by state statute (MCA 76-1-601) that outlines the community's vision for the future. It guides local decision-making on land use and development.</p>				
SECTION IV - LOCAL APPROVAL - Please also attach closeout form if this is the final draw. Submit draw requests and supporting documentation to: Montana Department of Commerce, P.O. Box 200523, Helena MT 59620-0523.				
DATE:	SIGNATURE		TITLE	
DATE:	COUNTERSIGNATURE		TITLE	
SECTION V - Commerce APPROVAL				
EXPENDITURES ARE REASONABLE; APPROPRIATE FINANCIAL NUMBERS; SIGNATURES CORRECT; AND CONSISTENT WITH PRECEDING DRAW AND SABHRS.		APPROVED BY: TITLE: DATE:		



Community Development Block Grant Planning Grant Completion Report

Planning completion reports must be submitted for approval by the Montana Department of Commerce within 60 days of completion of the project.

A. GRANTEE	City of Thompson Falls	
B. PRIMARY CONTACT	Gussie O'Connor	
C. PHONE AND EMAIL	(406) 827-3557	tfallsmayor@blackfoot.net
D. COUNTY, CITY, ZIP CODE	Sanders, Thompson Falls, 59873	
E. DOC CONTRACT NUMBER	#MT-CDBG-PL-24-03	
F. PLANNING PROJECT	Growth Policy Update	
G. NAME AND LOCATION of all primary contractors, subcontractors, and sub-recipient entities described in Section 6 SCOPE OF WORK of CONTRACT.	CONTRACTOR NAME	CITY, STATE
	Great West Engineering	Helena, MT
H. CURRENT STATUS OF PLANNING PROJECT	The growth policy update / comprehensive plan is complete.	
I. PROJECT COMPLETION DATE	December 8, 2025	
J. CUMULATIVE COSTS INCURRED OVER LIFE OF PROJECT	\$31,636.30	
K. GRANT FUNDS REMAINING (IF ANY)	\$1,772.78	
L. PROJECT ACCOMPLISHMENTS	The Thompson Falls Planning Board completed the project in less than one year and the city council unanimously adopted the plan on December 8, 2025.	
M. STEPS the Grantee will pursue as a result of this planning project. Please indicate whether the Grantee intends to apply for CDBG project grant funds.	The city and planning board are excited to utilize the plan to accomplish the goals and objectives highlighted on pages six to nine. Currently, the city is focused on other priorities and is not seeking CDBG project grant funds.	
N. ANY ADDITIONAL COMMENTS		
To the best of my knowledge and belief, the information provided on this form is true and correct.		
SIGNATURE: _____		
TITLE: _____		
DATE: _____		

Montana Department of Commerce | commerce.mt.gov

P.O. Box 200523 | Helena, MT 59620-0523 | Phone: 406-841-2770 | Fax: 406-841-2771

Montana 711: dphhs.mt.gov/detd/mtap/traditionalrelayservice



Community Development Block Grant Signature Certification

This is to certify the following officials are authorized to sign requests for payment of Community Development Block Grant Program funds for City of Thompson Falls 2025 CDBG planning grant:

1.	_____	_____
	Signature	Title
	Gussie O'Connor	Mayor
	_____	_____
	Typed name	Title
2.	_____	_____
	Signature	Title
	Kelliann Barton	Clerk
	_____	_____
	Typed name	Title
3.	_____	_____
	Signature	Title
	_____	_____
	Typed name	Title

It is understood that any two of the above signatories must sign each request for payment submitted. I hereby certify that I have witnessed the signing of the above-named signatures.

_____	_____
Signature of witness	Date

Typed name and title of witness	

STATE OF MONTANA)

) ss.

County of _____)

This instrument was acknowledged before me on _____, by

(NOTARY SEAL)

Printed Name _____

NOTARY PUBLIC FOR STATE OF MONTANA

Residing at _____

My Commission expires _____

(1) Suggested signatories include the chief elected official (Mayor/Commission Chair/City Clerk/Treasurer). At least three officials should sign; and it is acceptable to have more to assure that at least two signatories will be available to sign requests for CDBG funds.



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

Invoice number 38467
 Date 12/18/2025

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

Professional Services from November 9, 2025 through December 13, 2025

Corresponded with the planning committee and the public on final edits to the draft, facilitated the public hearing for the planning board, participated in the city council adoption meeting, and provided the city with final hard copies of the Growth Policy.

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Planner I	18.25	140.00	2,555.00
Project Coordinator	2.25	115.00	258.75
GIS Specialist	0.50	134.00	67.00
Clerical Support	0.75	85.00	63.75
Reimbursables			

	Units	Rate	Billed Amount
Postage			16.67
Phase subtotal			2,961.17
Task Order No. 9 - Update of the Growth Policy subtotal			2,961.17

Invoice total **2,961.17**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
68-07 TASK ORDER NO. 9 - UPDATE OF THE GROWTH POLICY				
68.1-07 UPDATE OF THE GROWTH POLICY	34,000.00	28,675.13	31,636.30	2,961.17
Total	34,000.00	28,675.13	31,636.30	2,961.17

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
38133	11/14/2025	3,645.70	32451 Holding	3,645.70			
38467	12/18/2025	2,961.17	2,961.17				
Total		6,606.87	2,961.17	3,645.70	0.00	0.00	0.00

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

Invoice number 38467
Date 12/18/2025

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>



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 37929
Date 10/24/2025

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

Professional Services from September 21, 2025 through October 18, 2025

Completed updates to the draft of the Growth Policy and attended the Planning Committee meeting in person where we identified additional final edits. Open House Materials were also created for the October 29th Open House.

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Planner I	19.25	140.00	2,695.00
Project Coordinator	1.00	115.00	115.00
GIS Specialist	3.00	134.00	402.00

Reimbursables

	Units	Rate	Billed Amount
Miles	266.00	0.85	226.10
Supplies	1.00	49.093	49.09
			148.49

Phase subtotal 3,635.68

Task Order No. 9 - Update of the Growth Policy subtotal 3,635.68

Invoice total **3,635.68**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
68-07 TASK ORDER NO. 9 - UPDATE OF THE GROWTH POLICY				
68.1-07 UPDATE OF THE GROWTH POLICY	34,000.00	21,393.75	25,029.43	3,635.68
Total	34,000.00	21,393.75	25,029.43	3,635.68

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36973	07/25/2025	2,235.25				2,235.25	
37929	10/24/2025	3,635.68	3,635.68				
Total		5,870.93	3,635.68	0.00	0.00	2,235.25	0.00

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

Invoice number 37929
Date 10/24/2025

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>



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 36579
Date 06/30/2025

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

Professional Services from May 18, 2025 through June 21, 2025

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Senior Planner	29.75	182.00	5,414.50
Task Order No. 9 - Update of the Growth Policy subtotal			5,414.50

Invoice total **5,414.50**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
68-07 TASK ORDER NO. 9 - UPDATE OF THE GROWTH POLICY				
68.1-07 UPDATE OF THE GROWTH POLICY	34,000.00	0.00	5,414.50	5,414.50
Total	34,000.00	0.00	5,414.50	5,414.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36579	06/30/2025	5,414.50	5,414.50				
	Total	5,414.50	5,414.50	0.00	0.00	0.00	0.00

Paid check 32227 8/20/25

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>.



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 37522
Date 09/25/2025

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

Professional Services from August 17, 2025 through September 20, 2025

Edits to the draft of the Growth Policy, map edits, survey creation and input of survey data.

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Planner I	33.00	140.00	4,620.00
Senior Planner	30.00	182.00	5,460.00
GIS Specialist	27.00	134.00	3,618.00
Certified Grant Writer 2	0.25	184.00	46.00
Phase subtotal			13,744.00
Task Order No. 9 - Update of the Growth Policy subtotal			13,744.00

Invoice total **13,744.00**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
68-07 TASK ORDER NO. 9 - UPDATE OF THE GROWTH POLICY				
68.1-07 UPDATE OF THE GROWTH POLICY	34,000.00	7,649.75	21,393.75	13,744.00
Total	34,000.00	7,649.75	21,393.75	13,744.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36973	07/25/2025	2,235.25	PAID		2,235.25		
37522	09/25/2025	13,744.00	13,744.00	PAID 09/24/25			
Total		15,979.25	13,744.00	0.00	2,235.25	0.00	0.00

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>



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 36973
Date 07/25/2025

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

Professional Services from June 22, 2025 through July 19, 2025

Working on the community survey: marketing poster, hardcopy survey and online version, working on socio-economic data update, and working on the draft growth policy.

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Planner I	7.00	140.00	980.00
Project Coordinator	1.00	115.00	115.00
Senior Planner	5.75	182.00	1,046.50
Engineer 6	0.25	223.00	55.75
Project Administrator	0.25	152.00	38.00
Phase subtotal			2,235.25
Task Order No. 9 - Update of the Growth Policy subtotal			2,235.25

Invoice total **2,235.25**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
68-07 TASK ORDER NO. 9 - UPDATE OF THE GROWTH POLICY				
68.1-07 UPDATE OF THE GROWTH POLICY	34,000.00	5,414.50	7,649.75	2,235.25
Total	34,000.00	5,414.50	7,649.75	2,235.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36579	06/30/2025	5,414.50	5,414.50				
36973	07/25/2025	2,235.25	2,235.25				
Total		7,649.75	7,649.75	0.00	0.00	0.00	0.00

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>.



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

Invoice number 38133
Date 11/14/2025

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

Professional Services from October 19, 2025 through November 08, 2025

Continued to edit the draft growth policy based on comments from the Mayor, provided the City with marketing materials for the open house, facilitated the open house and provided a summary of the public feedback.

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Planner I	19.25	140.00	2,695.00
Project Coordinator	0.50	115.00	57.50
GIS Specialist	2.00	134.00	268.00
Certified Grant Writer 2	0.25	184.00	46.00

Reimbursables

	Units	Rate	Billed Amount
Miles	534.00	0.85	453.90
Supplies	1.00	73.601	73.60
Per Diem	1.00	20.90	20.90
	1.00	30.80	30.80

Phase subtotal 3,645.70

Task Order No. 9 - Update of the Growth Policy subtotal 3,645.70

Invoice total **3,645.70**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
68-07 TASK ORDER NO. 9 - UPDATE OF THE GROWTH POLICY				
68.1-07 UPDATE OF THE GROWTH POLICY	34,000.00	25,029.43	28,675.13	3,645.70
Total	34,000.00	25,029.43	28,675.13	3,645.70

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36973	07/25/2025	2,235.25				2,235.25	
37929	10/24/2025	3,635.68	3,635.68				
38133	11/14/2025	3,645.70	3,645.70				
Total		9,516.63	7,281.38	0.00	0.00	2,235.25	0.00

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

Invoice number 38133
Date 11/14/2025

Payments are due within 30 days of the invoice date. Invoices that are past-due will incur interest charges. Thank you.

Secure online payment processing for this invoice via ACH or credit card is available at <https://www.billandpay.com/go/greatwesteng>

UNIFORM INVOICE TRACKING SPREADSHEET FOR:

City of Thompson Falls

Thompson Falls - Growth Policy Update

Vendor's Name	Invoice or Pay Estimate Number	Invoice Date or Time Period Covered	Total Amount of Invoice	Warrant Number	Date Paid	Funding Source, Amount Expended, Draw						Total Amount Paid This Invoice
						CDBG		City				
Great West Eng - TO 9 - Update of Growth Policy	36579	06/30/25	\$ 5,414.50			\$ -	\$ 5,414.50	1	\$ -		\$ 5,414.50	
Great West Eng - TO 9 - Update of Growth Policy	36973	07/25/25	\$ 2,235.25			\$ -	\$ 2,235.25	2	\$ -		\$ 2,235.25	
Great West Eng - TO 9 - Update of Growth Policy	37522	09/25/25	\$ 13,744.00			\$ 13,484.67	1	\$ 259.33	3		\$ 13,744.00	
Great West Eng - TO 9 - Update of Growth Policy	37929	10/24/25	\$ 3,635.68			\$ 3,635.68	1	\$ -			\$ 3,635.68	
Great West Eng - TO 9 - Update of Growth Policy	38133	11/14/25	\$ 3,645.70			\$ 3,645.70	1	\$ -	\$ -		\$ 3,645.70	
Great West Eng - TO 9 - Update of Growth Policy	38467	12/18/25	\$ 2,961.17			\$ 2,961.17	1	\$ -	\$ -		\$ 2,961.17	
TOTALS			\$ 31,636.30			\$ 23,727.22		\$ 7,909.08		\$ -	\$ 31,636.30	

Budgeted Amount	\$ 25,500.00	\$ 8,500.00	\$ 34,000.00
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Balance of Funds	\$ 1,772.78	\$ 590.92	\$ 2,363.70
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