



Welcome to the City of Kalispell, Montana

This guide was designed to help you
navigate city services available from the
Kalispell municipal government.



Overlooking the City of Kalispell, Photo by: Bret Bouda

Welcome!

On behalf of the city council members and staff, I wish to extend to you a very cordial welcome to our great city and the Flathead Valley.

This welcome packet includes information on water and sewer utilities, trash services, dog licenses, a service directory and more.

We hope you will enjoy your new home in Kalispell. If we can be of service do not hesitate to contact us.



Thank you for making your home with us.

Sincerely,

Doug Russell

[Kalispell City Manager](#)

Kalispell is a dynamic community located within thirty-minutes of [Flathead Lake](#), [Whitefish Mountain Ski Resort](#), [Glacier National Park](#), several [National](#) and [State](#) forests and parks, and the [Bob Marshall Wilderness](#) area.

Kalispell is the retail, professional, medical, and governmental center of the Flathead Valley serving approximately 140,000 people in Northwest Montana. With a population over 20,000, economic investment in the City is steady and tourism is a strong economic driver.

Kalispell boasts fantastic [Public Schools](#) including two High Schools, five Elementary Schools, a Middle School, a VoAg Center, an Education Center and award-winning [Flathead Valley Community College](#). Five private elementary schools and one private High School also serve Kalispell.

Kalispell is the historical hub of the valley offering a glimpse of the past with the [Conrad Mansion](#) and [Central School Museum](#). Art lovers can visit the [Hockaday Museum of Art](#) or any of many galleries. Concerts, farmers markets, art fairs, and festivals flourish in [Downtown Kalispell](#). The [Kalispell Chamber](#) is a great resource.

City Council Members

We want to hear from you!
citycouncil@kalispell.com

City Council

Ward 1

Sandy Carlson (406) 755-2993
Kari Gabriel (406) 257-4112

Ward 2

Chad Graham (406) 250-7600
Wayne Saverud (406) 257-4018

Ward 3

Jim Atkinson (406) 756-1102
Rod Kuntz (406) 261-0893

Ward 4

Tim Kluesner (406) 758-7756
Phil Guiffrida (406) 249-6662



Photo by:
Greg Lindstrom
Flathead Beacon

Mayor Mark Johnson
(406) 253-7467



Back Row, Left to Right: Chad Graham, Wayne Saverud, Kari Gabriel, Sandy Carlson, Tim Kluesner *Front Row, Left to Right:* Rod Kuntz, Mayor Mark Johnson, Phil Guiffrida & Jim Atkinson

Participating in Your Government

The City of Kalispell welcomes participation and wants to keep citizens informed. Kalispell residents can become members of volunteer [advisory boards](#), volunteer for city events, and provide feedback to the Mayor, Council and staff on current issues or concerns.

Keep informed about current issues through our [Notify Me](#) portal on the city website at www.kalispell.com on the home page.

- + **Emergency Alerts**
- + **Job Postings**
- + **Public Service Announcements and Press Releases**
- + **Bids and Proposals**
- + **Meeting Notices**



The City is also on social media.
Follow for current news, events and features.



[Facebook.com/CityofKalispell](https://www.facebook.com/CityofKalispell)

[Twitter.com/CityofKalispell](https://twitter.com/CityofKalispell)

[Linkedin.com/company/city-of-kalispell](https://www.linkedin.com/company/city-of-kalispell)



The [City Council](#) holds a regular public meeting the first and third Monday of every month and a work session meeting the second and fourth Monday of every month. Meetings occur at 7 p.m. at City Hall, [201 First Avenue East](#). Upcoming [agendas and materials](#) can be found on the city website under [City Council](#). The public is always welcome and will have an opportunity to speak or can e-mail the council at citycouncil@kalispell.com.

Regular Council meetings are streamed live on the city website, under [Meetings on Demand](#) and aired live on Charter Cable, Channel 190.

Many city documents are public records and available on the website under [Archives](#). Contact the [City Clerk's office](#) for more information at (406) 758-7756 or cityclerk@kalispell.com.

We look forward to hearing from you.

Employment with the City of Kalispell

With an average of 180 employees, the City of Kalispell is one of the larger employers in the area. Employment with the City of Kalispell comes with competitive wages, health and dental insurance benefits, paid holidays, vacation days, and retirement benefits.

The City of Kalispell is an equal opportunity employer. All employees are subject to a minimum six-month probationary period at the start of employment. Background checks are conducted as a part of the pre-employment screening.

Learn more about working for the City of Kalispell and check for available positions on the city website under Human Resources. You can also sign up for job posting notifications at www.kalispell.com, [Notify Me](#) on the home page.



Veteran's Memorial at Depot Park

Parks & Recreation Department

[Kalispell Parks and Recreation](#) is pleased to offer many forms of recreation such as:

- ◆ [Afterschool Programs](#)
- ◆ [Aquatics](#)
- ◆ [Outdoor Activities](#)
- ◆ [Concerts](#)
- ◆ Special Events
- ◆ Cultural Classes
- ◆ [Sports](#)
- ◆ [Youth Camps](#)



Picnic In The Park Concert Series



Formal Garden in Woodland Park

Kalispell Parks & Recreation maintains 429 acres of parkland and natural open space including over 28 city parks that include many pavilions, gardens, & green spaces for hosting group events. An [interactive map of parks and trails](#) that lists amenities is available at www.kalispell.com under Departments - [Parks](#). For activities such as family gatherings, company picnics, sports events, etc., prior approval and a reservation permit is required. See the city [website](#) for details.

The Parks and Recreation Department takes great pride, attention and care in its [urban forest](#), and the Tree City USA status maintained since 1987. Trees are a critical part of the urban infrastructure and provide many benefits to the community including air purification, windbreaks, noise reduction, animal habitat, shade and energy savings. The presence of trees is known to reduce stress and provide a mentally healthier environment for citizens.



Parks & Recreation Contacts

General Information Park Facilities Rental General Parks Maintenance	kpr@kalispell.com	(406) 758-7849
Subdivision Development	Chad Fincher Director cfincher@kalispell.com	(406) 758-7960
Park Improvements and Developments Urban Forestry Program	Fred Bicha Parks Superintendent fbicha@kalispell.com	(406) 758-7716
Boulevard Tree Requests General Parks Information	Lisa Simmer Administrative Specialist lsimmer@kalispell.com	(406) 758-7715
Recreation Picnic in the Park Concerts Special Events	Recreation Superintendent Mark Freidline mfreidline@kalispell.com	(406) 758-7717
Aquatics Woodland Water Park	kpr@kalispell.com	(406) 758-7812
Youth Sports Outdoor and Adult Recreation	cpalmer@kalispell.com Celeste Palmer	(406) 758-7849
Afterschool Program Recreation and Youth Camps	Emily Trebas Recreation Programmer etrebas@kalispell.com	(406) 758-7975





Kalispell Police Department

The [Kalispell Police Department](#) is staffed by professional men and women who strive to make Kalispell a great place to live and visit. We have 37 sworn police officers, ten civilian employees, and multiple volunteers.

We are proud of the diverse level of services we provide the community which includes vehicle patrol, bicycle patrol, motorcycle patrol, SWAT, investigations, crisis negotiations, major crime unit, school resource officers, drug task force participation, crime analysis, child forensic interviewers, and multiple ancillary services provided through community partnerships.

We at the Kalispell Police Department are firm believers that the community is a vital part of our success; therefore we offer multiple

opportunities for the community to be involved in our department. We offer an eight week "Citizens Academy" and a "Junior Academy" that meets two hours a week for eight weeks to learn about and take part in Police Department activities. We also offer a ride-along program.



Local Law Enforcement Numbers

Emergency **9-1-1**

Kalispell Police Department **406-758-7780**

Press 1 to report a crime or speak with an officer

Press 2 for Administration, Detectives, Records



Flathead County Sheriff's Department **406-758-5585**

Northwest Drug Task Force **406-758-5878**

Drug related tips to: NWDTFTips@flathead.mt.gov

Crimestoppers **406-752-8477**, flatheadcrimestoppers1@gmail.com

Adult Detention **406-758-5617**

Juvenile Detention **406-758-5550**

Kalispell Municipal Court **406-758-7705**

Montana Highway Patrol **406-755-6688 or 1-855-647-3777**

Coffee with the Chief

Kalispell Chief of Police Roger Nasset meets with the community to discuss public safety issues and share information the second Wednesday of each month, at 5:30 p.m., at Sykes Diner, 202 2nd Avenue West. If you are interested in having a cup of coffee with the police chief, call the city clerk at (406) 758-7756 to confirm, or check on the city [Facebook page](#) or the [events calendar](#) on the city website.

Crime Statistics Map

An interactive, online, [crime statistics map](#) of Kalispell is available to the public. This map provides a spotlight of where certain types of crimes or other incidents are occurring over a one week period. The map can be found at www.kalispell.com, under Departments - [Police](#).

Proactive policing through community education and partnerships ensuring the highest level of public safety while upholding the rights and dignity of those we serve.

STRIVING TO EXCEED EXPECTATIONS



Kalispell Fire Department

The [Kalispell Fire Department](#) staffs two fire stations with a total of 29 operations personnel that work a 24 hour shift and staff three platoons. The Fire Department also has a compliment of three type 1 engines, two type 6 engines, one 105' ladder truck, three ambulances, one water tender and three administrative vehicles. Employees of the Kalispell Fire Department are trained in both fire and medical, providing Advanced Life Support and ambulance transport services to the local community with Firefighter/Paramedics.

In 2015, Kalispell Fire responded to 3,283 calls and conducted 196 hours of public safety instruction to approximately 1,064 people.

In the event of a Fire or Medical Emergency Call 9-1-1

Services Provided

- ◆ Fire and Emergency Medical Response
- ◆ Technical Rescue
- ◆ Northwest Hazardous Materials Response Team
- ◆ Mutual Aid to Neighboring Jurisdictions
- ◆ Public Education
- ◆ Fire Company Fire Inspections / Pre-Fire Planning
- ◆ Hydrant Inspections
- ◆ Ice Rescue
- ◆ Kalispell Police Special Response Team
- ◆ Advanced Life Support Transport

***Protecting Our Community With The Highest
Level of Professionalism.***

Home Emergency Escape Planning

Plan Ahead. If a fire breaks out in your home, you may have only a few minutes to get out safely once the smoke alarm sounds. Everyone needs to know what to do and where to go if there is a fire.



Draw a home escape plan and discuss it with everyone in your home. Twice a year, practice the plan at night and during the day.

Know at least two ways out of every room. Make sure all doors and windows leading outside open easily.



Personnel stand next to a Kalispell Fire Department Ambulance

Safety check prior to making a hazardous materials entry



WATER & SEWER SERVICES

Applications for water service are available at City Hall, 201 First Avenue East. Water and sewer charges are billed by the 20th of each month. Payments are due by the 10th of the following month.



Customers can pay in person at the Water Department, on the first floor of [City Hall](#), through automatic checking or savings withdrawal, through an automated phone payment line at 1-866-636-3850, or

[online](#) with Visa or MasterCard at www.kalispell.com. Bills can also be sent through email notification. To set up online billing, automatic withdrawal, or to receive a password for paying online, contact the Water Department at (406) 758-7745. The friendly staff at City Hall are ready to assist you.

Learn where your water comes from, what it contains, and how it compares to standards set by regulatory agencies in the [Consumer Confidence Report](#) found at www.kalispell.com, under Departments, Water.



SEWER AND WATER RATES

SEWER

Monthly Administrative Charge (base rate)	\$8.44
Volume Charge (per Thousand Gallons)	\$4.78

WATER

Monthly Administrative Charge (base rate)	\$7.50
Volume Charge (per Thousand Gallons)	\$2.43

SPRINKLING RATE Charged May 1 to Oct. 31

Volume Charge (per Thousand Gallons)	\$1.55
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SPECIAL TERMS & CONDITIONS

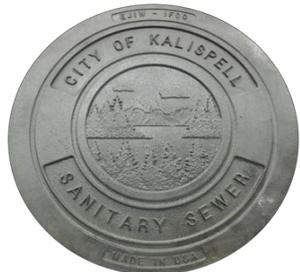
Out-of-City Water and Sewer Rate is 1.25 times the In-City rate.

Certain items should not be disposed of in the sewer system. The following items should be thrown away in your trash can, **NOT** in the toilet:

Flushable Wipes—Diapers—Cooking Grease—Paper Towels—Food—Feminine Hygiene Products.

If you experience a sewer backup, call the Public Works Department immediately at (406) 758-7720. After hours call 9-1-1.

PLEASE DO NOT
discharge sump pumps into
the sanitary sewer system.



NEW GARBAGE SERVICE

Residential Service—Owner Requested

A \$111 property tax assessment is billed with annual property taxes. 300 and 400 gallon containers are provided in the alleys for customers located in the city service area of an alley. This is defined as those areas of the city where there is an alley in a block or an alley that borders a city block. 100 gallon containers are provided for properties requiring curbside service. The cost for service is assessed annually for one time per week pickup.

Request garbage service at the Public Works Office at 201 First Avenue East, or by calling (406) 758-7720.

Owner Requested Commercial Service

The cost for one time pickup per week for commercial service will be assessed to property taxes and costs \$338 per year for a 300 gallon container and \$411 per year for a 400 gallon container.

Non-owner/Tenant Residential or Commercial

The City will provide garbage service to non-owner/tenants. The first year's billing will be pro-rated on a quarterly basis. Thereafter, the annual rate will be due on or before January 31 of each year and is non refundable.



OTHER SANITATION SERVICES

Christmas Tree Pick up

The City Parks Department with the help of community volunteers will pickup Christmas Trees beginning around January 2. Place the trees upright at the street in the boulevard area. The City will either chip or dispose of the trees for a two week period.

Alley Cleanup

The City of Kalispell will remove minor debris from alleys as time and man power permits. Sod, grass and garden trimmings, leaves, lawn trimmings, and other normal spring and fall home cleanup will be removed. Place in the alley behind your house ten feet away from the garbage container. Please break down and flatten cardboard boxes and bag other yard debris.

Recycling

Several private recycling agencies have services available.

*Help Keep Kalispell Beautiful...
Remember to Recycle whenever possible.*



Prior Water Dept. at 312 First Avenue East, now Public Safety

SNOW REMOVAL



A primary system of [snow routes](#) has been established for effective snow removal. Plowing will begin when snowfall of 3 inches has occurred or is expected overnight. A list of Primary Snow Routes is available from the Public Works office Online under Departments, Public Works.

First Priority: Any hour service by the Street Division.

Second Priority: Will receive immediate attention following plowing of first priority routes.

Other Residential Streets: Depending on severity, these streets will be plowed within 48 hours of the end of snowfall in excess of 3 inches.

Alleys: Alleys will not be plowed except to maintain essential services.

City Owned Parking Lots: Plowed within 12 hours of the end of a snow event. (Parking lots and sidewalks administered by the Kalispell Parking Commission are not covered by this policy.)

Central Business District Parking: Snow moved from on-street parking within 24 hours of snow event depending on severity of occurrence.

Sidewalks: Sidewalks at City facilities shall be cleared within 36 hours of end of snow fall.

Sanding/Ice Control: Street sanding abrasives and ice-melting solutions shall be used sparingly and only when application will produce a proven result. In order to reduce dust pollution, sanding abrasives will not be used except when ice-melt solutions will be ineffective.

Private Driveways: It is strictly forbidden for a City plow to clear snow or ice from private driveways or property unless it must be done for emergency vehicle access.

***** IMPORTANT *****

PLEASE DO NOT let children play in snow piles in the right of way. They may be difficult to see and could be harmed by passing vehicles or snow clearing equipment.

Clearing Sidewalks is Everyone's Responsibility

Clearing sidewalks is everyone's responsibility and is an important civic duty that helps ensure walkable, vibrant neighborhoods. Property owners need to clean sidewalks in front of and adjoining their property within 72 hours of a snow event and central business district owners should remove snow by noon on the day that snow accumulates. Don't forget to help out your elderly or handicapped friends, family and neighbors.

If we all work together we can keep Kalispell an inviting, accessible place to visit and live.

If you notice an address where a homeowner or business is forgetting to shovel their sidewalks, please give Public Works a call at (406) 758-7720 so they can help remind them.



Let's Go Clear the Snow!

Pushing snow from private property onto the public streets, alleys, or sidewalks is prohibited by City Code.

Plowing & Parking in Residential Areas

In central Kalispell, plow operators will clear Avenues on Sunday, Monday, Wednesday, and Friday and Streets on Tuesday, Thursday, and Saturday. If you must park on the public street, please park on the nearest adjacent Street or Avenue on the days when plows are operating.

Please note: Plow operators will attempt to clear snow from curb to curb. Where access to the curb line is blocked by parked cars, owners should expect snow to accumulate around the parked car as the plow passes the vehicle. City crews will try to avoid plowing snow against a parked vehicle. However, if it does happen they will not be able to assist in removing the piled snow.

FALL LEAF REMOVAL

Kalispell crews [remove leaves](#) from City streets during fall. During fall, residents and business owners are encouraged to rake leaves from boulevards onto the street two feet away from the curb. This distance is important



to allow the leaf machines to operate efficiently. Vehicles must be removed from curbsides during leaf pickup operations.

Leaves are removed from Avenues on Mondays, Wednesdays, and Fridays. Crews will work on Streets on Tuesdays and Thursdays. Outlying residential areas will be done daily.

City Street personnel will make every effort to remove leaves as quickly as possible.

*** * IMPORTANT * * ***

PLEASE DO NOT put rocks, dirt, cans, bottles, branches, and other items of this nature in the leaf piles. This can cause bodily injury to personnel or bystanders and damage to machinery.

PLEASE DO NOT allow children to play in boulevard leaf piles as they may be hard to see and could be injured by passing vehicles or equipment.

PETS

Dog Licensing

City residents must purchase a Flathead County license for all dogs over the age of four months within 30 days of moving into the County. The application can be found online at the [Flathead County Animal Shelter](#) website. The fee for this license is \$45. for a lifetime. Please call the County Shelter at (406) 752-1310 with questions.

Pet Etiquette

Dogs must be kept on a leash no longer than 6 feet in length when out and about in the city. Vicious dogs are not allowed in the city limits, and it is unlawful to have more than four dogs. Please refer to [Kalispell's City Codes](#) for the rights and responsibilities of pet owners including what animals are not allowed to reside in City limits. City Codes can be located on the city's homepage under [Municipal Codes](#).



Building Department

The [City Building Department](#) performs plan reviews and inspections on all commercial and residential projects within the city limits. Permits are required for building, electrical, plumbing, mechanical, tenant improvements and fire suppression systems. Our website includes the requirements and forms needed for new construction, remodels, additions, tenant improvements, detached garages, and decks. In addition, the department is responsible for conducting Fire Life Safety inspections and fire/alarm plan review of commercial properties within the city.

Planning Department

The [Planning Department](#) provides professional planning assistance to the city and serves the public interest by providing a forum for open dialogue, identification of issues and goals, creative problem solving, plan development, and implementation. We work to educate, coordinate and facilitate strategies that protect and maintain property values, public investment, built and natural environment, and the quality of life.



Community and Economic Development Department



The [Community & Economic Development Department](#) works to build a strong community and drive economic growth in Kalispell. The Department offers a number of economic development tools to support these efforts:

Brownfields Program – Assessment & Cleanup Revolving Loan Fund

The Kalispell Brownfield Program is voluntary. Eligible public or private property owners can use grant funds to address regulatory agency requirements, complete the sale of their property, or to learn more about their property should they consider selling it. The assessments are completed at no cost to the property owner, and information about the presence/absence of contamination is provided to the owner upon completion of the work. In addition, sites assessed by the City are potentially eligible for low-interest, environmental cleanup loans.

Revolving Loan Fund – Low Interest Microloans for Businesses

The City of Kalispell's Redevelopment Loan Program is intended to provide a financing mechanism for businesses that are located in the city limits for real estate improvements to their place of business. This program is designed to assist businesses by making low interest, long term fixed rate financing for general improvements to the property.

Tax Increment Financing District Loan Funds – Low Interest Loan Funding

Expenditures of TIF-generated revenues are subject to certain restrictions. The funds generated from a TIF district could be used to

finance a variety of eligible improvement projects including: City-made low interest loans and/or grants for on-site infrastructure needs, landscaping, parking, and decorative street lighting; and public construction of off-site infrastructure needs.

For more information regarding funding availability and program guidelines for any of these development tools, please contact the Community & Economic Development Office at (406) 758-7713 or kthompson@kalispell.com.



Kalispell Core & Rail Redevelopment Project

The City is excited to be a partner in The Core & Rail Redevelopment Project which provides a vision for a tomorrow that embraces the realities of the 21st century. The project will create a rail-served industrial park on the eastern outskirts of Kalispell, build a beautiful new linear park with biking and walking trails through the historic rail road corridor and open up the Core Area and historic downtown to new business and development opportunities.

For more information about this project and the business/development opportunities available please visit the project website at www.kalispellcoreandrail.com or:

Core Area Development

Katharine Thompson
City of Kalispell
kthompson@kalispell.com
(406) 758-7713

Glacier Rail Park

Kim Morisaki
FCEDA
kim@dobusinessinmontana.com
(406) 257-7711 ext 3



Municipal Court Services

Kalispell [Municipal Court](#) handles misdemeanor criminal cases, search warrants, city ordinance violations, municipal infractions, Orders of Protection and civil cases. The city website has information regarding court sessions, jury services, assistance with domestic violence, payment information and forms. You can also fill out a [request for court records online](#).

Frequently Asked Questions

Do I need a city business license? No— the city does not require a general business license, but please follow all [zoning requirements](#) and state statutes.

If an address lists the city as Kalispell, does that mean it is in the city limits? No— Many homes list Kalispell, but are actually in Evergreen or in the jurisdiction of the County. Check city limits in the city's [interactive map](#) at www.kalispell.com, under Departments - [Building](#).

How do I determine the zoning for a particular area of Kalispell?

The City has an [interactive map](#) with 10 layers that can be added like zoning, city limits, subdivisions, etc. The map can be found at www.kalispell.com under Departments - [Building](#).

How do I look up city laws and codes?

A searchable database is available at www.kalispell.com, under the [Municipal Codes](#) tab on the home page.

I am not sure what department to call with my non-emergency question—Who should I contact? You can call the [City Clerk](#) at (406) 758-7756 to be directed to the proper department.

Contact Information

Mailing Address: P.O. Box 1997, Kalispell, MT 59903

City Hall – 201 1st Avenue East, Kalispell, MT 59901

<u>City Manager</u>	Doug Russell	(406) 758-7703
	citymanager@kalispell.com	
<u>Airport</u>	Doug Russell	(406) 758-7703
	citymanager@kalispell.com	
<u>Building</u>	Jeff Clawson	(406) 758-7734
	bldngdept@kalispell.com	
<u>City Attorney</u>	Charles Harball	(406) 758-7977
	cityattorney@kalispell.com	
<u>Clerk & Communications</u>	Aimee Brunckhorst	(406) 758-7756
	cityclerk@kalispell.com	
<u>Community Development</u>	Katharine Thompson	(406) 758-7713
	kthompson@kalispell.com	
<u>Finance</u>	Rick Wills	(406) 758-7755
	finance@kalispell.com	
<u>Human Resources</u>	Terry Mitton	(406) 758-7757
	personnel@kalispell.com	
<u>Planning</u>	Tom Jentz	(406) 758-7940
	planning@kalispell.com	
<u>Public Works</u>	Susie Turner	(406) 758-7720
	publicworks@kalispell.com	
<u>Utility Billing</u>	utilitybilling@kalispell.com	(406) 758-7745

Public Safety Building – 312 1st Avenue East

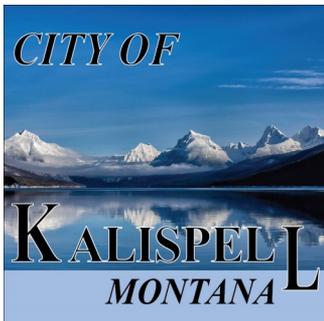
Life and Safety Emergencies

Dial 9-1-1

<u>Fire</u>	Dave Dedman	(406) 758-7760
	kfd@kalispell.com	
<u>Police</u>	Roger Nasset	(406) 758-7780
	kpd@kalispell.com	
<u>Municipal Court</u>	Lori Adams	(406) 758-7705
	kmc@kalispell.com	

Parks & Recreation – 306 1st Avenue East

Parks & Recreation	Chad Fincher	(406) 758-7849
	kpr@kalispell.com	



***BUILDING A
COMMUNITY
THAT EXPECTS
EXCELLENCE***

***The City of Kalispell Mission is to Provide the
Services, Resources and Competitive
Environment that Enhance the
Quality of Life for all Citizens.***

Core Values:

Individual Responsibility: Take personal accountability for actions, words and deeds.

Honesty: Represent yourself with credibility and integrity.

Respect: Treat every individual with dignity, fairness and compassion.

Personal & Organizational Growth: Strive for excellence through ongoing learning and development.

This brochure was published and distributed by the City of Kalispell Clerk's Office. For additional copies please contact cityclerk@kalispell.com or (406) 758-7756.

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