

**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 February 9 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.**

tfl3557@blackfoot.net

From: Craig Erickson <cerickson@greatwesteng.com>
Sent: Thursday, February 5, 2026 11:25 AM
To: Kelliann Barton (tfl3557@blackfoot.net); Gussie O'Connor (tfallsmayor@blackfoot.net)
Cc: Carrie Gardner; Craig Erickson
Subject: Growth Policy
Attachments: CDBG RFF #1 with Supporting Materials_Feb Update.pdf

Good morning, Kelliann,

We have updated the city's request for funds from the CDBG planning grant that it received for the Growth Policy Update project to include invoices charged to the project after the January council meeting. With the council's approval, please have the following documents signed and returned to me.

- CDBG Request for Funds #1 – PDF page 1
- CDBG Planning Grant Completion Report – PDF page 2

The invoice tracking spreadsheet is on the last page of the attached file.

Please let me know 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



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	\$33,060.30	
K. GRANT FUNDS REMAINING (IF ANY)	\$704.77	
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: _____		



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

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.

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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 **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			2,235.25		
37522	09/25/2025	13,744.00	13,744.00				
	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 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

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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>



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
			<u>2,961.17</u>
			Phase subtotal
			<u>2,961.17</u>
			Task Order No. 9 - Update of the Growth Policy subtotal
			<u>2,961.17</u>

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		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.

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

Invoice number 38728
 Date 01/23/2026

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

Professional Services from December 14, 2025 through January 17, 2026

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Planner I	3.00	133.00	399.00
	0.50	140.00	70.00
Certified Grant Writer 2	2.00	191.00	382.00
Phase subtotal			851.00
Task Order No. 9 - Update of the Growth Policy subtotal			851.00
		Invoice total	851.00

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	31,636.30	32,487.30	851.00
Total	34,000.00	31,636.30	32,487.30	851.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
38133	11/14/2025	3,645.70			3,645.70		
38467	12/18/2025	2,961.17		2,961.17			
38728	01/23/2026	851.00	851.00				
	Total	7,457.87	851.00	2,961.17	3,645.70	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 38765
 Date 01/29/2026

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

Professional Services from January 18, 2026 through January 29, 2026

Task Order No. 9 - Update of the Growth Policy

Update of the Growth Policy

Professional Fees

	Hours	Rate	Billed Amount
Certified Grant Writer 2	3.00	191.00	573.00
Task Order No. 9 - Update of the Growth Policy subtotal			573.00
		Invoice total	573.00

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	32,487.30	33,060.30	573.00
Total	34,000.00	32,487.30	33,060.30	573.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
38133	11/14/2025	3,645.70			3,645.70		
38467	12/18/2025	2,961.17		2,961.17			
38728	01/23/2026	851.00	851.00				
38765	01/29/2026	573.00	573.00				
	Total	8,030.87	1,424.00	2,961.17	3,645.70	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.

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**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 February 9 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: 6:00pm

Action: Wastewater Phase 3 & 4 Pay
App for Reimbursement

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

From: Craig Erickson <cerickson@greatwesteng.com>
Sent: Wednesday, February 4, 2026 5:04 PM
To: Kelliann Barton (tfl3557@blackfoot.net); Gussie O'Connor (tfallsmayor@blackfoot.net)
Cc: Carrie Gardner; Craig Erickson
Subject: Phase 3 and Phase 4 Wastewater - Requests for Funds
Attachments: SRF REVBAN #1 with Supporting Materials.pdf; Phase 3 4 - Budget_Status_Invoice - February 2026.xlsx

Good afternoon, Kelliann,

We have sent you each of the documents associated with the first request for funds from the wastewater project's SRF Revenue Bond Anticipation Note (BAN) and the 19th request for funds from the CDBG grant. The request also includes \$32,603.91 for Construction Management services charged to the project with Great West invoice #38464. You may recall that there wasn't enough funding in the SRF Assessment BAN to cover that cost.

Vendor/Activity	Invoice No.	Invoice Date	Amount	CDBG	RD/SRF Ph3&Ph 4 Revenue Bond
Great West - Construction Management	38464	12/18/25	\$45,000.00	\$0.00	\$32,603.91
Great West - Construction Management	38725	01/23/26	\$34,500.00	\$0.00	\$34,500.00
Great West - RPR	38725	01/23/26	\$18,689.05	\$0.00	\$18,689.05
Great West - CDBG Direct Benefit Admin	38726	01/23/26	\$986.25	\$986.25	
Great West - Gen Grant Admin	38727	01/23/26	\$6,147.25	\$0.00	\$6,147.25
S&L Underground	5	01/30/26	\$941,800.58	\$0.00	\$941,800.58
MT Dept of Revenue 1% Gross Receipts	5	01/30/26	\$9,513.14	\$0.00	\$9,513.14
Total			\$1,056,636.27	\$986.25	\$1,043,253.93

Please arrange to have the following documents signed and returned to me by February 11. The loan closing is scheduled for February 25th.

- SRF Revenue BAN Loan Disbursement Report #1 – PDF page 1
- Engineering Invoice Summary #2 – PDF page #18
- S&L Application for Payment #5 – PDF page #19
- Gross Receipts #5 – PDF page #25

Give me a call 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

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Montana State Revolving Fund ("WPCSRF") Program Loan Disbursement Report for Revenue Bonds/Recycled

For State use only (Funded from Principal Payment Recycled Account)

1. Borrower: Name: <u>Thompson Falls, City of</u> Address: <u>PO Box 99, Thompson Falls, MT 59873</u> Employer ID: <u>81-6001316</u>		5. Disbursement Number: <u>1</u>	
2. Project Name: <u>Phase 2B Rev BAN</u> SRF Project Number: <u>SRF-26624 Rev BAN</u> Borrower's Project Number: _____		6. Period covered by this Disbursement Report: From: <u>Present</u> To: <u>2/25/26</u> <small>(Mo/Day/Yr) (Mo/Day/Yr)</small>	
3. Committed Amount: \$ <u>2,943,000</u> (From the Binding Commitment Agreement)		7. Payment Instructions: <input checked="" type="checkbox"/> Wire Transfer: Bank: <u>First Security Bank</u> ABA : <u>092901337</u> Account : <u>775684</u> Bank Phone Number: <u>(406) 827-7000</u> Bank Contact Person: _____	
4. Total Loan Amount: \$ <u>2,943,000 BAN</u>			
8. Use of Funds			
	Classification	Amount This Period	Cumulative to Date
A. Administrative Charges		\$ 6,147.00	\$ 6,147.00
B. Land and Rights of Way			
C. Architectural & Engineering		\$ 85,793.00	\$ 85,793.00
D. Equipment			
E. Construction Improvements		\$ 951,314.00	\$ 951,314.00
F. Miscellaneous			
G. Total Construction Costs (Add Lines A through F)		\$ 1,043,254.00	\$ 1,043,254.00
H. Administrative Fee - For Initial Disbursement Only (Multiply Committed Amount by .00575)		N/A	N/A
I. Origination Fee - For Initial Disbursement Only (Multiply Committed Amount by .01)		N/A	N/A
J. Sub-Total (Add Amounts on Lines G, H, and I)		\$ 1,043,254.00	\$ 1,043,254.00
K. Debt Service Reserve Deposit (Multiply the Amount on Line J by .038)		N/A	N/A
L. Total Disbursement (Add Amounts on Line J and K)		\$ 1,043,254.00	\$ 1,043,254.00
M. State Share of Disbursement (For State Use Only)		\$	\$
N. Percentage of Physical Completion		%	%
Debt Service reserve to be determined on the long-term financing.			
9. Certification I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project, that the disbursements represent amounts which have not been previously requested, that an inspection has been performed and that all work is in accordance with the terms of the project as described in the Commitment Agreement.		a. Borrower(s) [Note: two borrower signatures are required only when two parties (i.e. a County and a District) borrow SRF funds through an interlocal agreement.] Signature of Authorized Certifying Official Typed or Printed Name and Title Gussie O'Connor, Mayor Signature of "Authorized Certifying Official" Typed or Printed Name and Title Signature of "Authorized Certifying Official" Typed or Printed Name and Title Carrie Gardner, PE, Project Manager	
		Date Signed: Telephone (Area Code, Number & Extension) (406) 827-3557 Date Signed: Telephone (Area Code, Number & Extension) (406) 827-3557 Date Signed: Telephone (Area Code, Number & Extension) (406) 495-6176	
10. Approval (For State Use Only)		DEQ Signature _____ Date _____ DNRC Signature _____ Date _____	

Project Progress Report

Community Development Block Grant Program

CDBG grantee	City of Thompson Falls
Contract number	MT-CDBG-20PF-02
Request for reimbursement number	#19
Total amount requested	\$986.25
Reporting Period	December 14, 2025 - January 17, 2026

Administration	
Administration amount requested	\$ 986.25
<p>Include the amount and a brief description of each individual administrative/financial related expenditure/invoice that will be paid in whole or in part using CDBG funds. Attach a copy of each invoice. Include summary payroll information for all work performed by the CDBG recipient's employees. At a minimum, include the name, title, date range or date(s) that work was performed, rates charged an hour, total hours worked, activities performed and total amount earned.</p>	
<p>CGW #1 - Kitty Schmid, who is now a certified grant writer (CGW) scheduled and worked with city clerk on the next meeting with interested residents that will be held on February 12.</p> <p>Project Specialist - Processed a new application for assistance; phone call with resident interested in applying for assistance; and assisted resident with application for CDBG Direct Benefit assistance. Project Specialist Schmid's hourly rate is \$144.</p> <p>CGW #2 - Labor compliance; finalized CDBG request for funds; and sent request with progress report and other supporting materials to Commerce. Craig Erickson's hourly rate is \$184.</p>	