

CITY OF THOMPSON FALLS



Regular City Council Meeting
In the City Hall, 108 Fulton Street, Thompson Falls, MT
Monday, August 10, 2026, at 6:00 P.M.

AGENDA

OPEN MEETING - Call to order

ROLL CALL OF THE COUNCIL

PLEDGE OF ALLEGIANCE

****DISCLOSURE OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS****

A **conflict of interest disclosure** requires council members to publicly announce if they have a personal or financial stake in any matter before the council. An **ex parte communication disclosure** requires members to report any private, off-the-record discussions they had with individuals regarding a pending council decision.

SET THE AGENDA

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

COMMUNITY DECAY AND VIOLATIONS LIST REPORT - Attached

ENGINEER'S REPORT - Attached

STANDING COMMITTEE REPORTS – Budget/Finance: Attached

INFORMATION:

Main Street – Annie Wooden

Street paving/chip seal – Larry Milner and Rusti Leivestad

ACTION ITEMS:

UNFINISHED BUSINESS

1. Oxford Credit

NEW BUSINESS

2. Request a meeting with DOT about putting a turning lane at Post Office – Catherine DeWitt
3. Public Works Director Job Description
4. Fleet Management – GPS
5. Wastewater Project Phases 3 & 4 Pay Application for Reimbursement
6. 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/82533764078>

Meeting ID: 825 3376 4078

Passcode: 391295

CITY OF THOMPSON FALLS CITY COUNCIL MEETING MINUTES

Monday, July 13, 2026



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

Council Members Present: Raoul Ribeiro, City Council President; Katherine Maudrone, City Council Vice President; Rusti Leivestad, Larry Milner, Catherine DeWitt, and Mike Shear.

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

City Officials Present:

Gussie O'Connor, Mayor
Kelliann Barton, City Clerk/Treasurer
Tim Goen, City Attorney

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

Gussie O'Connor opened the meeting at 6:00 p.m. with the Pledge of Allegiance.
Kelliann Barton noted who was present.

The Council passed a 6-0 motion to set the agenda. (Ribeiro, Maudrone)
The Council passed a 6-0 motion to approve the Consent Agenda. Requested to look into having a trash can at the pool (DeWitt, Leivestad)

Standing Committee Reports: Budget/Finance, Police Commission, Budget/Finance, and Water/Sewer

ACTION TAKEN

Unfinished Business:

1. The Council motioned 6-0 to approve a water leak credit for the Rimrock in the amount of \$1,599.00. There was no public comment. (Leivestad, DeWitt)
2. The Council motioned 3 Ayes (Ribeiro, Leivestad, Maudrone) – 3 Nays (DeWitt, Milner, Shear) with Mayor O'Connor breaking the tie with an Aye to send the sewer credit for the Oxfords to the Committee of the Whole. There was public comment. (Ribeiro, Leivestad)
3. The Council motioned 6-0 to approve Resolution #871 to allow the 100 Block on S Columbia a parking exemption. There was no public comment. (Ribeiro, Milner)

New Business:

4. The Council motioned 5-1(Ribeiro abstained) to approve the water leak credit in the amount of \$407.25 for 307 Church St. Joy Vold said she had to replace her water main unnecessarily. There was a public comment asking whether the expense of replacing her water main would be reimbursed by the City. That will be sent to the Water and Sewer committee for further discussion. (Milner, Maudrone)
5. The Council motioned 6-0 to send the Mayor's proposal of rezoning the Mule pasture and the orchard to Recreation Open Space (ROS) to the Zoning/Board of Adjustment committee. There was public comment to have no zoning at all or possibly to rural unspecified. (Ribeiro, DeWitt)
6. The Council motioned 5-1 (Shear Nay) to approve the FY27 contract with the Montana League of Cities and Towns. There was public comment about using a local accountant and possibly opening this to bids. (Leivestad, Maudrone)
7. The Council motioned 6-0 to not approve the Western States Preventive Maintenance 3-year contract and to send to the Committee of the Whole. There was public comment about getting other quotes, going local. (Milner, Shear)
8. The Council motioned 6-0 to approve the mayor to look further into term limits for the Zoning/Board of Adj. and to stagger them. There was public comment. (Ribeiro, Leivestad)
9. The Council motioned 5-1 (Nay: Shear) to approve Resolution #870 to increase the water rates. There was public comment on seeking other funding options and on asking the USDA to waive the bond requirements. (Ribeiro, Leivestad)
10. The Council motioned 5-1 (Abstain: Shear, he said it was a waste of money) to approve the Wastewater Project Phases 3 & 4 Pay Application for Reimbursement. There was no public comment. (Leivestad, Maudrone)
11. The Council motioned 6-0 to approve the Water Project Phases 1 & 2 Pay Application for Reimbursement. There was no public comment. (Maudrone, Ribeiro)

Unscheduled Public Comment: There was public comment.

MAYOR'S REPORT –

- I attend Construction meetings each Thursday. On June 11 we had guests from RD in Washington D.C.
- June 15th we had a Public Hearing for the Water Rates Increase.
- I met with Josh and Robyn Oxford for conference on their W&S Credit.
- June 19th Kelliann and I attended a Webinar with MSU Local Government Center.
- I attended a Budget meeting and a Special City Council Meeting.
- June 26th I attended the Sanders County Chamber of Commerce meeting.
- Sat. June 27th I participated in the David Thompson Days/ July 4th Parade. Great Fun!
- July 3rd, I had the honor of swearing in our new City officer, Garret Sherwood.
- Today was a Planning Committee meeting.

The meeting was adjourned at 7:40 p.m.

Gussie O'Connor, Mayor

ATTEST: _____
Kelliann Barton, City Clerk/Treasurer

CITY OF THOMPSON FALLS



Regular City Council Meeting
In the City Hall, 108 Fulton Street, Thompson Falls, MT
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ROLL CALL OF THE COUNCIL

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SET THE AGENDA

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

COMMUNITY DECAY AND VIOLATIONS LIST REPORT - Attached

ENGINEER'S REPORT - Attached

STANDING COMMITTEE REPORTS – Budget/Finance, Police Commission, Budget/Finance, and Water and Sewer:
Attached

INFORMATION:

Main Street – Annie Wooden

ACTION ITEMS:

UNFINISHED BUSINESS

1. Water Leak Credit – Rimrock
2. Water/Sewer Credit – Oxford
3. Resolution 871 100 Block S Columbia Parking Exemption

NEW BUSINESS

4. Water Leak Credit – 307 Church
5. Mule Pasture and Orchard Rezoning
6. Montana League of Cities and Towns Contract
7. Western States Preventive Maintenance – 3 year Contract
8. Resolution 872 Zoning/Board of Adjustment Term Limit
9. Resolution 870 Water Rate Increase
10. Wastewater Project Phases 3 & 4 Pay Application for Reimbursement
11. 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/89645178915?pwd=O2jq88PpaIT53A3lLilqFyLmk0g4ey.1>

Meeting ID: 896 4517 8915

Passcode: 210298

CITY OF THOMPSON FALLS



City Council Meeting

In the City Hall, 108 Fulton Street, Thompson Falls, MT

Monday, July 13, 2026, at 6:00 P.M.

Sign-in Sheet

NAME	WOULD YOU LIKE TO ADDRESS THE COUNCIL DURING THE PUBLIC COMMENT PERIOD, AND IF YES, WHAT AGENDA ITEM NUMBER?	STREET ADDRESS
Please Print	√ = yes	Please Print ~ thank you
Melinda Thompson		219 Park
Randy Duffield		219 Park
Jeri Andersen		522 Cedar.
Dan Andersen		522 Cedar
Alanna Holmquist		217 4th Ave E
Steve Oswald		203 S. Gallatin TF
Robyn Oxford		403 Ferry St TF
Joshua Oxford		403 Ferry St - TFalls
MARY B. DUNN		25 silcox lane - TFalls
Earlene Powell		110 So. Columbia, T-F
Myanda Helgert		320 Mt Silcox DR
Holly Sanders		Harlow
Kelli Sanders		Harlow
Steve Taylor		Harlow
Michelle Terry		110 S. Columbia St
Joy Vold		307 Church St.
Nancy Haynes		102 Park St
Chris Haynes		" " "

JULY

**In the City Hall, 108 Fulton Street, Thompson Falls, MT
Monday, July 13, 2026, at 6:00 P.M.**

[illegible]

CITY OF THOMPSON FALLS

Planning Board

COMMITTEE MEETING MINUTES

Month: July, Day: 13th, 20 26

Council Members Present:

Katherine Maudron

City Officials Present:

Mayor Gussie O'Connor

Meeting opened at 5:30 p.m.

Others Present:

see sign in sheet

Action/Motion made:

* Raoul Ribeiro excused from Brock Per relationship
approved by committee

Joshua Peachy was approved by committee

*Brock
Perkins*

(Rusti Leivestad Catherine Dewitt)

Joshua Peachy
Raoul Ribeiro, Rusti Leivestad.

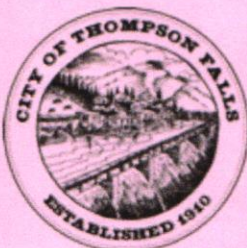
Meeting adjourned at 5:40 p.m.

Sign: Raoul Ribeiro

Print: Raoul Ribeiro, chair ^{Planning Board} Committee Chair

ATTEST:

Kelliann Barton, City Clerk/Treasurer



City of Thompson Falls

Planning Board

Monday, July 13, 2026, at 5:30 p.m. in the City Hall,
108 Fulton Street, Thompson Falls, MT

Agenda: Boundary Line Adjustment and Aggregation

If you have any questions, please call

City Hall: 406-827-3557

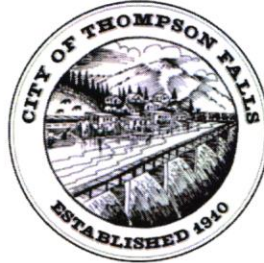
JULY

Sign-in Sheet

[illegible]

CITY OF THOMPSON FALLS
SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 27, 2026



The Special City Council meeting was held at the City Hall, 108 Fulton Street, Thompson Falls, Montana.

Council Members Present: Raoul Ribeiro, City Council President; Katherine Maudrone, City Council Vice President; Rusti Leivestad, Larry Milner, Catherine DeWitt, and Mike Shear.

City Officials Present:

Gussie O'Connor, Mayor

Kelliann Barton, City Clerk/Treasurer

Others signed in: Sign-in sheet attached.

Gussie O'Connor opened the meeting at 6:00 p.m.

Kelliann Barton noted who was present.

ACTION TAKEN

1. The Council made a motion 5-1 (Nay: Shear) to approve the Univision contract and agreed to stay with Blackfoot for the internet. There was public comment. (Leivestad, Ribeiro)
2. The Council made a motion 6-0 to approve the CDBG request for funds. There was no public comment. (Leivestad, Milner)
3. The Council made a motion 5-1 (abstain, Milner) to approve option one for the Kaniksu easement. There was no public comment. (Ribeiro, Leivestad)

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

Gussie O'Connor, Mayor

ATTEST:

Kelliann Barton, Clerk/Treasurer

CITY OF THOMPSON FALLS



Special City Council Meeting
In the City Hall, 108 Fulton Street, Thompson Falls, MT
Monday, July 27, 2026, at 6:00 P.M.

AGENDA

OPEN MEETING - Call to order

ROLL CALL OF THE COUNCIL

PLEDGE OF ALLEGIANCE

****DISCLOSURE OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS****

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SET THE AGENDA

COMMITTEE REPORTS: Budget/Finance
INFORMATION:

ACTION ITEMS:

UNFINISHED BUSINESS

1. Univision and Blackfoot Contract Update

NEW BUSINESS

2. CDBG Request for Funds
3. Kaniksu Easement

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

ADJOURN

Join Zoom Meeting

<https://us06web.zoom.us/j/82887488393?pwd=iSWml6JBZYvRTWrKD4xlzb4ULeEEj2.1>

Meeting ID: 828 8748 8393

Passcode: 639472

JULY

Sign-in Sheet

[illegible]

CITY OF THOMPSON FALLS

Budget Committee COMMITTEE MEETING MINUTES

Month: July, Day: 27, 2024

Council Members Present:

Randy
Rusti
KATHERINE
Catherine Smith, Larry Miller

City Officials Present:

Jessie McConah
Kelliann Barton

Meeting opened at 5 15P.m.

Others Present:

STEVE Oswald
KEVIN

Action/Motion made:

Use salary schedule - extend 40 years -
need to calculate what change would be - The details of
street retroactive - and going fwd

Use Univision Quote for phone, network server - Use Blackfoot
for internet

(Randy, Katherine)

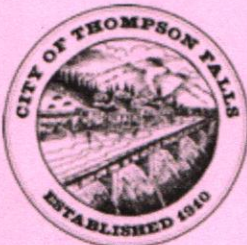
Meeting adjourned at 5 52P.m.

Sign: Rusti Leivstad

Print: RUSTI LEIVSTAD, _____ Committee Chair

ATTEST:

Kelliann Barton, City Clerk/Treasurer



City of Thompson Falls

Budget/Finance Committee

Monday, July 27, 2026, at 5:15 p.m. in the City Hall,

108 Fulton Street, Thompson Falls, MT

Agenda: Blackfoot/Univision contracts and City Pay
Schedule

If you have any questions, please call

City Hall: 406-827-3557

JULY

Sign-in Sheet

[illegible]

CITY OF THOMPSON FALLS

BUDGET COMMITTEE MEETING MINUTES

Month: AUGUST, Day: 5TH, 2024

Council Members Present:

KATHERINE
BAOUL
RUSTI

City Officials Present:

GUESSIE
KELLIANN

Meeting opened at 5:30 PM

Others Present:

JODI

Action/Motion made:

PRELIMINARY BUDGET

(_____, _____)

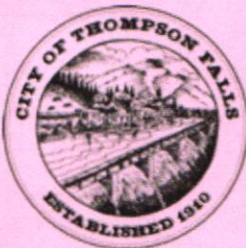
Meeting adjourned at 7:55 p.m.

Sign: Kath Frost

Print: _____, _____ Committee Chair

ATTEST:

Kelliann Barton, City Clerk/Treasurer



City of Thompson Falls

Budget/Finance Committee

Wednesday, August 5, 2026, at 5:30 p.m. in the City Hall,

108 Fulton Street, Thompson Falls, MT

Agenda: Preliminary Budget and Sewer Project Phases 3
& 4 Change Order Request

If you have any questions, please call

City Hall: 406-827-3557

August

Wednesday, August 5, 2026, at 5:30 P.M.

[illegible]

Court Code Abbreviations

Case Type:

CR
CV
SM
SW
TK

Criminal
Civil
Small Claims
Search Warrant
Ticket

Case Subtype:

CA
CO
LT
OP
OT

Credit Agency
Contract
Landlord/Tenant
Order of Protection
Other Civil (non-domestic)

Citations:

45-5
45-6
45-7
45-8

Crimes – Against the Person
Crimes – Against Property
Crimes – Offences Against Public Administration
Crimes – Offences Against Public Order

Monthly Case Statistics
July 2026

All cases Pending as of		July 2026		
Type			Subtype	Count
Civil	32		Landlord/Tenant	1
			Order of Protection	30
			Other	1
Criminal	7			7
Search Warrant	3			3
Ticket	89			89
			Total:	131

All cases Pending as of		August 2026		
Type			Subtype	Count
Civil	33		Landlord/Tenant	2
			Order of Protection	30
			Other	1
Criminal	7			7
Search Warrant	3			3
Ticket	97			97
			Total:	140

All cases filed in		July 2026		
Type			Subtype	Count
Civil	1		Landlord/Tenant	1
Ticket	20			20
			Total:	21

All cases disposed in		July 2026		
Type			Subtype	Count
Ticket	15			15
			Total:	15

Monthly Case Statistics

July 2026

Orders filed in July 2026

Type

Count

Total:

Orders disposed in July 2026

Type

Count

Total:

Hearing Results			
Result	Type	Subtype	Count
Hearing Held	Ticket		13
Result Total:			13
Hearing Held - Continued by Defendant	Ticket		5
Result Total:			5
Hearing Not Held	Ticket		21
Result Total:			21
Paid	Ticket		2
Result Total:			2
Report Total:			41

Monthly Activity Report

July 2026

Citations and Non-Citations By Issued Date

Financial Type: Fines and Fees

Cases With and Without Disposition

Citations	Last Month	This Month	Change	Last YTD	This YTD	Change
45-5	0	0	0	2	2	0
45-6	0	3	3	9	5	-4
45-7	0	0	0	3	3	0
45-8	0	0	0	5	3	-2
DUI	0	1	1	5	4	-1
ORDINANCE	0	2	2	12	17	5
PARTNER/FAMILY MEMBER ASSAULT	0	1	1	1	3	2
SEATBELT	0	0	0	1	10	9
SPEEDING	1	9	8	107	89	-18
TRAFFIC	5	8	3	73	81	8
Totals:	6	24	18	218	217	-1
Non-Citations						
Totals:	0	0	0	0	0	0
Fines and Fees						
BondForfeiture	2,500.00	0.00	(2,500.00)	0.00	2,500.00	2,500.00
Civil Filing Fee	0.00	50.00	50.00	0.00	50.00	50.00
Contempt	0.00	0.00	0.00	0.00	90.00	90.00
Court Costs	0.00	0.00	0.00	185.00	195.00	10.00
Fine	473.90	1,445.00	971.10	15,502.50	15,643.90	141.40
Law Enforcement Academy	50.55	110.00	59.45	1,545.00	1,680.55	135.55
Misdemeanor Surcharge	75.00	165.00	90.00	2,440.00	2,490.00	50.00
Prosecution Fee	0.00	0.00	0.00	250.00	50.00	(200.00)
Technology Surcharge	50.00	80.00	30.00	1,420.00	1,480.00	60.00
Victim Restitution	68.00	75.00	7.00	2,873.95	938.00	(1,935.95)
Victim Witness Admin Fee	0.00	2.00	2.00	7.00	7.00	0.00
Victim Witness Surcharge	0.00	98.00	98.00	368.00	378.00	10.00
Totals:	\$3,217.45	\$2,025.00	\$(1,192.45)	\$24,591.45	\$25,502.45	\$911.00

Thompson Falls City Court

User: CUC710

Citation By Officer
From 07/01/2026 to 07/28/2026
All Officers
All Revisions; All Statutes
Sorted By: Citation
All Case Types and Sub-Types
All Clerks

Officer: Derry, Michael

Finding:

Citation	Issued	Charge	Plea	Fine	Case
13659	7/1/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000015
13660	7/3/2026	202603/45-6-203 202603		0.00	TK-795-2026-000015
13661	7/3/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000015
13662	7/5/2026	202603/61-8-302(1) [1] 202603		0.00	TK-795-2026-000015
13664	7/6/2026	202603/61-8-344(3) 202603		0.00	TK-795-2026-000016
13670	7/19/2026	202603/61-6-301(2) [1st] 202603		0.00	TK-795-2026-000016
13670	7/19/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000016
13670	7/19/2026	202603/61-3-301(1)(a) 202603		0.00	TK-795-2026-000016
13671	7/24/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000017
13671	7/24/2026	202603/61-6-302(2) [1st] 202603		0.00	TK-795-2026-000017
13672	7/26/2026	202603/61-6-301(1) [1st] 202603		0.00	TK-795-2026-000017
13674	7/26/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000017
13675	7/28/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000017
13701	7/28/2026	202603/61-8-310(1) 202603		0.00	TK-795-2026-000017

Finding Totals:**Citation 14 Fines: 0.00**

Finding: Bond Forfeited

Citation	Issued	Charge	Plea	Fine	Case
13666	7/11/2026	202603/61-8-310(1) 202603		20.00	TK-795-2026-000016

2:22 PM

1 of 3

7/28/2026

Thompson Falls City Court

User: CUC710

Citation By Officer
From 07/01/2026 to 07/28/2026
All Officers
All Revisions; All Statutes
Sorted By: Citation
All Case Types and Sub-Types
All Clerks

Officer: Derry, Michael**Finding:** Bond Forfeited

Finding Totals: Bond Forfeited			Citation	1	Fines:	20.00
Finding: Guilty						
Citation	Issued	Charge	Plea		Fine	Case
13665	7/7/2026	202603/61-6-302(2) [2nd] 202603			250.00	TK-795-2026-000016
13667	7/11/2026	202603/61-8-301(1) [1st] 202603			260.00	TK-795-2026-000016
13667	7/11/2026	202603/61-8-1002(1)(a) [1st] 202603 Suspended Jail: Days: 9			800.00	TK-795-2026-000016
13673	7/11/2026	202603/45-6-302 202603 Suspended Jail: Days: 2			165.00	TK-795-2026-000016
A13668	7/17/2026	202603/45-5-206(1)(a) [1st] 202603			0.00	TK-795-2026-000016
Finding Totals: Guilty			Citation	5	Fines:	1475.00
Totals For: Derry, Michael			Citation	20	Fines:	1495.00

Thompson Falls City Court

User: CUC710

Citation By Officer
From 07/01/2026 to 07/28/2026
All Officers
All Revisions; All Statutes
Sorted By: Citation
All Case Types and Sub-Types
All Clerks

Officer: Nichols, Chris

Finding:

Citation	Issued	Charge	Plea	Fine	Case
13246	7/17/2026	202603/5.3B.4 202603		0.00	TK-795-2026-000016
13246	7/17/2026	202603/5.3B.7 202603		0.00	TK-795-2026-000016
41355 - SC	7/3/2026	202603/45-6-203 202603		0.00	TK-795-2026-000016

Finding Totals:**Citation** 3 **Fines:** 0.00

Finding: Bond Forfeited

Citation	Issued	Charge	Plea	Fine	Case
13245	7/1/2026	202603/61-8-310(1) 202603		30.00	TK-795-2026-000016

Finding Totals: Bond Forfeited**Citation** 1 **Fines:** 30.00**Totals For:** Nichols, Chris**Citation** 4 **Fines:** 30.00**Report Totals:****Citation** 24 **Fines:** 1525.00

**VIOLATION LIST FOR COUNCIL
8/3/2026**

July 2026					
Violations Reported:	7				
Number of Certified Letters Sent:	0				
Number of Citations Issued:	0				
Arrangements Made for Compliance:	3 Construction crews to put more h2o down See B				
Number of Officer/Police Admin/ Office Contact:	8				
Verbal warning given:					
Type of Violation:	A: 2	B: 2	C:	D: 2	E:
	F:	G:	H: 1	I:	Misc: 3

Ledger of Ordinance in Violation/Complaints

A: Setback
B: Parking or Encroachment on city street right of way Permission to move trailers off city ROW
C: Living in a Camper Trailer
D: Placememt Permit 1 Given and 1 having neighbor issues
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, Illegal dumping
Street Obstruction, traffic violations

Completed By Lisa Gregory Police Admin Asst

lg 08/03/26

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

I, _____ Phone # _____

request the following item be placed on the agenda for
the August 10 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: Oxford Credit

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

Oxford

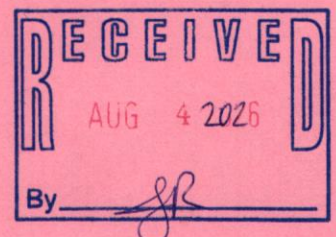
407 Ferry

409 Ferry

\$59.50	\$2,320.50	39 months	\$59.50	\$2,320.50	39 months
	<u>\$2,320.50</u>			<u>\$2,320.50</u>	

total:	\$4,641.00
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 only sewer



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

I, _____ Phone # _____

request the following item be placed on the agenda for
the August 10 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: Public Works Director Job
Description

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

POSITION DESCRIPTION

Class Title: Public Works Director

Department: Public Works Department

Location: City of Thompson Falls

GENERAL PURPOSE

Performs complex supervisory, administrative, professional, and operational work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, street, traffic control, street lights, city pool, city facilities, and other public works projects and programs.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor.

SUPERVISION EXERCISED

Exercises supervision over public works employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The position requires the ability to analyze, evaluate, prepare, write, and understand budgets, and to monitor Public Works construction and maintenance projects. Communicate orally and in writing; supervise; maintain accurate records; and read and understand construction standards and regulations.

Position may be required to be on call for after-hours emergencies, such as snow and ice control, water leaks or problems, sewer, street, or drainage problems, or other Public Works facilities issues.

Plans, directs, and coordinates a comprehensive public works program designed and implemented to assure services are being provided at the highest quality level; establishes and recommends overall goals for public works operations. Communicates with the Mayor and City Council to determine the overall direction of the city's public works program and operations.

Provides advice and counsel to the Mayor and City Council on projects, programs and developments; directs the public works operations to assure effective use of personnel, equipment and facilities; establishes priorities for short and long range projects and coordinates implementation as required; works with the City Clerk in developing, preparing and recommending a comprehensive budget with supporting data for public works projects and activities; serves as the liaison and advisor for the city on public works projects with engineers, government agencies, developers and the general public; recommends equipment purchases for public works operations; assists in applying for grants and loans for public works projects; supervise all personnel matters of the public works department as per City policy.

Plans, schedules, implements records, including time records; oversees and supervises public works construction and maintenance activities and operations to determine acceptability and

conformance to standards. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures while maintaining harmony among workers and resolving grievances.

Coordinates with other utility companies in the installation of gas, power, telephone, television and other utilities within City owned right-of-way.

Oversees the safety program for public works employees.

Coordinates with Engineers on street, traffic, drainage, water, sewer, storm sewer and other related Public Works Projects.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Shall attend monthly City Council meetings and other special City Council meetings as required. Shall provide a report on public works activities at the regularly scheduled City Council meetings.

Receives and answers citizen complaints and inquiries regarding public works operations.

Oversees water and wastewater system operations and maintenance; works independently, and makes appropriate decisions based on work experience and authority; assures that water and wastewater systems meet DEQ requirements.

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Determines applicable codes, regulations, and requirements for assigned projects.

Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Works with the Mayor, City Council and other Department Heads in the development and update of the City's Capital Improvement Program.

Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

PERIPHERAL DUTIES

Assists in the training of city personnel in public works systems and techniques.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from High School or GED equivalent, preferably college and/or advanced

training in areas of public works, engineering, management or similar fields of experience.

- B. Work experience in lieu of education may be considered. Prefer responsible public works experience, including three years in a supervisory or administrative capacity, involving the management of materials, equipment, personnel, budgets and purchasing. Technical certifications may be required.
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities;
- B. Skill in operating the listed tools and equipment.
- C. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- A. Possess a valid state of Montana driver's license. May be required to obtain a Commercial driver's license.
- B. Must have or be able to obtain within 3 months Swimming Pool Operations Licenses.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine; heavy equipment, including wheel loader, backhoe, motor grader, dump trucks, snow plows, street sweeper; specialty equipment related to water and wastewater system operation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required for inspections of various land-use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to very loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements change.

JOB PERFORMANCE CRITERIA AND EXPECTATIONS

Sound organizational and administrative practices and policies are initiated and followed; personnel and resources are being utilized effectively.

Long- and short-range goals and priorities are set for the public works operations and are implemented appropriately.

Effectively represents the City and establishes and maintains effective communication and working relationships with the general public, fellow employees, superiors, and other officials.

Operating costs for public works are controlled within the budgetary limitations.

Communicates effectively verbally and in writing.

Maintains a favorable work environment that motivates personnel to reach their potential; effectively trains personnel.

Maintains harmony among workers and resolves grievances.

Keeps the Mayor promptly informed of all matters of major importance and initiates or recommends actions regarding such matters.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Approval: _____
Mayor

Date: _____



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Information: _____

Time: 6:00 pm

Action: Fleet Management - GPS

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Information: _____

Time: 6:00 pm

Action: Wastewater Project Phases 3 & 4
Pay App for reimbursement

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