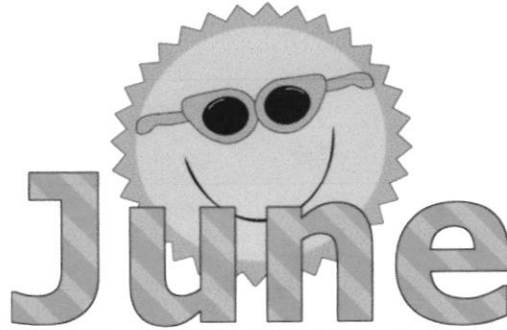


**CITY OF THOMPSON FALLS**



**Regular City Council Meeting**  
**In the City Hall, 108 Fulton Street, Thompson Falls, MT**  
**Monday, June 9, 2025, 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** -

**INFORMATION –**

---

**ACTION ITEMS**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. 1020 Maiden Lane 3-foot-high fence Variance
2. Growth Policy Survey and Poster
3. Sewer Project Phases 1 & 2 Pay Application for reimbursement.
4. Sludge Project Change Order for Quantity Reconciliation
5. Sewer Project Phases 3 & 4 Pay Application for reimbursement.
6. Water Project Pay Application for reimbursement.
7. SLIPA Paving Project Application for reimbursement.

Gary Podrat

---

**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**

---

The City of Thompson Falls is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting June 9, 2025, Time: Jun 9, 2025, 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting      Dial by your location      • +1 669 444 9171 US

<https://us06web.zoom.us/j/83022831514?pwd=G2eJebpDUPRuQwRA9czB1xFkECYUwa.1>

Meeting ID: 830 2283 1514

Passcode: 110946

**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 June 9 2025, 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: 1020 Maiden Lane 3-foot-  
high fence Variance

\_\_\_\_\_

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



CITY OF THOMPSON FALLS

Board of Adjustment COMMITTEE MEETING MINUTES

Month: June, Day: 2, 2025

Council Members Present:

Raoul Ribeiro  
Earlene Powell  
Hailey Blakney

City Officials Present:

Mayor Rusti Heivestad

Meeting opened at 4:38 p.m.

Others Present:

see attached sheet

Action/Motion made:

to have Neil look at Fence design to  
approve design and 3' variance.  
the Fence will not be any higher than 9'

( )  
Meeting adjourned at 5:00 p.m.

Sign: Raoul Ribeiro

Print: Raoul, \_\_\_\_\_ Committee Chair

ATTEST:

Chelsea Pete  
Chelsea Peterson, City Clerk/Treasurer



6/2/25

Zoning Committee mtg

Toko Leivesaia

Gussie O'Connor

Wahy Alu Belling

Steve Oswald



## City of Thompson Falls

### Board of Adjustments Committee Meeting

Meet at 108 Fulton Street, Thompson Falls, MT, then  
walk over to 1020 Maiden Lane, Thompson Falls, MT

Monday, June 2<sup>nd</sup>, 2025 @ 4:30 pm

Agenda: 1020 Maiden Lane would like to construct a  
10-foot-high fence and request a 4-foot variance to  
block the new County parking lot.

**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 June 2025, 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: GROWTH Policy Survey & POSTER  
APPROVAL

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

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

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

REQUEST FOR ITEM TO BE PLACED ON AGENDA  
THORNTON HILLS CITY COUNCIL

Please Print

request the following item be placed on the agenda for the \_\_\_\_\_ 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.

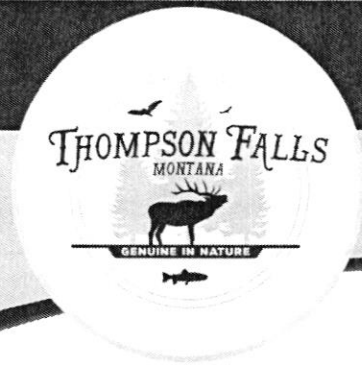
Information: \_\_\_\_\_  
Name: \_\_\_\_\_

Title:

Action:

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





# THOMPSON FALLS

## COMMUNITY SURVEY QUESTIONNAIRE

The City of Thompson Falls is updating its Growth Policy (comprehensive plan). The Growth Policy is meant to help guide decisions by the City Council over the next 5 to 10 years. To ensure that the updated plan reflects your concerns and needs, please complete the community survey that the City is distributing to residents.

---

1. What do you like about living in Thompson Falls? Check all that apply.

- ☐ *Quality of life*
- ☐ *Community spirit*
- ☐ *Safe place to live*
- ☐ *Rural lifestyle*
- ☐ *Recreation opportunities*
- ☐ *History of the area*
- ☐ *Service provided by the City?*
- ☐ *Other reason? (please specify)*

---

2. What is the single most important thing that would make living in the City better for you?  
Please select one of the following.

- ☐ *More job and business opportunities*
  - ☐ *More affordable housing*
  - ☐ *More retail services*
  - ☐ *Additional financial services*
  - ☐ *Indoor recreation (gym etc.)*
  - ☐ *Additional childcare options*
  - ☐ *Additional medical services*
  - ☐ *Higher educational opportunities (Vo-Tech etc.)*
  - ☐ *Assisted living and memory care services*
  - ☐ *Other reason? (please specify)*
-

---

3. Do you live within the City limits?

☐ Yes

☐ No

---

4. Do you own rental or commercial property within the City?

☐ Yes

☐ No

---

5. How long have you lived in or near Thompson Falls?

☐ Less than 5 years

☐ 6 to 10 years

☐ 11 to 20 years

☐ More than 21 years

---

6. What is your age?

☐ Under 18

☐ 18 to 25

☐ 26 to 35

☐ 36 to 45

☐ 46 to 55

☐ 56 to 65

☐ Over 65

---

7. Do you rent or own your housing?

☐ Rent

☐ Own

---

8. What types of type of residential development does Thompson Falls need more of? Please select all that apply.

☐ Rentals

☐ Senior housing

☐ Single-family homes

☐ Low-income/subsidized

☐ Duplex, triplex, fourplex

☐ Mobile/manufactured homes

☐ Apartment buildings

☐ Condominiums/townhomes)

---

9. Which of the following City infrastructure and services are the most important to you?  
Please select your top 3.

☐ City water system

☐ Fire protection

☐ City wastewater treatment system

☐ City administration

☐ City sponsored beautification projects

☐ Street maintenance

☐ Stormwater management

☐ Street lighting

☐ Sidewalks and trails

☐ Law enforcement

☐ Swimming pool

☐ Parks and playgrounds

☐ Schools

☐ Parking

☐ Other reason? (please specify)

---

---

10. Please select the top 3 projects that you would like the City to focus on.

☐ *City wastewater treatment system*

☐ *Stormwater management (curb/gutters)*

☐ *Sidewalks*

☐ *Swimming pool*

☐ *Street and alleys*

☐ *Street lighting*

☐ *Help create additional housing*

☐ *Parks and recreation*

☐ *Community beautification*

☐ *Assist with economic development*

☐ *Other reason? (please specify)*

---

11. Please provide any other comments you have.

---

12. If you would like to be kept informed about the process of updating the City's Growth Policy, please provide your email address:

**For more information on this survey and the update of the City Growth Policy  
call City Hall at 406-827-3557 or email [tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)**



# THOMPSON FALLS

## COMMUNITY SURVEY QUESTIONNAIRE



SCAN THIS CODE

<https://www.surveymonkey.com/r/ThompsonFallsSurvey>

The survey available through June 30, 2025

### THE CITY OF THOMPSON FALLS WANTS TO HEAR FROM YOU!!

The City of Thompson Falls is updating its Growth Policy (comprehensive plan). The Growth Policy is meant to help guide decisions by the City Council over the next 5 to 10 years. To ensure that the updated plan reflects your concerns and needs, please complete the community survey that the City is distributing to residents.

#### THINGS WE ASK:

- What do you like about Thompson Falls?
- Questions about the City's infrastructure and services.
- Identifying your concerns for the community.
- Your demographic information.

#### THINGS TO KNOW:

- The survey should take less than 10 minutes.
- Your answers will be private and anonymous.
- Your answers will help us improve the community.

You can also pick up a hardcopy version at the City Hall  
108 Fulton Street | Thompson Falls, MT 59873.

For more information on this survey and the update of the City Growth Policy  
call City Hall at 406-827-3557 or email [tfl3557@blackfoot.net](mailto:tfl3557@blackfoot.net)

**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 6-9 2025, 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: NOT COMPLETE - TABLE FOR  
SPECIAL MEETING

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

Action: Sewer Project Pay application  
for reimbursement  
Phases 1 & 2

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



REQUEST FOR IT TO BE PLACED ON AGENDA  
THOMPSON, A. L. CITY COUNCIL

Phone:

Meeting Room 100, City Council  
The City of  
Please call the City Council  
at the City Council  
at the City Council

Meeting Room 100, City Council

Meeting Room 100, City Council

Time:

Meeting Room 100, City Council  
The City of  
Please call the City Council  
at the City Council  
at the City Council

Meeting Room 100, City Council  
The City of  
Please call the City Council  
at the City Council  
at the City Council



**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 6-9 2025, 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: Sludge Project Change  
Order for Quantity Reconciliation

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

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

Phone #

Agency Name: Thompson Falls  
City Council Meeting

Please give a brief description of the item to be discussed  
approximately 100 words or less. The results you wish to see

Information

Date

Agency

All requests must be submitted by 5:00 PM  
on the day before the Council Meeting.

**CHANGE ORDER NO.: 1**

Owner:	City of Thompson Falls	Owner's Project No.:	1-16137
Engineer:	Great West Engineering	Engineer's Project No.:	1-16137
Contractor:	Thompson Contracting, Inc	Contractor's Project No.:	9259495
Project:	Wastewater System Improvements – Sludge Disposal		
Contract Name:	Wastewater System Improvements – Sludge Disposal		
Date Issued:	06/06/2025	Effective Date of Change Order:	06/06/2025

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Excavation and sludge hauling has been completed that is required for the project. There was no exploratory excavation required in the project. Change Order #01 is a quantity reconciliation to adjust the final contract price to change the contract quantity for exploratory excavation. The original contract quantity of Bid Item 102 was 5 hours, and this change order changes the contract quantity to 0 hours.

Decrease in contract price: \$1,325.00

Attachments:

N/A

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 546,325.00		Substantial Completion:	45
		Ready for final payment:	30
<b>No change</b> from previously approved Change Orders No. 0 to No. 1:		<b>No change</b> from previously approved Change Orders No.0 to No. 1	
\$ 0.00		Substantial Completion:	0
		Ready for final payment:	0
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 546,325.00		Substantial Completion:	45
		Ready for final payment:	30
<b>Decrease</b> this Change Order:		<b>No change</b> this Change Order:	
\$ 1,325.00		Substantial Completion:	0
		Ready for final payment:	0
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 545,000		Substantial Completion:	45
		Ready for final payment:	30

Recommended by Engineer (if required)

By:

Title:

Date:

Authorized by Owner

By:

Title:

Date:

Accepted by Contractor

CFO

6/6/25

Approved by Funding Agency (if applicable)





**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 6-9 2025, 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: Sewer Project Pay application  
for reimbursement  
Phases 3 & 4

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

**From:** Craig Erickson <cerickson@greatwesteng.com>  
**Sent:** Wednesday, June 4, 2025 10:36 AM  
**To:** Chelsea Peterson (tfl3557@blackfoot.net)  
**Cc:** Carrie Gardner; Craig Erickson  
**Subject:** Ph 3 & Ph 4 Wastewater - Requests for Reimbursement  
**Attachments:** Phase 3 4 - Budget\_Status\_Invoice - June 2025.xlsx; Ph3&Ph4 Requests for Funds with Supporting Materials\_June 2025.pdf

Chelsea,

The attached files include each of the documents associated with the latest requests for funding from the Phase 3 & Phase 4 wastewater project's CDBG, RRG, and ARPA funding. Please have the mayor sign and return the following documents.

- CDBG #11 – Page 1 – **Must be signed by two people. You, the Mayor, or Raoul**
- RRG Vendor Invoice #7 – Page 2
- ARPA Vendor Invoice #32 – Page 3
- Engineering Invoice Summary – Page 9

The following table summarizes the sources and uses for the requested funding.

Vendor/Activity	Invoice No.	Invoice Date	Amount	CDBG	Renewable Resources Grant (RRG)	ARPA Grant
Great West - CDBG Direct Benefit Admin	36183	05/20/25	\$ 5,982.62	\$ 5,982.62	\$ -	\$ -
Great West - Final Design	36212	05/21/25	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Great West - ROW/Easement/Permitting	36212	05/21/25	\$ 3,817.16	\$ -	\$ 3,817.16	\$ -
Great West - Gen Grant Admin	36213	05/21/25	\$ 2,596.00	\$ -	\$ 2,596.00	\$ -
			\$ 22,395.78	\$ 5,982.62	\$ 6,413.16	\$ 10,000.00

Please let me know if you have any questions.

Thank you,





**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

**REQUEST FOR FUNDS FORM**

<b>SECTION I - CDBG RECIPIENT INFORMATION</b>					
<b>CDBG CONTRACT NUMBER: MT-CDBG-20PF-03</b>		<b>DRAWDOWN NUMBER: 11</b>	<b>TOTAL AMOUNT REQUESTED</b> <b>\$5,982.62</b>		
<b>Name and Address of Grant Recipient</b> City of Thompson Falls PO Box 99 Thompson Falls, MT		<b>Make Deposit Payable To:</b> First Security Bank 107 Fulton Street Thompson Falls, MT 59873 <b>Acct#: 775684 ABA#: 092901337</b>			
	<b>A</b> Amount Budgeted	<b>B</b> Amount Expended Prior To This Draw	<b>C</b> Amount Requested	<b>D</b> Balance Remaining After This Draw	
<b>1. TOTAL ADMINISTRATION BUDGET</b>	<b>\$ 60,000.00</b>	<b>\$ 24,203.91</b>	<b>\$ 5,982.62</b>	<b>\$ 29,813.47</b>	
<b>2. Percent</b>	% of Total Grant 0.133333333	% of Column A 0.4033985			
<b>3. TOTAL ACTIVITY BUDGET</b>	<b>\$ 390,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 390,000.00</b>	
<b>4. Percent</b>	% of Total Grant 0.866666667	% of Column A 0.00			
<b>5. TOTAL CDBG GRANT BUDGET</b>	<b>\$ 450,000.00</b>	<b>\$ 24,203.91</b>	<b>\$ 5,982.62</b>	<b>\$ 419,813.47</b>	
<b>6. Cash on Hand</b>		\$			
<b>7. Amount of Requests Submitted and Not Received</b>		\$			
<b>8. Total Previously Drawn from State</b>		\$			
<b>PROGRAM INCOME SUMMARY</b>					
<b>9. Amount Received to Date</b>	\$0.00				
<b>10. Amount Expended to Date</b>	\$0.00				
<b>11. Program Income Balance</b>	\$0.00				
<b>REMARKS:</b>		Amount from line 11.			\$0.00
		Total Amount Requested: (5C - 11A)			<b>\$5,982.62</b>
<b>FOR DOC USE ONLY!</b>		Less 2% Retainage On Final Drawdown			\$
		Adjusted Amount Requested	\$		
<b>SECTION III - LOCAL APPROVAL</b>					
DATE:	SIGNATURE		TITLE		
DATE:	COUNTERSIGNATURE		TITLE		
<b>SECTION IV - DOC APPROVAL</b>					
EXPENDITURES ARE REASONABLE, APPROPRIATE _____		<b>APPROVED BY:</b>  TITLE:  DATE:			
FINANCIAL NUMBERS & SIGNATURES CORRECT _____					
CONSISTENT WITH PRECEDING DRAW & SABHRS _____					
ADMINISTRATION DOES NOT EXCEED 10% _____					
BUDGET AMENDMENT APPROVED _____					

Computer will Calculate

<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> City of Thompson Falls 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>	AC-22-0064	<b>Project Name</b>		Wastewater Improvement Project - Phase 3	
<b>DNRC Grant Manager</b>	Melissa Downing	<b>Claim Number</b>		7	
<b>QUANTITY</b>	<b>DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED</b>				<b>AMOUNT</b>
1	Vendor Great West Engineering	Invoice Number 36212	Dates of Service 4/13/25 - 5/17/25	Task Description ROW/Easement/ Permitting	\$ 3,817.16
1	Great West Engineering	36212	4/13/25 - 5/17/25	General Grant Administration	\$ 2,596.00
<b>GRAND TOTAL</b>					<b>\$ 6,413.16</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>Vendor Name (Authorized Person)</b>	Russlyn Leivestad
<b>Authorized Signature</b>		<b>Date Processed</b>	
<b>Date</b>		<b>Vendor's Signature</b>	
		<b>Title</b>	Mayor





ARPA Water & Sewer Infrastructure Grant Program  
2024 Progress Report Form

General Information

**Subrecipient Entity:** Thompson Falls, City of

**Project Title:** Thompson Falls Wastewater Improvements Project, Phase 3

**Grant Agreement Number(s):** AC-22-0064

**Grant Term End Date(s):** December 30, 2025

**Form Preparer Name:** Craig Erickson

**Form Preparer Phone:** (406) 399-0104

**Form Preparer Email:** cerickson@greatwesteng.com

**Reporting Period:** April 13, 2025 – May 17, 2025  
*Provide a beginning and end date. Example: January 1, 2024 – March 31, 2024.*

Quarterly Report Type

- ☒ Progress Report **with** Reimbursement Request.
- ☐ Progress Report **without** Reimbursement Request.

**Final Reports** – Do not use this form. See [Progress Reports, Amendments, and Closeout](#) on the ARPA Grant Management page for instructions on how to complete your Final Report.

Required Report Attachments

Check to indicate the required attachments are included with this report.

- ☒ **Updated [Schedule Form](#) is included with this report (REQUIRED).**  
The schedule form should be an accurate reflection of the status of the project, including bid and construction information. **The schedule you are attaching must be appropriate given the Grant Term End Date in the grant agreement (or executed grant amendment).**
- ☒ **Updated [Uniform Budget Tracking Spreadsheet](#) is included with this report (REQUIRED).**  
Include an updated budget spreadsheet that reflects current and previous expenditures on the grant(s). The tracker should be accurate through the end of the reporting period and include all incurred expenditures for all funding sources regardless of whether a reimbursement is requested. **Attachment B – Budget in the grant agreement (or executed grant amendment) must match the current project budget you are attaching.**

Sam.Gov Expiration: 01/03/2026

## Progress Reporting

### 1. Grant Activities this Reporting Period (REQUIRED)

List project tasks outlined in Attachment A – Scope of Work in the grant agreement (or executed grant amendment). Summarize activities that occurred under each task during the reporting period, including tasks with no activity. Provide an overview of progress on the overall project. Indicate tasks completed.

#### Example

- *Deliverable: Installation of 1900 linear feet of 8" water main. Update: Installation in 80% complete.*
- *Deliverable: Replace existing well pumps and controls. Update: No activity this quarter.*

The following scope of work will help address the deficiencies of the wastewater system. This scope of work is the object of the ARPA grant. It will use ARPA Competitive Grant funds for professional services, construction, and engineering-basic services associated with the following activities. Activities include:

- Deliverable: Engineering Preliminary Design, Final Design, Bidding, Construction Management, and Post Construction Services.

***Update: Preliminary & Final Design is 100% complete.***

***DEQ has authorized the City to solicit bids for the construction contract.***

***Update: Bidding, Construction Management, and Post Construction is 0% complete.***

- Deliverable: Installation of approximately 11,800 ft. of 8-inch polyvinyl chloride (PVC) sewer pipe.

***Update: Installation is 0% complete.***

- Deliverable: Installation of approximately 40 manholes.

***Update: Installation is 0% complete.***

- Deliverable: Construction of lift station #3.

***Update: Construction is 0% complete.***

- Deliverable: Installation of approximately 2,700 ft. of force main.

***Update: Installation is 0% complete.***

- Deliverable: Installation of 26 grinder stations.

***Update: Installation is 0% complete.***

- Deliverable: Installation of 19 curb stops/check valves.

***Update: Installation is 0% complete.***

- Deliverable: Abandonment of 181 septic tanks, removal, replacement, or restoration of sidewalk and asphalt streets.

***Update: Abandonment of septic tanks is 0% complete.***

- Deliverable: Construction of 181 service connections to the new main.

***Update: Construction is 0% complete.***

**Problems or Concerns (REQUIRED)**

Discuss any problems or concerns that have arisen (e.g., problems with the schedule, subcontractors, or budget items). Include steps underway to alleviate problems.

The City is actively collaborating with Great West to obtain the permit necessary to work in the BNSF right-of-way. While BNSF has approved the permit, MMIA has raised concerns regarding the insurance requirements tied to it. The city, Great West, and MMIA staff are now addressing this issue together.

**2. Next Reporting Period's Grant Activities (REQUIRED)**

List project tasks outlined in Attachment A – Scope of Work in the grant agreement (or executed grant amendment). Summarize activities that will occur next quarter under each task, including tasks with no expected activity. Indicate tasks expected to be completed.

City Attorney Tim Goen will issue the site title opinion.

Rural Development will authorize the City to solicit bids for the construction contract.

The City will advertise for bids for at least four weeks.

The City will open bids in July and, if necessary, hold a special meeting to award the construction contract.

Construction is now expected to begin in August.



### Grant Agreement Review Checklist

Review the ARPA Grant Agreement(s) and executed grant amendment(s). Respond to the questions below.

**1. Review Agreement Section 2. Term** – Is the Term End Date in the grant agreement still appropriate for the project?

☒ **YES** – Term End Date in the grant agreement is appropriate for the project to date.

☐ **NO or NOT SURE** – Contact your Grant Manager ASAP to explain. A grant amendment may be needed.

**2. Review Grant Agreement Attachment A – Scope of Work (Tasks/Deliverables)** – Do the tasks/deliverables listed in the Scope of Work in the grant agreement (or executed grant amendment) accurately reflect the project to date?

☒ **YES** – Scope of Work in the grant agreement accurately reflects the project to date.

☐ **NO or NOT SURE** – Contact your Grant Manager ASAP to explain. A grant amendment may be needed.

**3. Review Grant Agreement Attachment B – Budget** – Do the DNRC ARPA grant funds and matching funds in the budget in the grant agreement (or executed grant amendment) accurately reflect the project to date?

☒ **YES** – The budget in the grant agreement accurately reflects the project to date.

☐ **NO or NOT SURE** – Contact your Grant Manager ASAP to explain. A grant amendment may be needed.

### Additional Report Attachments (Optional)

Attach pictures, articles, maps, or any other document related to this quarter that you would like to include in the report.

---

### Verification of Subrecipient Concurrence

REQUIRED only if Form Preparer is not from Subrecipient entity

**Subrecipient Contact Full Name:** Chelsea Peterson

**Subrecipient Contact Title:** Clerk/Treasurer, City of Thompson Falls

**Subrecipient Contact Email:** TH3557@thickmoor.net

☒ The Subrecipient Contact listed above has reviewed this Progress Report and supporting documents. The Subrecipient Contact concurs with the information provided.

See the Reimbursements and Budget Tracking tab on the [DNRC ARPA Grant Management webpage](#) for documents and training videos.

**ARPA Water & Sewer Infrastructure Grant Program  
Project Schedule**

Use this document throughout the application and grant period to track the status of project milestones. Documentation associated with each milestone should be included in the ARPA application and/or submitted to the ARPA Grant Manager throughout the project.

**Applicant/Subrecipient Entity Name:** City of Thompson Falls

**Project Title:** Wastewater Improvements, Phase 3

	<b>Applicable to Project? (Yes/No)</b>	<b>ESTIMATED Completion Date</b>	<b>ACTUAL Completion Date</b>	<b>Comments</b>
<b>ENGINEERING PROCUREMENT*</b>				
Project Engineer procured and engineering contract executed.	Yes		June 21, 2021	
Other:				
<b>PLANNING &amp; DESIGN*</b>				
Preliminary design document completed (PER or Tech Memo).	Yes		May 9 2022	
DEQ Review: Plans and Specifications SUBMITTED to DEQ.**	Yes		March 25, 2025	This is the City's response to comments issued by DEQ
DEQ Review: Plans and Specifications APPROVED by DEQ.	Yes	April 2025		
Permit and/or other Agency Review: SUBMITTED for review.	Yes		March 25, 2025	USDA Rural Development's review of plans & specs.
Permit and/or other Agency Approval: APPROVAL received.	Yes	April 2025		
Water Rights finalized.	No			
Site Title Opinion, Right-Of Way, Land Purchases finalized.	Yes	April 2025		Waiting for BNSF Occupancy Permit
MEPA/NEPA complete or MEPA checklist submitted to DNRC.				
Other:				
<b>PROJECT BIDDING</b>				
Bid document advertised.	Yes	June 2025		
Bid complete and construction contract executed.	Yes	July 2025		
Other:				
<b>PROJECT CONSTRUCTION</b>				
Construction start.	Yes	August 2025		
Construction complete.	Yes	December 2026		
Project closeout.	Yes	January 2027		
Other:				

\*Engineering Procurement and Design Phase tasks must be completed before Project Bidding and Construction Phase tasks.

\*\*DEQ Plans and Specifications Review Fee is waived for ARPA-Funded project. Indicate your project is ARPA funded on your DEQ submittal cover sheet to have the fee waived.<sup>8</sup>

### EJCDC Engineering Invoice Summary

City of Thompson Falls, MT			Invoice Number:	36183;36212;36213
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Invoice Number: 36183;36212;36213

Invoice Date:	5/21/2025
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Due Date:	6/20/2025
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Billing Period:	4/17/25-5/17/25
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City of Thompson Falls, MT	Invoice Number:	36183;36212;36213
	Invoice Date:	5/21/2025
	Due Date:	6/20/2025
Project: Wastewater Collection System Phase 3 & 4	Billing Period:	4/17/25-5/17/25

Exhibit C payment Service Performed		Original Contract Amount	Amendments	Revised Contract Amount	Paid To Date	Due This Invoice	Balance Remaining
Exhibit C Basic Services	Preliminary Design Phase	\$ 575,000.00	\$ -	\$ 575,000.00	\$ 575,000.00		\$ -
	Final Design Phase	\$ 515,000.00		\$ 515,000.00	\$ 495,000.00	\$ 10,000.00	\$ 10,000.00
	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
				\$ -			\$ -
	Subtotal	\$ 2,035,000.00	\$ -	\$ 2,035,000.00	\$ 1,070,000.00	\$ 10,000.00	\$ 955,000.00

[illegible]

RPR-2	Resident Project Representative	\$ 880,000.00		\$ 880,000.00	\$ -		\$ 880,000.00
	Subtotal	\$ 880,000.00	\$ -	\$ 880,000.00	\$ -	\$ -	\$ 880,000.00

EXHIBIT C Additional Services	Additional Services - GeoTech	\$ 65,000.00		\$ 65,000.00	\$ 65,000.00		\$
	CDBG Direct Benefit Admin	\$ 60,000.00		\$ 60,000.00	\$ 24,203.91	\$ 5,982.62	\$ 29,813.47
	Additional Services - ROW & Easement	\$ 30,000.00		\$ 30,000.00	\$ 23,683.62	\$ 3,817.16	\$ 2,499.22
	Additional Services - O&M Manual	\$ 18,000.00		\$ 18,000.00			\$ 18,000.00
	General Grant Admin	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 42,512.23	\$ 2,596.00	\$ 104,891.77
	<b>Subtotal</b>	<b>\$ 323,000.00</b>	<b>\$ -</b>	<b>\$ 323,000.00</b>	<b>\$ 155,399.76</b>	<b>\$ 12,395.78</b>	<b>\$ 155,204.46</b>

<b>Total Current Billing:</b>	\$ 3,238,000.00	\$ -	\$ 3,238,000.00	\$ 1,225,399.76	\$ 22,395.78	\$ 1,990,204.46
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Summary						
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Basic Services	\$ 2,035,000.00	\$ -	\$ 2,035,000.00	\$ 1,070,000.00	\$ 10,000.00	\$ 955,000.00
RPR	\$ 880,000.00	\$ -	\$ 880,000.00	\$ -	\$ -	\$ 880,000.00
Add. Services less Project admin	\$ 173,000.00	\$ -	\$ 173,000.00	\$ 112,887.53	\$ 9,799.78	\$ 50,312.69
Subtotal	\$ 3,088,000.00	\$ -	\$ 3,088,000.00	\$ 1,182,887.53	\$ 19,799.78	\$ 1,885,312.69
Project administration	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 42,512.23	\$ 2,596.00	\$ 104,891.77
Total	\$ 3,238,000.00	\$ -	\$ 3,238,000.00	\$ 1,225,399.76	\$ 22,395.78	\$ 1,990,204.46

<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>
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[illegible]

## Circle One

Digitally signed by Carrie Gardner  
DN: cn=Carr,  
e=carrie@grashtesting.com,  
o=Grashtesting Engineering, OU=Great West Engineering, CN=Carrie Gardner

**Carrie Gardner**

I attest to the accuracy and integrity of this document.  
Date: 2022.09.26 17:24:28 -0500

**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 36183  
Date 05/20/2025

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

Professional Services from April 13, 2025 through May 17, 2025

**Task Order No. 5 - Phase 3 & 4 WW**  
**CDBG Direct Benefit Administration**  
Professional Fees

	Hours	Rate	Billed Amount
Project Specialist	31.00	144.00	4,464.00
<i>Phone conversations with beneficiaries</i>			
<i>Coordinate site visit, notice</i>			
<i>Coordinate intake trip</i>			
<i>Catch up applications, spreadsheets</i>			
<i>Prep for site visit</i>			
<i>Travel to Thompson Falls</i>			
<i>CDBG application intake</i>			
<i>Travel from T Falls to Fairmont</i>			
<i>Travel from Fairmont home</i>			
<i>Call with Craig</i>			
<i>New application intake</i>			
Certified Grant Writer 2	1.75	184.00	322.00
<i>CDBG Quarterly Report</i>			
<i>Discussed with Kitty the schedule for a third intake session in Thompson Falls.</i>			
<i>Checked status of applications with Kitty; presentation to Thompson Falls city council meeting</i>			

Reimbursables

	Units	Rate	Billed Amount
Lodging			311.01
Miles	943.00	0.77	726.11
Per Diem			159.50
Phase subtotal			5,982.62
Task Order No. 5 - Phase 3 & 4 WW subtotal			5,982.62

Invoice total **5,982.62**

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
TASK ORDER NO. 5 - PHASE 3 & 4 WW				
64.8-13 CDBG DIRECT BENEFIT ADMINISTRATION	60,000.00	24,203.91	30,186.53	5,982.62
Total	60,000.00	24,203.91	30,186.53	5,982.62



2501 Belt View Drive  
Helena, MT 59601

Phone: (406) 449-8627

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

Invoice number 36183  
Date 05/20/2025

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36183	05/20/2025	5,982.62	5,982.62				
	Total	5,982.62	5,982.62	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>.*



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 36212  
Date 05/21/2025

Project 1-21204 THOMPSON FALLS ON-CALL  
2021

Professional Services from April 13, 2025 through May 17, 2025

		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	100.00	
	Prior Billed	575,000.00	
	Total Billed	575,000.00	
		Current Billed	0.00
<b>10.2-13 Final Design</b>			
	Contract Amount	515,000.00	
	Percent Complete	98.06	
	Prior Billed	495,000.00	
	Total Billed	505,000.00	
		Current Billed	10,000.00
<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	10,000.00
		Total	10,000.00



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

**Right-of-Way/Easement & Permitting**

Professional Fees

	Hours	Rate	Billed Amount
Engineer 2	5.00	160.00	800.00
Engineer 4	14.50	194.00	2,813.00
Clerical Support	1.50	85.00	127.50
Reimbursables			
	Units	Rate	Billed Amount
Postage			76.66
Phase subtotal			3,817.16
Task Order No. 5 - Phase 3 & 4 WW subtotal			3,817.16

Invoice total **13,817.16**

**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	100.00	575,000.00	575,000.00	0.00	0.00	0.00
10.2-13 Final Design	515,000.00	98.06	495,000.00	505,000.00	10,000.00	1.94	10,000.00
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	100.00	65,000.00	65,000.00	0.00	0.00	0.00
64.10-13 Right-of-Way/Easement & Permitting	30,000.00	91.67	23,683.62	27,500.78	2,499.22	8.33	3,817.16
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	38.72	1,158,683.62	1,172,500.78	1,855,499.22	61.28	13,817.16
Total	3,028,000.00	38.72	1,158,683.62	1,172,500.78	1,855,499.22	61.28	13,817.16

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36212	05/21/2025	13,817.16	13,817.16				
	Total	13,817.16	13,817.16	0.00	0.00	0.00	0.00

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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 36213  
Date 05/21/2025

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

Professional Services from April 13, 2025 through May 17, 2025

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

#### General Grant Administration

#### Professional Fees

	Hours	Rate	Billed Amount
Project Administrator	2.25	152.00	342.00
<i>Draft Report</i>			
<i>Organize/ File Managment</i>			
<i>Set Up Certified Payroll Files</i>			
<i>Draft Report</i>			
<i>Look for Grant Submittal Checklist</i>			
Certified Grant Writer 2	12.25	184.00	2,254.00
<i>Responded to RFI from Chelsea; ARPA and MCEP Quarterly Reports</i>			
<i>Discussed budget and draws with Jennifer Baldassin;</i>			
<i>Sent draw packages to DNRC RRG and DNRC ARPA staff</i>			
<i>Responded to RFI from the DNRC's Melissa Downing</i>			
<i>ARPA webinar</i>			
<i>Discussed project status with CG</i>			
<i>Discussed project status and schedule with CG</i>			
<i>Site visit; council meeting;</i>			
<i>Finalized draw package and sent it to DNRC staff</i>			
Phase subtotal			2,596.00
Task Order No. 5 - Phase 3 & 4 WW Grant Administration subtotal			2,596.00

Invoice total **2,596.00**

#### Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
TASK ORDER NO. 5 - PHASE 3 & 4 WW GRANT ADMINISTRATION				
64.7-13 GENERAL GRANT ADMINISTRATION	150,000.00	42,512.23	45,108.23	2,596.00
Total	150,000.00	42,512.23	45,108.23	2,596.00

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
36213	05/21/2025	2,596.00	2,596.00				
	Total	2,596.00	2,596.00	0.00	0.00	0.00	0.00



2501 Belt View Drive  
Helena, MT 59601

Phone: (406) 449-8627

City of Thompson Falls

Project 1-21204 Thompson Falls On-Call 2021

Invoice number 36213

Date 05/21/2025

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SUBRECIPIENT: City of Thompson Falls  
PROJECT TITLE: Phase 3 & 4 Wastewater Project

ADMINISTRATION	CDBG (Ph3 & Ph4)	MCEP/ARPA	RRGL/ARPA	ARPA Competitive Grant	RD Loan Ph.3 Revenue Bond	RD Loan Ph.3 Assessment Bond	RD Grant Ph.3	RD Loan Ph.4 Revenue Bond	RD Loan Ph.4 Assessment Bond	RD Grant Ph.4	City Ph.4	TOTAL
Professional Services												
CDBG - LMI Direct Benefit Admin	\$ 60,000.00	\$ 30,000.00	\$ 15,000.00				\$ 35,000.00	\$ 10,000.00		\$ 20,000.00	\$ 40,000.00	\$ 150,000.00
Legal Costs		\$ 8,000.00						\$ 5,000.00				\$ 60,000.00
Travel & Training		\$ 2,000.00										\$ 13,000.00
Audit Fees											\$ 40,000.00	\$ 2,000.00
PreDevelopment Financing Fee					\$ 5,400.00							\$ 40,000.00
Interest Interest					\$ 96,000.00							\$ 5,400.00
Bond Counsel & Related costs					\$ 101,400.00	\$ 40,000.00	\$ 35,000.00	\$ 26,000.00	\$ 40,000.00			\$ 122,000.00
<b>TOTAL ADMINISTRATION</b>	<b>\$ 60,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 101,400.00</b>	<b>\$ 40,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 41,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 472,400.00</b>
<b>CONSTRUCTION RELATED ACTIVITIES</b>												
Easement Acquisition												
Engineering Additional Services (SID Formation, Surveying, GeoTech)			\$ 90,000.00	\$ 47,200.00				\$ 10,000.00			\$ 35,000.00	\$ 135,000.00
Engineering Basic Services - Design Bidding, Construction Mngmnt, Post Construction RPR				\$ 1,850,711.00							\$ 60,000.00	\$ 1,910,711.00
Construction - Phase 3		\$ 710,000.00	\$ 20,000.00	\$ 102,089.00	\$ 846,600.00	\$ 603,000.00	\$ 148,245.00	\$ 446,041.00		\$ 47,200.00		\$ 744,289.00
Construction - Phase 4							\$ 2,559,111.00			\$ 4,387,041.00		\$ 4,890,000.00
CDBG - LMI Assessment Payments	\$ 390,000.00								\$ 710,000.00			\$ 6,900,000.00
Contingency (10% plus + 3% Inflation)							\$ 1,689,641.00			\$ 2,040,759.00		\$ 3,730,400.00
<b>TOTAL ACTIVITY</b>	<b>\$ 390,000.00</b>	<b>\$ 710,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 998,600.00</b>	<b>\$ 603,000.00</b>	<b>\$ 4,397,000.00</b>	<b>\$ 2,259,000.00</b>	<b>\$ 710,000.00</b>	<b>\$ 6,475,000.00</b>	<b>\$ 95,000.00</b>	<b>\$ 18,747,600.00</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 450,000.00</b>	<b>\$ 750,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 1,100,000.00</b>	<b>\$ 643,000.00</b>	<b>\$ 4,432,000.00</b>	<b>\$ 2,300,000.00</b>	<b>\$ 750,000.00</b>	<b>\$ 6,495,000.00</b>	<b>\$ 175,000.00</b>	<b>\$ 19,220,000.00</b>

Assessment \$ 5,914.00  
Assessment \$ 4,687.50

SUMMARY OF PROJECT FUNDS

FUNDING SOURCE	AMOUNT
CDBG (Ph3 & Ph4)	\$ 450,000.00
MCEP/ARPA	\$ 750,000.00
RRGL/ARPA	\$ 125,000.00
ARPA Competitive Grant	\$ 2,000,000.00
RD Loan Ph.3 Revenue Bond	\$ 1,100,000.00
RD Loan Ph.3 Assessment Bond	\$ 643,000.00
RD Grant Ph.3	\$ 4,432,000.00
RD Loan Ph.4 Revenue Bond	\$ 2,300,000.00
RD Loan Ph.4 Assessment Bond	\$ 750,000.00
RD Grant Ph.4	\$ 6,495,000.00
City Ph.4	\$ 175,000.00
<b>TOTAL</b>	<b>\$ 19,220,000.00</b>