



# City of Helena

## CITY OF HELENA

City Commission Meeting

February 26, 2024 - 6:00 PM

City - County Building Room 330 / Zoom Online Meeting; <https://us06web.zoom.us/j/82351870176>

**1. Call to Order and Roll Call**

**2. Pledge of Allegiance**

**3. Board Appointments**

- A.** Board Appointments: Citizens Conservation Board; Helena Citizens Council District 6

**4. Consent Agenda**

- A.** Acceptance of the Interlocal Agreement between the City of Helena and Lewis & Clark County to use ARPA funds to design a roundabout at Custer and Henderson.
- B.** RAISE Grant Application Letter of Support

**5. Communication/Proposals from Commissioners**

**6. Report of the City Attorney**

**7. Report of the City Manager**

- A.** Montana DNRC Grant Acceptance for Urban Forestry
- B.** Update on Food Share Community Aid Grant

**8. Communications from the Helena Citizens Council**

**9. Regular Items**

- A.** Consider Public Safety Mill Levy and Bond Resolution
- B.** Consider a Resolution of Intention to Establish Fees to be Charged for the Bill Roberts Municipal Golf Course.
- C.** Consider a Resolution of intention to establish fees to be charged for the Last Chance Splash Waterpark & Pool and repealing Resolution No. 20820.
- D.** Consider a Resolution for Final Annexation of a commercial parcel and associated utility lot in the Crossroads at Mountain View Meadows Subdivision
- E.** Consider approval of the Annual Update to the Transportation Coordination Plan Specific to the 5311 Operating Funds.
- F.** Consider authorizing the City Manager to sign and submit Capital Transits Montana Department of Transportation (MDT) 5311 Operating Grant package request electronically
- G.** Consider approval for the Submission of the Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 grant request for Capital Equipment as ranked by the Transportation Advisory Committee.
- H.** Consider the submission of the Capital Transit Service Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 Operating Grant request
- I.** Consider the submission of Capital Transit's Fiscal Year 2025 request for Montana Department of Transportation (MDT) 5311 TransADE Funding of \$245,117.

**10. Public Communications**

**11. Adjournment**

It is the policy of the City Commission to take public comment on any action item. For further information on any of the items mentioned above, please contact the City Clerk's Office at 447-8410 or [dmclayborn@helenamt.gov](mailto:dmclayborn@helenamt.gov).

To read packet information while attending a City Commission Meeting please use the City/County wireless network COMM\_MEET during the meeting.

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

Email: [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

February 14, 2024

TO: City Commissioners  
FROM: Mayor Wilmot Collins  
SUBJECT: Board Appointments

I am recommending the following board appointments:

**Citizens Conservation Board**

Appointment of Pat Bousliman to a first term on the Citizens Conservation Board. Term will expire on February 28, 2027.

**Helena Citizens Council District 6**

Appointment of Brenda Valerio to a term on the Helena Citizens Council as a representative of District 6. Term will expire on December 31, 2025.

\*Appointees can reapply for full terms following the completion of the Interim Appointment.

***City of Helena, Montana***

**02/22/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
David Knoepke, Transportation Systems Director

**Subject:** Acceptance of the Interlocal Agreement between the City of Helena and Lewis & Clark County to use ARPA funds to design a roundabout at Custer and Henderson.

**Present Situation:** Lewis and Clark County intends to use ARPA funds to improve access to the fairgrounds and design a roundabout at Custer and Henderson. An interlocal agreement between the City and County to plan and implement the proposed improvements and design. Work is scheduled to begin this summer and end next summer.

**Background Information:** The City and County have collaborated on a number of projects over the years. This is another example of the two agencies working together for the betterment of their constituents.

**Proposal/Objective:** Interlocal agreement to improve Fairgrounds access and design of a roundabout at Custer and Henderson.

**Advantage:** Improve access for those using the Fairgrounds and a design ready for construction of a roundabout at Custer and Henderson.

**Notable Energy Impact:** N/A

**Disadvantage:** None noted.

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/  
Recommended Motion:** Move to accept the Interlocal Agreement between the City of Helena and Lewis & Clark County to use ARPA funds to design a roundabout at Custer and Henderson.



***City of Helena, Montana***

**02/22/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
Amanda Opitz, Grants Administrator

**Subject:** RAISE Grant Application Letter of Support

**Present Situation:**

The City is applying for a \$1.3 million federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to complete the east side of South Helena interchange. The proposed "East Side Arterial Connector" will connect I-15 at that interchange to US 12 on the east side of Helena.

The City Commission provided consensus approval to sign a letter of support for this application at the Feb. 21 administrative meeting.

**Background Information:**

Efforts to advance construction of the East Side Arterial Connector have been ongoing for more than two decades. The concept was initially proposed in 2002 when the community participated in a planning effort to create a vision for future development of the area east of I-15 and south of US 12. With support of private landowners and developers, the concept of an east side arterial was born. The subsequent I-15 Corridor Final Environmental Impact Statement (FEIS)/Record of Decision (ROD) furthered this vision by approving a new "South Helena" interchange on I-15 to facilitate the future connection. Five years later, the interchange was partially constructed with a stub connection for the east side arterial. Continued efforts were conducted by the city, Montana Department of Transportation (MDT), and current landowner/developer to study the traffic and environmental implications of the project and a preliminary alignment was developed. However, during the economic downturn of 2008, a lack of funding brought the project to a halt.

Recent development in the adjacent Mountain View Meadows subdivision, increased community interest and investment in reclamation of the former East Helena ASARCO smelter site, population increases, and development constraints in the northern Helena valley have sparked renewed interest in the completion of an east side arterial.

The city recognizes the need to proactively plan for and manage growth by targeting investments in sustainable public infrastructure to overcome development constraints and protect Helena's valuable natural resources.

The City of Helena and Lewis and Clark County have jointly determined in our growth policies that most feasible and sustainable location for growth is on the east side of Helena between I-15 and US 12 due to its easy access to municipal services, generally unconstrained land, and proximity to primary regional transportation routes.

**About the RAISE Grant Program:**

RAISE grants are awarded on a competitive basis for planning or constructing surface transportation infrastructure projects that will improve safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation.

**Proposal/Objective:**

Commission agrees to provide letter of support for the grant application, signed by Mayor Collins.

**Advantage:**

Advantages to this project are numerous including:

- Traffic congestion relief at the Capital interchange and along Hwy 12
- Regional connectivity between Helena, East Helena and Montana City
- Improved safety for motorists and non-motorists
- Maximizing the public utility of the South Helena interchange
- Improved access for emergency services
- Job creation and economic opportunities through private commercial development
- Sustainable growth and opportunities for affordable housing

By providing a letter of support, the Commission can help strengthen the grant application for this project.

**Notable Energy Impact:**

Completion of the East Side Arterial Connector will include dedicated non-motorized facilities connecting to existing facilities to provide a safe route for non-motorists and lead to a reduction in vehicle trips.

**Disadvantage:**

N/A

**Quasi-Judicial Item:**

False

**Notice of Public Hearing:**

False

**Staff Recommendation/  
Recommended Motion:**

Move to approve letter of support for City of Helena's RAISE Grant application for signature by Mayor Collins.



Office of the Mayor  
316 North Park Avenue, Room 322  
Helena, MT 59623

Phone: 406-447-8410  
Email: [wcollins@helenamt.gov](mailto:wcollins@helenamt.gov)

[helenamt.gov](http://helenamt.gov)

February 22, 2024

The Honorable Pete Buttigieg, Secretary  
US Department of Transportation, Office of the Secretary  
1200 New Jersey Ave. SE  
Washington DC 20590

Dear Secretary Buttigieg,

I write to you today with the full backing of the Helena City Commission in support of the City of Helena's application for a 2024 Rebuilding American Infrastructure with Sustainability and Equity planning grant for the East Side Arterial Connector project.

Efforts to advance construction of the East Side Arterial Connector have been ongoing for more than two decades. The concept was initially proposed in 2002 when the community participated in a planning effort to create a vision for future development of the area east of I-15 and south of US 12. Five years later, the interchange was partially constructed with a stub connection for the east side. Efforts continued by the City and Montana Dept. of Transportation to study the traffic and environmental implications of adding the east side arterial until the economic downturn in 2008 brought the project to a halt.

The city recognizes the need to proactively plan for and manage growth by targeting investments in sustainable public infrastructure to overcome development constraints and protect Helena's valuable natural resources. Completing the East Side Arterial connector will not only maximize the public utility of this interchange, but it will also create much needed regional connectivity, provide traffic congestion relief, and improve safety for motorists and non-motorists who live and work in the Helena area.

Importantly, with the support of private landowners and developers connected to this area, this project will also open up nearly 1,000 acres of open land for new mixed-use and low-income housing development. Helena, like many areas of the country, has experienced incredible growth in the last several years and the lack of affordable housing has reached a crisis level. The city's growth policy identifies the east side of Helena as the most feasible and sustainable area for growth, but development in this area is constrained due to lack of access. Construction of the East Side Arterial will foster that sustainable growth that is so desperately needed.

We appreciate your consideration and partnership in helping the City of Helena take the first step in bringing this project to fruition by funding the planning and design of this important regional project.

Sincerely,

Wilmot Collins, Mayor  
City of Helena

***City of Helena, Montana***

**02/21/2024**

**To:** Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
Doug Smith, Parks, Recreation, and Open Lands Director  
Chris Daly, Urban Forestry Supervisor

**Subject:** Montana DNRC Grant Acceptance for Urban Forestry

**Present Situation:** The City of Helena, Urban Forestry Division applied for and received a Montana Department of Natural Resources and Conservation (DNRC) Grant in the amount of \$22,800.00 at a 3:1 match. The key outcome of the project is a 3-pronged approach to enhance canopy cover and diversity in underserved areas within the City of Helena. This will include installation of irrigation at our tree holding facility, planting projects in underserved neighborhoods (as defined by CEJST map by Council on Environmental Quality), and education and outreach.

**Background Information:** The grant is offered by the Urban and Community Forestry Program of the Montana Department of Natural Resources and Conservation, Forestry and Trust Lands Division to adhere to the Federal Authority and of the State Urban Forest Resilience Grant Program.

**Proposal/Objective:** Assist in supporting the Urban Forestry Department by accepting the grant of \$22,800.00.

**Advantage:** The goal is for the 3-pronged approach will work together to strengthen and increase sustainability for future City of Helena Urban Forestry projects.

**Notable Energy Impact:** N/A

**Disadvantage:** N/A

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/  
Recommended Motion:** Move to approve the acceptance of the USDA USFS Grant #21-DG-11010000-024 in the amount of \$22,800.00 for the Urban Forestry Department to complete the installation of a tree holding facility, planting projects in underserved neighborhoods, and education and outreach.



**SUBAWARD AGREEMENT**  
between  
CITY OF HELENA  
and the  
MONTANA DEPARTMENT OF  
NATURAL RESOURCES AND CONSERVATION

Subaward Agreement Number:	<b>UCF-22-503</b>
Maximum Award Amount Available:	<b>\$ 22,800.00</b>
Source of Funds:	Federal Award
Federal Assistance Listing Number:	10.675, Urban Community Forestry Program
Federal Award Identification:	USDA USFS Grant # 21-DG-11010000-024
	National Urban Community Forestry Competitive Grant-Montana Urban Forest Equity Initiative, executed on 8/23/2021, from the United States Department of Agriculture (USDA) – Forest Service (USFS)
Federal Authority:	Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended

DNRC Funding Pass-Through				
Org:		51141		
Fund:		03211		
Subclass:		555BR		
Expiration:		See Section 2.1, Period of Performance		
Approvals				
Drafter	Program	Fiscal	Legal	
LP	JK	LP	MP	

**SUBRECIPIENT**

Name:	City of Helena
Federal Tax ID #:	81-6001276
UEI:	TLA1ZVLJ2M15
Address:	316 N Park Avenue
City, State, Zip+4:	Helena, Montana 59601-5026

This Subaward Agreement, hereinafter referred to as “Subaward”, is accepted by City of Helena, hereinafter referred to as the “Subrecipient”, according to the following terms and conditions. The purpose of this Subaward is to establish mutually agreeable terms and conditions, specifications, and requirements to grant funds to the Subrecipient.

## **SECTION 1. PROGRAM PROVISIONS**

This Subaward is offered by the Urban and Community Forestry Program of the Montana Department of Natural Resources and Conservation, Forestry and Trust Lands Division, hereinafter referred to as "DNRC".

This Subaward, awarded and administered by the DNRC using grant funds awarded by the USFS, is consistent with the policies, procedures, objectives, and intent of the listed Federal Authority and of the State Urban Forest Resilience Grant Program.

## **SECTION 2. PROJECT TERMS**

Project Name: Helena Sustainable Urban Forest Resilience and Equity

**2.1 PERIOD OF PERFORMANCE.** This Subaward is effective on the Start Date. Subrecipient shall have until the Termination Date to complete the project and work described in the Project Scope.

Start Date:	Date of Last Signature
Termination Date:	<b>August 31, 2024</b>

**2.2 AGREEMENT EXTENSION.** This Subaward may, upon mutual written agreement between the parties, be extended if the funding is still available. No Subaward may be extended past the termination date of the Federal Award funding the project.

The DNRC may allow an extension for completion upon request and showing of good cause by the Subrecipient. Good cause is defined as external factors preventing the Subrecipient from completing the work, including, but not limited to, pandemic, wildland fire, forest closure, extensive and prolonged inoperable weather conditions, the assignment of project equipment and/or crew to the suppression of a wildland fire, or variations in project scope and/or landowner participation.

A request for extension should be submitted in writing no less than thirty (30) days prior to the Termination Date if an extension is to be considered by the DNRC. Any extension will require mutual written agreement between the Subrecipient and the DNRC in the form of an Amendment as provided for below in Section 4.7, Assignment and Amendment.

**2.3 PROJECT SCOPE.** (a.) Supporting Documents/attachments. The Approved Project Proposal for this Subaward to the Subrecipient is attached as Appendix B, which is incorporated herein by reference. Appendix B describes the specific project activities allowed under this Subaward for completion of a Montana Urban Forest Equity project in or near the City of Helena, Montana. In addition, Subrecipient must fulfill the terms specified in Appendix C, Additional Requirements to Proposal, which is attached hereto and incorporated herein by reference. Funding will not be provided if the requirements outlined in Appendices B and C are not fulfilled.

(b.) The Subrecipient must use the proceeds provided pursuant to this Subaward to perform allowable activities identified in the Approved Project Proposal. ***The key outcome of the project is a 3-pronged approach to enhance canopy cover and diversity in underserved areas within the City of Helena. The project will include installation of a tree holding facility, planting projects in underserved neighborhoods, and education and outreach.***

**2.4 PROJECT BUDGET.** The Subaward budget period runs concurrently with the Period of Performance. Subaward funds are allocated to the following budget categories:

<b>Project Funding Summary:</b>	
Direct Costs	
Subrecipient salary/wages/benefits	\$9,800.00
Operating Expenses	\$13,000.00
Payments to Landowners (Beneficiaries)	\$0
Contracted Services	\$0
Subtotal – Direct Costs	\$0
Indirect Costs (waived)	\$0
<b>Total Subaward Amount</b>	<b>\$22,800.00</b>
<b>Match Required (3:1)</b>	<b>\$7,600.00</b>
Total Project Funding:	\$30,400.00

Total payment for all purposes under this Subaward shall not exceed Twenty-Two Thousand Eight Hundred and no/100 Dollars (\$22,800.00).

This Subaward requires a match of 3:1. For every \$3 of federal funds issued under this Subaward, the Subrecipient or its project partners must provide \$1 in non-federal funds. No federal funds may be used to satisfy the match requirement of this Subaward.

Match will be met in the categories of Subrecipient salary/wages/benefits and operating expenses in the form of cash contribution or in-kind services related to the project. Claimed match must be sufficiently documented to show compliance with federal requirements and to demonstrate how it supports the Subaward project. The DNRC will determine whether match documentation submitted is adequate and may require additional documentation before approval.

The Subrecipient may transfer up to ten percent (10%) of the Total Subaward Amount between Direct Costs budget categories as needed to complete the project. The Subrecipient must notify the DNRC of such transfers. Transfers between budget categories in excess of ten percent (10%) of the Subaward amount must be requested by the Subrecipient, approved by the DNRC, and documented in an amendment to the Subaward.

The indirect cost rate is shown above, expressed as a percentage of indirect costs to direct costs. Unless the rate has been formalized in a Negotiated Indirect Cost Rate Agreement (NICRA) between the Subrecipient and its cognizant federal agency, the rate shown above is hereby approved by the DNRC for the term of this Subaward and may not be changed except via written amendment.

Revenue, defined here as gross income earned through project activities minus costs borne by the Subrecipient to earn the income, such as the sale of harvested timber, must be declared to the DNRC prior to the request of the final disbursement of funds. If the DNRC determines the revenue to be program income (PI), DNRC will direct the Subrecipient to handle PI in one or more of the following ways. (a) The PI may be incorporated into the project and used to meet a

matching requirement of the Subaward; the amount of the federal funds awarded remains the same. (b) The PI may be incorporated into the project and used to increase the scope and/or scale of work completed. Increase in completed activities as described in Section 2.3, Project Scope will be commensurate with value of PI; the amount of the federal funds awarded remains the same. (c) The PI may be retained by the Subrecipient, and the value deducted from total allowable costs to determine the net allowable costs available under the Subaward; the amount of the federal funds awarded will decrease at 1:1. (d) The PI may be handled by the Subrecipient in a manner required by state statute, rule, or regulation.

When procuring goods or services with Subaward funds, the Subrecipient must follow applicable procurement procedures, found in 2 CFR 200 §§ 200.317 – 200.327 of the Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards.

**2.5 DISBURSEMENTS.** Subrecipient shall submit claims for disbursement of Subaward funds. Documentation of reimbursable costs incurred and paid must be submitted with the request. Documentation may include, but is not limited to, itemized receipts, vendor invoices, inspection certificates, transaction ledgers or other financial reports that clearly show expenditures, payroll records, copies of checks, bank statements, and other forms of proof of payment. The DNRC will determine whether documentation submitted adequately supports the disbursement request and may require additional documentation before approving payment. Reimbursement of Subrecipient's expenditures will only be made for expenses included in the Approved Project Proposal, that are clearly and accurately supported by the Subrecipient's records.

Subrecipient should seek timely reimbursement of claimed costs incurred under this Subaward. A minimum of one Request must be submitted annually to the DNRC. The annual period begins on the Subaward effective date. In the event no reimbursable costs are incurred in an annual period, a Request for zero dollars (\$0.00) listing current Subaward balances should be submitted to the DNRC. Request for final disbursement of Subaward funds is due no later than 30 days following the Subaward termination date.

The DNRC may withhold up to ten percent (10%) of the total authorized Subaward amount until both the project tasks (outlined in Section 2.3 and Appendix B) and the Final Report (required by Section 2.6) are completed by the Subrecipient and approved by the DNRC.

**2.6 REPORTS.** Subrecipient shall immediately notify the DNRC of developments that significantly impact the activities supported under this Subaward. Notification must be given in the case of problems, delays, or adverse conditions that materially impair the ability of the Subrecipient to meet the objectives of the Subaward. The notification must include a statement on action taken or contemplated, and any assistance needed to resolve the situation including requests for scope and/or timeline modifications as provided for below in Section 4.7, Assignment and Amendment.

A midterm progress report must be submitted to the DNRC during the term of this Subaward. The report will provide status information for project implementation objective(s). Project status information will include, at a minimum, progress completed, costs incurred, funds remaining, and projected completion date. Significant problems encountered must be noted. **The midterm report is due on May 31, 2024.** The DNRC will review the report for completeness and accuracy and will notify the Subrecipient if changes are necessary.

A Final Report that details the project status, results, accomplishments, and financial status will



be submitted to the DNRC by the Subrecipient for approval upon project completion. Final reports are due no later than 30 days following the Subaward termination date.

Final disbursement of Subaward funds is contingent upon DNRC's receipt and approval of the following documents: 1) Final Report, 2) DNRC Regional Urban Forester Project Inspection Form, if required, and 3) Completed Project Report Form, which is available to download from the DNRC Urban Forestry website.

**2.7 METHOD OF SUBMISSION.** All claims for disbursement of Subaward funds as described in Section 2.5 Disbursements; and all reports as described in Section 2.6 Reports must be submitted to the email address: DNRCForestryGrants@mt.gov for processing. Messages to DNRCForestryGrants@mt.gov should prominently list the Subaward Agreement Number to aid in identification. The DNRC is not responsible for the receipt and processing of reports or disbursement requests submitted via an alternative method. If the required method of submission changes during the Period of Performance of the Subaward, the DNRC will provide thirty (30) days' notice in writing.

### **SECTION 3. INSURANCE TERMS**

**3.1 WORKER'S COMPENSATION.** The Subrecipient, its employees and contractors, are not covered by the DNRC's Workers' Compensation Insurance. The Subrecipient is responsible for making sure that it and its employees are covered by Workers' Compensation Insurance and that its contractors are in compliance with the coverage provisions of the Workers' Compensation Act.

#### **3.2 INDEMNITY AND LIABILITY (HOLD HARMLESS / INDEMNIFICATION).**

Subrecipient agrees to be financially responsible for any audit exception or other financial loss to the DNRC and the State of Montana which occurs due to the negligence, intentional acts, or failure by Subrecipient and/or its agents, employees, subcontractors, or representatives to comply with the terms of this Subaward.

Subrecipient hereby agrees to defend, indemnify, and hold harmless the DNRC and the State of Montana and its agents from and against any and all claims, demands, or actions for damages to property or injury to persons or other damage to persons or entities arising out of, or resulting from the performance of this Subaward or the results of this Subaward, provided such damage to property or injury to persons is due to the negligent act or omission, recklessness, or intentional misconduct of Subrecipient or any of its employees and agents. This Subaward is not intended to relieve a liable party of financial or legal responsibility.

**3.3 INSURANCE REQUIREMENTS.** General Requirements. The Subrecipient shall maintain for the duration of this Subaward, at its cost and expense, liability insurance against claims for injuries to persons or damages to property-which may arise from or in connection with the performance of the work by the Subrecipient, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission of the Subrecipient or its officers, agents, representatives, assigns or subcontractors.

Specific Requirements for General Liability. The Subrecipient shall purchase and maintain occurrence coverage with minimum combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year, or as established by statutory tort limits of \$750,000 per claim and \$1,500,000 per occurrence as provided by a self-insurance pool insuring counties, cities, or towns, as authorized under Section 2-9-211, MCA.

## **SECTION 4. DNRC GENERAL TERMS AND CONDITIONS**

**4.1 DNRC's ROLE.** The DNRC will monitor project expenditures for payment eligibility. The DNRC assumes no responsibility for the Subrecipient's obligation to faithfully perform the tasks and activities required by this Subaward. The DNRC assumes no responsibility for verifying the right of the Subrecipient to conduct project activities on properties included in the Subaward project. The Subrecipient is responsible for obtaining all appropriate permissions to conduct activities. In the event content in the approved project proposal differs from or conflicts with terms presented elsewhere in the Subaward, the Subaward text takes precedence.

The Subrecipient may contact the DNRC's Program Representative, identified in Section 6. Principal Contacts and Authorizations, for guidance related to administration of the terms of this Subaward.

The Subrecipient may contact the Technical Specialist if one is listed in Section 6. Principal Contacts and Authorizations, for assistance with project execution. The roles and responsibilities of the technical specialist include but are not limited to, providing technical assistance to the Subrecipient to achieve intended outcomes of the project; conducting reviews of project plans, activities, and accomplishments upon request of the Subrecipient or as often as deemed necessary by the DNRC; and assisting the Subrecipient in complying with Montana's Forest Practices Laws and voluntary Best Management Practices in the course of carrying out project activities. If no Technical Specialist is listed, the Subrecipient may contact the Program Representative to provide these services.

**4.2. AVAILABILITY OF SUBAWARD FUNDS.** The Subrecipient acknowledges and understands that Subaward funds become available based on federal awards to the DNRC. Costs incurred by the Subrecipient or any beneficiary prior to this Subaward are not eligible for reimbursement but may be counted as match funds upon prior written approval by the DNRC.

The commitment by the DNRC to expend money is contingent upon the DNRC receiving funds under the federal award. No liability shall accrue to the DNRC or its officials in the event such funds are not appropriated or issued as authorized in the federal award. The DNRC may, at its sole discretion, issue a temporary stop-work order, reduce the scope of project activities, or terminate this Subaward if appropriated funding is reduced or unavailable for any reason. The DNRC will provide the Subrecipient at least 10 days' notice for a stop-work order and at least 30 days' notice if a reduction in scope or termination is determined to be necessary due to the unavailability of funds. Until the DNRC notifies the Subrecipient that obligated funds are unavailable, the DNRC will continue to comply with the terms of this Subaward, including the disbursement of funds for eligible expenses incurred by the Subrecipient up to the specified date and time provided in a written notice.

**4.3 RECORDS AND AUDITS.** The Subrecipient must maintain appropriate and adequate records showing complete entries of all receipts, disbursements, and other transactions relating

to this Subaward for three (3) years after the later of either the final Subaward payment or the termination of this Subaward. The DNRC, the Montana Legislative Audit Division, or the Montana Legislative Fiscal Division may, at any reasonable time, audit all records, reports, and other documents that the Subrecipient maintains under or during the course of this Subaward to ensure compliance with all terms and conditions of the Subaward.

During the period of performance and extending after this Subaward is terminated and closed, the DNRC reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit or other review.

#### **4.4 PROJECT MONITORING AND ACCESS FOR INSPECTION AND MONITORING.**

The DNRC or its agents may monitor and inspect all phases and aspects of the Subrecipient's performance to determine compliance with this Subaward, including but not limited to the adequacy of records and accounts, project progress and accomplishments, and adherence to any project specifications. The Subrecipient shall accommodate requests for the DNRC access to sites and records with due consideration for safety, private property rights, and convenience of everyone involved. Inadequate accommodation of requests, as determined by the DNRC, may be viewed as a failure to comply as outlined in Section 4.9.

**4.5 EMPLOYMENT STATUS.** The DNRC is not an owner or general contractor for the project. The DNRC does not control the work activities or worksite of the Subrecipient or any contractors that might be engaged by the Subrecipient for completion of the project. The Subrecipient is independent from and is not an employee, officer, or agent of the DNRC. The Subrecipient shall ensure that all its employees complete the I-9 form to certify they are eligible for lawful employment under the Immigration and Nationality Act (8 U.S.C. 1324(a)). The Subrecipient shall comply with regulations regarding certification and retention of the completed forms.

**4.6 COPYRIGHTING AND GOVERNMENT RIGHT TO USE.** The Subrecipient is granted sole and exclusive right to copyright any publications developed with funding provided under this subaward. The State of Montana and the USFS reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes. This provision includes any right of copyright to which the Subrecipient purchases ownership with any federal contributions. No original text or graphics produced by the State of Montana or the USFS shall be copyrighted.

**4.7 ASSIGNMENT AND AMENDMENT.** The Subrecipient may not assign or transfer any portion of this Subaward without the DNRC's express written consent. Amendments will be in writing, signed by both parties, and attached as an integral component of this Subaward. This Subaward may be terminated by the mutual written consent of both parties. If this Subaward is terminated, the Subrecipient may not submit claims for reimbursement for costs incurred beyond the mutually agreed to termination date.

**4.8 COMPLIANCE WITH APPLICABLE STATE AND LOCAL LAWS.** All work performed under this Subaward must fully comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to, the Montana Human Rights Act. Any subletting or subcontracting by the Subrecipient subjects subcontractors to the same provision. In accordance with 49-3-207, MCA, the Subrecipient agrees that the hiring of persons to perform this Subaward will be made on the basis of merit and qualifications and without discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin of the persons performing this Subaward. It shall be the

Subrecipient's responsibility to obtain all permits, licenses, or authorizations that might be required from government authorities for completion of the project. Procurement of labor, services, supplies, materials and equipment shall be conducted according to applicable federal, state, and local statutes. The DNRC's signature on this Subaward does not guarantee the approval or issuance of any permits, licenses, or any other form of authorization to take action for which the Subrecipient must apply with the DNRC or any other government entity and submit to the DNRC to fulfill the terms of this Subaward.

**4.9 FAILURE TO COMPLY.** If the Subrecipient fails to comply with the terms and conditions of this Subaward, the DNRC may terminate this Subaward and/or refuse additional disbursements of subaward funds and/or take legal action to recover disbursed subaward funds. Such termination will become a consideration in the DNRC's evaluation of future applications for subawards.

**4.10 MONTANA LAW AND VENUE.** Any action or judicial proceeding for enforcement of the terms of this Subaward shall be instituted only in the courts of Montana and shall be governed by the laws of Montana. Venue shall be in the First Judicial District, Lewis and Clark County, Montana.

## **SECTION 5. FEDERAL FUNDING SOURCE TERMS AND CONDITIONS**

**5.1 COMPLIANCE WITH APPLICABLE LAWS.** (a.) The Subrecipient must comply with the requirements of the Federal Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards*, as adopted and supplemented by the USDA in 2 CFR Part 400. These regulations are available online at the following website: [www.ecfr.gov](http://www.ecfr.gov). This includes applicable procurement procedures covered in 2 CFR 200 §§ 200.317 – 200.326.

(b.) The Subrecipient certifies that it will abide by all certifications and assurances set forth in USDA Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion Lower Tier Covered Transactions," this form having been signed, attached hereto as Appendix A, and incorporated herein by reference. Per the terms of the federal award, the Subrecipient shall also require all second-tier subrecipients and contractors who will be paid with Subaward funds to sign form AD-1048, and the Subrecipient shall keep completed forms on file.

(c.) All work performed under this Subaward must fully comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Subrecipient subjects subcontractors to the same provision. Procurement of labor, services, supplies, materials and equipment shall be conducted according to applicable federal, state, and local statutes.

(d.) If the amount of this Subaward is in excess of \$100,000, the Subrecipient will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

**(e.)** If the Subaward includes funds for Contracted expenses, the Subrecipient must comply with the requirements of Appendix II to Part 200 - *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards* of 2 CFR Part 200. Items of note include: Equal Employment Opportunity; Clean Air Act; Davis-Bacon Act; Contract Work Hours and Safety Standards Act; Rights to Inventions; Debarment and Suspension; Byrd Anti-Lobbying Amendment; Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment; and Domestic Preferences for Procurements.

**(f.) PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** The Subrecipient is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information.

In accordance with 2 CFR 200.216, the Subrecipient is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to: (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services or systems.

**(g.) PROHIBITION AGAINST CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS.** The Subrecipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department, an agency authorized to receive such information, the federal Office of Inspector General, or the DNRC.

Due to this these requirements, prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph one of subsection (g.) of this award provision are no longer in effect.

**(h.) WHISTLEBLOWER NOTICE.** Per 41 U.S.Code § 4712, it is illegal an employee of the Subrecipient to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following: gross mismanagement of a Federal contract or grant; a gross waste of Federal funds; an abuse of authority relating to a Federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

See 41 U.S.Code § 4712, regarding the disclosure requirements, procedure, remedial actions and remedies.

**(i.) TRAFFICKING IN PERSONS.** The Subrecipient under this award and the Subrecipient's employees may not: (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procure a commercial sex act during the period of time that the award is in effect; or (3) Use forced labor in performance of the award or subawards under the award. The Subrecipient must inform the DNRC immediately of any information received from any source alleging a violation of a prohibition listed here.

**(j.) NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.** The Subrecipient shall include the following statement, in full, in any printed



audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*“In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; o*
- (2) Fax: (833) 256-1665 or (202) 690-7442; or*
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).”*

If the material is too small to permit the full statement to be included, the material must at minimum, include the following statement, in print size no smaller than the text:

*“This institution is an equal opportunity provider.”*

**5.2 AGENCY RECOGNITION REQUIREMENTS.** (a.) Use of Agency Insignia. The Subrecipient shall request in writing permission from the USFS Northern Region and receive written permission from the USFS before using the USFS insignia on any published media, such as a webpage, printed publication, or audiovisual production. The Subrecipient shall request in writing and receive written permission from the DNRC before using the DNRC insignia on any published media, such as a webpage, printed publication, or audiovisual production.

(b.) Public Notices. The Subrecipient is encouraged to give public notice of the receipt of this Subaward of federal grant funds and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include and all notices of funding opportunities or solicitation for project participants must include a statement substantially as follows: “The funding for this project is derived in full [or in part] from a federal award of the U.S. Forest Service, Department of Agriculture, subawarded by the Montana Department of Natural Resources and Conservation, Forestry Division.”

(c.) Acknowledgment in Publications, Audiovisuals, and Electronic Media. The Subrecipient shall acknowledge USFS and DNRC support as appropriate in any publications, audiovisuals, and electronic media developed as a result of this subaward of USFS grant funds. Follow direction in USDA Supplemental 2 CFR 415.2.

## **SECTION 6. PRINCIPAL CONTACTS AND AUTHORIZATIONS**

**6.1 PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this Subaward. All correspondence or requests for information and assistance shall be submitted to the appropriate listed individual.

<b>DNRC Program Representative</b>	<b>Subrecipient Representative and Project Manager</b>
Name: Jamie Kirby Title: Urban Forestry Program Manager Address: 2705 Spurgin Road City, State, Zip: Missoula, MT 59804 Telephone: 406-542-4288 Email: jamiekirby@mt.gov	Name: Chris Daly Title: Urban Forestry Division Supervisor Address: 316 North Park Ave. City, State, Zip: Helena, MT 59623-0001 Telephone: 406-447-8426 Email: cdaly@helenamt.gov

<b>DNRC Technical Specialist</b>
Name: Sheri Steckler Title: Urban Service Forester Address: 2705 Spurgin Road City, State, Zip: Missoula, MT 59804 Telephone: 406-499-5821 Email: sheri.steckler@mt.gov

<b>DNRC Administrative &amp; Fiscal</b>	<b>Subrecipient Administrative &amp; Fiscal</b>
Name: Lorie Palm Title: Grants and Agreements Specialist Address: 2705 Spurgin Road City, State, Zip: Missoula, MT 59804 Telephone: 406-542-4205 Email: lpalm@mt.gov	Name: Amanda Opitz Title: Grants Administrator Address: 316 North Park Ave. City, State, Zip: Helena, MT 59623-0001 Telephone: 406-447-8401 Email: aopitz@helenamt.gov

**6.2 AUTHORIZATION.** This Subaward consists of pages 1 – 12, plus the following appendices:

- Appendix A [Form AD-1048]
- Appendix B [Approved Project Proposal]
- Appendix C [Additional Requirements to Proposal].

The Subrecipient hereby accepts this Subaward according to the above terms and conditions.

Through signature, each party certifies that the individuals listed in this Subaward as representatives of the parties are authorized to act in their respective areas for matters related to this Subaward. In witness whereof, the parties hereto execute this Subaward.

1/31/2024

Date

By: Chris Daly

Subrecipient Authorized Representative

Chris Daly

Printed Name

1/31/2024

Date

By: Jamie Kirby

DNRC Authorized Representative

Jamie Kirby

Printed Name

-----  
Remainder of page for SUBRECIPIENT USE ONLY: Additional Signatures as Required

*The DNRC does not require additional signatures and takes no role in evaluation of any inclusion or omission.*



AD-1048

Appendix A

OMB No. 0505-0027  
Expiration Date: 09/30/2025

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

City of Helena

PR/AWARD NUMBER OR PROJECT NAME

UCF-22-503

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Chris Daly

Urban Forestry Supervisor

SIGNATURE

DATE

1/31/2024

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## Appendix A

**Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Appendix B

**Parks and Recreation****Urban Forestry**316 North Park Avenue Helena, MT  
59623

Phone: 406-447-8426

Email: CDaly@Helenamt.gov

**helenamt.gov**

January 17, 2024

**City of Helena SUFR Project Overview**

The City of Helena Urban Forestry proposed using the collaborative funding locally in a three-pronged approach to enhance canopy cover and diversity in underserved areas.

- Installation of irrigation system and Pot in Pot growing system in tree holding facility.
  - This will allow us to order more wholesale trees to be used for replacement and planting projects not only for this project but also future projects.
  - It will allow us to utilize more labor on planting and development projects rather than caring for trees in the lot which can be a significant investment.
- Identified underserved neighborhoods selected for planting projects.
  - Work with local neighborhood groups to promote and educate residents on planting projects.
    - High school Green Group
    - Helena Growing Friends
    - Helena Citizens Council
  - Planting project would be whole street boulevard plantings with the aim to create tree lined streets.
  - Work with volunteers to water trees
  - Purchase more effective watering systems
    - Tree Gators for each tree
    - Higher capacity mobile watering tank to make watering more efficient.
- Education and Outreach with Urban Forestry Staff.
  - Targeting high risk neighborhoods identified in the Project Proposal.
  - The City of Helena will commit a seasonal employee 544 hours for education and outreach.
  - We will work with property owners and volunteers for tree care and planting education.
  - Outreach seasonal employee will provide follow up care and pruning.

The aim is that these 3 project areas work to support each other, not only for this project but to strengthen and increase sustainability for future City of Helena projects. The project aligns well with the Montana State Forest Action Plan while focusing primarily on equitable allocation in high risk and underserved areas not only through public outreach and education but highly visible and tangible public planting projects.

## Appendix B

**BUDGET CALCULATION FORM (4 pts)**

PROJECT EXPENSES	QUANTITY/HOURLY RATE	GRANT FUNDS REQUESTED (A)	CASH MATCH (B)	\$ VALUE OF IN-KIND MATCH (C)	TOTAL A+B+C
<b>PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)</b>					
Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, the cost of forestry student interns or seasonal employees can be included as grant funds.					
Staff-irrigation improvement	2 staff's hrs for 1 week @ \$35/hr		\$ 2,800.00		\$ 2,800.00
Seasonal Outreach Staff	(544 hours @ \$18/hr)	\$ 9,800.00			\$ 9,800.00
Growing Friends Volunteer waterers			\$ 2,800.00		\$ 2,800.00
					\$ -
<b>TOTAL PERSONNEL EXPENSES</b>		<b>\$ 9,800.00</b>	<b>\$ 5,600.00</b>	<b>\$ -</b>	<b>\$ 15,400.00</b>
<b>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)</b>					
Irrigation Improvement		\$ 3,000.00			\$ 3,000.00
Mini Excavator				\$ 1,800.00	\$ 1,800.00
Bareroot Trees	100/\$90	\$ 9,000.00			\$ 9,000.00
Successful Planting Supplies		\$ 1,000.00			\$ 1,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 13,000.00</b>	<b>\$ -</b>	<b>\$ 1,800.00</b>	<b>\$ 14,800.00</b>
<b>CONTRACTED PROFESSIONAL SERVICES</b>					
					\$ -
					\$ -
<b>TOTAL CONTRACTED SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PROJECT EXPENDITURES</b>		<b>\$ 22,800.00</b>	<b>\$ 5,600.00</b>	<b>\$ 1,800.00</b>	<b>\$ 30,200.00</b>
<b>INDIRECT COSTS*</b>		<b>\$ -</b>			
<b>TOTAL PROJECT FUNDING</b>		<b>\$ 22,800.00</b>	<b>\$ 5,600.00</b>	<b>\$ 1,800.00</b>	<b>\$ 30,200.00</b>

**IMPORTANT NOTES:**

ALL MATCH EXPENDITURES (BOTH CASH AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH DOCUMENTATION TO BE APPLIED TO THE 100% MATCH REQUIREMENT.

FEDERAL FUNDS MAY NOT BE USED AS MATCH (NO FEDERAL CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS).

## Appendix C

### Additional Requirements to Proposal

In addition to the specifications provided in Appendix A, the following must be completed:

- 1) Tree planting specifications - Part (A)
- 2) Final Work Inspection Form -Part (B)

#### **Part (A) – Tree Planting**

All tree planting projects must follow the Best Management Practices for Tree Planting, a special companion publication to the ANSI A300 Part 6: Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Transplanting). This booklet covers bare root, containerized, and balled and burlap tree stock. Specifications are summarized here:

- **Time of Year** - The ideal time to plant a tree is when it is in a dormant condition, either in early spring before bud-break, or in the fall, after leaves have dropped. Weather conditions at these times are generally cool, allowing plants to establish new roots before the onset of harsh temperatures.
- **Location** – Visualize the tree in 20 years. Consider site restrictions (available growing space, soil, pavement, overhead/underground utilities, etc.) Call local utility services at least 2 days prior to digging to locate underground utilities. (Usually 811 or 1-800-424-5555 in MT)
- **Tree selection** –Carefully inspect trees and only purchase those that have a strong stem and no physical damage. Avoid trees with circling roots, severe pruning cuts, dead bark or signs of insects and disease.
- **Site preparation** – Dig a hole three times as wide as the root ball, but not deeper. Amending soil is not necessary unless planting in disturbed sites or poor soil quality. Break up compacted soil on sides of the hole, and leave bottom firm.
- **Tree preparation** – 1) Identify root flare - part of the trunk where the roots spread out at the base of the tree. Root flare should be visible after the tree has been planted. You may have to remove some soil from the top of the root ball to find the flare. 2) Cut away strings and burlap or plastic from around the trunk. If tree is container grown, carefully remove container.
- **Tree placement** – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth and never plant too deep. Trunk flare and top of root ball should be at grade. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball.
- **Fill with soil** – Fill the hole while watering, periodically pausing to gently tamp base, ensuring the tree is firmly settling in the planting space. Finish filling soil just below the trunk flare.
- **Mulch** – Apply 2 inches of organic material i.e. wood chips or similar composted material. Leave bare soil around the trunk. Remove any tags, wrap, flagging, etc. from the tree. Such items were only meant as protection during transportation and installation.
- **Only stake if necessary** - Trees will establish more quickly and develop stronger trunk and root systems if they are not staked at the time of planting. However, protective staking may be required on sites where equipment, animal damage, vandalism or windy conditions are concerns. Use a wide, flexible tying material to avoid injuring trunk and allow the

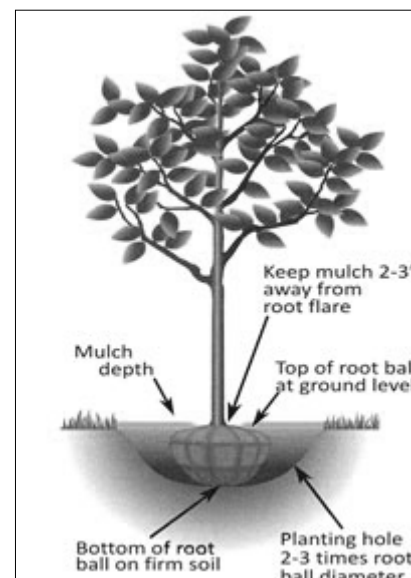
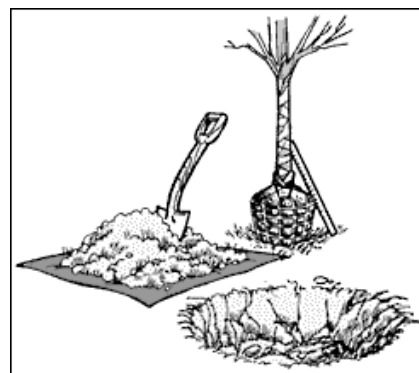


Diagram courtesy of San Antonio Parks and Recreation

## Appendix C

tree to move or sway. Remove staking and ties after one year.

- **Establishment** – Do not fertilize at planting time. Water regularly throughout the first growing season (about once a week unless significant rainfall is received), but do not overwater. Keep lawn mowers and string trimmers away from tree to avoid wounding bark. Only prune dead or injured branches at time of planting.
- **Long term care & protection** – Have a 3-year annual inspection program to replace mulch, provide small tree training (light pruning cuts), and check for signs of stress, insects, disease, or vandalism. Keep trunk area free and clear of weeds and other competing vegetation. Put a fence around tree if site is a feeding ground for rabbits, deer, or other wildlife.

### **Part (B) – Project Inspection Form**

Once the Subaward Project is complete, the Subrecipient must contact the DNRC regional urban forester to schedule a final project inspection. The inspection will verify that all required work has been completed and performed in accordance with state and program specifications. The Project Inspection Form must be completed by the DNRC regional urban forester or duly designated DNRC representative. Upon completion and submittal of the Project Inspection Form, a final payment of subaward agreement funds, including any funds that may have been withheld from earlier payment requests, is made to the Subrecipient. If the project is not inspected and approved by the DNRC regional urban forester, or deficiencies are found during inspection and not corrected, funds may be withheld from the Subrecipient.

***City of Helena, Montana***

**02/21/2024**

**To:** Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
Jacob Garcin, Public Information Officer  
Rebecca J. Dockter, City Attorney

**Subject:** Consider placement of two questions on the ballot for the residents of Helena, Montana to decide whether to approve additional mill levies to support the personnel and equipment needs for the Helena Police and Fire Departments; as well as allowing the City to sell and issue General Obligation Bonds to construct a new Fire Station.

**Present Situation:** The Helena Police Department and Fire Department need additional staff to meet the demand for service in the City. Both departments recently completed studies by independent consulting firms, which identified the gaps in staffing. In addition, the studies confirmed the need for a third fire station to meet the City's population and geographic growth. The current level of revenue the City of Helena receives from property taxes does not support the community's current public safety service needs or the needs of the community in the future.

**Background Information:** The City of Helena Police Department conducted a staffing study with a consultant that recommends additional Patrol Officers. HPD then organized a Staffing Study Committee to review the entire Police Department operation and provided recommendations on additional staffing needs.

Additionally, the Helena Fire Department completed a comprehensive Master Plan in 2022 with a consultant. A Planning Committee was then formed, which created an executive summary with key recommendations.

The recommendations for both the Police and Fire Departments were presented in administrative meetings in 2023 after they were completed. On December 13, 2023 and January 17, 2024, City staff outlined for the Commission in an administrative meeting, the funding needs and multiple scenarios for addressing those needs, which culminated on February 7, 2023, with consensus direction from the City Commission to proceed with the resolution being considered at this meeting tonight.

**Proposal/Objective:** The City of Helena proposes to expand public safety services with the addition of 31.66 mill levies to hire 9 police department staff and an additional 15 firefighters. The City also proposes to issue and sell General Obligation Bonds that would be used to construct a fire station, training center, and equip them with what is necessary for serving the residents of the City. The City proposes to levy 5.66 bonds to fund the debt service for constructing the new fire station.

**Advantage:** The residents of the City of Helena will see an improvement in public safety services provided by the Police and Fire Departments. The capacity of both departments will substantially increase to accommodate the City's future growth.

**Notable Energy Impact:**

No notable energy impact in requesting ballot measures to be placed on the June 4, 2024 ballot that will already be an in-person primary election.

**Disadvantage:**

Property owners will see an increase in taxes depending on the value of their home. To give an idea of the current impact, if the mills and bonds were passed today, a home with a value of \$100,000 would see a property tax bill increase of \$50.38 per year. A home with the value of \$300,000 would see a property tax bill increase of \$151.13 per year, and a home with the value of \$600,000 would see a property tax bill increase of \$302.26 per year.

**Quasi-Judicial Item:**

False

**Notice of Public Hearing:**

NA

**Staff Recommendation/  
Recommended Motion:**

Move to approve the placement of two questions on the June 4, 2024 primary ballot for the approval of 31.66 mill levies to support the staffing and equipment needs of the Helena Police and Fire Departments; and 5.66 mill levies to support the sale and issuance of bonds to construct an additional fire station.



# Public Safety Mill Levy / Bond Resolution

Prepared by

City Staff

Police Dept., Fire Dept., City Attorney's Office, Finance Dept., City Manager's Office



City of  
Helena

# Public Safety Mill Levy / Bond Resolution

## Introduction

Staff are presenting a resolution to place Mill Levy and Bond proposals on the June 4, 2024 Primary Election ballot.

### Mill Levy Initiative

- Proposes funding for additional Firefighters ,Police Department personnel, and equipment.

### Bond Initiative

- Proposes the City sell and issue General Obligation Bonds to fund construction of a third fire station, to include a training facility and equipment.



# Public Safety Mill Levy / Bond Resolution

## Background

### Police Department

- Conducted a staffing study with a consultant during 2022 and 2023. The study evaluated the needs of the Patrol Division and provided recommendations on the addition of Patrol Officers.
- Organized a Staffing Study Committee to review the entire Police Department operation and provided recommendations on additional staffing needs.

### Fire Department

- Completed a comprehensive Master Plan in 2022 with a consultant.
- Organized a Planning Committee in 2023 to create an executive summary and provide key recommendations.



City of  
Helena

# Public Safety Mill Levy / Bond Resolution

## Background

### Commission Presentations

- 2023: Police Department presented a final report from the Staffing Study.
- 2023: Fire Department presented Fire Department Master Plan and Executive Summary.
- December 13, 2023: Joint presentation to highlight funding needs.
- January 17, 2024: Staff prepared multiple scenarios for addressing personnel and facility needs.
- February 7, 2024: Commission provided consensus direction to proceed with the resolution that is being presented tonight.



# Public Safety – Personnel & Operation

## Police Department

### **9 Officers (\$1,415,883 / year)**

- 3 Call-Takers
- 3 Detectives (Internet Crimes Against Children, Violence Against Children, and General)
- 2 Community Resource Officers
- 1 Civilian Crash Investigator

## Fire Department

### **15 Firefighters (\$1,622,475 / year)**

### **Construction of Station 3 (\$6,896,406)**



# Fire Station 3

## Financing Overview

	<u>Subtotal</u>	<u>Contingency (15%)</u>	<u>Total</u>
Fire Station (13500 sq ft)	\$5,062,500	\$759,375	\$5,821,875
Training Facility	\$375,000	\$56,250	\$431,250
Fire Station Equipment	\$500,000	\$75,000	\$575,000
Financing Costs			\$68,281
<b>Total Estimated Project Costs</b>	<b>\$5,937,500</b>	<b>\$890,625</b>	<b>\$6,896,406</b>

Facility Cost per Square Foot = \$375

Annual Debt Service Requirement (20 Year Term; 5% interest) \$557,800

# Mills Required

	Total Cost	Debt Service	# of Mills Needed
Police Personnel and Operation	\$1,415,883	--	14.35
Fire Personnel and Operation	\$1,707,475	--	17.31
<b>Total</b>			<b>31.66</b>

	Total Cost	Debt Service	# of Mills Needed
New Fire Station	\$7,000,000	\$557,800	5.66
<b>Total</b>			<b>5.66</b>

# Property Tax Impact

## Personnel and Operation – Police & Fire

### FY2024 Calculation

Current Market Value of Home	\$100,000	\$300,000	\$600,000
Taxable Rate: 1.35% of Current Taxable Value	\$1,350	\$4,050	\$8,100
Calculated Total Property Tax (31.66 Mills)	\$42.74	\$128.22	\$256.45

**Section 7-6-4020 & Section 7-6-4030, MCA**



**City of  
Helena**



# Property Tax Impact

## New Fire Station

### FY2024 Calculation

Current Market Value of Home	\$100,000	\$300,000	\$600,000
Taxable Rate: 1.35% of Current Market Value	\$1,350	\$4,050	\$8,100
Calculated Total Property Tax (5.66 Mills)	\$7.64	\$22.91	\$45.81

**Section 7-6-4020 & Section 7-6-4030, MCA**

# Ballot Language

CITY OF HELENA, MONTANA  
**GENERAL OBLIGATION BOND ELECTION**  
NEW FIRE STATION  
JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS—YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS—NO.”

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City in one or more series in the total principal amount of up to [Seven Million] and No/100 Dollars (\$[7,000,000].00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$[7.64] in the first year, of \$300,000 would increase by \$[22.92] in the first year, and of \$600,000 would increase by \$[45.84] in the first year. An increase in property taxes may lead to an increase in rental costs.

☐ BONDS—YES  
☐ BONDS—NO

CITY OF HELENA, MONTANA  
**MILL LEVY ELECTION**  
PUBLIC SAFETY SERVICES  
JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “MILL LEVY—YES” if you wish to vote for the mill levy; if you are opposed to the mill levy, make an X or similar mark in the oval before the words “MILL LEVY—NO”.

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

☐ MILL LEVY—YES  
☐ MILL LEVY—NO



# Staff Recommended Motion

Move to approve the placement of two questions on the June 4, 2024 primary ballot for the approval of 31.66 mill levies to support the staffing and equipment needs of the Helena Police and Fire Departments; and 5.66 mill levies to support the sale and issuance of bonds to construct an additional fire station.

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and appointed Clerk of the Commission of the City of Helena, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. \_\_\_\_\_ entitled: "A RESOLUTION OF THE CITY COMMISSION SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF HELENA, MONTANA, THE QUESTIONS OF (I) ISSUING GENERAL OBLIGATION BONDS OF THE CITY IN A TOTAL PRINCIPAL AMOUNT OF UP TO SEVEN MILLION AND NO/100 DOLLARS (\$7,000,000.00) FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING A SITE AND DESIGNING, CONSTRUCTING, FURNISHING, AND EQUIPPING THEREON A NEW FIRE STATION, TO INCLUDE A TRAINING FACILITY, AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS; AND (II) PERMANENTLY LEVYING MILLS TO PAY COSTS OF PUBLIC SAFETY SERVICES, INCLUDING OPERATION AND MAINTENANCE COSTS OF THE CITY POLICE AND FIRE DEPARTMENTS, TO INCLUDE ADDITIONAL POLICE DEPARTMENT PERSONNEL AND FIREFIGHTERS, EQUIPMENT, AND RELATED PUBLIC SAFETY COSTS AND EXPENSES" (the "Resolution"), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Commission at a meeting on February 26, 2024, and that the meeting was duly held by the City Commission and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Commission Members voted in favor thereof: \_\_\_\_\_; voted against the same: \_\_\_\_\_; abstained from voting thereon: \_\_\_\_\_; or were absent: \_\_\_\_\_.

WITNESS my hand and seal officially this \_\_\_\_ day of February, 2024.

(SEAL)

\_\_\_\_\_  
Clerk of the Commission

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF HELENA, MONTANA, THE QUESTIONS OF (I) ISSUING GENERAL OBLIGATION BONDS OF THE CITY IN A TOTAL PRINCIPAL AMOUNT OF UP TO SEVEN MILLION AND NO/100 DOLLARS (\$7,000,000.00) FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING A SITE AND DESIGNING, CONSTRUCTING, FURNISHING, AND EQUIPPING THEREON A NEW FIRE STATION, TO INCLUDE A TRAINING FACILITY, AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS; AND (II) PERMANENTLY LEVYING MILLS TO PAY COSTS OF PUBLIC SAFETY SERVICES, INCLUDING OPERATION AND MAINTENANCE COSTS OF THE CITY POLICE AND FIRE DEPARTMENTS, TO INCLUDE ADDITIONAL POLICE DEPARTMENT PERSONNEL AND FIREFIGHTERS, EQUIPMENT, AND RELATED PUBLIC SAFETY COSTS AND EXPENSES

BE IT RESOLVED, by the City Commission (the “Commission”) of the City of Helena, Montana (the “City”) as follows:

Section 1. Recitals. It is hereby found, determined and declared as follows:

1.01. Authorization. The City is authorized pursuant to Section 7-7-4221, Montana Code Annotated, upon approval of the electorate of the City, to issue general obligation bonds pledging the general credit of the City for any purpose authorized by law, provided that such indebtedness will not cause the total indebtedness of the City to exceed 2.5% of the total assessed value of taxable property of the City, determined as provided in Section 15-8-111, Montana Code Annotated, ascertained by the last assessment for state and county taxes. In addition, pursuant to Section 7-7-4223, Montana Code Annotated, the Commission is authorized to call a bond election by adopting a resolution to that effect. The Commission is also authorized pursuant to Section 15-10-425, Montana Code Annotated, to increase its mill levies for a specific purpose by conducting a mill levy election as prescribed by law.

1.02. Proposed Project and Bonds. The Commission has determined that the demand for public safety services has increased and the current City facilities are inadequate to meet the demand. To address these deficiencies in the community, the Commission hereby determines there should be submitted to the qualified electors of the City the question of whether the Commission shall be authorized to sell and issue general obligation bonds of the City in one or more series to obtain funds for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds, which bonds shall bear interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, and subject to redemption as required by law.

It is the judgment of the Commission that up to \$7,000,000.00 in principal amount of general obligation bonds will be necessary to carry out the purpose set forth above. It is also the judgment and determination of the Commission that such general obligation bonds may be issued in multiple series, each series payable during a term not to exceed twenty (20) years and subject to redemption as provided by law.

1.03. Debt Limitation. The Commission has determined that the issuance of general obligation bonds in the total principal amount of Seven Million and No/100 Dollars (\$7,000,000.00) together with the outstanding principal amounts of all other general obligation indebtedness of the City will not cause the City to exceed its general obligation indebtedness limitation, which is currently calculated to be \$152,450,834 (i.e., 2.50% x \$6,098,033,385).

1.04. Mill Levy. In addition, the City Commission has determined that the City's current mill levy authority is inadequate to fund current and future public safety services necessary for a growing community. The Commission has therefore determined that it is in the best interest of the City to seek authority for a permanent mill levy increase to pay costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses, by presenting to the voters a mill levy question.

Section 2. Calling of the Election. The Commission hereby calls and directs that an election be held in conjunction with the primary election on June 4, 2024, for the purpose of voting on the following questions:

Proposed General Obligation Bonds for New Fire Station

Shall the City Commission of the City of Helena, Montana (the "City") be authorized to sell and issue general obligation bonds of the City in one or more series in a total principal amount of up to Seven Million and No/100 Dollars (\$7,000,000.00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$7.64 in the first year, of \$300,000 would increase by \$22.92 in the first year, and of \$600,000 would increase by \$45.84 in the first year. An increase in property taxes may lead to an increase in rental costs.

The Commission has determined that it is in the best interests of the City to seek authority for a permanent mill levy increase to fund current and future public safety services by presenting to the voters the following question:

Proposed Mill Levy for Public Safety Services

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

Section 3. Assumptions Underlying Tax Impact. As required by law, each of the bond question and mill levy question contains a tax impact statement. The tax impact statement regarding the bonds assumes that (i) the dollar amount raised by the levy of 1 mill is equal to the estimated dollar amount of 1 mill as set forth in the City’s fiscal year 2024 budget, (ii) the bonds are issued in one series and in the maximum principal amount set forth in the bond ballot question, (iii) the term of the bonds is 20 years, and (iv) the average annual interest rate on the bonds is 5.00%. The tax impact statement regarding the mill levy assumes that the dollar amount raised by the levy of 1 mill is equal to the estimated dollar amount of 1 mill as set forth in the City’s fiscal year 2024 budget.

Section 4. Conduct of Election. All qualified electors of the City shall be entitled to vote at the bond election and mill levy election. The Clerk of the Commission is hereby authorized and directed to give notice of the call and details of this election to the Lewis and Clark County Election Administrator promptly and in any event on or before the date required by the Lewis and Clark County Election Administrator. The Lewis and Clark County Election Administrator is requested to give notice of the close of registration and thereafter prepare printed lists of the qualified electors in the City entitled to vote in the election in the City and to conduct the election in the form and manner prescribed by law.

Section 5. Notice of Election. The Clerk of the Commission or the Lewis and Clark County Election Administrator, as appropriate, is hereby authorized and requested to cause notice of the call and holding of the election to be given by publishing notice at least three times no earlier than 40 days and no later than 10 days before the election in the *Helena Independent Record*, a newspaper of general circulation in Lewis and Clark County. The notice of election as published shall read substantially as shown on Exhibit A hereto (which is incorporated by reference and made a part hereof), with such additions or deletions or updates as are determined necessary or desirable.

Section 6. Forms of Ballots. The ballots shall be printed in substantially the following forms, with such additions or deletions or updates as are determined necessary or desirable:

FORM OF OFFICIAL BALLOT

CITY OF HELENA, MONTANA  
GENERAL OBLIGATION BOND ELECTION  
NEW FIRE STATION

JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS—YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS—NO.”

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City in one or more series in the total principal amount of up to Seven Million and No/100 Dollars (\$7,000,000.00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$7.64 in the first year, of \$300,000 would increase by \$22.92 in the first year, and of \$600,000 would increase by \$45.84 in the first year. An increase in property taxes may lead to an increase in rental costs.

☐ BONDS—YES

☐ BONDS—NO



FORM OF OFFICIAL BALLOT

CITY OF HELENA, MONTANA  
MILL LEVY ELECTION  
PUBLIC SAFETY SERVICES

JUNE 4, 2024

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “MILL LEVY—YES” if you wish to vote for the mill levy; if you are opposed to the mill levy, completely fill in the oval using a blue or black ink pen before the words “MILL LEVY—NO”.

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

☐ MILL LEVY—YES

☐ MILL LEVY—NO

Section 7. Notice to County Election Administrator. A copy of this Resolution will be provided to the Lewis and Clark County Election Administrator as soon as practicable after its adoption and approval in order to inform the Election Administrator of the details of the special election and the pertinent requests and authorizations as to the conduct of the special election.

Section 8. Reimbursement Expenditures.

(a) The United States Department of Treasury has promulgated final regulations governing the use of proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City for project expenditures paid by the City prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds within 18 months (or three years, if the reimbursement bond issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) after the later of (i) the date the expenditure is paid or (ii) the date the project is placed in service or abandoned, but (unless the issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

(b) Other than (i) expenditures to be paid or reimbursed from sources other than the bonds, (ii) expenditures permitted to be reimbursed under the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for a project within the scope of this resolution have been paid by the City before the date 60 days before the date of adoption of this resolution.

(c) The City reasonably expects to reimburse the expenditures made for costs of such a project out of the proceeds of bonds in an estimated maximum aggregate principal amount of up to \$7,000,000 after the date of payment of all or a portion of the costs of such a project. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations.

(d) As of the date hereof, there are no City funds reserved, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to such a project, other than pursuant to the issuance of the bonds. The statement of intent contained in this resolution, therefore, is determined to be consistent with the City’s budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

(e) The Chief Financial Officer shall be responsible for making the “reimbursement allocations” described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the bonds to reimburse the source of temporary financing used by the City to make prior payment of the costs of the project. Each allocation shall be evidenced by an entry on the

official books and records of the City maintained for the bonds or the project and shall specifically identify the actual original expenditure being reimbursed.

[Balance of page intentionally left blank.]

PASSED, ADOPTED, AND APPROVED by the City Commission of the City of Helena, Montana, this 26th day of February, 2024.

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Mayor

ATTEST:

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Clerk of the Commission

(SEAL)

## EXHIBIT A

### NOTICE OF GENERAL OBLIGATION BOND ELECTION FOR NEW FIRE STATION AND MILL LEVY ELECTION FOR PUBLIC SAFETY SERVICES

CITY OF HELENA, MONTANA  
JUNE 4, 2024

NOTICE IS HEREBY GIVEN by the City Commission (the “Commission”) of the City of Helena, Montana (the “City”), that pursuant to a resolution duly adopted at a meeting of the Commission on February 26, 2024, an election of the registered voters of the City will be held in conjunction with the primary election on June 4, 2024, for the purpose of voting on the following questions:

#### Proposed General Obligation Bonds for New Fire Station

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to sell and issue general obligation bonds of the City in one or more series in the total principal amount of up to Seven Million and No/100 Dollars (\$7,000,000.00) bearing interest at rates to be determined at the time of sale, payable semiannually over a term not to exceed twenty years for each series of bonds, for the purpose of paying costs of acquiring a site and designing, constructing, furnishing, and equipping thereon a new fire station, to include a training facility, and related improvements and costs, and paying costs associated with the sale and issuance of the bonds?

If this bond proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$7.64 in the first year, of \$300,000 would increase by \$22.92 in the first year, and of \$600,000 would increase by \$45.84 in the first year. An increase in property taxes may lead to an increase in rental costs.

#### Proposed Mill Levy for Public Safety Services

Shall the City Commission of the City of Helena, Montana (the “City”) be authorized to levy permanently up to 31.66 mills per year, currently raising approximately \$3,203,832 annually, for the purpose of paying costs of public safety services, including operation and maintenance costs of the City police and fire departments, to include additional police department personnel and firefighters, equipment, and related public safety costs and expenses?

If this mill levy proposition passes, it is estimated that property taxes on a home with an assessed market value for tax purposes of \$100,000 would increase by \$42.74 per year, of \$300,000 would increase by \$128.22 per year, and of \$600,000 would increase by \$256.44 per year. An increase in property taxes may lead to an increase in rental costs.

On Election Day, June 4, 2024, the polls shall be open between the hours of 7:00 a.m. and 8:00 p.m., and the polling places for the election shall be the polling places for City residents during a primary election, as identified in the written instructions of the County Election Administrator.

Close of registration is May 6, 2024. Absentee ballots may be obtained at the office of the Lewis and Clark County Elections Office, 316 N. Park Avenue, Room 168, in Helena, Montana, from May 6, 2024 until 8:00 p.m. on Election Day.

Electors who miss the close of registration deadline may register late and vote in the election if the County Election Administrator receives and verifies the electors' voter registration information prior to 8 p.m. on June 4, 2024.

County Election Administrator

Publish: May 3, May 10, and May 17, 2024

***City of Helena, Montana***

**2/20/2024**

**To:** Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
Doug Smith, Parks, Recreation and Open Lands Director  
Sheila Danielson, Finance Director

**Subject:** Consider a Resolution of Intention to Establish Fees to be Charged for the Bill Roberts Municipal Golf Course.

**Present Situation:** As a Helena City asset, the Bill Roberts Golf Course provides a place to recreate and socialize for all. During summer months, it provides a superbly manicured regulation length golf course that is challenging yet fun for all skill levels. They offer junior camps, ladies' clinics, professional lessons, tournaments, business outings, business parties, a driving range, a putting green, off-season simulator golf stations, great food and a fun atmosphere to everyone who walks into the establishment.

The golf course also provides a place for walking, running and cross-country skiing in the winter. This facility is enjoyed by all residents, guests and golfers alike.

**Background Information:** N/A

**Proposal/Objective:** Consider a Resolution of Intention establishing fees to be charged at the Bill Roberts Golf Course in order to start the public hearing process.

**Advantage:** N/A

**Notable Energy Impact:** N/A

**Disadvantage:** N/A

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** True

**Staff Recommendation/  
Recommended Motion:** Move to approve a Resolution of Intention to establish fees to be charged at the Bill Roberts Golf Course repealing Resolution No. 20794 and to set a public hearing.

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

## RESOLUTION NO. \_\_\_\_\_

### **A RESOLUTION OF INTENTION TO ESTABLISH FEES TO BE CHARGED AT THE BILL ROBERTS MUNICIPAL GOLF COURSE REPEALING RESOLUTION NO. 20794**

**WHEREAS**, the City of Helena Parks Department with the Bill Roberts Municipal Golf Course Advisory Board has recommended changes in the charges imposed upon users of the golf course; and

**WHEREAS**, it appears to be in the best interests of the City of Helena, Montana, and the inhabitants thereof, that the Helena City Commission hold a public hearing on the implementation of fees shown in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:**

**Section 1.** That it is the intention of the City of Helena to supersede Resolution No. 20794 establish updated user fees for the Bill Roberts Golf Course as shown in Exhibit A;

**Additionally, the following policies will remain in effect;**

**REFUNDS:** No refunds will be given for lost or stolen punch cards or season passes.

Refunds for unused portions of punch cards or season passes may be granted by the City Manager, upon certification from a licensed physician that the holder's medical condition prevents the holder from being able to participate in golf for the remainder of the season. If a refund is granted, the refund will be pro-rated,



# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

less the number of documented played rounds based on the current green fee value. No refunds will be considered after August 1st.

Passes and punch cards will not be extended to the next season. Punch cards are transferrable but are only good for one golf season.

Rain checks may be issued for lost rounds of play due to course conditions that pose a threat to the safety of the golfers or due to an imminent medical emergency of a golfer. Rain check refunds will not be issued after 5 holes of completed golf for 9 holes of play and 13 holes of completed golf for 18 holes of play.

**DONATIONS:** The City Manager may authorize the Bill Roberts Golf Course golf professional to donate up to 35 rounds of "2 for 1" free golf per golf season to promote the Bill Roberts Golf Course at charitable events.

The City Manager may authorize the Bill Roberts Golf Course golf professional to donate up to \$1,000 of pro shop merchandise valued at retail value for charitable purposes per golf season.

Based on professional courtesy and golf course practices throughout the industry, the City Manager may authorize the issuance of complimentary golf privileges to visiting golf professionals and visiting golf course superintendents.

**PROMOTIONS:** The City Manager may authorize the Bill Roberts Golf Course professional to implement promotional programs that result in discounted rates for the purpose of increasing under-utilized course play times. Promotions may include "loyalty member" programs, 2 for 1 specials, etc.

**Section 2.** The following definitions apply:

"Active Military" is a person who is on full-time duty in active military service of the United States. This includes members of the reserve components serving on active duty or full-time training duty but does not include full-time National Guard duty.

"Couple" is two adults who cohabit and share a single

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

household.

"Family" is all members of the same household, including dependents, who are eighteen years old or younger.

"Junior" is a person who is eighteen years old or younger.

"Resident" is a person or family living within the corporate limits of the City of Helena.

"Senior" is a person 65 years of age or older.

"Young adult" is a person who is between the ages of 19 and 29.

**Section 3.** The Helena City Commission will hold a public hearing on this matter on **March 11, 2024**, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://us06web.zoom.us/j/84006008984> at which time all interested parties may appear and express their views of approval or disapproval on the proposed fees.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2024.**

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF THE COMMISSION

Exhibit A: Bill Roberts Golf Course - Proposed Fee Schedule for 2025

	2023-4 Current Fees	2023-4 Actual # Sold	2023-4 Revenue	2024-5 Proposed Fees	2024-5 Projection Based on 2023-4 #'s
Season Passes					
Adult	\$ 950.00	106	\$95,400.00	\$ 1,000.00	\$ 106,000.00
Couple	\$ 1,450.00	18	\$24,525.00	\$ 1,550.00	\$ 27,900.00
Senior	\$ 850.00	184	\$146,400.00	\$ 900.00	\$ 165,600.00
Senior Couple	\$ 1,350.00	29	\$37,425.00	\$ 1,450.00	\$ 42,050.00
Young Adult	\$ 500.00	84	\$41,200.00	\$ 550.00	\$ 46,200.00
Junior	\$ 250.00	62	\$15,200.00	\$ 250.00	\$ 15,500.00
Military	\$ 850.00	11	\$9,100.00	\$ 900.00	\$ 9,900.00
*Revenue includes discounted pricing.		494	\$ 369,250.00		\$ 413,150.00
2024-5 Projected Additional Pass Revenue					\$ 43,900.00
Punch Cards					
10 Round	\$ 230.00	315	\$72,450.00	\$ 230.00	\$72,450.00
10 Round Sr	\$ 200.00	172	\$34,400.00	\$ 200.00	\$34,400.00
10 Round Jr.	Discontinued			Discontinued	
10 Round Military	\$ 200.00	6	\$1,200.00	\$ 200.00	\$1,200.00
		493	\$ 108,050.00		\$ 108,050.00
Green Fees					
9 Hole	\$ 25.00	4005	\$100,125.00	\$ 25.00	\$100,125.00
9 Hole Jr./Sr.	\$ 23.00	685	\$15,755.00	\$ 23.00	\$15,755.00
9 Hole Twilight	\$ 20.00	329	\$6,580.00	\$ 20.00	\$6,580.00
18 Hole	\$ 45.00	2873	\$129,285.00	\$ 45.00	\$129,285.00
18 hole Jr./Sr.					
Add. 9 Jr./Sr.					
Tourney Fee	\$ 40.00	2574	\$102,960.00	\$ 40.00	\$102,960.00
18 Hole Jr./Sr.	\$ 40.00	507	\$20,280.00	\$ 40.00	\$20,280.00
		10973	\$ 374,985.00		\$ 374,985.00
Total pass and Green Fees			\$ 852,285.00		\$ 896,185.00

Bill Roberts Golf Course - Proposed Fee Schedule for 2025

2023-4 Current Fees	2023-4 Actual # Sold	2023-4 Revenue	2024-5 Proposed Fees	2024-5 Projection Based on 2023-4 #'s
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**Golf Cart**

9	\$ 10.00	8111	\$81,110.00	\$ 12.00	\$ 97,332.00
18	\$ 20.00	6100	\$122,000.00	\$ 24.00	\$ 146,400.00
Annual Cart Lease	\$ 450.00	80	\$36,000.00	\$ 500.00	\$ 40,000.00

\$239,110.00                      \$283,732.00

2024-5 Projected Additional Cart Revenue                      \$ 44,622.00

**Driving Range**

Small Bucket	\$ 7.00	3390	\$23,730.00	\$ 7.00	\$23,730.00
Large Bucket	\$ 12.00	3761	\$45,132.00	\$ 12.00	\$45,132.00
Season Pass Adult	\$ 300.00	135	\$40,500.00	\$ 300.00	\$40,500.00
Season Pass Couple	\$ 400.00	17	\$6,800.00	\$ 400.00	\$6,800.00
Season Pass Family	\$ 500.00	11	\$5,500.00	\$ 500.00	\$5,500.00

\$ 121,662.00                      \$ 121,662.00

**Cart Storage**

Electric	\$ 575.00	35	\$20,125.00	\$ 625.00	\$ 21,875.00
Gas	\$ 550.00	32	\$17,600.00	\$ 600.00	\$ 19,200.00
Annual Trail Fee	\$ 200.00	26	\$5,200.00	\$ 250.00	\$ 6,500.00
Daily Trail Fee	\$ 20.00	3	\$60.00	\$ 24.00	\$ 72.00
Add. Cart User	\$ 85.00	5	\$425.00	\$ 100.00	\$ 500.00

\$43,410.00                      \$ 48,147.00

2024-5 Projected Additional Cart Revenue                      \$ 4,737.00

**Misc**

Pull Cart	\$ 6.00	324	\$1,944.00	\$ 6.00	\$1,944.00
Club Rental 9	\$ 20.00	150	\$3,000.00	\$ 20.00	\$3,000.00
Club Rental 18	\$ 35.00	119	\$4,165.00	\$ 35.00	\$4,165.00
Handicap	\$ 35.00	465	\$16,275.00	\$ 35.00	\$16,275.00
Locker	\$ 60.00	49	\$2,940.00	\$ 60.00	\$2,940.00
Club Storage Lower					
Simulator/hr	\$40.00	2129	\$85,160.00	\$40.00	\$85,160.00

\$ 113,484.00                      \$ 113,484.00

Total Fee Revenue                      \$ 1,369,951.00                      \$ 1,463,210.00

2024-5 Proposed Revenue Increase                      \$ 93,259.00

## Financial Trend Report Golf Fund

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Estimated Actual	FY25 Projected
<b>Beginning Cash</b>	\$ 559,787	\$ 1,213,675	\$ 238,840	\$ 172,239	\$ 180,323	\$ 185,396	\$ 30,732	\$ 30,732	\$ 74,144
<b>Revenue:</b>									
<u>Operating Revenue</u>									
Season Passes	291,428	284,560	278,122	346,878	330,845	386,907	439,650	435,000	439,000
Punch Cards	90,305	93,757	94,033	120,898	88,458	108,046	140,000	140,000	140,000
Green Fees	193,837	212,176	198,784	260,056	280,712	312,407	286,150	280,000	300,000
Golf Cart Rental	129,113	132,680	115,887	175,750	187,377	218,132	238,150	230,000	240,000
Driving Range	78,337	80,764	77,199	106,689	113,989	111,950	131,170	130,000	132,000
Cart Storage	35,135	33,395	31,490	27,000	31,965	36,055	38,650	36,000	39,000
Golf Simulator	36,110	112,350	82,942	60,152	76,484	82,461	88,000	85,000	85,000
Misc Other Golf Revenue	100,054	113,899	84,302	93,964	106,608	55,493	136,978	136,000	145,000
Munis Restaurant	199,742	472,067	433,457	488,406	346,927	449,137	615,000	630,000	650,000
Pro Shop	184,156	233,183	156,785	204,212	194,732	197,119	230,000	230,000	240,000
<b>Total Operating Revenue</b>	<b>1,338,217</b>	<b>1,768,831</b>	<b>1,553,001</b>	<b>1,884,006</b>	<b>1,758,095</b>	<b>1,957,707</b>	<b>2,343,748</b>	<b>2,332,000</b>	<b>2,410,000</b>
<u>Transfers In</u>									
From General Fund	-	-	280,000	240,000	235,000	142,850	107,100	107,100	85,000
Insurance Fund	9,494	10,321	4,900	6,409	6,409	2,471	1,384	1,384	1,300
<b>Total Interfund Transfers In</b>	<b>9,494</b>	<b>10,321</b>	<b>284,900</b>	<b>246,409</b>	<b>241,409</b>	<b>145,321</b>	<b>108,484</b>	<b>108,484</b>	<b>86,300</b>
<u>Debt Proceeds</u>									
INTERCAP Loan - Golf Carts	-	-	-	-	-	-	200,000	184,195	-
GO Bond Proceeds	2,100,000	-	-	-	-	-	-	-	-
<b>Total Debt Proceeds</b>	<b>2,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>184,195</b>	<b>-</b>
<b>Total Revenue</b>	<b>3,447,711</b>	<b>1,779,152</b>	<b>1,837,901</b>	<b>2,130,415</b>	<b>1,999,504</b>	<b>2,103,028</b>	<b>2,652,232</b>	<b>2,624,679</b>	<b>2,496,300</b>
<b>Expenses:</b>									
<u>Operating Expenses</u>									
<u>Golf Operations &amp; Pro Shop</u>									
Salaries & Benefits - Perm.	198,393	228,639	171,155	143,087	147,330	184,218	262,384	262,384	272,879
Salaries & Benefits - Temp	60,214	48,032	54,170	52,647	86,522	134,944	75,729	75,729	76,486
Supplies (Includes Resale)	168,104	190,288	132,807	148,584	186,134	221,370	205,100	205,100	213,304
Purchased Services:	55,660	76,396	81,799	72,491	64,227	44,013	80,905	75,000	77,250
Fixed Charges (Credit Card Fees)	17,003	21,972	17,089	23,350	25,173	26,863	25,000	25,000	25,750
Internal Charges:	49,168	55,578	61,709	72,450	96,469	108,200	132,849	132,849	139,491
SubTotal Golf Operations	<b>548,542</b>	<b>620,905</b>	<b>518,730</b>	<b>512,608</b>	<b>605,855</b>	<b>719,607</b>	<b>781,967</b>	<b>776,062</b>	<b>805,161</b>
<u>Munis Restaurant</u>									
Salaries & Benefits - Perm.	20,721	84,334	50,675	157,853	84,214	106,641	156,078	156,078	162,321
Salaries & Benefits - Temp	50,178	135,839	187,436	158,055	103,162	162,788	145,980	145,980	147,440
Supplies (Includes Resale)	100,970	232,595	244,353	306,039	223,966	244,380	229,000	229,000	235,870
Purchased Services:	17,755	19,240	30,610	42,222	21,555	29,088	38,390	38,000	39,140
Fixed Charges (Credit Card Fees)	2,977	7,303	8,733	12,504	9,006	9,446	11,500	11,500	11,845
Internal Charges:	13,606	18,057	23,584	30,202	73,719	94,432	90,471	90,471	94,995
SubTotal Munis Restaurant	<b>206,207</b>	<b>497,368</b>	<b>545,391</b>	<b>706,875</b>	<b>515,622</b>	<b>646,775</b>	<b>671,419</b>	<b>671,029</b>	<b>691,610</b>
<u>Golf Maintenance</u>									
Salaries & Benefits - Perm.	240,614	254,099	268,002	300,263	200,203	241,398	291,087	291,087	302,730
Salaries & Benefits - Temp	90,862	89,854	78,532	74,738	98,226	159,124	151,894	151,894	153,413
Supplies	74,057	82,736	73,619	74,450	119,902	76,143	98,339	98,339	101,289
Purchased Services:	68,880	70,290	65,420	124,825	70,917	68,213	88,577	85,000	87,550
Fixed Charges	25,211	35,380	57,568	58,923	62,509	54,902	61,815	61,815	63,669
Internal Charges:	49,358	54,413	56,082	50,775	62,685	84,162	81,943	81,943	86,040
SubTotal Golf Maintenance	<b>548,982</b>	<b>586,772</b>	<b>599,224</b>	<b>683,974</b>	<b>614,442</b>	<b>683,943</b>	<b>773,655</b>	<b>770,078</b>	<b>794,692</b>
<b>Total Operating Expenses</b>	<b>1,303,731</b>	<b>1,705,045</b>	<b>1,663,345</b>	<b>1,903,457</b>	<b>1,735,919</b>	<b>2,050,325</b>	<b>2,227,041</b>	<b>2,217,169</b>	<b>2,291,464</b>
<u>Debt Service:</u>									
Irrigation- Intercap Loan	36,819	38,658	33,484	33,747	32,945	34,046	34,046	34,046	35,000
Club House	24,025	24,383	11,554	-	-	-	-	-	-
Debt Issuance Costs	43,500	-	-	-	-	-	-	-	-
General Obligation Debt - Munis Restaurant	12,183	142,750	145,387	142,949	145,469	141,352	142,850	142,850	145,000
Golf Cart - Intercap Loan	-	-	-	-	-	-	-	3,007	20,000
Irrigation- Interfund Loan - Gen Fund	71,044	42,596	42,596	42,179	42,596	-	-	-	-
<b>Total Debt Service</b>	<b>187,570</b>	<b>248,388</b>	<b>233,022</b>	<b>218,875</b>	<b>221,010</b>	<b>175,398</b>	<b>176,896</b>	<b>179,903</b>	<b>200,000</b>
<u>Capital Outlay:</u>									
Buildings	1,279,698	777,753	-	-	-	-	-	-	-
Greens Mowers	-	-	-	-	44,173	-	-	-	-
Other Equipment	22,824	22,800	8,136	-	-	64,912	-	-	-
Golf Cart Replacements (net of trade in value)	-	-	-	-	-	-	195,000	184,195	-
<b>Total Capital Outlay</b>	<b>1,302,522</b>	<b>800,553</b>	<b>8,136</b>	<b>-</b>	<b>44,173</b>	<b>64,912</b>	<b>195,000</b>	<b>184,195</b>	<b>-</b>
<b>Total Expenses</b>	<b>2,793,823</b>	<b>2,753,986</b>	<b>1,904,502</b>	<b>2,122,332</b>	<b>2,001,102</b>	<b>2,290,634</b>	<b>2,598,937</b>	<b>2,581,267</b>	<b>2,491,464</b>
<b>Revenues Less Expenses</b>	<b>653,888</b>	<b>(974,834)</b>	<b>(66,601)</b>	<b>8,083</b>	<b>(1,598)</b>	<b>(187,606)</b>	<b>53,295</b>	<b>43,412</b>	<b>4,836</b>
<b>Cash Adjusting Entry</b>					<b>6,672</b>	<b>32,942</b>			
<b>Ending Cash</b>	<b>\$ 1,213,675</b>	<b>\$ 238,840</b>	<b>\$ 172,239</b>	<b>\$ 180,323</b>	<b>\$ 185,396</b>	<b>\$ 30,732</b>	<b>\$ 84,027</b>	<b>\$ 74,144</b>	<b>\$ 78,980</b>

## Financial Trend Report MUNIS Restaurant

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Est. Actual	Draft FY25 Budget
<b>Revenue:</b>									
<u>Operating Revenue</u>									
Golf Simulator	36,110	112,350	82,942	60,152	76,484	82,461	88,000	85,000	85,000
Gaming Machine Proceeds	3,650	8,164	5,385	4,540	14,870	11,573	10,000	16,000	16,000
Munis Restaurant	199,742	472,067	433,457	488,406	346,927	449,137	615,000	630,000	650,000
<b>Total Operating Revenue</b>	<b>239,502</b>	<b>592,581</b>	<b>521,784</b>	<b>553,098</b>	<b>438,281</b>	<b>543,171</b>	<b>713,000</b>	<b>731,000</b>	<b>751,000</b>
<u>Transfers In</u>									
From General Fund	-	-	280,000	240,000	235,000	142,850	107,100	107,100	85,000
<b>Total Interfund Transfers In</b>	<b>-</b>	<b>-</b>	<b>280,000</b>	<b>240,000</b>	<b>235,000</b>	<b>142,850</b>	<b>107,100</b>	<b>107,100</b>	<b>85,000</b>
<u>Debt Proceeds</u>									
Debt Proceeds	2,100,000	-	-	-	-	-	-	-	-
<b>Total Debt Proceeds</b>	<b>2,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>2,339,502</b>	<b>592,581</b>	<b>801,784</b>	<b>793,098</b>	<b>673,281</b>	<b>686,021</b>	<b>820,100</b>	<b>838,100</b>	<b>836,000</b>
<b>Expenses:</b>									
<u>Operating Expenses</u>									
<u>Munis Restaurant</u>									
Salaries & Benefits	70,899	220,173	238,111	315,908	187,376	269,429	302,058	302,058	309,761
Supplies	100,970	232,595	244,353	306,039	223,966	244,380	229,000	229,000	235,870
Purchased Services:	17,755	19,240	30,610	42,222	21,555	29,088	38,390	38,000	39,140
Fixed Charges	2,977	7,303	8,733	12,504	9,006	9,446	11,500	11,500	11,845
Internal Charges:	13,606	18,057	23,584	30,202	73,719	94,432	90,471	90,471	94,995
SubTotal Munis Restaurant	<b>206,207</b>	<b>497,368</b>	<b>545,391</b>	<b>706,875</b>	<b>515,622</b>	<b>646,775</b>	<b>671,419</b>	<b>671,029</b>	<b>691,610</b>
<b>Total Operating Expenses</b>	<b>206,207</b>	<b>497,368</b>	<b>545,391</b>	<b>706,875</b>	<b>515,622</b>	<b>646,775</b>	<b>671,419</b>	<b>671,029</b>	<b>691,610</b>
<u>Debt Service:</u>									
Debt Issuance Costs	43,500	-	-	-	-	-	-	-	-
Debt - Munis Restaurant	12,183	142,750	145,387	142,949	145,469	141,352	142,850	142,850	145,000
<b>Total Debt Service</b>	<b>55,683</b>	<b>142,750</b>	<b>145,387</b>	<b>142,949</b>	<b>145,469</b>	<b>141,352</b>	<b>142,850</b>	<b>142,850</b>	<b>145,000</b>
<u>Capital Outlay:</u>									
Buildings	1,279,698	777,753	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>1,279,698</b>	<b>777,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>1,541,588</b>	<b>1,417,871</b>	<b>690,778</b>	<b>849,823</b>	<b>661,091</b>	<b>788,126</b>	<b>814,269</b>	<b>813,879</b>	<b>836,610</b>
<b>Revenues Less Expenses</b>	<b>797,914</b>	<b>(825,290)</b>	<b>111,006</b>	<b>(56,725)</b>	<b>12,189</b>	<b>(102,105)</b>	<b>5,831</b>	<b>24,221</b>	<b>(610)</b>

**CITY OF HELENA**  
**PUBLIC HEARING NOTICE**

**DATE:** February 29, 2024

The Helena City Commission will hold a public hearing at **6:00 p.m. on Monday, March 11, 2024** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via Zoom Meeting at webinar ID: <https://us06web.zoom.us/j/84006008984> to consider the following:

**A RESOLUTION ESTABLISHING FEES TO BE CHARGED FOR THE BILL  
ROBERTS MUNICIPAL GOLF COURSE REPEALING RESOLUTION NO. 20794.**

For further information, please contact the Parks, Recreation, and Open Lands Department located in the City County Building at 316 North Park Avenue, Room 405 Helena, MT 59623 or call the Director of the Parks and Recreation Department, Doug Smith at (406) 447-8462.

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490  
TTY Relay Service [1-800-253-4091](tel:1-800-253-4091) or 711  
[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)  
316 North Park, Avenue, Room 440, Helena, MT 59623

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**PUBLISH AS A LEGAL AD:** February 29<sup>th</sup> and March 7<sup>th</sup> 2024

Please send a copy of the legal ad to:

Doug Smith  
Parks, Recreation and Open Lands  
316 North Park Avenue  
Helena, MT 59601  
406-447-8462  
[dsmith@helenamt.gov](mailto:dsmith@helenamt.gov)

***City of Helena, Montana***

**01/30/2024**

**To:** Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
Doug Smith, Parks, Recreation and Open Lands Director  
Sheila Danielson, Finance Director

**Subject:** Consider a Resolution of intention to establish fees to be charged for the Last Chance Splash Waterpark & Pool and repealing Resolution No. 20820.

**Present Situation:**

The City operates a facility known as the Last Chance Splash Waterpark and Pool. This facility boasts a 50-meter outdoor pool open for lap swimming all day. Pool amenities include swimming lessons, a diving well, splash pad, two waterslides, a zero-depth pool and a lazy river. There are multiple exercise classes offered in addition to hosting user groups that include swim team workouts, water polo league and summer camp programs.

The city must charge fees for the use of the Swimming Pool to support the cost of operating said facility. The Swimming Pool is also subsidized by general taxpayer dollars in order for the entire community to enjoy the facility.

Pursuant to City Code Section 1-10-10: Fee and Charge Amounts: The Specific amount of any fees and charges imposed by city ordinance will be established and adjusted by the commission in the manner provided in Title 7, Chapter 5, Part 1 of the Montana Code Annotated. (Ord. 3177, 6-10-2013, eff. 7-15-2013).

Pursuant to MCA 7-5-123 "Effective Date of Resolutions" – states "All resolutions shall be immediately effective unless a delayed effective date is specified.

Pursuant to Resolution No. 20003 "A Resolution establishing various municipal fees and charges previous set by Ordinance", passed June 10, 2003, the City re- established how specific amounts of fees and charges previously imposed by City Ordinance through a Resolution of the Commission in accordance with MCA 7-5-1.

The Commission passed Resolution No. 20820 on May 8, 2023, which superseded Resolution No. 20332 establishing fees for Last Chance Splash Waterpark and Pool.

To continue to support the ongoing operations of the facility, it is necessary to re- evaluate the fee schedule and present a proposed revised fee schedule to the Commission for consideration.

Staff believe the proposed rates are a modest increase and in line with other Montana Municipal outdoor pools with waterparks. Proposed rate increases will generate approximately \$53,615.07 if pool attendance remains consistent.

Attached is the proposed fee schedule.



<b><u>Background Information:</u></b>	N/A
<b><u>Proposal/Objective:</u></b>	Consider a Resolution of Intention establishing fees to be charged for the Last Chance Splash Waterpark and Pool in order to start the public hearing process.
<b><u>Advantage:</u></b>	Defray the cost of operating and maintaining the operations of the Last Chance Splash Waterpark and Pool.
<b><u>Notable Energy Impact:</u></b>	N/A
<b><u>Disadvantage:</u></b>	Some user groups may feel the increased costs will negatively impact their ability to use the pool.
<b><u>Quasi-Judicial Item:</u></b>	False
<b><u>Notice of Public Hearing:</u></b>	True
<b><u>Staff Recommendation/ Recommended Motion:</u></b>	Move to approve a Resolution of Intention to establish fees to be charged for the Last Chance Splash Waterpark and Pool and repealing Resolution No. 20820 and to set a public hearing.

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION OF INTENTION TO ESTABLISH FEES TO BE CHARGED FOR THE LAST CHANCE SPLASH WATERPARK AND POOL AND REPEALING RESOLUTION NO. 20820

**WHEREAS**, the City of Helena operates the Last Chance Splash Waterpark and Pool facility, which includes the operation of a waterpark and concession building; and

**WHEREAS**, Resolution No. 20820 previously established user fees for the Last Chance Splash Waterpark and Pool; and

**WHEREAS**, the general fund helps to fund the Last Chance Splash Waterpark and Pool and in order to offset some of the impact to the general fund, City Staff recommend increasing the fees charged to support continued cost recovery; and

**WHEREAS**, it appears to be in the best interests of the City of Helena, Montana, and the inhabitants thereof, that the Helena City Commission hold a public hearing on the implementation of fees as shown in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:**

**Section 1.** That it is the intention of the City of Helena to supersede Resolution No. 20820 and establish updated user fees

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_  
for the Last Chance Splash Waterpark and Pool as shown in Exhibit  
A;

**Section 2.** The Helena City Commission will hold a public hearing on this matter on March 11, 2024, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://us06web.zoom.us/j/84006008984> at which time all interested parties may appear and express their views of approval or disapproval on the proposed fees.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 26th DAY OF FEBRUARY, 2024.**

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF THE COMMISSION

**Exhibit A: Last Chance Splash Water Park and Pool - Proposed Fee Schedule for 2024 Season**

	2023 Current Fees	2023 Actual #s Sold	2023 Seasonal Revenue	2024 Proposed Fee	2024 Projected Revenue	Proposed Increase in \$
<b>Aquatics Pool Entrance</b>						
Youth - Resident (User group rate at \$3.50)	\$4.00	10,505	\$42,020.00	\$6.00	\$63,030.00	\$21,010.00
Adult - Resident	\$5.00	5,713	\$28,565.00	\$7.00	\$39,991.00	\$11,426.00
Senior - Resident	\$4.00	428	\$1,712.00	\$6.00	\$2,568.00	\$856.00
Spectator - Resident	\$1.00	1,712	\$1,712.00	\$1.00	\$1,712.00	\$0.00
Youth - Non-Resident	\$5.00	971	\$4,855.00	\$7.00	\$6,797.00	\$1,942.00
Adult - Non-Resident	\$6.00	796	\$4,776.00	\$8.00	\$6,368.00	\$1,592.00
Senior - Non-Resident	\$5.00	60	\$300.00	\$7.00	\$420.00	\$120.00
Spectator - Non-Resident	\$2.00	134	\$268.00	\$2.00	\$268.00	\$0.00
			\$84,208.00		\$121,154.00	\$36,946.00

**Aquatics Swim Lessons**

30 Min. Group Lesson - Resident (First session prorated \$35)	\$40.00	648	\$25,110.00	\$50.00	\$32,400.00	\$7,290.00
30 Min. Private Lesson - Resident	\$19.00	239	\$4,541.00	\$25.00	\$5,975.00	\$1,434.00
30 Min. Group Lesson - Non-Resident (First session prorated \$40)	\$45.00	60	\$2,675.00	\$58.00	\$3,480.00	\$805.00
30 Min. Private Lesson - Non-Resident	\$23.00	52	\$1,173.00	\$28.00	\$1,456.00	\$283.00
			\$33,499.00		\$43,311.00	\$9,812.00

**Aquatics Punch Card**

10 Youth Punch Card - Resident	\$35.00	82	\$2,870.00	\$55.00	\$4,510.00	\$1,640.00
10 Adult Punch Card - Resident	\$45.00	81	\$3,645.00	\$65.00	\$5,265.00	\$1,620.00
10 Senior Punch Card - Resident	\$35.00	25	\$875.00	\$55.00	\$1,375.00	\$500.00
10 Youth Punch Card - Non-Resident	\$45.00	17	\$765.00	\$65.00	\$1,105.00	\$340.00
10 Adult Punch Card - Non-Resident	\$55.00	8	\$440.00	\$75.00	\$600.00	\$160.00
10 Senior Punch Card - Non-Resident	\$45.00	4	\$180.00	\$65.00	\$260.00	\$80.00
			\$8,775.00		\$13,115.00	\$4,340.00

**Aquatics Season Pass**

Youth Season Pass - Resident	\$75.00	0	\$0.00	\$95.00	\$0.00	\$0.00
Adult Season Pass - Resident	\$95.00	15	\$1,425.00	\$105.00	\$1,575.00	\$150.00
Senior Season Pass - Resident	\$75.00	16	\$1,200.00	\$95.00	\$1,520.00	\$320.00
Family Season Pass - Resident	\$220.00	20	\$4,400.00	\$260.00	\$5,200.00	\$800.00
Youth Season Pass - Non-Resident	\$90.00	0	\$0.00	\$135.00	\$0.00	\$0.00

# Last Chance Splash Water Park and Pool - Proposed Fee Schedule for 2024 Season

	2023 Current Fees
Adult Season Pass - Non-Resident	\$130.00
Senior Season Pass - Non-Resident	\$90.00
Family Season Pass - Non-Resident	\$290.00

2023 Actual #s Sold	2023 Seasonal Revenue	2024 Proposed Fee	2024 Projected Revenue	Proposed Increase in \$
1	\$130.00	\$170.00	\$170.00	\$40.00
2	\$180.00	\$135.00	\$270.00	\$90.00
4	\$1,160.00	\$330.00	\$1,320.00	\$160.00
	\$8,495.00		\$10,055.00	\$1,560.00

## Aquatic Facility Rentals

2 Hour All-Lane Practice - Resident - Team	\$97.00
2 Hour All-Lane Practice - Non-Resident - Team	\$110.00
1.5 Hour 3 Lane Rental - Team	\$13.00
1 Hour 1 Lane Rental - Team	\$0.00
All Day Swim Meet Big Pool and Changing Room Rental - Resident - Team	\$1,000.00
All Day Swim Meet Big Pool and Changing Room Rental - Non-Resident - Team	\$1,200.00
2 Hr. Swim Meet - Dive Tank & Waterpark Rental - Resident - Team	\$200.00
2 Hr. Swim Meet - Dive Tank & Waterpark Rental - Non-Resident - Team	\$300.00
Half Day / Morning / Evening Swim Meet Rental Big Pool Team / Event	\$712
2 Hour Entire Facility Rental - Resident - Party	\$650.00
2 Hour Entire Facility Rental - Non-Resident - Party	\$850.00
2 Hour Exclusive Waterpark Rental -Resident- Party	\$0.00
2 Hour Exclusive Waterpark Rental - Non-Resident- Party	\$0.00
2 Hour Exclusive Pool Rental - Party	\$0.00
2 Hour Exclusive Pool Rental - Non-Resident - Party	\$0.00
1 Hour Table Rental	\$0.00

33	\$3,201.00	\$97.00	\$3,201.00	\$0.00
0	\$0.00	\$110.00	\$0.00	\$0.00
16	\$208.00	\$18.00	\$288.00	\$80.00
0	\$0.00	\$13.00	\$0.00	\$0.00
2	\$2,000.00	\$1,300.00	\$2,600.00	\$600.00
0	\$0.00	\$1,500.00	\$0.00	\$0.00
0	\$0.00	\$200.00	\$0.00	\$0.00
0	\$0.00	\$300.00	\$0.00	0
1	\$712.00	\$750.00	\$750.00	38
0	\$0.00	\$1,560.00	\$0.00	0
0	\$0.00	\$1,800.00	\$0.00	0
0	\$0.00	\$1,080.00	\$0.00	0
0	\$0.00	\$1,320.00	\$0.00	\$0.00
0	\$0.00	\$1,020.00	\$0.00	0
0	\$0.00	\$1,260.00	\$0.00	\$0.00
0	\$0.00	\$50.00	\$0.00	0
	\$6,121.00		\$6,839.00	\$718.00

**TOTAL**  
**\$141,098.00**

**TOTAL**  
**\$194,474.00**

**TOTAL**  
**\$53,376.00**

**CITY OF HELENA**  
**PUBLIC HEARING NOTICE**

**DATE:** February 29, 2024

The Helena City Commission will hold a public hearing at **6:00 p.m. on Monday, March 11, 2024** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via Zoom Meeting at webinar ID: <https://us06web.zoom.us/j/84006008984> to consider the following:

**A RESOLUTION TO ESTABLISH FEES TO BE CHARGED FOR THE LAST CHANCE  
SPLASH WATERPARK AND POOL AND REPEALING RESOLUTION NO. 20820.**

For further information, please contact the Parks, Recreation, and Open Lands Department located in the City County Building at 316 North Park Avenue, Room 405 Helena, MT 59623 or call the Director of the Parks and Recreation Department, Doug Smith at (406) 447-8462.

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490  
TTY Relay Service [1-800-253-4091](tel:18002534091) or 711  
[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)  
316 North Park, Avenue, Room 440, Helena, MT 59623

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**PUBLISH AS A LEGAL AD:** February 29<sup>th</sup> and March 7<sup>th</sup> 2024

Please send a copy of the legal ad to:

Doug Smith  
Parks, Recreation and Open Lands  
316 North Park Avenue  
Helena, MT 59601  
406-447-8462  
[dsmith@helenamt.gov](mailto:dsmith@helenamt.gov)

***City of Helena, Montana***

**02/09/2024**

**To:** Honorable Mayor Collins and Members of the City Commission

**From:** Tim Burton, City Manager  
Chris Brink, Community Development Director

**Subject:** Consider Final Annexation of a commercial parcel and associated utility lot in the Crossroads at Mountain View Meadows Subdivision.

**Present Situation:** Consider a resolution for Final Annexation of two parcels, totaling 11.648 acres, described as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083; and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, Lewis and Clark County, Montana, as well as the rights-of-way adjacent thereto, into the City of Helena, Montana.

**Background Information:** Helena Springs Partnership and Mountain View Meadows, LLC have requested final annexation of property associated with the commercial portion of the Crossroads at Mountain View Meadows located generally north of Alice Street. The combined, associated tracts total 11.648 acres and are noted as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083, Lewis and Clark County, Montana; and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735. The property is adjacent to the City of Helena and is located within the "Urban Standards Boundary Area." It is in accordance with the 2019 Growth Policy to annex property that is adjacent to the city limits and its related infrastructure and within the defined "Urban Standards Boundary Area."

The applicants have met all of the conditions for annexation set forth in Resolutions #19911 and #20340 passed by the City Commission on May 7, 2012 and May 22 2017, respectively, and are now eligible for final annexation into the City of Helena.

**Proposal/Objective:** Approval of the Final Resolution to Annex properties and adjacent Rights of Way related to a commercial tract and associated utility lot in the Crossroads at Mountain View Meadows.

**Advantage:** Annexation would bring the subject tracts within the boundaries of the City of Helena and be served by all City of Helena services.

**Notable Energy Impact:** N/A

**Disadvantage:** N/A

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/Recommended Motion:** Move to approve a resolution for Final Annexation of two parcels, totaling 11.648 acres, described as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083; and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, Lewis and Clark County, Montana, as well as the rights-of-way adjacent thereto, into the City of Helena, Montana.



Christopher J. Brink, AICP  
Director

**Community Development Department**  
316 North Park Avenue, Room 445  
Helena, Montana 59623

Phone: 406-447-8490  
Direct: 406-447-8445  
Email: [cbrink@helenamt.gov](mailto:cbrink@helenamt.gov)

[helenamt.gov](http://helenamt.gov)

## MEMORANDUM

CITY OF HELENA PLANNING DIVISION  
316 North Park Avenue  
Helena, Montana 59632

DATE: February 5, 2024  
Files: ANXP- 1711-001

TO: Mayor Wilmot Collins  
Members, Helena City Commission  
Tim Burton, City Manager

FROM: Christopher Brink, AICP  
Director

SUBJECT: **Consider a resolution for Final Annexation of two parcels, totaling 11.648 acres, described as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083; and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, Lewis and Clark County, Montana, as well as the rights-of-way adjacent thereto, into the City of Helena, Montana**

### OVERVIEW

#### GENERAL INFORMATION

**MEETING DATE: City Commission: 6:00 P.M. Monday, February 26, 2024**

Helena Springs Partnership and Mountain View Meadows, LLC have requested final annexation of property associated with the commercial portion of the Crossroads at Mountain View Meadows located generally north of Alice Street. The combined, associated tracts total 11.648 acres and are noted as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083, Lewis and Clark County, Montana; and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735. The property is adjacent to the City of Helena and is located within the "Urban Standards Boundary Area." It is in accordance with the 2019 Growth Policy to annex property that is adjacent to the city limits and its related infrastructure and within the defined "Urban Standards Boundary Area."

The subject property is Pre-Zoned B-2 (General Commercial) – see Ordinance #3157, final passed on June 4, 2012.

HISTORY: Resolution of Intention to Annex (#19911), May 7, 2012  
Pre-zoning to B-2 (General Commercial) Final Passage on June 4, 2012  
Amending Resolution of Intention to Annex (#20340), May 22, 2017

APPLICANTS/OWNERS: Helena Springs Partnership  
Mountain View Meadows, LLC



ENGINEER: Greg Wirth, P.E.  
Stahly Engineering & Associates, Inc.

LEGAL DESCRIPTION: Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083, Lewis and Clark County, Montana; and  
  
Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, Lewis and Clark County, Montana

GENERAL LOCATION: North of Alice Street, the Crossroads at Mountain View Meadows Subdivision

PRESENT LAND USES: Undeveloped

ADJACENT LAND USES: North: Vacant, Lewis & Clark County  
East: Vacant, Lewis & Clark County  
South: Undeveloped, City of Helena  
West: Vacant, Lewis & Clark County

ADJACENT ZONING: North: Not Zoned (County/Urban Residential Mixed Use)  
East: Not Zoned (County/Urban Residential Mixed Use)  
South: B-2, General Commercial  
West: Not Zoned (County/Urban Residential Mixed Use)

CURRENT ZONING: Lewis and Clark County, Urban Residential Mixed-Use

PRE-ZONING: B-2 (General Commercial) District

SIZE: 11.648 total Acres

**Note:** Approximate subject area in affected tract bordered and shaded in light green

2/5/2024, 2:53:55 PM

0 0.05 0.1 0.15 0.2 mi

1:9,028

0.07 0.15 0.3 km

Lewis and Clark County/City of Helena GIS Services. The data contained on this map are NOT the official records and may be inaccurate and incomplete! The City of Helena and Lewis & Clark County do not warrant, either explicit or implied, the completeness or accuracy of the information provided. Maxar

Web AppBuilder for ArcGIS

The applicants have met all of the conditions for annexation set forth in Resolutions #19911 and #20340 passed by the City Commission on May 7, 2012 and May 22 2017, respectively, and are now eligible for final annexation into the City of Helena.

**Move to approve a resolution for Final Annexation of two parcels, totaling 11.648 acres, described as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083; and Tract A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, Lewis and Clark County, Montana, as well as the rights-of-way adjacent thereto, into the City of Helena, Montana**

Attached:

Final Annexation Request – Applicant  
COS #3404083  
COS #3419735  
Consent and Waiver  
Draft Resolution of Annexation  
Resolution of Intention to Annex #19911  
Resolution of Intention to Annex #20340  
Pre-Zone Ordinance #3109

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR FINAL ANNEXATION OF TWO PARCELS, TOTALING 11.648 ACRES, DESCRIBED AS TRACT D-1-A-1 OF THE AMENDED PLAT OF CRAFTSMAN VILLAGE PHASE 6 OF THE CROSSROADS AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3404083; AND TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 OF THE AMENDED PLAT OF ASPEN PARK, BLOCK 9 AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3419735, LEWIS AND CLARK COUNTY, MONTANA, AS WELL AS THE RIGHTS-OF-WAY ADJACENT THERETO, INTO THE CITY OF HELENA, MONTANA

WHEREAS, Helena Springs Partnership and Mountain View Meadows, LLC, have requested that the property described below be annexed into the City of Helena, which, being legally described as Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083, Lewis and Clark County, Montana; and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, Lewis and Clark County, Montana, generally located north of Alice Street, which property is adjacent to existing City limits to the south, is within the "Urban Standards Boundary Area," and is in Lewis and Clark County, Montana;

WHEREAS, the City of Helena desires to annex said property and rights-of-way adjacent thereto, under the provisions of Montana

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. \_\_\_\_\_

law;

**WHEREAS**, the City Commission established conditions of annexation by Resolution #19911 on May 7, 2012;

**WHEREAS**, the City Commission amended the above-noted conditions of annexation by Resolution #20340 on May 22, 2017; and

**WHEREAS**, the conditions of annexation associated with Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083, Lewis and Clark County, Montana and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, have been met.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:**

//

**Section 1.** The Helena City Commission hereby annexes Tract D-1-A-1 of the Amended Plat of Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows Subdivision, Document No. 3404083, and Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of the amended plat of Aspen Park, Block 9 at Mountain View Meadows Subdivision, Document No. 3419735, generally located north of Alice Street, in

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

**Res. No. \_\_\_\_\_**

Lewis and Clark County, Montana, which property is adjacent to the existing City limits of the City of Helena, Montana, as shown on Exhibit "A" attached hereto and by this reference made a part hereof.

**Section 2.** The boundaries of the City of Helena are hereby extended to include the above-described property.

**Section 3.** The Clerk of the Commission shall certify, under seal of the City of Helena, the Resolution which shall be filed with the Clerk and Recorder of Lewis and Clark County, and thereafter said annexed property shall be a part of the City of Helena and the City of Helena shall have the power to pass all necessary ordinances pertaining thereto.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,  
MONTANA, THIS 26<sup>th</sup> DAY OF FEBRUARY, 2024.**

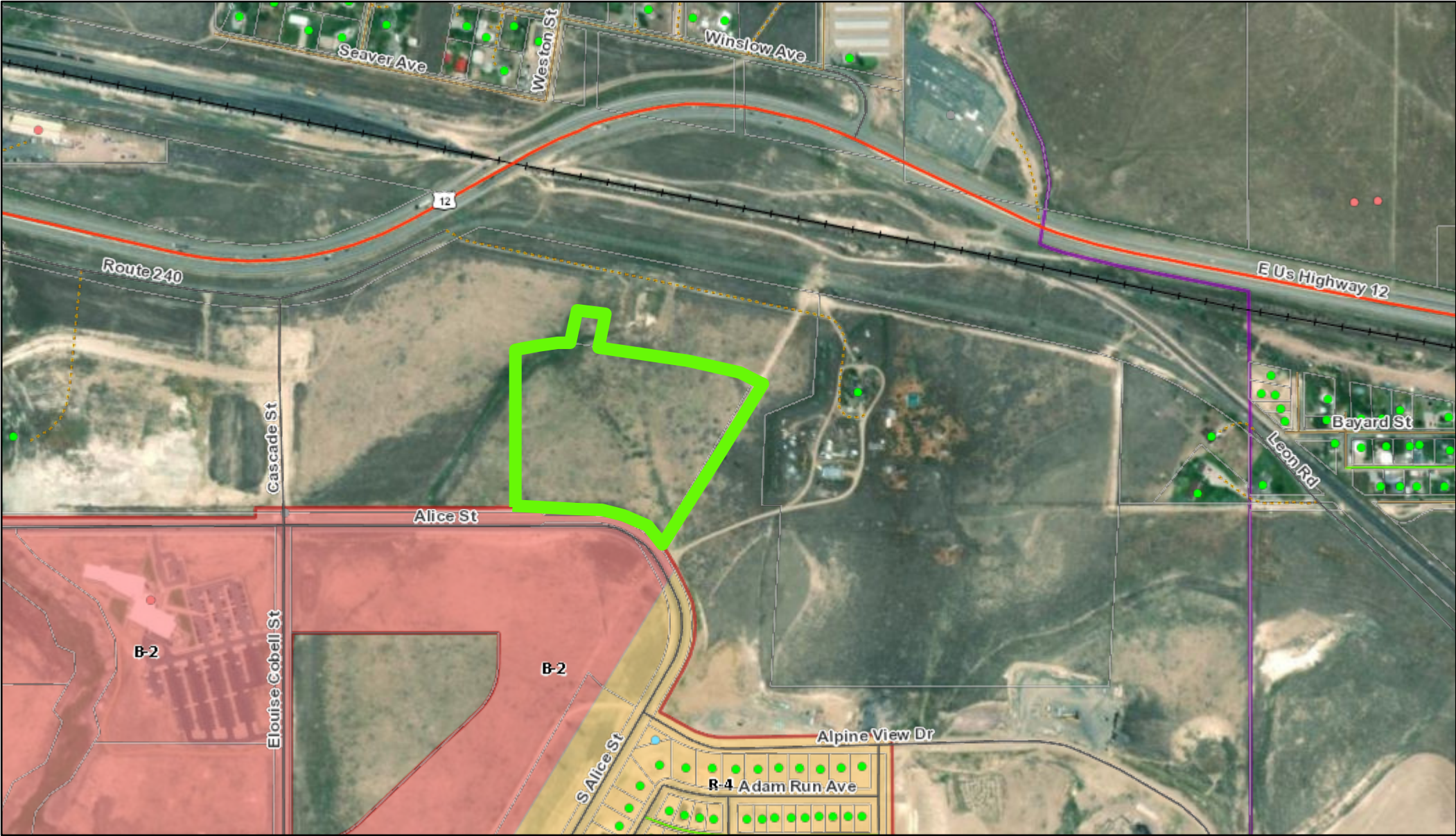
\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CLERK OF THE COMMISSION**

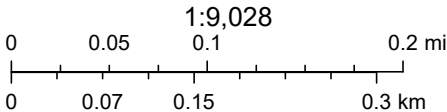


EXHIBIT A



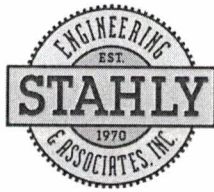
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- |                  |                     |                            |
|------------------|---------------------|----------------------------|
| —+— Railroads    | — Non-Motorized     | Addresses                  |
| — Roadways       | — Abandoned         | • Residential              |
| — Interstate     | — Water Access Only | • Commercial               |
| — Divided 4-Lane | — Alley             | • Public                   |
| — Paved          | — Highways          | • Miscellaneous            |
| — Unpaved        | — Interstate Hwy    | • Private Non-Profit       |
| — Driveway       | — US Hwy            | • Residential Multi-Family |
| — Oneway         | — Montana Hwy       | • School                   |
| — Oneway         | — Secondary Hwy     | □ Parcel Boundaries        |



Lewis and Clark County/City of Helena GIS Services, The data contained on this map are NOT the official records and may be inaccurate and incomplete! The City of Helena and Lewis & Clark County do not warrant, either explicit or implied, the completeness or accuracy of the information provided. , Maxar





January 17, 2024

Chris Brink, Director  
City of Helena  
Community Development Department  
316 N. Park Avenue  
Helena, MT 59623

**RE: Annexation Request  
The Crossroads at Mountain View Meadows  
SEA Project No. 1706-05422**

Dear Mr. Brink:

On behalf of Mountain View Meadows, LLC and Helena Springs Partnership, we are hereby requesting annexation of the following properties at Mountain View Meadows.

<u>Owner</u>	<u>Deed</u>	<u>Property Designation</u>
Helena Springs Partnership	3404695	Tract D-1-A-1 of Doc. No 3404083
Mountain View Meadows, LLC	3419736	Tract A-1- A-1- A-1- A-1- A-1- A-1- A-1- A-2 of Doc. No. 3419735

In accordance with the Resolution of Intent to Annex No. 19911 as amended by Resolution No. 20597, following is a restatement of each annexation condition with a response of satisfaction pertaining to this subdivision phase.

1. **City Services:** Each annexation phase of the Crossroads Amendment at Mountain View Meadows Subdivision must be adjacent to existing City limits and be served by city approved infrastructure.

**Response:** The above properties are adjacent to existing City limits and are served by approved infrastructure within Alice Street.

2. **Phases:** A legal description must be provided for each phase of the Crossroads Amendment at Mountain View Meadows Subdivision prior to its annexation.

**Response:** A legal description is provided above. The property documents are attached for reference.

3. **Fire Station Lot:** The proposed fire station lot must include all of the property located west of the drainage and south of the Crossroads Parkway and Jeanette Rankin Drive intersection, as shown on the Crossroads Amendment at Mountain View Meadows preliminary plat, to provide a lot more suitable for operation of a Helena Fire Department fire station. This 99,960 square foot property located at the southeast corner of Jeannette Rankin Drive and Crossroads Parkway intersection, known as the current fire station lot, must be dedicated to the City of Helena with the installation of the adjacent Crossroads Parkway and the annexation of the phase of the Crossroads Amendment at Mountain View Meadows preliminary plat that includes the property described above.



Another property may be mutually agreed upon by the City of Helena and Mountain View Meadows, LLC. If another lot within the Mountain View Meadows development is selected by mutual agreement of the City of Helena and Mountain View Meadows, LLC, for use by the City of Helena as a fire station lot prior to transferring the currently identified fire station lot to the City, the value of the currently identified 99,960 square foot fire station lot will reduce the cost of the alternative property mutually agreed upon.

The value of the currently identified fire station lot will be established by an appraiser's determination of the fair market value at the time of acquisition of the mutually agreed upon alternative property. The appraiser's determination must include the assumption that the property has vehicular access to Crossroads Parkway and is zoned commercially.

**Response: Not applicable to this annexation request.**

4. **Review of New Construction:** The property owner must submit plans for review by the City of Helena for compliance with City infrastructure, zoning, and other Code requirements, provide construction or remodels after the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

**Response: Not applicable to this annexation request.**

5. **Taxes and Assessments:** Taxes and assessments must be paid and current at the time of filing a Resolution of Annexation for each phase.

**Response: Taxes have been paid and are current as shown on the attached tax receipts.**

6. **Notice of Special Districts:** The property owner must waive the right to notification and protest and consent to the alteration of the urban Forest Maintenance District and the Landfill monitoring District to include the property in said districts prior to annexation, pursuant to 7-11-1023 MCA.

**Response: A Consent and Waiver of Protest to Alter Special Districts is attached.**

7. **Final Plat:** The property owners must meet the conditions of the Crossroads Amendment at Mountain View Meadows Subdivision preliminary plat approval prior to annexation. Annexation of the property is not effective until the final plat of the proposed subdivision has been filed with the Clerk and recorder of Lewis and Clark County, Montana.

**Response: Not applicable to this annexation request.**

8. **Completion of Conditions:** The property owners must notify City planning in writing upon completion of the conditions for approval of annexation that must occur on or before the date of completion of conditions for subdivisions of the property and subject to the same time limitations. If the conditions are not completed within that time frame, the City is under no obligation to annex the property and may discontinue any City services to the property, including water and sewer services.

**Response:** The conditions for approval of annexation have been completed for this subdivision phase and an explanation of how each condition has been met is included with this letter.

Thanks in advance for your prompt attention, please feel free to contact me at (406) 442-8594 if you have any questions or need any additional information.

Sincerely,

**STAHLY ENGINEERING & ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read 'Greg Wirth', with a stylized flourish at the end.

Greg Wirth, P.E.  
Senior Engineer

Cc: Mark Runkle (Mountain View Meadows)  
Mark Esponda (Helena Springs Partnership)

Attachments: Property Information (Doc No. 3404083, 3404695, 3419735, 3419736)  
Tax Receipts  
Special Districts Waivers

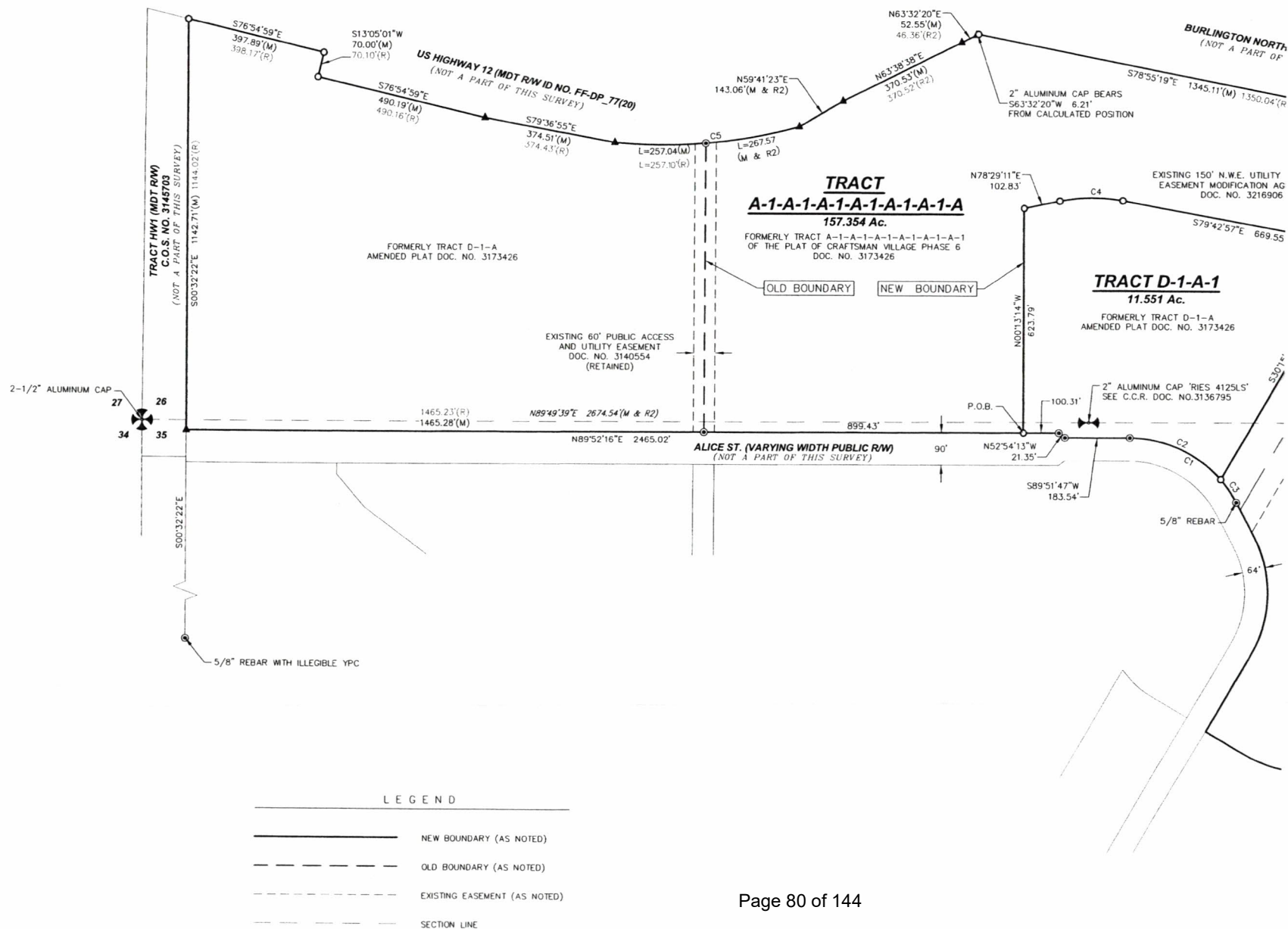
AMENDING TRACT D-1-A OF THE AMENDED PLAT OF PHASE A OF ASPEN PARK AT MOUNTAIN VIEW  
AND TRACT A-1-A-1-A-1-A-1-A-1-A-1 OF THE PLAT OF CRAFTSMAN VILLAGE PHASE 6 OF THE CROSSROADS AT MO  
LOCATED WITHIN THE SOUTH HALF OF SECTION 26, AND THE NORTH HALF AND SOUTHEAST QUARTER OF :  
LEWIS AND CLARK COUNTY, MONTANA

Amy Reeves  
TREASURER, LEWIS AND CLARK



# AMENDED PLAT

AMENDING TRACT D-1-A OF THE AMENDED PLAT OF PHASE A OF ASPEN PARK AT MOUNTAIN VIEW  
AND TRACT A-1-A-1-A-1-A-1-A-1-A-1 OF THE PLAT OF CRAFTSMAN VILLAGE PHASE 6 OF THE CROSSROADS AT MO  
LOCATED WITHIN THE SOUTH HALF OF SECTION 26, AND THE NORTH HALF AND SOUTHEAST QUARTER OF :  
LEWIS AND CLARK COUNTY, MONTANA



L & C 1067787  
Return to:  
First Montana Land Title  
P.O. Box 251  
Helena, MT 59624

**AND WHEN RECORDED MAIL TO:**

Filed for Record at Request of:  
First Montana Land Title Company

Space Above This Line for Recorder's Use Only

Order No.: 1067787  
Parcel No.: 13879

**WARRANTY DEED**

FOR VALUE RECEIVED,

**Mountain View Meadows, LLC, a Montana limited liability company**

hereinafter called Grantor(s), do(es) hereby grant, bargain, sell and convey unto

**Helena Springs Partnership**

whose address is: **Tract D1A1, Helena, MT 59601**

Hereinafter called the Grantee, the following described premises situated in **Lewis and Clark County, Montana**, to-wit:

Tract D-1-A-1 of Craftsman Village Phase 6 at Mountain View Meadows Subdivision, Lewis and Clark County, Montana, as shown on Plat filed under Document No. 3404083.

SUBJECT TO covenants, conditions, restrictions, provisions, easements and encumbrances apparent or of record.

TO HAVE AND TO HOLD the said premises, with its appurtenances unto the said Grantees and to the Grantee's heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that the Grantor is the owner in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record, and easements visible upon the premises, and that Grantor will warrant and defend the same from all lawful claims whatsoever.

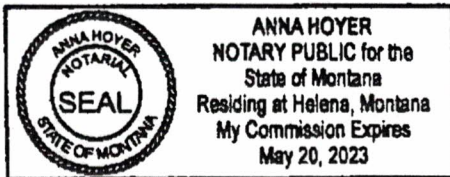
Dated: October 5, 2022

Mountain View Meadows, LLC, a Montana limited  
liability company

By: *Mark L. Runkle*  
Name: Mark L. Runkle  
Title: Managing Member

STATE OF        Montana                    )  
    ) ss.  
COUNTY OF    Lewis and Clark        )

This instrument was acknowledged before me on October 5, 2022, by Mountain View Meadows, LLC.



*Anna Hoyer*  
Notary Public for the State of Montana  
Residing at:  
My Commission Expires:

# AMENDED PLAT

AMENDING TRACT A-1-A-1-A-1-A-1-A-1-A-1-A OF THE PLAT OF ASPEN PARK BLOCK 9 AT MOUNTAIN VIEW  
LOCATED WITHIN THE SOUTH HALF OF SECTION 26, AND THE NORTH HALF AND SOUTHEAST QUARTER OF  
LEWIS AND CLARK COUNTY, MONTANA

DATE OF SURVEY  
DECEMBER, 2023

PURPOSE OF SURVEY  
TO CREATE A UTILITY TRACT

SURVEY COMMISSIONED BY  
MARK RUNKLE, MANAGING MEMBER, MOUNTAIN VIEW MEADOWS, LLC. (PREVIOUSLY KNOWN AS R AND D PARTNERS, LLC.)

LAND DESCRIPTION: TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1  
A TRACT OF LAND SITUATED IN SECTION 26 AND SECTION 35, TOWNSHIP 10 NORTH, RANGE 3 WEST, PRINCIPAL MERIDIAN MONTANA, LEWIS & CLARK COUNTY, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT A-1-A-1-A-1-A-1-A-1-A-1-A OF AMENDED PLAT DOCUMENT NO. 3406156, EXCEPTING TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 OF THIS AMENDED PLAT, CONTAINING 138.413 ACRES OF LAND, MORE OR LESS, ALONG WITH ALL EASEMENTS.

LAND DESCRIPTION: A-1-A-1-A-1-A-1-A-1-A-1-A-2  
A PORTION OF TRACT A-1-A-1-A-1-A-1-A-1-A-1-A OF AMENDED PLAT DOCUMENT NO. 3406156, LOCATED WITHIN THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 10 NORTH, RANGE 3 WEST, P.M.M., CITY OF EAST HELENA, LEWIS AND CLARK COUNTY, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF TRACT D-1-A-1 OF THE AMENDED PLAT DOCUMENT NO. 3404083;

- THENCE NORTH 79°42'57" WEST, 314.70 FEET ALONG THE NORTHERLY BOUNDARY OF SAID TRACT D-1-A-1 TO THE POINT OF BEGINNING;
- THENCE NORTH 79°42'57" WEST, 49.33 FEET ALONG THE SAID NORTHERLY BOUNDARY;
- THENCE NORTH 10°17'03" EAST, 121.00 FEET;
- THENCE SOUTH 79°42'57" EAST, 49.33 FEET;
- THENCE SOUTH 10°17'03" WEST, 121.00 FEET TO THE POINT OF BEGINNING;

CONTAINING 0.137 ACRES, MORE OR LESS, ALONG WITH ALL EASEMENTS.

## CERTIFICATE OF SURVEYOR

I, RYLAN J. STAHLY, A REGISTERED LAND SURVEYOR DO HEREBY CERTIFY THAT THE SURVEY SHOWN ON THIS CERTIFICATE OF SURVEY WAS CONDUCTED UNDER MY DIRECT SUPERVISION, THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN HEREON.

DATED THIS 0<sup>TH</sup> DAY OF JANUARY, 2024.

RYLAN J. STAHLY, MONTANA REG. NO. 75890 LS



## CERTIFICATE OF EXEMPTION FROM SUBDIVISION REVIEW

WE, THE UNDERSIGNED OWNERS OF THE PROPERTY, DO HEREBY CERTIFY THAT TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 AND IS EXEMPT FROM SUBDIVISION REVIEW IN ACCORDANCE WITH 76-3-201(1)(h), M.C.A., WHICH STATES: "IS CREATED FOR RIGHTS-OF-WAY OR UTILITY SITES. A SUBSEQUENT CHANGE IN THE USE OF THE LAND TO A RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL USE IS SUBJECT TO THE REQUIREMENTS OF THIS CHAPTER".

## CERTIFICATE OF EXCLUSION FROM DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW (DEQ)

WE, THE UNDERSIGNED OWNERS OF THE PROPERTY, DO HEREBY CERTIFY THAT TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1 IS EXCLUDED FROM DEQ REVIEW IN ACCORDANCE WITH 76-4-103 M.C.A., WHICH STATES: "WHAT CONSTITUTES SUBDIVISION. THE PLAT FOR A SUBDIVISION MUST SHOW ALL PARCELS, WHETHER CONTIGUOUS OR NOT. A PARCEL THAT IS 20 ACRES OR MORE IN SIZE, EXCLUSIVE OF PUBLIC ROADWAYS, IS NOT SUBJECT TO REVIEW UNDER THIS PART UNLESS THE PARCEL PROVIDES TWO OR MORE PERMANENT SPACES FOR RECREATIONAL CAMPING VEHICLES OR MOBILE HOMES. THE RENTAL OR LEASE OF ONE OR MORE PARTS OF A SINGLE BUILDING, STRUCTURE, OR OTHER IMPROVEMENT, WHETHER EXISTING OR PROPOSED, IS NOT SUBJECT TO THE REQUIREMENTS OF THIS PART."

WE FURTHER CERTIFY THAT TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 IS EXCLUDED FROM DEQ REVIEW IN ACCORDANCE WITH 76-4-125(1)(a), M.C.A., WHICH STATES: "THE EXCLUSION CITED IN 76-3-201."

  
MARK RUNKLE, MANAGING MEMBER  
MOUNTAIN VIEW MEADOWS, LLC (PREVIOUSLY KNOWN AS R & D PARTNERS, LLC)

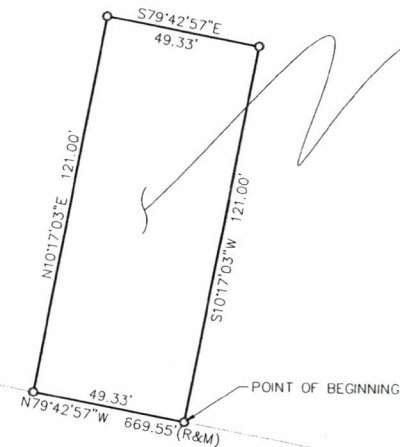
# AMENDED PLAT

## TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1

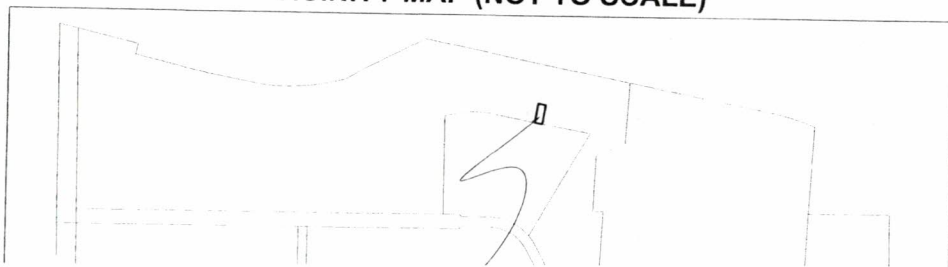
(UNSURVEYED PORTIONS  
NOT PART OF THIS SURVEY)  
±138.413 ACRES

FORMERLY TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1  
AMENDED PLAT DOC. NO. 3406156

TRACT A  
(N)

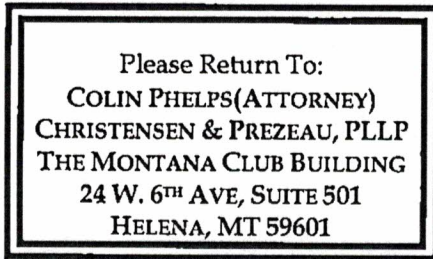


### VICINITY MAP (NOT TO SCALE)



TRACT D 1 A-1  
DOC. NO. 3404083  
(NOT PART OF THIS SURVEY)





### QUITCLAIM DEED

This indenture is made and entered into on this 10<sup>TH</sup> day of January, 2024, between Mountain View Meadows, LLC, of 431 South Alice St., Helena, MT 59601 ("GRANTOR"), and Mountain View Meadows, LLC, of 431 South Alice St., Helena, MT 59601 ("GRANTEE").

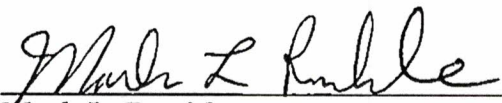
WITNESSETH, that GRANTOR, for and in consideration of the sum of \$10.00 Dollars and other valuable consideration in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, does hereby convey, remise, release and forever quitclaim unto GRANTEE, and to GRANTEE'S heirs and assigns all of GRANTOR'S interest in and to the following real estate situated in the County of Lewis and Clark, State of Montana, to-wit:

Tract A-1-A-1-A-1-A-1-A-1-A-1-A-2 of Amended Plat Document No.  
3419735

Together, with all the tenements, hereditaments, and appurtenances thereto belonging, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof; and also all the estate, right, title, interest, right of dower, property, possession, claim and demand whatsoever as well in law as in equity, of GRANTOR, of, in or to the said premises, and every part and parcel thereof, TO HAVE AND TO HOLD, all and singular the said premises with the appurtenances thereto belonging, unto GRANTEE, and to GRANTEE'S heirs and assigns forever.

IN WITNESS WHEREOF, GRANTOR has hereunto set hand and seal the day and year first hereinabove written.

GRANTOR:

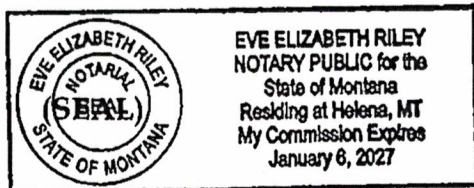
  
Mark L. Runkle  
On Behalf of Mountain View Meadows  
LLC



STATE OF MONTANA )  
: ss.  
County of Lewis & Clark )

On the 10<sup>th</sup> day of January, 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared **MARK L. RUNKLE**, and known to me to be the person(s) who signed the within instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.



Eve Riley  
Print Name  
Notary Public for the State of Montana.  
Residing at Helena  
My Commission expires 1/6/27

A large, stylized handwritten signature in black ink, appearing to read "Eve Riley".



# LEWIS & CLARK COUNTY

Shopping Cart: 0 Items [\$0.00]



New Search



History



Payoff



Pay Taxes



Help

**Property Tax ID:** 13879

**Status:** Current

**Realware#:** 188826301010000

**Receipt:** 18928

**2023 Owner(s):**

HELENA SPRINGS PARTNERSHIP

**Mailing Address:**

7691 W US HIGHWAY 12

HELENA, MT 596019779

**Levy District:**

90-05, Tax District 90



Tax Comparison

## 2023 Value:

**Market:** \$1,898,623

**Taxable:** \$35,884



Detail

## 2023 Taxes:



View Pie Charts

**First Half:** \$11,896.20

**Due:** 11/30/2023

**Second Half:** \$11,845.94

**Due:** 5/31/2024

**Total:** \$23,742.14



Detail

## 2023 Payments:

**First Half:** \$11,896.20

**Second Half:** \$0.00

**Total:** \$11,896.20

(May include penalty & interest)

## 2023 Legal Records:

**Geo Code:** 05-1888-26-3-01-01-0000 **Deed Book:** M61 **Page:** 5758 **Instru#:** 3404695 **Date:** 2022-10-05

**Property address:** 3655 E US HIGHWAY 12, HELENA MT 59601

**Subdivision:** (CV6) SubDivision CV6

**TRS:** T10 N, R03 W, Sec. 26

**Legal:** CRAFTSMAN VILLAGE PH 6 CROSSROADS AT

MOUNTAIN VIEW MEADOWS, S26, T10 N, R03

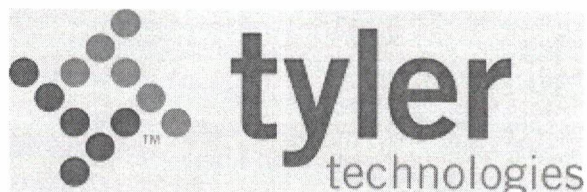
W, ACRES 11.551, TRACT D-1-A-1

Acres: 11.55

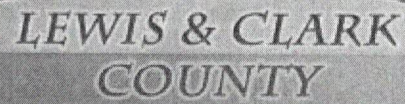
**Note:** The accuracy of this data is not guaranteed. Property Tax data was last updated 01/15/2024 12:00 PM.

Send Payments to:  
Lewis & Clark County  
316 North Park Ave; Room #113  
Helena, Montana 59623

Phone: (406) 447-8329  
Email: propertytax@lccountymt.gov







City Attorney's Office  
316 North Park Avenue  
Room 203  
Helena, MT 59623  
(406) 457-8595

## **CONSENT AND WAIVER OF PROTEST TO ALTER SPECIAL DISTRICTS**

**THIS CONSENT** is made and entered into this 16th day of January, 2024, by and between **HELENA SPRINGS PARTNERSHIP**, 7691 W US Highway 12, Helena, Montana 59601, (“Owner”), and the **CITY OF HELENA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 316 North Park Avenue, Helena, Montana 59623 (“City”).

### **RECITALS**

1. Owner applied to have the following property (“Property”) annexed into the City of Helena:

**Tract D-1-A-1 of Craftsman Village Phase 6 at Mountain View Meadows, filed under Document Number 3404083, in the records of the Clerk and Recorder of Lewis and Clark County, Montana.**

2. The City created the Urban Forest Maintenance District and the Landfill Monitoring District pursuant to § 7-11-1023, MCA. The boundaries of those special districts will be altered to include the Property.

3. As a condition of annexation and receipt of City services, Owner consents to and waives the right to protest the alteration of the boundaries of the Urban Forest Maintenance District and the Landfill Monitoring District in order to include the Property within those districts.

### **CONSENT AND WAIVER**

1. **Binding Covenant:** Owner agrees that this Consent constitutes covenants that run with the property described above, and the benefits and burdens hereof are binding upon and inure to the benefit of all successors in interest to all parties hereto. Owner further agrees that this Consent may be recorded with the Clerk and Recorder of Lewis & Clark County, Montana, and encumbers the Property.





City Attorney's Office  
316 North Park Avenue  
Room 203  
Helena, MT 59623  
(406) 457-8595

### **CONSENT AND WAIVER OF PROTEST TO ALTER SPECIAL DISTRICTS**

**THIS CONSENT** is made and entered into this 16<sup>TH</sup> day of JANUARY, 2024, by and between **MOUNTAIN VIEW MEADOWS, LLC**, 431 South Alice Street, Helena, Montana 59601, ("Owner"), and the **CITY OF HELENA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 316 North Park Avenue, Helena, Montana 59623 ("City").

### **RECITALS**

1. Owner applied to have the following property ("Property") annexed into the City of Helena:

**Tract A-1- A-1- A-1- A-1- A-1- A-1- A-1- A-2 of Amended Plat, filed under Document Number 3419735, in the records of the Clerk and Recorder of Lewis and Clark County, Montana.**

2. The City created the Urban Forest Maintenance District and the Landfill Monitoring District pursuant to § 7-11-1023, MCA. The boundaries of those special districts will be altered to include the Property.

3. As a condition of annexation and receipt of City services, Owner consents to and waives the right to protest the alteration of the boundaries of the Urban Forest Maintenance District and the Landfill Monitoring District in order to include the Property within those districts.

### **CONSENT AND WAIVER**

1. **Binding Covenant:** Owner agrees that this Consent constitutes covenants that run with the property described above, and the benefits and burdens hereof are binding upon and inure to the benefit of all successors in interest to all parties hereto. Owner further agrees that this Consent may be recorded with the Clerk and Recorder of Lewis & Clark County, Montana, and encumbers the Property.





## Christopher Brink

---

**From:** Greg Wirth <gwirth@seaeng.com>  
**Sent:** Wednesday, January 17, 2024 9:50 AM  
**To:** Christopher Brink; Mark Runkle  
**Cc:** Mark Esponda  
**Subject:** RE: MVM Commercial 4 Utility Lot  
**Attachments:** MVM Comm4 Annexation Request.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chris,

The utility lot has been created and attached is an annexation request for the lots.

Upon preparing the annexation request, it is noted one of the conditions pertains to final platting. Please let us know if anything additional is needed from us since it has been planned to final plat after infrastructure installation.

Property has been annexed at MVM outside of platting, I was not involved so I'm not sure of the process or how this was handled.

Thanks for your assistance.



*Greg Wirth, P.E.*  
*Senior Engineer*  
**Stahly Engineering & Associates, Inc**  
3530 Centennial Drive | Helena, MT 59601  
Office: (406) 442-8594 | Direct: (406) 495-2298  
Email: [gwirth@seaeng.com](mailto:gwirth@seaeng.com)  
[www.seaeng.com](http://www.seaeng.com)

---

**From:** Christopher Brink <CBRINK@helenamt.gov>  
**Sent:** Monday, November 20, 2023 1:22 PM  
**To:** Greg Wirth <gwirth@seaeng.com>; Mark Runkle <markrunkle@hotmail.com>  
**Subject:** MVM Commercial 4 Utility Lot

Mark, Greg,

Creating a "utility lot" in the County (via a 76-3-201 exemption) and through their process for anticipated annexation is the path for the Commercial 4 project. Please coordinate the review and required materials with Christal Ness, L&C Development Coordinator.

Once the lot has been created, recorded, and a sound legal description crafted, we should (outside of the application and material) have everything we would need to move forward to getting the 11 acre tract (tract D-1-A-1) and the utility lot annexed into the City for future permitting.

Chris



**Christopher J. Brink, AICP**

Director, Community Development Department

(406) 447-8445 | [cbrink@helenamt.gov](mailto:cbrink@helenamt.gov) | [helenamt.gov](http://helenamt.gov)

316 N. Park Avenue, Room 445, Helena, MT 59623

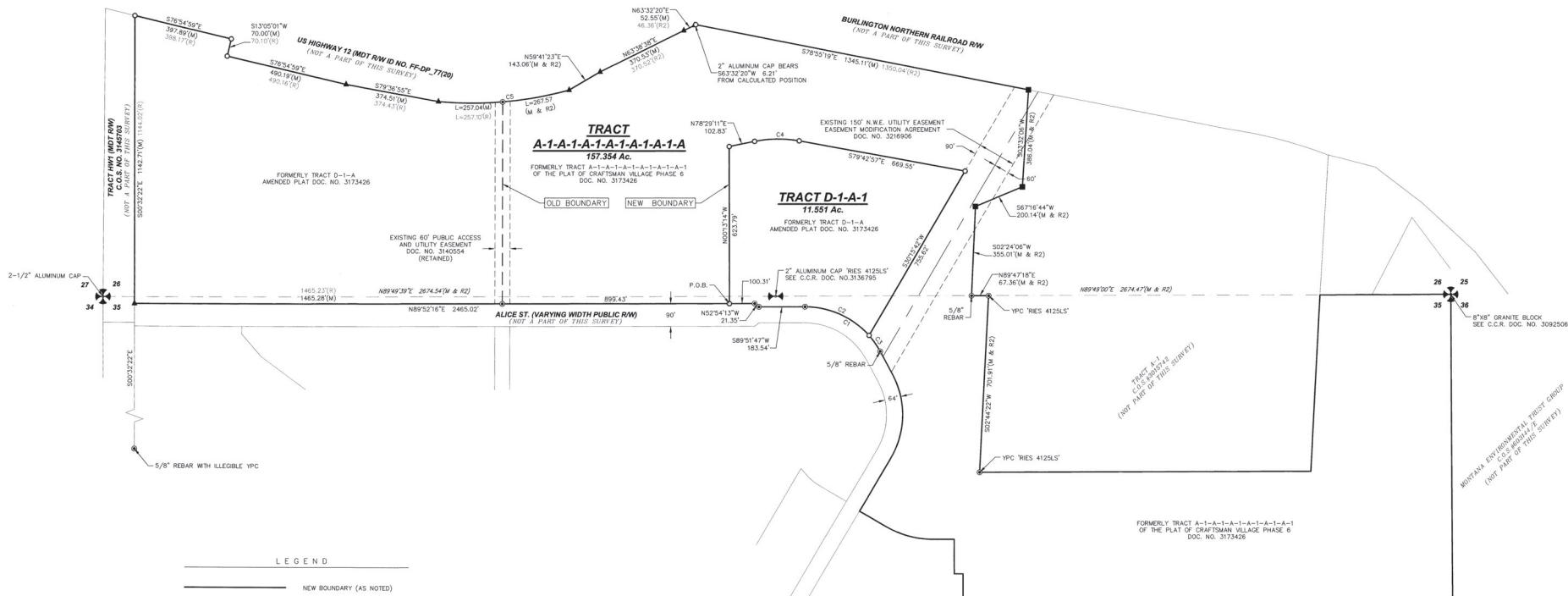


AMENDING TRACT D-1-A OF THE AMENDED PLAT OF PHASE A OF ASPEN PARK AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3173426,  
AND TRACT A-1-A-1-A-1-A-1-A-1-A-1 OF THE PLAT OF CRAFTSMAN VILLAGE PHASE 6 OF THE CROSSROADS AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3386391,  
LOCATED WITHIN THE SOUTH HALF OF SECTION 26, AND THE NORTH HALF AND SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 10 NORTH, RANGE 3 WEST, P.M.M.,  
LEWIS AND CLARK COUNTY, MONTANA

## Page 95 of 144

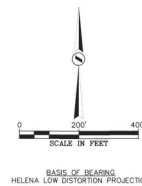
# AMENDED PLAT

AMENDING TRACT D-1-A OF THE AMENDED PLAT OF PHASE A OF ASPEN PARK AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3173426,  
AND TRACT A-1-A-1-A-1-A-1-A-1-A-1 OF THE PLAT OF CRAFTSMAN VILLAGE PHASE 6 OF THE CROSSROADS AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3386391,  
LOCATED WITHIN THE SOUTH HALF OF SECTION 26, AND THE NORTH HALF AND SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 10 NORTH, RANGE 3 WEST, P.M.M.,  
LEWIS AND CLARK COUNTY, MONTANA



LEGEND	
	NEW BOUNDARY (AS NOTED)
	OLD BOUNDARY (AS NOTED)
	EXISTING EASEMENT (AS NOTED)
	SECTION LINE
	FOUND YPC "20KA 18636LS" OR OTHERWISE NOTED
	FOUND YPC "TANGEN 3366ES"
	FOUND 2" ALUMINUM CAP "NASH 5210S"
	SET 5/8"x24" REBAR WITH 1-1/2" ALUMINUM CAP "R STAHL 75890-LS"
	FOUND PLSS MONUMENT (AS NOTED)
	MEASUREMENT THIS SURVEY
	MEASUREMENT OF RECORD - DOCUMENT NO. 3386391
	MEASUREMENT OF RECORD - DOCUMENT NO. 3173426
	SECTION LINE BEARING AND DISTANCE
	YPC
	DOC. NO.
	P.O.B.
	C.C.R.

Curve Table					
Curve #	Length	Record Length	Radius	Delta	Chord Direction
C1	363.38'	(M & R2)	337.00'	061°46'49"	N59° 13' 54"W 346.03'
C2	286.11'	N/A	337.00'	048°38'35"	N65° 48' 01"W 277.59'
C3	77.27'	N/A	337.00'	013°08'14"	N34° 54' 37"W 77.10'
C4	178.81'	N/A	470.00'	021°47'52"	N89° 23' 07"E 177.73'
C5	524.61'	524.91'(R)	1453.24'	020°41'00"	N84° 51' 29"E 521.76'



SURVEY NOTES:  
1. A TITLE REPORT WAS NOT PROVIDED AS A PART OF THIS SURVEY. CERTAIN EASEMENTS, ENCUMBRANCES, COVENANTS AND OTHER EVIDENCE THAT AN ACCURATE, CURRENT AND COMPLETE TITLE SEARCH WOULD DISCLOSE MAY NOT BE SHOWN.  
2. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH 24.15(1)(a)(i)(ii)(iii)(iv), BUT BASED ON LEWIS AND CLARK COUNTY REVIEW COMMENTS. UNSURVEYED PORTIONS OF THE TRACTS OF RECORD DO NOT INCLUDE THE REQUIRED NOTATION "NOT A PART OF THIS CERTIFICATE OF SURVEY", AS SPECIFIED IN THIS PART.

 <b>STAHLY ENGINEERING &amp; ASSOCIATES</b> PROFESSIONAL ENGINEERS & SURVEYORS www.seaeng.com 2223 MONTANA AVE. STE. 201 BILLINGS, MT 59101 Phone (406)442-8584 Fax (406)442-8587 881 BRIDGER DR. STE. 1 BOZEMAN, MT 59715 Phone (406)522-8594 Fax (406)522-8528		<b>AMENDED PLAT</b>						FIELD: RJS/AMB
		COUNTY: LEWIS & CLARK	1/4 SEC T R	1/4 SEC T R	1/4 SEC T R	1/4 SEC T R	1/4 SEC T R	CHECKED: RJS
PRINCIPAL MERIDIAN, MONTANA		26 10N 3W	26 10N 3W	26 10N 3W	26 10N 3W	26 10N 3W	26 10N 3W	DATE: 9/12/2022
		35 10N 3W	35 10N 3W	35 10N 3W	35 10N 3W	35 10N 3W	35 10N 3W	SHEET 2 OF 2



## AMENDED PLAT

AMENDING TRACT A-1-A-1-A-1-A-1-A-1-A-1-A OF THE PLAT OF ASPEN PARK BLOCK 9 AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DOCUMENT NO. 3406156, LOCATED WITHIN THE SOUTH HALF OF SECTION 26, AND THE NORTH HALF AND SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 10 NORTH, RANGE 3 WEST, P.M.M., LEWIS AND CLARK COUNTY, MONTANA

DATE OF SURVEY  
DECEMBER, 2023

PURPOSE OF SURVEY  
TO CREATE A UTILITY TRACT

SURVEY COMMISSIONED BY  
MARK RUNKLE, MANAGING MEMBER, MOUNTAIN VIEW MEADOWS, LLC. (PREVIOUSLY KNOWN AS R AND D PARTNERS, LLC.)

LAND DESCRIPTION: TRACT A-1-A-1-A-1-A-1-A-1-A-1-A  
A TRACT OF LAND SITUATED IN SECTION 26 AND SECTION 35, TOWNSHIP 10 NORTH, RANGE 3 WEST, PRINCIPAL MERIDIAN MONTANA, LEWIS & CLARK COUNTY, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT A-1-A-1-A-1-A-1-A-1-A-1-A OF AMENDED PLAT DOCUMENT NO. 3406156, EXCEPTING TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 OF THIS AMENDED PLAT, CONTAINING 138.413 ACRES OF LAND, MORE OR LESS, ALONG WITH ALL EASEMENTS.

LAND DESCRIPTION: A-1-A-1-A-1-A-1-A-1-A-1-A-2  
A PORTION OF TRACT A-1-A-1-A-1-A-1-A-1-A-1-A OF AMENDED PLAT DOCUMENT NO. 3406156, LOCATED WITHIN THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 10 NORTH, RANGE 3 WEST, P.M.M., CITY OF EAST HELENA, LEWIS AND CLARK COUNTY, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF TRACT D-1-A-1 OF THE AMENDED PLAT DOCUMENT NO. 3404083;

- THENCE NORTH 79°42'57" WEST, 314.70 FEET ALONG THE NORTHERLY BOUNDARY OF SAID TRACT D-1-A-1 TO THE POINT OF BEGINNING;
- THENCE NORTH 79°42'57" WEST, 49.33 FEET ALONG THE SAID NORTHERLY BOUNDARY;
- THENCE NORTH 101°7'03" EAST, 121.00 FEET;
- THENCE SOUTH 79°42'57" EAST, 49.33 FEET;
- THENCE SOUTH 101°7'03" WEST, 121.00 FEET TO THE POINT OF BEGINNING;

CONTAINING 0.137 ACRES, MORE OR LESS, ALONG WITH ALL EASEMENTS.

CERTIFICATE OF SURVEYOR  
I, RYLAN J. STAHLY, A REGISTERED LAND SURVEYOR DO HEREBY CERTIFY THAT THE SURVEY SHOWN ON THIS CERTIFICATE OF SURVEY WAS CONDUCTED UNDER MY DIRECT SUPERVISION, THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN AND THAT THE MONUMENTS FOUND AND SET ARE OF THE CHARACTER AND OCCUPY THE POSITIONS SHOWN HEREON.

DATED THIS 10<sup>th</sup> DAY OF January, 2024.

RYLAN J. STAHLY, MONTANA REG. NO. 75690 LS



### CERTIFICATE OF EXEMPTION FROM SUBDIVISION REVIEW

WE, THE UNDERSIGNED OWNERS OF THE PROPERTY, DO HEREBY CERTIFY THAT TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 AND IS EXEMPT FROM SUBDIVISION REVIEW IN ACCORDANCE WITH 76-3-201(i)(6), M.C.A., WHICH STATES: "IS CREATED FOR RIGHTS-OF-WAY OR UTILITY SITES. A SUBSEQUENT CHANGE IN THE USE OF THE LAND TO A RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL USE IS SUBJECT TO THE REQUIREMENTS OF THIS CHAPTER."

### CERTIFICATE OF EXCLUSION FROM DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW (DEQ)

WE, THE UNDERSIGNED OWNERS OF THE PROPERTY, DO HEREBY CERTIFY THAT TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1 IS EXCLUDED FROM DEQ REVIEW IN ACCORDANCE WITH 76-4-103 M.C.A., WHICH STATES: "WHAT CONSTITUTES SUBDIVISION. THE PLAT FOR A SUBDIVISION MUST SHOW ALL PARCELS, WHETHER CONTIGUOUS OR NOT. A PARCEL THAT IS 20 ACRES OR MORE IN SIZE, EXCLUSIVE OF PUBLIC ROADWAYS, IS NOT SUBJECT TO REVIEW UNDER THIS PART UNLESS THE PARCEL PROVIDES TWO OR MORE PERMANENT SPACES FOR RECREATIONAL CAMPING VEHICLES OR MOBILE HOMES. THE RENTAL OR LEASE OF ONE OR MORE PARTS OF A SINGLE BUILDING, STRUCTURE, OR OTHER IMPROVEMENT, WHETHER EXISTING OR PROPOSED, IS NOT SUBJECT TO THE REQUIREMENTS OF THIS PART."

WE FURTHER CERTIFY THAT TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2 IS EXCLUDED FROM DEQ REVIEW IN ACCORDANCE WITH 76-4-125(i)(a), M.C.A., WHICH STATES: "THE EXCLUSION CITED IN 76-3-201."

Mark L. Runkle  
MARK RUNKLE, MANAGING MEMBER  
MOUNTAIN VIEW MEADOWS, LLC (PREVIOUSLY KNOWN AS R & D PARTNERS, LLC.)

STATE OF MONTANA  
COUNTY OF LEWIS AND CLARK

ON THIS 10<sup>th</sup> DAY OF January, 2024  
BEFORE ME PERSONALLY APPEARED

Mark L. Runkle  
KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE ABOVE  
INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

Eric R.  
NOTARY PUBLIC FOR THE STATE OF MONTANA.



CERTIFICATE OF EXAMINING LAND SURVEYOR  
REVIEWED FOR ERRORS AND OMISSIONS IN CALCULATIONS AND DRAFTING

THIS 5<sup>th</sup> DAY OF January, 2024  
PURSUANT TO SECTION 76-3-611(2)(e), M.C.A.

Exam E. Shier  
EXAMINING LAND SURVEYOR  
REG. NO. 122491.S

### CERTIFICATE OF COUNTY TREASURER

I HEREBY CERTIFY, PURSUANT TO SECTION 76-3-611(i)(b), M.C.A. THAT NO REAL PROPERTY TAXES ASSESSED AND LEVIED ON THE LAND DESCRIBED ON THIS CERTIFICATE OF SURVEY AND ENCOMPASSED BY THE PROPOSED COMMON BOUNDARY RELOCATION ARE DELINQUENT.

TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1-A  
ASSESSMENT CODE-- 0000040594

DATED THIS 10<sup>th</sup> DAY OF January, 2024

Amy Reuss / s/   
TREASURER, LEWIS AND CLARK COUNTY, MONTANA

3419735 CDS  
1/15/2024 02:18 PM Pages: 1 of 2 Page: 156 88  
No. Reuss, Clerk & Treasurer, Lewis & Clark Co.



STAHTY ENGINEERING & ASSOCIATES  
PROFESSIONAL ENGINEERS & SURVEYORS

2223 MONTANA AVE. 3530 CENTENNIAL DR. 851 BRIDGE DR. STE. 1  
BILINGS, MT 59101 HELENA, MT 59601 BOULZMAN, MT 59710  
Phone: (406)442-8554 Phone: (406)442-8554 Phone: (406)522-8554  
Fax: (406)442-8557 Fax: (406)442-8557 Fax: (406)522-9528

### AMENDED PLAT

COUNTY: LEWIS & CLARK  
PRINCIPAL MERIDIAN,  
MONTANA

1/4	SEC	T	R	1/4	SEC	T	R
X	26	10N	3W				
X	35	10N	3W				

FIELD: RJS/AMB  
DRAWN: JMB  
CHECKED: RJS  
DATE: 1/4/2024

SHEET  
1 OF 2

# AMENDED PLAT

## TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1

(UNSURVEYED PORTIONS  
NOT PART OF THIS SURVEY)  
±138.413 ACRES

FORMERLY TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-1  
AMENDED PLAT DOC. NO. 3406156

## TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2

(NEW UTILITY TRACT CREATED THIS SURVEY)  
0.137 AC.  
5,968 SQ. FT.

EXISTING 150' N.W.E. UTILITY EASEMENT  
EASEMENT MODIFICATION AGREEMENT  
DOC. NO. 3216906

TRACT B-1-A-1  
DOC. NO. 3401083  
(NOT PART OF THIS SURVEY)

TRACT A-1  
C.O.S. NO. 3015742  
(NOT PART OF THIS SURVEY)

## VICINITY MAP (NOT TO SCALE)

TRACT A-1-A-1-A-1-A-1-A-1-A-1-A-2  
(NEW UTILITY TRACT CREATED THIS SURVEY)

TRACT  
A-1-A-1-A-1-A-1-A-1-A-1-A-1  
(UNSURVEYED PORTIONS  
NOT PART OF THIS SURVEY)  
±138.413 ACRES

## LEGEND

- NEW BOUNDARY
- - - EXISTING EASEMENT (AS NOTED)
- \* FOUND 1-1/2" ALUMINUM CAP
- o "R" STAHLY 75890-LS"
- SET 5/8"x24" REBAR WITH
- OPC "R" STAHLY 75890-LS"
- MEASUREMENT THIS SURVEY
- 100.00'(M)
- 100.00'(R)
- MEASUREMENT OF RECORD
- DOC. NO. 3406156



## BASIS OF BEARING

HELENA LOW DISTORTION PROJECTION:  
GEODETIC NORTH OBTAINED BY GPS OBSERVATIONS  
& OPUS PROCESSING  
DATUM: NAD83(2011)(EPOCH 2010.00)  
PROJECTION: TRANSVERSE MERCATOR  
CENTRAL MERIDIAN: W 111°57'00" (-111.95°)  
PROJECT ORIGIN LATITUDE: N 46°30'00" (46.5°)  
SCALE FACTOR AT CENTRAL MERIDIAN: 1.000191  
FALSE NORTHING: 1,000,000.00 FT (304,800m)  
FALSE EASTING: 200,000.00 IFT (60,960m)



**STAHLY ENGINEERING & ASSOCIATES**  
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3530 CENTENNIAL DR. BILLINGS, MT 59115  
Phone: (406) 522-8584 Fax: (406) 522-9528

851 BRIDGER DR. STE. 1 BILLINGS, MT 59115  
Phone: (406) 522-8584 Fax: (406) 522-9528

## AMENDED PLAT

COUNTY: LEWIS & CLARK  
PRINCIPAL MERIDIAN,  
MONTANA

1/4	SEC	T	R	1/4	SEC	T	R
<input checked="" type="checkbox"/>	26	10N	3W	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	35	10N	3W	<input type="checkbox"/>			

FIELD: RJS/MB  
DRAWN: JMS  
CHECKED: RJS  
DATE: 1/4/2024  
SHEET  
**2 OF 2**

City Attorney's Office  
316 North Park Avenue  
Room 203  
Helena, MT 59623  
(406) 457-8595

## **CONSENT AND WAIVER OF PROTEST TO ALTER SPECIAL DISTRICTS**

**THIS CONSENT** is made and entered into this 16th day of January, 2024, by and between **HELENA SPRINGS PARTNERSHIP**, 7691 W US Highway 12, Helena, Montana 59601, (“Owner”), and the **CITY OF HELENA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 316 North Park Avenue, Helena, Montana 59623 (“City”).

### **RECITALS**

1. Owner applied to have the following property (“Property”) annexed into the City of Helena:

**Tract D-1-A-1 of Craftsman Village Phase 6 at Mountain View Meadows, filed under Document Number 3404083, in the records of the Clerk and Recorder of Lewis and Clark County, Montana.**

2. The City created the Urban Forest Maintenance District and the Landfill Monitoring District pursuant to § 7-11-1023, MCA. The boundaries of those special districts will be altered to include the Property.

3. As a condition of annexation and receipt of City services, Owner consents to and waives the right to protest the alteration of the boundaries of the Urban Forest Maintenance District and the Landfill Monitoring District in order to include the Property within those districts.

### **CONSENT AND WAIVER**

1. **Binding Covenant:** Owner agrees that this Consent constitutes covenants that run with the property described above, and the benefits and burdens hereof are binding upon and inure to the benefit of all successors in interest to all parties hereto. Owner further agrees that this Consent may be recorded with the Clerk and Recorder of Lewis & Clark County, Montana, and encumbers the Property.





City Attorney's Office  
316 North Park Avenue  
Room 203  
Helena, MT 59623  
(406) 457-8595

### CONSENT AND WAIVER OF PROTEST TO ALTER SPECIAL DISTRICTS

**THIS CONSENT** is made and entered into this 16<sup>TH</sup> day of JANUARY, 2024, by and between **MOUNTAIN VIEW MEADOWS, LLC**, 431 South Alice Street, Helena, Montana 59601, ("Owner"), and the **CITY OF HELENA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 316 North Park Avenue, Helena, Montana 59623 ("City").

### RECITALS

1. Owner applied to have the following property ("Property") annexed into the City of Helena:

**Tract A-1- A-1- A-1- A-1- A-1- A-1- A-1- A-2 of Amended Plat, filed under Document Number 3419735, in the records of the Clerk and Recorder of Lewis and Clark County, Montana.**

2. The City created the Urban Forest Maintenance District and the Landfill Monitoring District pursuant to § 7-11-1023, MCA. The boundaries of those special districts will be altered to include the Property.

3. As a condition of annexation and receipt of City services, Owner consents to and waives the right to protest the alteration of the boundaries of the Urban Forest Maintenance District and the Landfill Monitoring District in order to include the Property within those districts.

### CONSENT AND WAIVER

1. **Binding Covenant:** Owner agrees that this Consent constitutes covenants that run with the property described above, and the benefits and burdens hereof are binding upon and inure to the benefit of all successors in interest to all parties hereto. Owner further agrees that this Consent may be recorded with the Clerk and Recorder of Lewis & Clark County, Montana, and encumbers the Property.



# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

## RESOLUTION NO. 19911

A RESOLUTION OF INTENTION TO ANNEX CROSSROADS AMENDMENT AT MOUNTAIN VIEW MEADOWS SUBDIVISION, DESCRIBED AS TRACT D-1-A OF AMENDED PLAT OF PHASE A OF ASPEN PARK AT MOUNTAIN VIEW MEADOWS, SHOWN ON COS #3173426; THE WESTERN PORTION OF TRACT C-2-A-1-A-1-A-1-A ON THE PLAT OF ANTELOPE TRACE PHASE OF CROSSROADS AT MOUNTAIN VIEW MEADOWS, SHOWN ON COS #3173428; TRACT A-1 SHOWN ON COS #3015742; PORTIONS OF TRACT A-1-A-1-A-1 ON THE PLAT OF CRAFTSMAN VILLAGE PHASE 1 OF THE CROSSROADS AT MOUNTAIN VIEW MEADOWS SUBDIVISION, SHOWN ON COS#3200059; TRACT B-2 SHOWN ON COS #3140554; OFF-SITE PARKLAND AREA; AND THE FULL WIDTH OF THE ADJACENT PORTIONS OF THE RIGHTS-OF-WAY OF U.S. HIGHWAY 12, ROUTE 240, AND CROSSROADS PARKWAY, ALL LOCATED IN LEWIS AND CLARK COUNTY, INTO THE CITY OF HELENA, MONTANA AND ESTABLISH CONDITIONS FOR ANNEXATION

WHEREAS, **R and D Partners, LLC**, the legal owners of Crossroads Amendment at Mountain View Meadows Subdivision, described as Tract D-1-A of Amended Plat of Phase A of Aspen Park at Mountain View Meadows, shown on COS #3173426; the western portion of Tract C-2-A-1-A-1-A-1-A on the Plat of Antelope Trace Phase of Crossroads at Mountain View Meadows, shown on COS #3173428; Tract A-1 shown on COS #3015742; portions of Tract A-1-A-1-A-1 on the Plat of Craftsman Village Phase 1 of the Crossroads at Mountain View Meadows Subdivision, shown on COS #3200059; and off-site parkland area; and **International Church of the Four Square Gospel**, the legal owner of Tract B-2 shown on COS #3140554; all in Lewis and Clark County, Montana, generally located south of U.S. Highway 12, east of Crossroads Parkway, southwest of East Helena, west of Highway

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

## Resol. No. 19911

282, and north of the Jefferson County line, which property is currently located adjacent to the existing City limits, have requested that the City of Helena annex said property; and

**WHEREAS,** the City of Helena has previously approved Resolution of Intention to Annex No. 19627 that set conditions for annexation of property that is included in this current resolution of intention; and

**WHEREAS,** a portion of the property discussed in Resolution of Intention to Annex No. 19627 has subsequently been annexed into the City of Helena; and

**WHEREAS,** the property owners now desire to annex property not considered in Resolution of Intention to Annex No. 19627; and

**WHEREAS,** the property owners desire to amend the Crossroads at Mountain View Meadows preliminary plat that was previously approved and was the basis for conditions of annexation under Resolution of Intention to Annex No. 19627; and

**WHEREAS,** Resolution of Intention No. 19191 to annex Aspen Park at Mountain View Meadows Subdivision conditioned annexation upon the dedication of a fire station lot acceptable to the Helena Fire Department; and

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

## Resol. No. 19911

**WHEREAS,** the need for a fire station lot is further supported by annexation of property under consideration of the current resolution of intention to annex; and

**WHEREAS,** a fire station lot that meets the approval of the Helena Fire Department has not been dedicated to the city; and

**WHEREAS,** the property owners have proposed to dedicate Lot 1 in Block 7, as shown on the proposed Crossroads Amendment at Mountain View Meadows preliminary plat, to the City of Helena for use as a fire station; and

**WHEREAS,** the City of Helena desires to annex the above-described property and the full width of the rights-of-way of U.S. Highway 12, Route 240, and Crossroads Parkway adjacent to said property under the provisions of Montana law; and

**WHEREAS,** the owners of the property in the territory to be annexed have signed a written application requesting annexation pursuant to statute to the City of Helena; and

**WHEREAS,** the governing body need not submit the question of annexation to the qualified electors, and has approved the application upon its merits; and

# **RESOLUTIONS OF THE CITY OF HELENA, MONTANA**

## **Resol. No. 19911**

**WHEREAS**, the annexation of the property and adjacent rights-of-way more particularly described above appears to be in the best interests of the present owners of the property and the City of Helena, Montana.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, AS FOLLOWS:**

**Section 1.** It is the intention of the Helena City Commission to annex Tract D-1-A of Amended Plat of Phase A of Aspen Park at Mountain View Meadows, shown on COS #3173426; the western portion of Tract C-2-A-1-A-1-A-1-A on the Plat of Antelope Trace Phase of Crossroads at Mountain View Meadows, shown on COS #3173428; Tract A-1 shown on COS #3015742; portions of Tract A-1-A-1-A-1 on the Plat of Craftsman Village Phase 1 of the Crossroads at Mountain View Meadows Subdivision, shown on COS #3200059; and off-site parkland area; and Tract B-2 shown on COS #3140554, all in Lewis and Clark County, Montana, generally located south of U.S. Highway 12, east of Crossroads Parkway, southwest of East Helena, west of Highway 282, and north of the Jefferson County line, and the full width of the rights-of-way of U.S. Highway 12, Route 240, and Crossroads Parkway, all in Lewis and Clark County, Montana, as

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

## Resol. No. 19911

shown on Exhibit "A" attached hereto and by this reference made a part hereof.

This annexation will only be effective upon completion of rezoning of the property and the following conditions:

1. **City Services:** Each annexation phase of the Crossroads Amendment at Mountain View Meadows Subdivision must be adjacent to existing City limits and be served by city approved infrastructure.

2. **Phases:** A legal description must be provided for each phase of the Crossroads Amendment at Mountain View Meadows Subdivision prior to its annexation.

3. **Fire Station Lot:** The proposed fire station lot must include all of the property located west of the drainage and south of the Crossroads Parkway and Jeanette Rankin Way intersection, as shown on the Crossroads Amendment at Mountain View Meadows preliminary plat, to provide a lot more suitable for operation of a Helena Fire Department fire station. This property must be dedicated to the City of Helena with the annexation of the first phase of the Crossroads Amendment at Mountain View Meadows preliminary plat.

/

/

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

## Resol. No. 19911

4. **Review of New Construction:** The property owner must submit plans for review by the City of Helena for compliance with City infrastructure, zoning, and other Code requirements, provide proof of compliance with all building and fire codes for all new construction or remodels subsequent to the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

5. **Taxes and Assessments:** Taxes and assessments must be paid and current at the time of filing a Resolution of Annexation for each phase.

6. **Notice of Special Districts:** The property owner must waive the right to notification and protest and consent to the alteration of the Urban Forest Maintenance District and the Landfill Monitoring District in order to include the property in said districts prior to annexation, pursuant to §7-11-1023, MCA.

7. **Final Plat:** The property owners must meet the conditions of the Crossroads Amendment at Mountain View Meadows Subdivision preliminary plat approval prior to annexation. Annexation of the property is not effective until the final plat of the proposed



# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

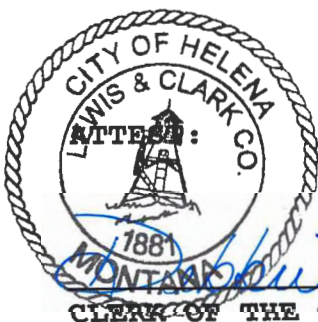
## Resol. No. 19911

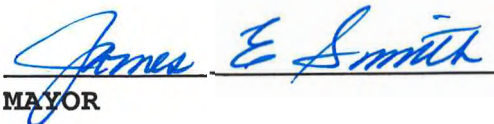
subdivision has been filed with the Clerk and Recorder of Lewis and Clark County, Montana.

**8. Completion of Conditions:** The property owners must notify City Planning in writing upon completion of the conditions for approval of annexation that must occur on or before the date of completion of conditions for subdivision of the property and subject to the same time limitations. If the conditions are not completed within that time frame, the City is under no obligation to annex the property and may discontinue any City services to the property, including water and sewer service.

**Section 2.** It is the intention of the Helena City Commission to supersede the conditions of annexation set by Resolution of Intention to Annex No. 19627.

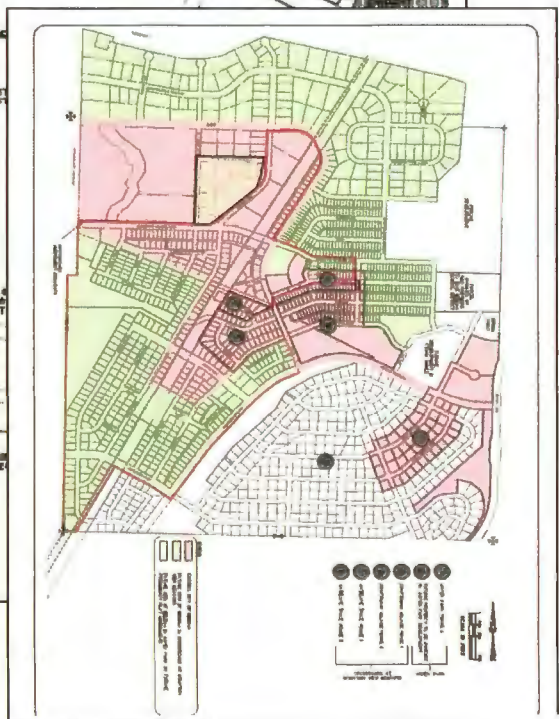
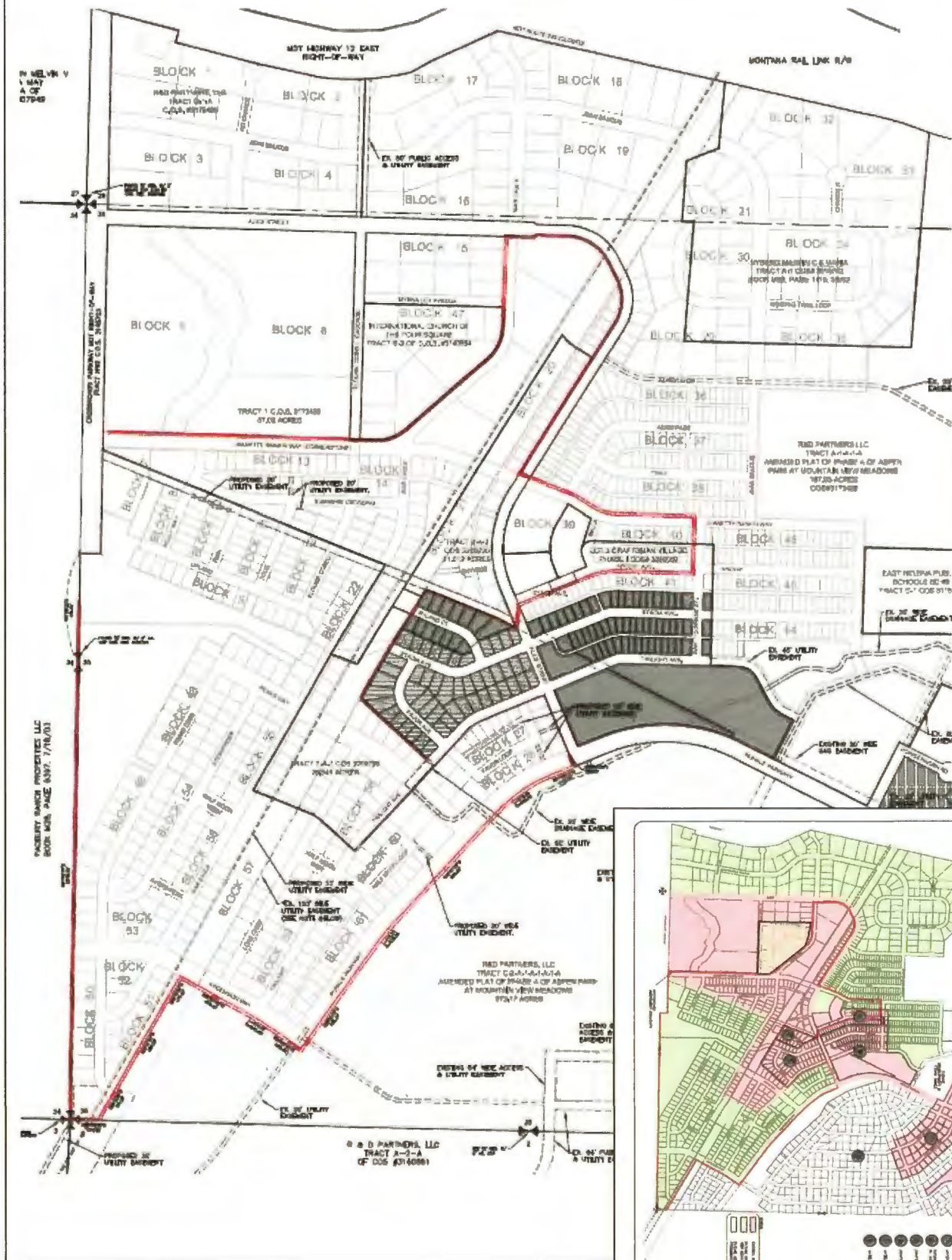
**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 7<sup>th</sup> DAY OF MAY, 2012.**



  
MAYOR

### Exhibit A

## Crossroads Amendment at Mountain View Meadows Annexation



# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

## RESOLUTION NO. 20340

### A RESOLUTION AMENDING RESOLUTION OF INTENTION NO. 19911 TO DEFER THE DEDICATION AND TRANSFER OF THE FIRE STATION LOT TO A LATER PHASE OF THE UPLANDS OF CROSSROADS AT MOUNTAIN VIEW MEADOWS SUBDIVISION IN LEWIS AND CLARK COUNTY INTO THE CITY OF HELENA, MONTANA

**WHEREAS**, Resolution No. 19191 conditioned the annexation of Aspen Park at Mountain View Meadows Subdivision upon the dedication and transfer of a property suitable for a fire station to be constructed thereon ("fire station lot"); and

**WHEREAS**, different locations and properties have been proposed to serve as a location for a future fire station; and

**WHEREAS**, Resolution No. 19911 amended that condition by deferring dedication and transfer of a suitable fire station lot to coincide with the annexation and concurrent final plat of the first phase of the Crossroads Amendment at Mountain View Meadows Subdivision; and

**WHEREAS**, R and D Partners, LLC (now known as Mountain View Meadows, LLC), the legal owner of property known as Crossroads Amendment at Mountain View Meadows Subdivision now requests that the City annex and approve a concurrent final plat of a portion of the Uplands Phase 1 which is the first phase of the Crossroads Amendment at Mountain View Meadows Subdivision;

# **RESOLUTIONS OF THE CITY OF HELENA, MONTANA**

## **Resol. No. 20340**

**WHEREAS, R and D Partners, LLC,** has proposed to further defer the dedication and transfer of the fire station lot until the property encompassing the fire station lot is provided with legal and physical access and city water and wastewater services as part of annexation and final plat of the phase encompassing the fire station lot.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, AS FOLLOWS:**

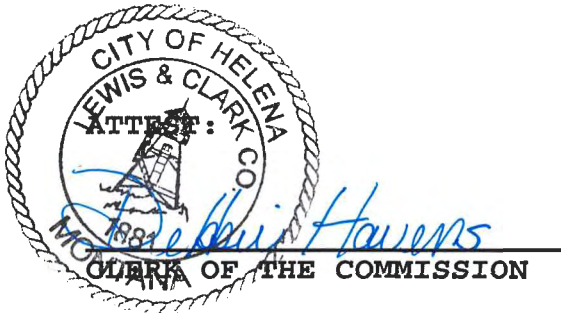
**Section 1.** The Helena City Commission hereby amends Resolution of Intention No. 19911, specifically condition 3, as follows:

The proposed fire station lot must include all of the property located west of the drainage and south of the Crossroads Parkway and Jeanette Rankin Way intersection, as shown on the Crossroads Amendment at Mountain View Meadows preliminary plat, to provide a lot more suitable for operation of a Helena Fire Department fire station. This property must be dedicated to the City of Helena with the annexation of the Uplands phase of the Crossroads Amendment at Mountain View Meadows preliminary plat that includes the property described above.

# RESOLUTIONS OF THE CITY OF HELENA, MONTANA

**Resol. No. 20340**

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,  
MONTANA, THIS 22<sup>nd</sup> DAY OF MAY, 2017.



  
MAYOR

# ORDINANCES OF THE CITY OF HELENA, MONTANA

## ORDINANCE NO. 3109

**AN ORDINANCE PREZONING THAT PROPERTY  
LEGALLY DESCRIBED AS TRACT B-2 OF COS #3140554; TRACT A-1 OF COS  
# 3015742; TRACT D-1 OF COS # 3145703; TRACT A-1-A TO BE KNOWN AS  
THE CROSSROADS AT MOUNTAIN VIEW MEADOWS SUBDIVISION, AND  
THE NORTHERN AND WESTERN PORTIONS OF TRACT C-2-A-1-A-1-A OF  
COS #3147622, ALL LOCATED IN LEWIS AND CLARK COUNTY,  
PRIOR TO ANNEXATION INTO THE CITY OF HELENA, MONTANA**

**WHEREAS**, the owners of the following-described property have requested that the City of Helena pass an ordinance, pursuant to Helena City Code Section 11-2-8(D), for:

A prezoning designation of:

R-4/R-O (Residential Office) for Blocks 22, 25, 27, 28, 36 - 46; and Block 20, Lots 8-12; Block 23, Lots 4-23; Block 24, Lots 3-16; Block 26, lots 2-25; Block 29, Lots 12-20 (571 lots total); and approximately 20 acres off-site area located in the western portion of tract C-2-A-1-A-1-A of COS # 3147622; and

B-2 (General Commercial) for Blocks 1-19, 21, 30-35, 47; and Block 20, Lots 1-7; Block 23, lots 1-3; Block 24, Lots 1 and 2; Block 26, Lot 1; and Block 29, Lots 1-11, (321 lots total);

All being that undeveloped property shown on the preliminary plat of the proposed Crossroads at Mountain View Meadows Subdivision, shown on Exhibit "A" attached hereto, all in Lewis and Clark County, Montana, which property is generally located south of U.S. Highway 12 East, east of Crossroads Parkway, southwest of East Helena, west of Highway 282, and north of the Jefferson County

## ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. No. 3109

line, adjacent to the existing City limits.

The property is legally described as Described as Tract B-2 of COS #3140554; Tract A-1 of COS # 3015742; Tract D-1 of COS # 3145703; Tract A-1-A and northern and western portions of tract C-2-A-1-A-1-A of COS # 3147622, located in Lewis and Clark County, Montana; generally located south of U.S. Highway 12, east of Crossroads Parkway, southwest of East Helena, west of Highway 282 and north of the Jefferson County line; located Lewis and Clark County, Montana.

**WHEREAS**, on **January 13, 2009**, the Helena Zoning Commission recommended **APPROVAL** of the requested prezoning as mentioned above; and

**WHEREAS**, the Helena City Commission held a public hearing on this requested prezoning on **February 9, 2009**, staff recommended **APPROVAL** of this request, and in considering said prezoning, the Commission gave due consideration to the matters set forth in §76-2-304, MCA.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:**

**Section 1.** That the above-described property is hereby granted a prezoning designation of:



## ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. No. 3109

R-4/R-O (Residential Office) for Blocks 22, 25, 27, 28, 36 - 46; and Block 20, Lots 8-12; Block 23, Lots 4-23; Block 24, Lots 3-16; Block 26, lots 2-25; Block 29, Lots 12-20 (571 lots total); and approximately 20 acres off-site area located in the western portion of tract C-2-A-1-A-1-A of COS # 3147622; and

B-2 (General Commercial) for Blocks 1-19, 21, 30-35, 47; and Block 20, Lots 1-7; Block 23, lots 1-3; Block 24, Lots 1 and 2; Block 26, Lot 1; and Block 29, Lots 1-11, (321 lots total).

All being that undeveloped property shown on the preliminary plat of the proposed Crossroads at Mountain View Meadows Subdivision, adjacent to the existing City limits.

FIRST PASSED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 9<sup>th</sup> FEBRUARY, 2009.

  
MAYOR

ATTEST:

  
CLERK OF THE COMMISSION

FINALLY PASSED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 23<sup>rd</sup> DAY OF FEBRUARY, 2009.

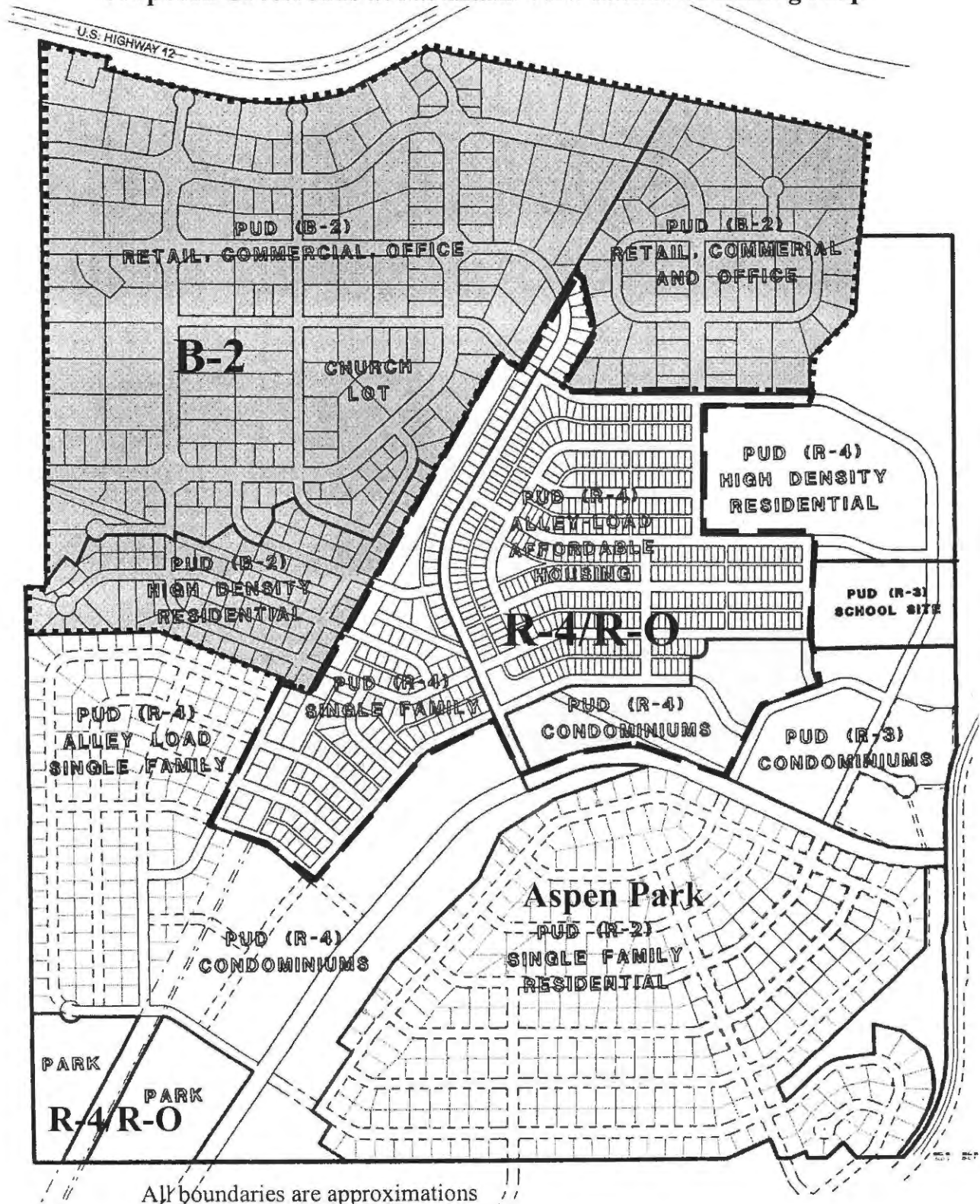
  
MAYOR

ATTEST:

  
CLERK OF THE COMMISSION



**EXHIBIT A**  
**Proposed Crossroads at Mountain View Meadows Zoning Map**



***City of Helena, Montana***

**02/21/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
David Knoepke, Transportation Systems Director  
Lauren Harms, Transit Manager

**Subject:** Consider approval of the Annual Update to the Transportation Coordination Plan Specific to the 5311 Operating Funds.

**Present Situation:** This is an annual update to the Transportation Coordination Plan as required, specific to segment 5311 of Operating Funds which is then used to complete a Grant Request. Attached is the current plan which was approved by the Capital Transportation Advisory Committee (CTAC). The CTAC includes representatives of public, private, and non-profit transportation and human-services providers, and other programs sponsored by federal, state, and local agencies that either provide a form of transportation in the community or have an interest in community transportation services.

The FY-25 Transportation Coordination Plan reflects how transportation coordination is progressing in our community. In addition, local coordination plans are used by the State in their scoring metrics when considering all Capital Equipment Grant requests that are submitted by transit/transportation providers throughout the State of Montana. The Coordination Plan maximizes Helena's collective coverage by minimizing duplication of services. Finally, the Transportation Coordination plan seeks to provide greater access to transportation services for people with disabilities, older adults, and individuals with lower incomes.

**Background Information:** Approval of the annual update to the Transportation Coordination Plan is both required and needed to complete our grant application package submittal.

**Proposal/Objective:** Approval of the Annual Update to the Transportation Coordination Plan specific to the 5311 Operating Funds.

**Advantage:** An annual update to the Transportation Coordination Plan satisfies a requirement specific to segment 5311 of Operating Funds which is then used to complete a Grant Request.

**Notable Energy Impact:** None noted.

**Disadvantage:** Not accepting the CTAC Updated Transportation Coordination Plan for FY-25 for inclusion of our grant package submittal would constitute an incomplete submission, impacting the City of Helena/Capital Transit's ability to secure operational funding in FY-25.

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/  
Recommended Motion:** Move to approve the annual update to the Transportation Coordination Plan specific to the 5311 Operating Funds.



*"Ride the Capital T"*

## Coordination Overview

### FY2025 Coordination Plan

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#### **HISTORY OF COORDINATION**

The concept of coordination has been promoted since the late 1960s; however, it was not until recently that a real push for coordination, emphasized at the federal level, has been observed. More and more communities are realizing the scarcity of resources (fuel, vehicles, drivers, and funding) and that cost-effective and efficient delivery of services is vital if local communities are to continue to ensure access to vital human services, employment, recreation, and other opportunities and needs. Coordination should be looked at as a step-wise effort. It takes a firm understanding of local needs and resources to develop a plan that, in the end, increases the mobility of residents. The earliest coordination studies focused on a three-tiered continuum of service integration (as described in the Montana Coordinated Transportation Handbook):

- Communication – informally working together towards a common goal;
- Collaboration – this is the level most associated with the term Coordination. Collaboration involves the formalization of the process of two or more organizations working together;
- Consolidation – is the merging of two or more organizations resources together for all participates.

Consolidation of resources is one which is not likely to be done in most communities. It requires that all agencies and providers to fall under one authority and it is difficult to obtain complete consensus for operations. However, the first two elements represent plausible ways to integrate services in a given area. The goal is to build on that cooperation between providers and human services to determine **if coordination is a viable option**. One of the greatest barriers to coordination is that the key stakeholders are not present or choose not to participate when planning of coordinated services is being done.

### **Levels of Coordination**

There are varying levels of coordination across a broad spectrum of operating scenarios. Levels can range from very low levels of coordination, such as sharing rides on several different agency vehicles, to the extreme levels such as shared vehicles, shared maintenance, a brokerage established for all agencies, and others. The Capital Transit Advisory Committee (CHATAC) understands that coordination of services generally may take some amount of time and effort upon the part of the local providers and human service agencies.

### **Resource Management**

The first set of resource management objectives, targeting greater efficiencies, focuses on reducing duplication and fragmentation in operating, administering, and funding transportation services. Specific strategies for achieving these objectives include reducing the following:

- Operating and administrative salaries;
- Capital costs on vehicles and other equipment; and
- Other operating costs such as maintenance, fuel, and insurance.

The second set of resource management objectives, targeting more productive or effective services, focuses on improving acceptability, accessibility, adaptability, affordability, and availability of transportation services within the area. Specific strategies for achieving these objectives include increasing the following:

- Days and hours of service;
- Service area;
- Rider types and purposes of the rides;
- The accessibility of vehicles and facilities for people with special needs;
- Public information concerning services; and
- Funding available to help pay the cost of the service.

## **COMMON COORDINATION STRATEGIES**

### **Brokerage/Lead Agency Scenario**

This coordination concept is possibly the most used in transit coordination. In recent years there has been a quantum leap in computerized dispatch and reservation technology. Many large transit systems across the United States have implemented this software to operate their complementary ADA Para- Transit service. The basic premise of this technology is that a customer can call in a reservation for service. This reservation is then placed into the computer which takes this reservation and combines it with other reservations to develop a transit route that emphasizes efficiency and effectiveness. In the past, as well as today in some circumstances, dispatching has been done manually. This can be done successfully if the dispatchers are knowledgeable of the area and the number of trips per day to be dispatched is relatively small. The advantage of the new dispatching software is that it can handle much larger trip numbers and, with GIS technology, can accurately develop a transit route that handles the most customers in a cost-effective manner. The dispatching software can also easily develop a multitude of reports that can be very useful in reporting the activities of the brokerage service to its member agencies as well as various states, local, and federal agencies.

Reservation software works in concert with the dispatch software and can be developed to store necessary information about customers for billing purposes. The reservation software can store more than one request from a customer for service and, since it is interconnected to the dispatch software, assures that these multiple trip requests are not misplaced or forgotten.

In FY2015, Capital Transit formally known as “HATS” purchased through the State of Montana Department of Transportation the RouteMatch scheduling/ dispatching software package for its operation. In FY 2017, the fixed route component was added.

### **Consolidation of Services**

Consolidation of transit services differs from a brokerage/lead agency coordinated service in that under consolidation, social service agencies would turn over their transit vehicles, equipment, and other transit assets to one organization that would then provide the social service agency with transportation services. This would relieve the social service agency of the burden of providing and operating a transit service. The State of Montana is encouraging coordinated/consolidated rural transit in each of the state’s transportation regions. Having a consolidated rural transit system allows social service agencies to concentrate on their primary goals as an agency, which generally does not include operating a transit system. Since many agencies receive their vehicles through state-administered federal grants, it is a simple matter of transferring the state-owned title to the new consolidated service. In cases where there is no longer any state equity in a vehicle or where a vehicle has been purchased with agency funds, these vehicles can be donated, leased, or sold to the consolidated transit service. Contracts are

negotiated between the social service agency and the new consolidated transit provider that will assure transit service to the social service agency at a reasonable cost.

Consolidated transit service would create “one-stop shopping” for local residents. Instead of going through a long list of potential providers, citizens would now only need to call one telephone number to get transportation. The new agency could acquire the reservation and dispatch software described earlier in this chapter to help provide efficient and effective service that should enable the transit service to charge less than it cost for the social service agency to provide the service.

### **Elements of a Coordinated Transit Plan**

The guidelines specify elements that must be in a coordinated plan, but do not provide much structure in how planning must be done.

- Assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes.
- An inventory of available services that identifies areas of redundant service and gaps in service.
- Strategies to address the identified gaps in service.
- Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources.
- Prioritization of implementation strategies.

Some of these objectives were completed with Round 2 of the Helena Area Inclusive Transit Planning grant from Community Transportation Association of America (CTAA).

### **Outreach to Allow for Participation**

The following list represents those agencies, providers, organizations, or groups that should be involved in a coordinated effort:

- Area transportation planning agencies
- Transit riders and potential riders
- Public transportation providers
- Private transportation providers
- Nonprofit transportation providers

- Human service agencies funding and/or supporting access for transportation services
- Other government agencies that administer health, employment, or other support programs for targeted populations
- Nonprofit organizations that serve targeted populations
- Advocacy organizations working on behalf of targeted populations
- Security and emergency management agencies
- Other appropriate local or state officials
- Tribes and tribal representatives
- Representatives of the business community
- Community-based organizations
- Economic development agencies
- Job training and placement agencies
- Elected officials

Capital Transit along with the members and leaders of our local transportation advisory council, Helena Area Transit Advisory Committee (HATAC) are working together to create an atmosphere where collaboration and even consolidation may occur. While this high goal remains out of reach currently, being open and searching for opportunities of collaboration can only improve our relationships.

### **Agencies involved in Coordination**

City of Helena operates Capital Transit and works cooperatively with the below listed agencies to the extent possible for the public ridership.

### **Lewis and Clark County and City of East Helena**

Lewis and Clark County is the City of Helena's primary partner in providing public transit. The county provides most of the match funds for the East Valley deviated-fixed route bus service which serves the area east of the City of Helena extending through East Helena and its eastern boundary is Lake Helena Drive. Canyon Ferry Road currently serves as the northern boundary and Hwy 12 serves as the southern boundary. The remaining match funding is provided by the City of East Helena. This service runs five days a week 7-11 AM and 1- 5 PM. Both Lewis and Clark County and the City of East Helena are active members of the HATAC.



## WEST MONT COORDINATION PLAN

### *Empowering People to Succeed by Promoting Dignity, Ability, and Independence*

#### **About Us**

West Mont is a Montana 501(c)(3) non-profit organization that was established in 1973. We operate 17 locations throughout Helena and provide a wide variety of services, care, and support for over 250 individuals with disabilities annually.

***Residential Services (Group Homes /Apartments):*** Our 13 homes operate 24 hours a day, 7 days a week with trained staff onsite as needed to ensure the safety and care of our residents. Residential staff escort and transport clients to and from medical appointments, shopping excursions, jobs in the community or to vocational sites, social activities, and community outings.

***Vocational Sites:*** Our vocational enterprises offer employment and job training options at four sites: West Mont Flower Shop, West Mont Farm & Gardens, Blaine Work Services, and VASTT. Each program offers meaningful activities and work giving clients a sense of accomplishment and the opportunity to connect with peers and earn a paycheck. West Mont provides necessary transportation for client participation.

***Supported Employment Services:*** Our job coaches and supported employment program managers help clients find and prepare for work in the community. Staff may provide transportation, help with interviews, assist with resume writing, oversee the development of social and “soft” skills, provide on-the-job training, give job coaching, etc., to ensure a successful placement.

***Supported Living Services:*** Our supported living staff ensure those who need supports at home, get them and have the opportunity to live with dignity and self-determination. Staff teach the necessary skills to help clients live as independently as possible. This can include assistance with personal hygiene, household maintenance, safety, meal preparation, transportation, and shopping.

#### **Description of Transportation Services**

West Mont provides transportation to adults with disabilities who reside with us, attend our vocational and employment programs, participate in our supported services programs, and/or participate in other West Mont activities. Some clients can utilize Capital Transit for transportation; however, more and more, our medically fragile and physically challenged clients require staff assistance with transportation.

The West Mont fleet has a median age of 13 years and is comprised of 25 passenger vehicles, ranging from a 12-person bus to vans, and passenger cars. Our transportation services are demand-response 24 hours per day, 7 days per week. Transportation can include driving clients to their jobs, medical appointments, shopping, and on outings. In FY23, our organization saw an increase in transportation services (miles driven and passenger trips provided), continuing to rebound from the setbacks we faced during and after COVID-19. For the 12-months ending 6/30/23, West Mont vehicles:

- Provided 43,551 passenger trips (3,629 avg/month)
- Drove 179,355 miles (14,946 avg/month)

During the specified period, fourteen of our vehicles (56%) had 100,000+ odometer miles (100,881 odometer miles avg); one had 209,851 miles.

We occasionally receive requests from families or individuals needing transportation that are not enrolled in our services and we attempt to fulfill reasonable requests for assistance. For many years, West Mont has been

an active member on the Capital Transit Advisory Council.

For FY23, we respectfully request a transit-size van. This van would be used by staff widely (a smaller pool of staff can operate our large buses) to transport clients with disabilities. It would be placed at our Hillside residence and supplement our fleet, eventually replacing a van with higher mileage.

### West Mont FY23 Transportation Inventory

#	YEAR	MAKE	MODEL	LOCATION	MILEAGE
1	2009	Toyota	Sienna (Green)	Blaine	133,011
2	2001	Chevy	Silverado (White)	Blaine	162,540
3	2003	Chevy	TranStar	Caldwell	89,058
4	2005	Dodge	Caravan (Blue)	Supported Services	101,417
5	2015	Ford	Transit (White)	Farm	125,374
6	2009	Chrysler	T&C (Silver)	Farm	138,591
7	2005	Ford	Van (Gray)	Cedar	126,168
8	2009	Chevy	Express (White)	L&C	72,643
9	2006	Toyota	Sienna (Silver)	Supported Services	117,508
10	2007	Ford	Econoline 350 SuperVan	Hillside	145,242
<b>11</b>	<b>2022</b>	<b>Ford</b>	<b>Transit (White)</b>	<b>L&amp;C</b>	<b>986</b>
12	1992	Ford	W/C Van	Cedar	108,821
<b>13</b>	<b>2015</b>	<b>Dodge</b>	<b>Caravan (White)</b>	<b>Ron's Place</b>	<b>38,687</b>
<b>14</b>	<b>2018</b>	<b>Ford</b>	<b>W/C Creative Coach Bus E450 (White)</b>	<b>Ron's Place</b>	<b>11,250</b>
15	2013	Ford	Focus (Blue)	Supported Services	61,274
16	2011	Dodge	Caravan (White)	Supported Services	177,466
17	2010	Dodge	Caravan (Gray)	Supported Services	209,851
18	2019	Nissan	Versa (Red)	Supported Services	80,230
19	2019	Chevy	Traverse Trax (Black)	Supported Services	54,865
20	2009	Chevy	Express (White)	Tara	133,194
21	2016	Ford	Transit (White)	Tara	113,372
22	2008	Toyota	Sienna (White)	Tara	154,144
<b>23</b>	<b>2019</b>	<b>Ford</b>	<b>Transit 350 Wagon (White)</b>	<b>Townsend</b>	<b>10,591</b>
24	1995	Dodge	W/C Ram (White)	VASTT	91,611
25	2016	Dodge	Grand Caravan (Blue)	Hillside	64,123

*Bolded vehicles were acquired from grants submitted to and awarded by the Montana Department of Transportation.*

## **Rocky Mountain Development Council, Inc. (Rocky)**

*Rocky Mountain Development Council, Inc. strives to improve quality of life and promote self-sufficiency for individuals and families.*

### ***Rocky Mountain Development Council, Inc. (Rocky)***

*Rocky strives to improve quality of life and promote self-sufficiency for individuals and families.*

*Rocky is a Community Action Agency, formed in 1965 after President Lyndon Johnson declared a "war on poverty" in response to a national poverty rate of 19%. Several pieces of legislation were passed and this law is how Community Action Programs were born. As a community resource for individuals and families, Rocky is committed to improving quality of life, especially for low-income citizens, in Lewis & Clark, Broadwater, and Jefferson Counties. Currently, Rocky encompasses senior services, affordable housing, energy assistance, child care, Head Start and provides senior volunteer opportunities. Rocky has been serving young children during their early educational years and seniors in their most challenging years for 58 years.*

### ***Description of Transportation Services***

#### **Description of Transportation Services**

Virtually all of Rocky's programs require transportation in one form or another. Rocky provides free transportation for Helena area senior citizens, within Helena city limits, participating in the following Rocky programs: Helena Senior Center (located in the Neighborhood Center) for lunch and other activities, Foster Grandparent Program, Senior Companion Program, Retired & Senior Volunteer Program, and Rocky's Agency on Aging.

Each year, Rocky helps over 700 seniors in Lewis & Clark, Broadwater, and Jefferson counties live as independently through the Meals on Wheels Program. Hot nutritious meals are delivered Monday through Friday, to seniors 60 and over who are home bound or have trouble preparing their own meals due to a disabling physical, emotional, or environmental condition. Rocky's Meals on Wheels program transitioned to primarily a volunteer-based model. Rocky also distributes shelf stable groceries through the Commodity Supplemental Food Program to income eligible seniors throughout the tri-counties, Elliston, and White Sulphur Springs bi-monthly.

Rocky is a partner in the Eagles Manor Complex, which currently includes the Penkay Eagles Manor (with 66 one-bedroom and single-room occupancy units), Eagles Manor II (with an additional 44 units), and Eagles Manor III (additional 30 units in the common complex), which is located at 715 North Fee in Helena. These units are dedicated to low-income seniors and adults with disabilities. The complexes are home to the frail elderly with a median age in the 80s. Most experience age-related disabilities and need walkers, wheelchairs, and portable oxygen tanks. Few drive or have access to personal vehicles. The Eagles shuttle is primarily used for senior outings, such as breakfast or lunch away from the facility.

Senior Companions and Foster Grandparents are senior volunteer programs for low-income seniors. Volunteers receive a small hourly stipend and are reimbursed for the mileage they log in support of providing service. Senior Companions provide in-home services, transportation, and run errands for their frail elderly clients. Not only do these programs serve the specific target population noted, they also provide a strong protective factor for the impoverished senior volunteers themselves.

It is the policy of Rocky to provide equal opportunity to all of its employees and clients and to assure that there shall be no discrimination against any person on the basis of sex, age, race, color, religion, creed, national origin, physical or mental handicap, marital status, political beliefs, veterans' status, sexual orientation, gender identity or expression, or genetic information unless related to a bonafide occupational requirement.

### ***Service Productivity***

Rocky provided 1,422 one-way, passenger-trips between July 2022 and June 2023 (FY22). Currently, Rocky's shuttle provides an average of 238 rides per month or 2,843 annually. Rocky's current monthly ridership average is approximately 170 one-way rides. Our current ridership average is 24 passengers. Area demographics indicate that there will be a steady rise in the percentage of seniors in the population for the next 20 years, as reflected in the projected growth in the tri-county population aged 65 and older.

### ***Service Analysis – Vehicle Fleet***

Rocky Vehicle Inventory Description Fund Name

Rocky's vehicle fleet is 21 vehicles (includes trailers); four are used for Rocky's Weatherization, a

The following list provides the detail.

<b>Rocky Vehicle Inventory Description</b>	<b>Fund Name</b>
2023 Jeep Compass	Head Start
2023 Dodge Ram	Head Start
2017 Jeep Patriot	Head Start
2020 Chevy Traverse	Head Start
2020 Buick Enclave	Head Start
2008 Ford Ranger	Meals on Wheels
2023 Subaru Forester Wilderness	Meals on Wheels
2017 Subaru Forester	Meals on Wheels
2013 Chevy Express Bus – 13 psgr.	Senior Transportation
2020 Ford Elkhart Coach E450 Bus-13 psgr.	Senior Transportation
2007 Starcraft Bus	Senior Transportation (Eagles)
2003 GMC Savana Cube Van	CSFP (Commodity Supplemental Food Program)
2018 Chevy Silverado 1500 LT	CSFP (Commodity Supplemental Food Program)
2020 Load Runner Cargo Trailer 7 X 16	CSFP (Commodity Supplemental Food Program)
2009 Dodge Ram 2500 (donated)	Weatherization
1998 Cargo Mate Trailer	Weatherization

2012 Nissan Rogue	Weatherization
2014 Rav 4	Weatherization
2021 Subaru Ascent Limited – Vehicle #1	Agency on Aging
2021 Subaru Ascent Limited – Vehicle #2	Agency on Aging
2009 GMC Savana Van	Facilities

### ***Future Needs***

Currently Rocky has no immediate needs for short-term transportation purchases.

**Table 2: Rocky Short-Term Needs**

Description	Amount
<b>Total Estimated Short-Term Needs</b>	<b>\$00</b>

Rocky is an active member of the HATAC

### **Good Samaritan Ministries**

No update for this plan

#### **What we do and how we are involved in community services**

Good Samaritan Ministries, motivated by Catholic Social Teaching, works in our community to advance family life, human dignity and the common good. We provide services to meet the physical, social, emotional, and spiritual needs of individuals and families of all faiths, especially those most in need.

Good Samaritan Ministries serves as the "social justice arm" of Helena's four Catholic parishes; St. Mary Catholic Community, Cathedral of St. Helena Parish, Our Lady of the Valley Parish, Ss. Cyril and Methodius Catholic Community. Likewise, GSM works closely with numerous other denominations.

GSM has been serving the people of Helena and surrounding communities for over 35 years with support from many denominations and partnering non-profit agencies within the community of

Helena. GSM serves all people regardless of faith, sex, race, orientation or creed. GSM is currently under the same 501c3 as the Diocese of Helena. The GSM Board and staff are working to obtain our own 501 in the future. GSM is fortunate to receive infrastructure support from the Diocese of Helena such as access to group health insurance and unemployment costs.

### **The Assistance Ministry**

GSM's initial Assistance Ministry to the Needy started nearly 35 years ago. The Ministry is funded through various small grants, private donations, and fundraisers.

Quarterly, when possible, the thrift store tithes 10% to the assistance ministry. The Assistance office is run by one person serving well over 1500 individuals and families annually in Lewis and Clark, Jefferson, and Broadwater counties. The program is

Managed by a database system monitoring all clients, assistance giving with an elaborate reporting system.

### **GSM HUNTHAUSEN HOUSING LOAN/GRANT PROGRAM**

The Hunthausen Fund was established by the Hunthausen Family and Good Samaritan Ministries to honor the social teachings and extraordinary work of Archbishop Hunthausen, Fr. John (Jack) Hunthausen and Sr. Edna Hunthausen. All three siblings are champions of Social Justice, working for the poor and needy in Montana. The Hunthausen Fund is a replica of The Hunthausen Fund in Seattle, WA. The Helena GSM fund began July 1, 2018 to award grants to help house the working poor in the Greater Helena Area. The fund is a "hands-up" approach to reducing homelessness. This grant is to help move men, women, and children from shelters and transitional housing into more stable and permanent housing.

The fund is two-part assistance with a grant and no interest loan enabling individuals and Families into a home of their own with a positive start to a stable living situation. The fund is unique to any other grant/or account of funds at GSM or other agencies in town because of the two components: a grant portion and a loan portion. The Hunthausen Fund preliminary supports the working poor who fall through cracks by not qualifying for funds due to their Income.

### **Emergency Solutions Grant (ESG)**

The Emergency Solutions Grant (ESG) is a HUD pass through grant from Rocky Mountain Development Council (ROCKY). GSM has managed and implemented ESG funds for the past six years. ESG requires a 100% matching grant, which GSM is easily able to provide through non-cash match from our Assistance Ministry. The grant is specifically to address Homeless Prevention and Rapid Rehousing. GSM has grown the grant from our starting award of \$5,000 initial start for GSM to this past year of \$57,000 serving forty-seven individuals and families. The grant is given to Montana Counties according to homeless populations.

### **Our Place Drop in Center**

GSM took on Our Place December of 2019 in collaboration with the L&C County on a temporary basis. The purpose of Our Purpose is:

**“We are peer led, peer run and our purpose is to provide a place for mental health and those with substance abuse issues to find support, friendship, advocacy, community integration, a sense of purpose and mutual belonging.”**

Our Place is open Monday through Saturday from 9:00-4:00 staffed by credentialed Peer Supports through the State of Montana. In addition to having a safe place to be, Our Place has optional groups, provides the obtaining of housing, employment, enrolling and transporting individuals to treatment of various types, to residential and returning from residential treatment, and other day to day needs. Our Place is a day treatment program only.

### **Street Outreach Program**

The street outreach program is to meet individuals on the street, develop a relationship, and make referrals to other agencies. The street outreach staff ensures individuals are safe, provides transportation and follow up on individuals.

Good Samaritan is an active member of the HATAC

### **Ability Montana FY23 Coordination Plan**

Ability MT is a 501(c)(3) nonprofit and one of four Centers of Independent Living (CIL) in the state of Montana. We are funded in part by the Rehabilitation Act of 1973 as amended in 1992 (Title VII – Independent Living Services) and the Montana Department of Public Health and Human Services (Disability Services Division). Ability MT provides Information and Referral, Transition Services, Peer Counseling, Independent Living Training, and Individual and Systems Advocacy to people with disabilities throughout southwest Montana, along with a Self Directed Personal Assistance program and a Veterans Directed program. We currently serve approximately 360 consumers in our 14 county area.

Ability MT has 1 accessible van in the Helena area. We are looking for grant funding to be able to operate this van during the evenings and weekends when Capital Transit is not operational.

Ability MT is an active member of the HATAC.

### **St. Peters Health/Hospital**

*St. Peter's Health supports the efforts of the Helena Transportation Advisory Council to assess and address local transportation needs. While we do not have transportation options for coordination (something we continually look at to help support our patients) we do greatly appreciate the work underway by our local HATAC and look forward to continued involvement.*

St. Peters Health/Hospital was last active in the HATAC during FY 22

### **Region IV Family Outreach, Inc.**

#### **About Family Outreach**

Started in 1977, Region IV Family Outreach, Inc. is a state-contracted 501(c)(3) non-profit provider of intervention and support services for individuals with developmental delays and/or disabilities across the lifespan. Headquartered in Helena with branch offices in Bozeman and Butte, our operations cover twelve counties of southwestern Montana. We are proud to have been among the first non-profit organizations to follow the modern model of supporting and integrating people with disabilities in their communities, using an



inclusive approach that fosters dignity and respect for often marginalized groups. Our list of services currently includes Early Intervention, Vocational Rehabilitation, Applied Behavior Analysis, and more. We served a total of 626 clients in our fiscal year ending June 2023, and this number is expected to increase as we expand our workforce and improve internal processes. Family Outreach aims to make a lasting positive impact on the lives of people with disabilities, following our vision to “provide innovative quality services to support people in achieving their potential for a full life.”

### **Description of Transportation Services**

Most transportation needs within our organization fall into two categories: staff traveling to meet with a family or client at their home, or staff transporting clients from one location to another (e.g., to a job site or store). There are occasional staff trips between offices to facilitate administrative or other required tasks. Different service programs have different needs, and everyone shares the vehicles through a reservation system. For example, a Job Coach in Support Services may drive one company vehicle from Helena to Townsend to meet an adult client at their home and take them to a job site in Townsend. When work at the job site is completed for the day, the Job Coach drives their client home before returning to Helena with the vehicle. Meanwhile, a member of Early Intervention staff may drive another company vehicle to a family’s home to perform an assessment of their young child as part of intake procedures, and then return it to the office when the assessment is complete. Company vehicles enhance the ability of Family Outreach staff to perform their duties and fulfill our shared mission to “empower individuals with disabilities and their families through supports for integration into the community.”

### **Vehicle Inventory**

LOCATION	VEHICLE	CURRENT MILEAGE	FY2023 MILEAGE
Helena	2016 Subaru Impreza	93,210	+15,488
Helena	2018 Subaru Impreza	56,200	+16,701
Bozeman	2016 Subaru Impreza	108,003	+8,698
Bozeman	2019 Subaru Impreza	62,787	+5967
Bozeman	2021 Toyota Corolla	17,384	+8457
Butte	2018 Subaru Impreza	62,930	TBD
Butte	2021 Toyota Corolla	24,043	TBD

### **Future Needs**

Currently, we are raising funds to add a vehicle to our Helena fleet that features increased passenger capacity to help expand our Pre-Employment Transition Services program. As funding permits, we plan to gradually replace our higher mileage vehicles (100,000 miles +) in the coming years to ensure the reliability of our fleet and prioritize the safety of our staff and clients. We will explore hybrid or other options for any vehicle purchases to mitigate the ongoing financial impacts of increasing fuel costs.

### **YWCA Helena**

YWCA Helena is a non-profit, charitable 501(c) 3 organization that strengthens women, children, and families’ abilities. Our mission is to prevent homelessness, provide safe and supportive housing for women and children experiencing homelessness, and provide services that that restore hope, self-sufficiency, and happy and healthy lives. Together with YWCA USA and YWCAs across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. For generations, YWCA Helena has provided safe and supportive housing and effective programs that empower women and promoted justice and dignity for all. Our programs continually evolve to meet the needs of our community. YWCA Helena provides shelter for homeless women and children with services and

therapies to help them in Substance Use Recovery and operates a Mental Health Center. The shelter averages 24 women and up to 20 children on any given day and the licensed, therapeutic childcare center can care for up to 44 children ages 0 – 6 years old.

### **WINGS**

YWCA Helena is licensed as both a Substance Use Disorder Treatment Program and a Mental Health Center. As such, The WINGS (Women Initiating New Growth and Stability) program is part of an integrated array of services designed to support women, parents, and whole family care. Each WINGS participant is offered full wrap-around services including:

- Transitional housing support
- Individualized therapeutic treatments
- Peer support
- Co-occurring therapy groups
- Parenting classes
- Health and wellness education
- Co-occurring substance use and mental health therapy
- Access to community resources

Our participants are supported through their journey and given the tools needed to change their stories of trauma and homelessness to self-sufficiency and healthy lives.

### **Caterpillars Club House**

The Caterpillars Club House is a licensed, therapeutic childcare that serves up to 44 children ages 0 – 6 years old. YWCA's Caterpillars Clubhouse provides children with an opportunity to learn, socialize, and develop in a supportive environment with specialized therapies and professional staff. Individual therapies include infant and childhood mental health assessment, case management, developmental screening, and access to onsite behavioral, occupational, speech and physical therapies. The Clubhouse staff is trained in early intervention from birth to age six and is equipped to support children that have endured trauma. We serve children who have mothers enrolled in YWCA Helena's WINGS program, children living at or below 185% of the Federal Poverty Line, and children who have experience with out-of-home placement or CPS involvement.

With success brings demand and YWCA Helena is in the process of expanding and opening a new therapeutic childcare facility that is located at Helena Housing Authority's Stewart Homes. This new childcare facility is located near Helena High School on Abbey Street. This program will enroll toddlers in a pre-school setting while the original Caterpillars Club House will enroll babies. It is anticipated that 16 preschoolers will be enrolled at Stewart Homes Childcare. Some children will be transferred from the YWCA Helena shelter and others will come from the community.

### **Caterpillars Parenting Center**

YWCA's Caterpillars Parenting Center and Parent Coaching focuses on giving tools to help moms and dads succeed in their role as parents. Through classes, coaching, parent advocacy and liaison services we are creating lasting family bonds. Caterpillars Parenting Center services are provided free of charge to residents of YWCA Helena and the community at large.

#### **Parenting Classes**

Eight-week courses offered on an oncoming basis. Circle of Security and Love and Logic Classes aim to provide simple and effective strategies for parenting children, at any age.

#### **Supervised Parenting and Parent Coaching**

Supervised parenting offers non-custodial parents the opportunity to visit their children in a safe, controlled environment, following individual's parenting plan guidelines.

#### **Safe Exchange**

Safe Exchange allows parents to transfer a child back and forth without having to be in contact with one another, either by choice or court order. Caterpillars staff will work with each parent individually to establish the schedule if one is not already set up in a parenting plan.

#### Request

YWCA Helena has only one vehicle to transport women and children. This van was purchased with a childcare grant and is limited in size. This 6-passenger van was purchased in 2020 and is too small to accommodate the number of children that need to be transported to childcare, school, appointments, and events. With the additional Childcare Facility at Stewart homes, mothers and their children will need to be transported to and from that facility.

Additionally, women and their children staying at the YWCA Helena shelter often cannot participate in community events because of the limited transportation options in our community. Families served by YWCA Helena are considered extremely low-income and often have no form of private transportation. They rely on the transit system and YWCA Helena. The current space in the van allows for only one family per transportation need. Therefore, a 15-passenger van is needed to transport children between childcare facilities and transport women and their children to events and group meetings necessary for recovery needs of the family. The YWCA provides services to approximately 44 children in the childcare centers and 24 women and 20 children in our shelter programs.

YWCA Helena is an active member of TAC.

### **Non-Profit sector agencies currently not participating in coordination**

#### **Montana Council Developmental Disabilities (MCDD)**

No update provided at this time.

#### **Easter Seals/ Goodwill**

No update provided at this time.

#### **Spring Meadow Resources**

No update provided at this time.

The CHATAC and Capital Transit have made numerous invites to groups and individuals who may have an interest in public transit. We had over 50 participants at the charrette to develop the proposed new two route fixed bus service. Over the past year we have had numerous individuals and organizations attend CHATAC meetings. Many do not attend every meeting due to other priorities and commitments but through our email list over 90 individuals and groups maintain connectivity with our CHATAC. Listed below are organizations that are engaged with the CHATAC and support the need for public transit but are unable to regularly attend CHATAC meetings.

Lewis and Clark Co. Treatment Court  
God's Love Inc.  
Helena's Business Improvement District (BID)

### **Public Sector Involvement**

Public involvement for CHATAC meetings has been handled by the CHATAC. The CHATAC currently has over 90 individuals or groups who have signed up to be informed about the CHATAC meetings and items discussed. Minutes for each CHATAC meeting are kept. Transit items which go before

the lead agency for formal decisions are conducted through the City of Helena's city administrative meetings and city commission meetings process. All items before the City Commission are properly public noticed and minutes are kept.

### **Private sector agencies participating in coordination**

None at this time

### **Private sector agencies currently not participating in coordination**

#### **Helena Taxi**

Operates in City of Helena but does not participate in the HATAC

#### **First Student**

First Student provides rides for our school district and is not an active member of the HATAC.

#### **Salt Lake Express (SLE)**

Salt Lake Express provides intercity transportation from Helena to the cities of Butte, Great Falls and Salt Lake City. SLE also connects with Jefferson Lines to provide transportation east/west across Montana. SLE is currently not an active member of the HATAC. Salt Lake Express has permission use the west foyer entrance for ticket sales via an unmanned ticket kiosk; loading and unloading of passengers and their luggage only; there are no freight services provided by SLE at the Capital Transit Facility, SLE is not charged for the activities located in the Capital Transit facility. All operational costs associated with operating the Kiosk are reimbursed through the 5311 Operating Grant.

### **Plan for transit growth and/or increased ridership**

The City of Helena/Capital Transits number one way to increase ridership numbers is to continue to grow and develop a more efficient transit service such as the recently implement Demand Response/Curb-to-Curb service for all ridership groups and potential service area and hours of operational growth. This goal remains the city's priority going into FY 2025 budget process.

#### **SUMMARY**

Coordination is a management strategy for improving the performance of various individual transportation services. It wrings inefficiencies out of the disparate operations and service patterns that often result from a multiplicity of providers. Overlapping, duplicate, and inefficient services can be combined for more efficient service delivery. As a result, coordinated services may achieve economies of scale not available to smaller providers. Coordinated services often provide a higher quality of service with greater efficiency that helps to stretch the limited (and often insufficient) funding and personnel resources of coordinating agencies. This plan will allow the CTAC to build upon existing associations to create a plan of action.

Current / ongoing Coordination Efforts:

1. Capital Transit is committed to inviting all players to be part of the process of updating its Transit Plan in FY 2025. Capital Transit continuously gathers community input from the citizens of Helena. The ridership groups include current riders, potential riders, businesses, medical providers, appointed and elected officials, advocacy groups and the public. A key focus how Capital Transit continues to develop and serve the elderly and disabled while balancing public transportation daily.
2. Ongoing coordination with other local transportation provider such as but not limited to Rocky Mountain Development Councils (RMDC).

#### **List of items accomplished during FY 2024 and Ongoing for FY 2025**

#	Action	Status
<b>Objective 1</b>	<b>Implement service changes</b>	
Action 1	Implement full rollout of Demand Response/Curb-to-Curb service for all ridership groups	Done
Action 2	Update current fare structure as needed.	Done
Action 3	Resume operation of the East Valley/East Helena Commuter route bus.	Done

#	Action	Status
Action 4	Expand hours of operation for new demand response/curb-to-curb service	Under Review
Action 5	Consider Park & Rides to West Valley and North Valley Ares	On-going
<b>Objective 2</b>	<b>Implement fleet upgrades and improve maintenance supervision</b>	
Action 1	Improve maintenance documentation and procedures	Done
Action 2	Implement a financially sustainable phased vehicle replacement and fleet expansion plan	Done
Action 3	Work with MDT to ensure that Capital Transit operates with vehicles that provide safe, efficient, and quality service	On-going
<b>Objective 3</b>	<b>Improve coordination with human services providers to minimize duplication of services and improve overall service to transportation disadvantaged populations.</b>	
Action 1	Work with human service providers to develop strategies to coordinate services and funding to improve efficiency and service quality.	On-going
Action 2	Continue working with human service providers to implement coordination strategies and contracts to improve and expand efficiency, funding, and service quality.	On-going
Action 3	Expand participation in the TAC to include other organizations in addition to transportation providers and health and human services agencies.	On-going
<b>Objective 4</b>	<b>Expand funding &amp; partnerships to provide effective commuter service.</b>	
Action 1	Consider developing a communication plan. Completed/ Helena Area Inclusive Planning grant phase II	Done

#	Action	Status
Action 2	Pursue ideas for additional revenue	On-going
Action 3	Position Capital Transit to meet growing demand for services and to become more integrated into the community.	On-going
Action 4	Consider creating an Urban Transportation District (UTD) within the Helena area. <b>Voter petition failed in 2011 for inclusion on ballot, may look at this option in future as demand/interest for service grows in Greater Helena Valley</b>	On-going
<b>Objective 5</b>	<b>Strategically implement data management and technology to improve management capabilities as well as service to customers.</b>	
Action 1	Streamline data tracking through interim improvements to spreadsheets	On-going
Action 2	New/Improved software platform obtained and in full use from Spare Labs Inc.	Done
<b>Objective 6</b>	<b>Create and implement a marketing, outreach, and promotion plan to significantly increase usage of new Demand Response/Curb-to-Curb services for all ridership groups.</b>	
Action 1	Update and review the website for improvements periodically.	On-going
Action 2	Take advantage of opportunities for free media coverage and other free publicity	On-going
Action 3	Develop a marketing plan with a dedicated budget	On-going
<b>Objective 7</b>	<b>Continue to improve management and staffing</b>	
Action 1	Improve management of curb-to-curb through policy changes and up-to-date tools.	On-going
Action 2	Improve training and procedures as recommended in Maintenance & Operations Review.	On-going
Action 3	Practice sound and sustainable financial management	On-going
Action 4	Provide customer service that produces highly satisfied riders and respects the needs of people with disabilities.	On-going
Action 5	Continually monitor rider satisfaction and Capital Transit performance, make modifications where necessary.	On-going

Even with the switch in service types from Fixed Route and Complementary Paratransit service to Demand Response/Curb-to-Curb service for all ridership groups many benchmarks needed to improve upon past successes and have been able to assure continued success and growth, it is important to understand that transit is not a race with a finish line but a continuing process. Therefore, many additional topics and services to consider have come to the front. Some of these are:

- Expand from 5 days of service to 7 days of service.
- Operate on all Holidays.
- Weekend service
- Expand to an 18 or 24 hour a day transit operation.
- Expand to service more areas of the Helena Valley.

#### FY 24 Accomplishments:

- Increasing ridership to a quarterly average of 12,000 riders.
- Increasing rides scheduled on the Spare App to 50%.
- Reduction of ridership No shows.

#### FY 25 Goals:

- Look to extended operational hours Monday – Friday or operate on Weekends or both.
- Look to provide service on all Holidays.
- Continue to explore providing transportation to areas currently not served such as North Valley and West Valley/Fort Harrison region.
- Look to go to a cashless service style, and software to allow us to do so.



***City of Helena, Montana***

**02/21/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
David Knoepke, Transportation Systems Director  
Lauren Harms, Transit Manager

**Subject:** Consider authorizing the City Manager to sign and submit Capital Transits Montana Department of Transportation (MDT) 5311 Operating Grant package request electronically.

**Present Situation:** The lead agency must submit the grant funding request to the Montana Department of Transportation (MDT) to assist in funding our public transportation program. For Helena, the City is the lead agency. The FY 2025 grant request includes the 5311-operating budget, use of TransADE funding, and the updated Transportation Coordination Plan for FY-25. The 5311 Operating Grant, TransADE funds and Capital Equipment funding provided by the MDT allows the City of Helena to:

1. Continue to provide vital public transportation to the community.
2. Helps reduce air pollution in our community and provides alternative transportation to private vehicle use.

**Background Information:** Traditionally, the Commission has authorized the City Manager to sign and submit Capital Transits Montana Department of Transportation (MDT) 5311 Operating Grant package request electronically.

**Proposal/Objective:** Authorize the City Manager to sign and submit Capital Transits Montana Department of Transportation (MDT) 5311 Operating Grant package request electronically.

**Advantage:** Electronic signing and submission allows for quick and efficient approval of the grant packet.

**Notable Energy Impact:** Using public transportation can help reduce air pollution in our community, as well as to provide alternative transportation to the private vehicle.

**Disadvantage:** None noted.

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/Recommended Motion:** Move to approve authorizing the City Manager to sign and submit Capital Transits Montana Department of Transportation (MDT) 5311 Operating Grant package request electronically.

***City of Helena, Montana***

**02/21/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
David Knoepke, Transportation Systems Director  
Lauren Harms, Transit Manager

**Subject:** Consider approval for the Submission of the Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 grant request for Capital Equipment as ranked by the Transportation Advisory Committee.

**Present Situation:** Capital Transit did not request any new vehicles for FY 2025. However, West Mont has requested one (1) Transit van for their programs fleet. YWCA requested one (1) 15 passenger van for their fleet. Lastly, Family Outreach requested no specific Capital as they are open to any funding for any capital. Since Westmont's Capital Equipment request was ranked number one by the Transportation Advisory Committee. Their capital request has forwarded to the State of Montana for funding consideration.

**Background Information:** The Transportation Advisory Committee (TAC) receives requests from the community for capital equipment and ranks the requests. The City was under the impression that we would not receive an allocation under the 5311 program for FY25 and as such did not submit any items for ranking, however, this may not preclude us from requesting Capital items to be funded under another program as part of the Greater Helena Area MPO.

**Proposal/Objective:** Submit Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 grant request for Capital Equipment as ranked by the Transportation Advisory Committee.

**Advantage:** Allows all public transportation providers in the Helena area to continue to update and protect its bus fleet. Fleet replacement is vital to maintaining an effective operation.

**Notable Energy Impact:** New buses are more energy efficient and have up-to-date electronics and emission systems as required by the federal government.

**Disadvantage:** Without submission of the operations grant package the City would be required to fund public transportation at 100%.

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/  
Recommended Motion:** Move to approve Submission of the Capital Transit's Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 grant request for Capital Equipment as ranked by the Transportation Advisory Committee.

**Helena Area Transit Advisory Committee (HATAC)**  
**HATAC Executive Committee**  
**December 18, 2023**

**Attendees:** Sandie Dearman – Chair, Emily McVey – Vice Chair, Mindy Diehl – Secretary

**Call to Order:** The meeting was called to order at 10:08 a.m.

Three Capital Equipment Request were submitted to Sandie Dearman. HATAC Executive Committee reviewed Family Outreach, Westmon and YWCA's FY-25 Capital Equipment Request. The TAC Ranking Outline was utilized for ranking.

Family Outreach is a HATAC member and has attended 50% of the 2023 meetings (1 point). Family Outreach has demonstrated coordination within the greater Helena area community (3 points). Family Outreach's request supports the overall betterment of community transportation options in the greater Helena area (2 points). Family Outreach's overall score is 6 points out of a total of 11 points.

Westmont is a HATAC member and has attended 50% of the 2023 meetings (1 point). Westmont has demonstrated coordination within the greater Helena area community (5 points). Westmont's request supports the overall betterment of community transportation options in the greater Helena area (3 points). Westmont's overall score is 11 points out of a total of 11 points.

YWCA is a HATAC member and has attended 50% of the 2023 meetings (1 point). YWCA has demonstrated coordination within the greater Helena area community (4 points). YWCA's request supports the overall betterment of community transportation options in the greater Helena area (4 points). YWCA's overall score is 9 points out of a total of 11 points.

Sandie will submit Family Outreach, Westmont and YWCA's FY-25 Capital Equipment Request to Capital Transit.

The meeting was adjourned at 10:30 a.m.

Next Meeting: March 12, 2024 at 10 a.m. at Ability Montana / Zoom

***City of Helena, Montana***

**02/21/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
David Knoepke, Transportation Systems Director  
Lauren Harms, Transit Manager

**Subject:** Consider approval for the Submission of the Capital Transit Service Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 Operating Grant request.

**Present Situation:** Capital Transit received an allocation of \$1,200,156.00 for fiscal year 2025 from MDT under the 5311 Operating Grant program. The Transportation Systems Dept presented a balanced budget resulting in the full use of this allocation, in addition to other local funding sources, including no increase to the requested City General Fund contribution from FY24.

**Background Information:** The City of Helena/Capital Transit has historically capitalized on the operational grant provided by MDT to support the communities public transit operations. In addition, the City of Helena/Capital Transit recognizes the important role public transportation provides from helping to improve our citizens' health as well as the environment by reducing traffic congestion, fuel consumption, and exhaust emissions. Finally, the City of Helena/Capital Transit understands the positive impacts this program has on our most vulnerable ridership groups that depend on public transportation to get them to important programs, services and activities located within the City of Helena.

**Proposal/Objective:** Approve submission of the Capital Transit Service Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 Operating Grant request.

**Advantage:** The utilization of allocated grant funding provided by the MDT to communities in support of transit operations allows communities such as the City of Helena/Capital Transit to provide affordable public transportation.

**Notable Energy Impact:** Without public transportation the carbon footprint of the community would increase due to higher emissions and more personal vehicle trips being generated by increase traffic.

**Disadvantage:** Without submission of the operations grant package the City would be required to fund public transportation at 100%.

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** True - Attached

**Staff Recommendation/  
Recommended Motion:** Move to approve submission of the Capital Transit Service Fiscal Year 2025 Montana Department of Transportation (MDT) 5311 Operating Grant request.

# Customer Ad Proof

102-60120441

CITY OF HELENA

Order Nbr 185542

## Publication

Helena Independent Record

Contact	CITY OF HELENA	PO Number	
Address 1	316 N PARK AVE RM 320	Rate	HEL Legal Folio
Address 2		Order Price	96.00
City St Zip	HELENA MT 59601	Amount Paid	0.00
Phone	4064478417	Amount Due	96.00
Fax			
Section	Legal	Start/End Dates	02/10/2024 - 02/17/2024
SubSection		Insertions	2
Category	0701 Legals Helena	Size	92
Ad Key	185542-1	Salesperson(s)	HEL Legals
Keywords	Capital Transit - PUBLIC NOTICE	Taken By	Kami Terrell
Notes			

## Ad Proof

### PUBLIC NOTICE

This is to notify all interested parties that the City of Helena, Capital Transit, is applying for \$1,200,156.00 in funds under the Section 5311 Program of the Federal Transit Administration (FTA) entitled "Financial Assistance for Other than Urbanized Areas," administered by the Montana Department of Transportation. This funding will be used for FY2025 operating expenses. The City of Helena is also applying for \$245,117 of State of Montana TransAde funding to assist the city in serving seniors, the elderly, and individuals with disabilities.

The Capital Transit service is offered Monday thru Friday, during the hours of 6:30 am to approximately 6:00 pm. Business office hours are Monday thru Friday 8:00 am to 4:00 pm. Capital Transit will be seeking City Commission approval for this year's 5311 operating fund grant request application, the TransAde funding and the accompanying Transportation Coordination Plan at the City Commission meeting. This meeting will be held at 6:00 pm, Monday, February 26, 2024, at 316 N. Park Ave in the Commission Chambers or you can attend online at <https://www.helenamt.gov/Government/City-Commission> and select the February 26, commission meeting.

. The City will be holding public hearings on each of these items. Anyone wishing to comment on these proposals should send comments/requests within 30 days to: Capital Transit, 1415 North Montana Ave., Helena, MT 59601. For more information or for those who require accommodations for disabilities, contact Lauren Harms, Capital Transit, 1415 North Montana Ave., at 447-8081 or Adam Kraft, MT Dept. of Trans., Helena, at 444-9192 (TDD 444-7696).

### ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711; email: [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov); mailing address & physical location: 316 North Park Avenue, Room 445, Helena, MT 59623.

February 10, 17, 2024 185542 **MNAXLP**

***City of Helena, Montana***

**02/21/2024**

**To:** Honorable Mayor Collins and the Helena City Commission

**From:** Tim Burton, City Manager  
David Knoepke, Transportation Systems Director  
Lauren Harms, Transit Manager

**Subject:** Consider the Submission of Capital Transit's Fiscal Year 2025 request for Montana Department of Transportation (MDT) TransADE Funding of \$245,117.

**Present Situation:** Each year MDT, Transit Division provides communities/Lead Agencies (City of Helena/Capital Transit) with an allocation known as Transit Assistance for the Disabled and Elderly (TransADE) funds. TransADE is intended to support the provision of transportation for seniors, elderly, and disabled individuals. The City of Helena/Capital Transit's TransADE allocation from MDT for fiscal year 2025 is \$245,117.

**Background Information:** The Fiscal year 2025 allocation has increased significantly from approximately \$140,000 in 2024, offsetting any potential increases in contributions from the City's General Fund.

**Proposal/Objective:** Consider Submission of Capital Transit's Fiscal Year 2025 request for Montana Department of Transportation (MDT) TransADE Funding of \$245,117.

**Advantage:** Full utilization of the TransADE funds allows Capital Transit to continue to provide much needed transportation services to the many individuals that rely on its operations. Additionally, the TransADE funding is used as an offset to the required non-federal match for the 5311 grant, reducing the General Fund's contribution.

**Notable Energy Impact:** None noted.

**Disadvantage:** None noted.

**Quasi-Judicial Item:** False

**Notice of Public Hearing:** False

**Staff Recommendation/  
Recommended Motion:** Move to approve submission of Capital Transit's Fiscal Year 2025 request for Montana Department of Transportation (MDT) TransADE Funding of \$245,117.