



City of Helena

CITY OF HELENA

City Commission Meeting

December 23, 2024 - 6:00 PM

City - County Building Room 330 / Zoom Online Meeting; <https://us06web.zoom.us/j/89877641172>

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Minutes**
 - A. 12-4-24 Admin Meeting
 - B. 12-9-24 Commission Meeting
4. **Presentations**
 - A. Sonny Stiger Wildland Fire Mitigation Award
5. **Consent Agenda**
 - A. DNRC Grant Agreement #ACT-25-001
6. **Bid Award**
 - A. Community Facilities - Bid Award for the City Vehicle Maintenance Shop Roof Replacement Project #CF-25006.
7. **Communication/Proposals from Commissioners**
8. **Report of the City Attorney**
9. **Report of the City Manager**
10. **Communications from the Helena Citizens Council**
11. **Public Communications**
12. **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.

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

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



**City Commission Administrative Meeting
December 4, 2024 – 4:00 PM
Zoom Online Meeting; <https://us06web.zoom.us/j/82934409914>
City County Building, 316 N. Park Ave., Room 326**

Time & Place

A City Commission Administrative meeting was held Wednesday, December 4, 2024 at 4:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/82934409914> and physically in the City County Building, Room 326.

Call to Work Session, Introductions

(00:00:00) The following responded present:

In Person

City Attorney Dockter
City Manager Burton
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Mayor Collins

Via Zoom

None

The following were absent:

Commissioner Reed

Commission Comments, Questions

(00:01:10) There were no comments or questions from Commissioners.

Board Appointment Review

A. Board Appointment Review: ADA Compliance Committee, Business Improvement District, Citizens Conservation Board, Helena Public Art Committee, City Planning Commission, Tourism Business Improvement District

(00:01:16) Mayor Collins presented Item A.



Recommendations from the Helena Citizens Council

- (00:03:04) HCC Representative Denise Roth Barber discussed recent and upcoming meeting agenda items.

Report of the City Manager

- (00:03:57) City Manager Burton had nothing to report.

Presentations

A. City-County Board of Public Health Update

- (00:04:13) Public Health Officer Niemann presented Item A.
- (00:08:02) Commissioner Dean asked PHO Niemann and Manager Burton about licensed establishment fees adjustments at local levels in other municipalities and about MACo partnerships.
- (00:10:36) Commissioner Shirtliff asked PHO Niemann about information sharing and outreach communication plans.
- (00:14:50) Mayor Collins asked PHO Niemann about other calls made to the behavioral health line.

Public Comment

- (00:16:17) There were no further comments or questions from the Commission and/or public.

Commission Discussion and Direction to the City Manager

Adjournment

- (00:16:38) There being no further business before the Commission, the meeting adjourned at 4:19pm.



City of Helena
City Commission Meeting
December 9, 2024 – 6:00 PM
Zoom Online Meeting; <https://us06web.zoom.us/j/83038026061>
City County Building Commission Chambers, Room 330

Time & Place

A regular City Commission meeting was held on Monday, December 9, 2024 at 6:00 p.m. via Zoom Online Meeting ID: <https://us06web.zoom.us/j/83038026061> and physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

(00:00:00) The following responded present, either via zoom or in person:

In Person

Via Zoom

City Attorney Dockter
Acting City Manager Petty
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed
Mayor Collins

The following were absent:

Member name
Member name

Pledge of Allegiance

(00:01:00) Mayor Collins asked attendees to please stand and join in the Pledge of Allegiance.

Minutes

- A.** 10-30-24 Admin Meeting
- B.** 11-13-24 Admin Meeting
- C.** 11-18-24 Commission Meeting

(00:01:25) There being no comments or questions from the Commission, Mayor Collins accepted Minutes A, B, and C.

Board Appointments

A. Board Appointments: ADA Compliance Committee, Business Improvement District, Citizens Conservation Board, Lewis & Clark Library Board, City Planning Commission, Helena Public Art Committee, Tourism Business Improvement District

(00:01:50) Mayor Collins presented Item A.

(00:04:23) Commissioner Reed and Clerk Clayborn asked Attorney Dockter if a term discrepancy could be corrected at a later time.

(00:05:18) **Commissioner Reed made a motion to approve Board Appointments as read with the clarification of ADA Compliance Committee term to be corrected in the future. Commissioner Shirliff seconded the motion.**

(00:05:38) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Consent Agenda

A. Claims

B. Agreement for the Lease of City Conduit (Moved to Regular Items)

C. Approval of a Resolution amending Resolution #20917 passed on the 17th of June 2024 declaring various vehicles owned by the City of Helena to be surplus property and authorizing the City Manager to dispose of that property

(00:06:30) Finance Director Danielson presented Item A.

(00:07:35) **Commissioner Reed made a motion to approve Consent Agenda Item A. Commissioner Logan seconded the motion.**

(00:07:53) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

(00:08:20) Deputy City Attorney Petesch asked Attorney Dockter for a recommendation to move Item B to Regular Items.

(00:09:32) Transportation Systems Director presented Item C.

(00:10:03) **Commissioner Shirliff made a motion to approve Consent Agenda Item C. Commissioner Dean seconded the motion.**

(00:10:35) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Bid Award

A. Bid Purchase Award for Wastewater Treatment Plant Condensing Boiler System Project #24-20

(00:11:02) City Engineer Clark presented Item A.

(00:12:14) **Commissioner Logan made a motion to approve award the Wastewater Treatment Plant Condensing Boiler System Bid Purchase #24-20 to the lowest responsible bidder Northwest Pipe Fittings in the amount of \$126,999.00. Commissioner Dean seconded the motion.**

(00:12:38) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**



Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Communications/Proposals from Commissioners

- (00:12:51) Commissioner Logan proposed an Admin Meeting discussion regarding the C-PACE Program.
- (00:14:42) Mayor Collins and remaining Commissioners explained their support.
- (00:17:20) Commissioner Shirtliff asked Acting Manager Petty for an update about the Small Business Advocate position.

Report of the City Attorney

- (00:18:00) City Attorney Dockter had nothing to report.

Report of the City Manager

- (00:18:08) Acting City Manager Petty had nothing to report.

Communications from the Helena Citizens Council

- (00:18:30) HCC Representative Robert Hoffman discussed recent and upcoming meeting agenda items.

Regular Items

Consent Agenda Item B: Agreement for the Lease of City Conduit

- (00:19:17) Deputy Attorney Petesch presented this Item.
- (00:21:19) **Commissioner Dean made a motion to approve the agreement for the lease of City Conduit between the City and MIC. Commissioner Reed seconded the motion.**
- (00:21:47) Mayor Collins called for a vote.
 - Commissioner Shirtliff voted: **Aye**
 - Commissioner Logan voted: **Aye**
 - Commissioner Reed voted: **Aye**



Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

A. Consider adopting the Strategic Plan Implementation Strategies

(00:22:08) Public Information Officer Garcin presented Item A.

(00:27:37) Commissioner Dean asked PIO Garcin about providing implementation updates throughout the budget process.

(00:29:15) Clerk Clayborn discussed an upcoming Strategic Plan Update session with MSU's Local Government Center.

(00:29:48) Commissioner Logan thanked Staff.

(00:30:28) **Commissioner Logan made a motion to approve Strategic Plan Implementation Strategies. Commissioner Dean seconded the motion.**

(00:30:50) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

B. Consider Enlargement of Water and Sewer Service Area for 850 Sparta Street legally described as S36, T10 N, R04 W, MS 4874, SWNESE, GOV LT 7 LESS COS'S 393667, 334396,546944

(00:31:42) Public Works Director Leland presented Item B.

(00:35:40) Commissioner Dean asked Director Leland about the frequency of similar requests, and about actions taken in the past.

(00:38:30) Commissioner Logan made a motion to approve conditionally approve the enlargement of the Water and Wastewater Service Area for 850 Sparta Street with the following conditions: Extend both the city water and wastewater mains to serve the property, either through South Street or a new easement, Install a wastewater service to City Standards, Install a water service to City Standards, which will require either a booster station or tank, If new hydrants are needed, the new hydrants must be supplied through a city main and either a City owned tank or booster station. Commissioner Reed seconded the motion.

(00:39:18) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

C. Consider Settlement Agreement to resolve RGB, et al., v. City of Helena lawsuit (street assessments case)

(00:40:00) Attorney Dockter and Outside Council Murry Warhank presented Item C.

(00:45:50) Commissioner Logan asked Mr. Warhank about the consequences of the Commission not agreeing to the settlement, which court the case would be held in, and whether similar properties would be able to assess in the future.

(00:49:30) Commissioner Reed made a motion to approve the settlement agreement proposed by the City. Commissioner Dean seconded the motion.

(00:49:40) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.



Public Communications

(00:50:28) Loretta Brisco provided public comment, expressing concerns.

Adjournment

(00:55:00) There being no further business before the Commission, the meeting adjourned at 6:55pm.

MAYOR

ATTEST:

CLERK OF THE CITY COMMISSION

City of Helena, Montana, City Commission Meeting – December 9, 2024

To: City Manager Tim Burton

From: Doug Smith, Parks, Recreation and Open Lands Director

Subject: DNRC Grant Agreement #ACT-25-001

Present Situation:

The City of Helena was recently notified that the Parks Department, Open Lands Division's 2024 Montana Forest Action Plan Program grant application, titled, *Backdrop Fuels Reduction Project*, has recently been selected to receive \$297,000.00 in cooperative forest fuel reduction funding offered by the Montana Department of Natural Resources and Conservation (DNRC), Forestry and Trust Lands Division with a total required city match of \$74,250.

Background Information:

The Backdrop Fuels Reduction Project is located within the Mount Ascension Natural Park portion of Helena's open lands system (Project Map Located Within The Attached Grant Document). The key outcome of the backdrop Fuels Reduction project is completion of fuel reduction treatment on 300 acres of City of Helena Forest lands within the project area.

Proposal/Objective:

Reduce forest fuel loading with Mount Ascension Natural Park.

Advantage:

Reduce potential wildfire intensity and decrease the likelihood of wildfire traveling within the upper, canopy level of Helena's Mount Ascension Forest.

Notable Energy Impact:

N/A

Disadvantage:

N/A

Notice of Public Hearing:

N/A

Staff Recommendation:

City staff recommends City Commission acceptance of Montana DNRC Grant Agreement ACT-25-001 to assist in the funding of 300 acres of forest fuel reduction treatment with Mount Ascension Natural Park.



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

Grant Agreement Number:	ACT-25-001					
Maximum Award Amount Available:	\$ 297,000.00					
Source of Funds:	State of Montana Fire Suppression Fund					
DNRC Funding Information						
Org:	51330					
Fund:	02847					
Subclass:	555R0					
Expiration:	See Section 2.1, Period of Performance					
Approvals						
Drafter	Program	Fiscal	Legal	Division	DO	OBPP
RB	AJ	LP	MP	WF	AK	AS

GRANTEE

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

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

SECTION 1. PROGRAM PROVISIONS

This Grant is offered by the Montana Forest Action Plan Program of the Montana Department of Natural Resources and Conservation, Forestry and Trust Lands Division, hereinafter referred to as “DNRC”, consistent with the policies, procedures, objectives, and intent of the State of Montana, DNRC, and the legislative appropriation.

SECTION 2. PROJECT TERMS

Project Name: Backdrop Fuels Reduction Project

2.1 PERIOD OF PERFORMANCE. This Grant is effective on the Start Date. The Grantee shall have until the Termination Date to complete the project and work described in Section 2.3, Project Scope.

Start Date:	Date of Last Signature
Termination Date:	November 30, 2026

2.2 AGREEMENT EXTENSION. This Grant may, upon mutual written agreement between the parties, be extended.

The DNRC may allow an extension for completion upon request and showing of good cause by the Grantee. Good cause is defined as external factors preventing the Grantee 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 an 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 Grantee 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 Grant to the Grantee is attached as Appendix A, which is incorporated herein by reference. Appendix A describes the specific project activities allowed under this Grant for completion in Lewis and Clark County, Montana. This includes but is not limited to, the community of Helena. The Summary of Work Statement attached as Appendix E, which is incorporated herein by reference, describes the planned outcomes and implementation standards of the projects conducted under this Grant.

(b.) The Grantee must use the proceeds provided pursuant to this Grant to perform allowable activities identified in the Approved Project Proposal.

The key outcome of the Backdrop Fuels Reduction Project project is completion of fuel reduction treatment on 300 acres of City of Helena Forest lands within the project area.

Treatment plans will require thinning to a minimum of 15- foot crown spacing (15-feet between residual tree drip lines). Trees will be selected for retention based on their outward expression of good form and apparent vigor. Branches occurring on the lower boles of the retained trees will be pruned to a height of 6-8 feet on trees having total tree heights > 18 feet and 1/3 of the total tree height for those trees having total tree heights < 18 feet. Approximately 2 wildlife snags/acre will be retained where safety considerations allow. All of the cut waste material < 8 inches on the large end will be hand piled and burned on site. In areas where the geographical position and/or topography of the treatment unit negates reasonable access to the cut-waste material in excess of 8 inches on the small end, such logs will be retained on the forest floor to meet course woody debris retention recommendations. Green logs retained on the forest floor will be scored with a chainsaw to promote drying and thereby discourage bark beetle colonization.

No individual project shall receive subaward funding in excess of \$1,400/acre without prior written approval of the DNRC liaison.

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

<i>Project Funding Summary:</i>	
Direct Costs	
Grantee salary/wages/benefits	\$0
Operating Expenses	\$0
Payments to Landowners (Beneficiaries)	\$0
Contracted Services	\$258,260
Subtotal – Direct Costs	\$258,260
Indirect Costs (15.00%)	38,740
Total Grant Amount	\$297,000
Match Required (4:1)	\$74,250
Total Project Funding:	\$371,250

Total payment for all purposes under this Grant shall not exceed Two Hundred Ninety-Seven Thousand and no/100 Dollars (\$297,000.00).

This Grant requires a match of 4:1. For every \$4 of grant funds issued under this Grant, the Grantee or its project partners must provide \$1 in additional funds. No federal funds or state funds issued under another DNRC award may be used to satisfy the match requirement of this Grant.

Match will be met in the categories of salary/wages/benefits, operating expenses and contracted services related to the implementation of their hazardous fuel reduction project. Claimed match must be sufficiently documented to show compliance with requirements and to demonstrate how it supports the Grant project. The DNRC will determine whether match documentation submitted is adequate and may require additional documentation before approval.

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

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 Grantee and its cognizant federal agency, or if the de minimis indirect rate is used and subsequently changed under federal regulation, the rate shown above is hereby approved by the DNRC for the term of this Grant and may not be changed except via written amendment.

Approved travel expenses will be reimbursed at state rates and in accordance with state travel policy for Employee Travel at the time travel occurs. Any travel expenses incurred above state rates or outside of policy will be the sole responsibility of the Grantee. The Montana Department

of Administration maintains current state travel policy on the webpage:
<https://doa.mt.gov/employee-travel>.

Revenue, defined here as gross income earned through project activities minus costs borne by the Grantee 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), the DNRC will direct the Grantee 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 Grant; the amount of the grant 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 grant funds awarded remains the same. (c) The PI may be retained by the Grantee, and the value deducted from total allowable costs to determine the net allowable costs available under the Grant; the amount of the grant funds awarded will decrease at 1:1. (d) The PI may be handled by the Grantee in a manner required by state statute, rule, or regulation.

When procuring goods or services under the Grant, the Grantee shall follow all applicable procurement procedures as required by the Grantee Organization's internal written policies. At a minimum, procurement procedures must ensure that the Grantee 1) avoids unnecessary or duplicative purchases, 2) conducts some form of cost/price analysis for every procurement transaction, 3) encourages open competition among vendors, and 4) avoid conflicts of interest in procurement decisions. In the absence of internal written policies, the Grantee shall seek guidance on procurement procedures from the DNRC Program Representative.

2.5 DISBURSEMENTS. The Grantee shall submit claims for disbursement of Grant funds using the "Request for Disbursement of DNRC Grant Funds / Financial Status Report" (Request) form, attached hereto as Appendix D and incorporated herein by reference. 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 the Grantee's expenditures will only be made for expenses included in the Approved Project Proposal, that are clearly and accurately supported by the Grantee's records.

The Grantee may request an advance on available funds. In order to be eligible to receive an advance payment, the Grantee must maintain written procedures that minimize the time elapsing between the transfer of funds and their disbursement. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements of funds by the Grantee. The request for an advance of funds must indicate how the Grantee intends to spend the funds.

After advanced funds are disbursed by the Grantee (i.e., anticipated expenses are actually paid), the Grantee must submit documentation to the DNRC within 30 days demonstrating proof of payment, identical to that required for reimbursements above. If the Grantee receives an advance payment, and the Grantee subsequently requests a reimbursement payment, the Grantee must clearly demonstrate how the advanced funds were spent before the DNRC will approve the Grantee's request for reimbursement of additional expenses. Any funds advanced,

but not spent, or whose expenditure is not adequately documented, must be returned to the DNRC upon demand.

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

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

2.6 REPORTS. The Grantee shall immediately notify the DNRC of developments that significantly impact the activities supported under this Grant. Notification must be given in the case of problems, delays, or adverse conditions that materially impair the ability of the Grantee to meet the objectives of the Grant. 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.

An annual progress report for the period ending each December 31 shall be submitted to the DNRC during the Period of Performance of the Grant. Reports will provide status information for each project implementation objective. Status information will include, at a minimum, the percentage complete, work accomplished, site visits from DNRC staff, and active project members. A worksheet for annual report content development is attached hereto as Appendix B and incorporated herein by reference.

Annual reports must be submitted to the DNRC 31 days after the close of each calendar year. The first report is due on or before January 31, 2025.

The Grantee must keep geospatial project data and attributes current in the DNRC Stewardship Mapping Application during the period of performance of this Grant. Currency is defined as submitting project data for each property within 30 days of a project change event. Change events include, but are not limited to, identification of a project area for funding (Planned), treatment commencement (In Progress), and project completion (Completed). If the required method of submission changes during the Period of Performance of the Grant, the DNRC will provide thirty (30) days' notice in writing.

A Final Report that details the project status, results, accomplishments, and financial status will be submitted to the DNRC by the Grantee for approval upon project completion. Final reports are due no later than 30 days following the Grant termination date. At the time of submission of the Final Report, all spatial data must be finalized in the Stewardship Mapping Application.

Final disbursement of Grant funds is contingent upon the DNRC's receipt and approval of the Final Report. A worksheet for Final Report content development is attached hereto as Appendix C and incorporated herein by reference.

2.7 METHOD OF SUBMISSION. Entry in the Submittable Grant Management System (GMS) is the required method to submit: all claims for disbursement of Grant funds as described in Section 2.5 Disbursements; and all reports as described in Section 2.6 Reports. The DNRC will

provide links to forms within the GMS to complete these processes during the Period of Performance. 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 Grant, the DNRC will provide thirty (30) days' notice in writing.

SECTION 3. INSURANCE TERMS

3.1 WORKER'S COMPENSATION. The Grantee, its employees and contractors, are not covered by the DNRC's Workers' Compensation Insurance. The Grantee 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).

Grantee 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 Grantee and/or its agents, employees, subcontractors, or representatives to comply with the terms of this Grant.

Grantee 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 Grant or the results of this Grant, provided such damage to property or injury to persons is due to the negligent act or omission, recklessness, or intentional misconduct of Grantee or any of its employees and agents. This Grant is not intended to relieve a liable party of financial or legal responsibility.

3.3 INSURANCE REQUIREMENTS.

General Requirements. The Grantee shall maintain for the duration of this Grant, 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 Grantee, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission of the Grantee or its officers, agents, representatives, assigns or subcontractors.

Specific Requirements for General Liability. The Grantee 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 Grantee's obligation to faithfully perform the tasks and activities required by this Grant. The DNRC assumes no responsibility for verifying the right of the Grantee to conduct project activities on properties included in the Grant project. The Grantee 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 Grant, the Grant text takes precedence.

The Grantee may contact the DNRC's Program Representative, identified in Section 5. Principal Contacts and Authorizations, for guidance related to administration of the terms of this Grant.

The Grantee may contact the Technical Specialist if one is listed in Section 5. 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 Grantee to achieve intended outcomes of the project; conducting reviews of project plans, activities, and accomplishments upon request of the Grantee or as often as deemed necessary by the DNRC; and assisting the Grantee 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 Grantee may contact the Program Representative to provide these services.

4.2. AVAILABILITY OF GRANT FUNDS. The Grantee acknowledges and understands that Grant funds become available based on State of Montana legislative appropriations to the DNRC. Costs incurred by the Grantee or any beneficiary prior to this Grant 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 state appropriation. No liability shall accrue to the DNRC or its officials in the event such funds are not appropriated or allotted as authorized under legislation. The DNRC may, at its sole discretion, issue a temporary stop-work order, reduce the scope of project activities, or terminate this Grant if appropriated funding is reduced or unavailable for any reason. The DNRC will provide the Grantee 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 Grantee that obligated funds are unavailable, the DNRC will continue to comply with the terms of this Grant, including the disbursement of funds for eligible expenses incurred by the Grantee up to the specified date and time provided in a written notice.

4.3 RECORDS AND AUDITS. The Grantee must maintain appropriate and adequate records showing complete entries of all receipts, disbursements, and other transactions relating to this Grant for five (5) years after the later of either the final Grant payment or the termination of this Grant. 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 Grantee maintains under or during the course of this Grant to ensure compliance with all terms and conditions of the Grant.

During the period of performance and extending after this Grant 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 Grantee's performance to determine compliance with this Grant, including but not limited to the adequacy of records and accounts, project progress and accomplishments, and adherence to any project specifications. Inspections shall occur as often as deemed necessary by the DNRC. Inspections may be required to certify work completed by the Grantee before disbursement is made by the DNRC. The Grantee 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 4.10, Failure to Comply.

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 Grantee or any contractors that might be engaged by the Grantee for completion of the project. The Grantee is independent from and is not an employee, officer, or agent of the DNRC. The Grantee 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 Grantee shall comply with regulations regarding certification and retention of the completed forms.

4.6 COPYRIGHTING AND GOVERNMENT RIGHT TO USE. The Grantee is granted sole and exclusive right to copyright any publications developed with funding provided under this Grant. The State of Montana reserves 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 Grantee purchases ownership with any Grant contributions. No original text or graphics produced by the State of Montana shall be copyrighted. The Grantee must notify the DNRC in writing when any patent rights arise from or are purchased with funds awarded under this Grant.

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

4.8 COMPLIANCE WITH APPLICABLE LAWS. All work performed under this Grant must fully comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to, the Montana Human Rights Act, 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 Grantee subjects subcontractors to the same provision. In accordance with 49-3-207, MCA, the Grantee agrees that the hiring of persons to perform this Grant 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 Grant. Procurement of labor, services, supplies, materials and equipment shall be conducted according to applicable federal, state, and local statutes. It shall be the Grantee's responsibility to obtain all permits, licenses, or authorizations that might be required from government authorities for completion of the project. The DNRC's signature on this Grant does not guarantee the approval or issuance of any permits, licenses, or any other form of authorization to take action for which the Grantee must apply with the DNRC or any other government entity and submit to the DNRC to fulfill the terms of this Grant.

4.9 AGENCY RECOGNITION REQUIREMENTS. (a.) Use of Agency Insignia. The Grantee 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 Grantee is encouraged to give public notice of the receipt of this award of State of Montana grant funds and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows: "The funding for this project is derived in full or in part from an award of State of Montana funds through the Montana Department of Natural Resources and Conservation, Forestry and Trust Lands Division."

(c.) Acknowledgment in Publications, Audiovisuals, and Electronic Media. The Grantee shall acknowledge DNRC support as appropriate in any publications, audiovisuals, and electronic media developed as a result of this award of State of Montana grant funds.

4.10 FAILURE TO COMPLY. If the Grantee fails to comply with the terms and conditions of this Grant, the DNRC may terminate this Grant and/or refuse additional disbursements of Grant funds and/or take legal action to recover disbursed Grant funds. Such termination will become a consideration in the DNRC's evaluation of future applications for grants under the authority of the DNRC Forestry and Trust Lands Division.

4.11 MONTANA LAW AND VENUE. Any action or judicial proceeding for enforcement of the terms of this Grant 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.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

SECTION 5. PRINCIPAL CONTACTS AND AUTHORIZATIONS

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

DNRC Program Representative	Grantee Representative
Name: Ashley Juran Title: Stewardship Program Specialist Address: 2705 Spurgin Road City, State, Zip: Missoula, MT 59804 Telephone: 406-542-4280 Email: Ashley.Juran@mt.gov	Name: Tim Burton Title: City Manager Address: 316 North Park Avenue City, State, Zip: Helena, MT 59623 Telephone: 406-447-8403 Email: tburton@helenamt.gov

DNRC Technical Specialist	Grantee Project Manager
Name: Kyle Harrington Title: Forester Address: 8001 N Montana Ave City, State, Zip: Helena, MT 49602 Telephone: 406-691-7316 Email: kyle.harrington@mt.gov	Name: Brad Langsather Title: Open Lands Manager Address: 316 North Park Avenue City, State, Zip: Helena, MT 59623 Telephone: 406-447-8454 Email: blangsather@helenamt.gov

DNRC Administrative & Fiscal	Grantee Administrative & Fiscal
Name: Lorie Palm Title: Grants Contracts Supervisor Address: 2705 Spurgin Road City, State, Zip: Missoula, MT 59804 Telephone: 406-542-4205 Email: lpalm@mt.gov	Name: Shelia Danielson Title: Finance Director Address: 316 North Park Avenue City, State, Zip: Helena, MT 59623 Telephone: 406-447-8390 Email: sdanielson@helenamt.gov

5.2 AUTHORIZATION. This Grant consists of pages 1 – 11, plus the following appendices:

- Appendix A [Approved Project Proposal]
- Appendix B [Annual Report Worksheet]
- Appendix C [Final Report Worksheet]
- Appendix D [Request for Disbursement Form]
- Appendix E [Summary of Work].

The Grantee hereby accepts this Grant according to the above terms and conditions.

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

_____ By: _____
Date Grantee Authorized Representative

Tim Burton

Printed Name

_____ By: _____
Date DNRC Authorized Representative

Printed Name

_____ By: _____
Date Amanda Kaster – Director, DNRC

Remainder of page for GRANTEE USE ONLY: Additional Signatures as Required
The DNRC does not require additional signatures and takes no role in evaluation of any inclusion or omission.

Title **City of Helena** 02/13/2024
 by **Bradley Langsather** in **Forestry - Stewardship** id. 45553930
Request for Proposals 2024
 blangsather@helenamt.gov

Forestry - MFAP Full Application 2024 06/03/2024

Score n/a
 The purpose of this form is to expand on the answers that you provided in your pre-proposal.

Organization Name City of Helena, MT

Your Name Brad Langsather

Project Summary

1. In 100 words or less, please describe the project area and explain the need for work in this area to address forest health and/or hazardous fuel challenges. Clearly explain how the goals of this project will address these challenges.

The Backdrop Fuels Reduction project area includes 300 contiguously forested acres positioned immediately adjacent to residential neighborhoods on Helena, MT's southern flank. The combination of dense forest structures located in the prevailing windward side of Helena and surrounding interface zones creates an extremely high-risk scenario for human life and property losses due to wildfires that exhibit extreme behavior. Therefore, the highest priority of the Backdrop project involves manipulating live tree distributions and densities through the implementation of tree thinning activities and completing structural fuel modification by pruning retention trees to increase the vertical distance to live tree canopy base height.

Budget

2. Please provide a line-item budget based on your previously submitted summary level budget table.

[LineItemBudget_ACT2024.xlsx](#)

	Funds Requested	Match (4:1 Required)	Total (Funds Requested + Match)
Personnel/Labor/Salary, Wages, & Benefits		\$51,000.00	\$51,000.00
Supplies/ Operating		\$1,950.00	\$1,950.00
Payments to Landowners			
Contractual	\$270,000.00 \$258,260.00	\$60,000.00	\$318,260.00
Indirect Costs	\$27,000.00 \$38,740.00		\$38,740.00
TOTAL	\$297,000.00	\$112,950.00	\$409,950.00

de minimis indirect rate changed to 15.00%

Appendix A

3. Budget Narrative: Grant Funds Requested

Explain how funding will be spent and how these expenditures tie directly to the project goals.

Contractual (\$270,000.00)

- Funding will support contractor payments to complete tree felling, tree pruning, and hand slash piling work required to achieve desired tree density and live crown height objectives within the identified project area.

Indirect (\$27,000.00)

- OL Manager (Soc. Sec., Ret., Health/Vision, Work Comp., Unemployment., Dental, Medi., Vac., Sick Leave) = \$10,840.00
- Burn Crew (Soc. Sec., Ret., Health/Vision, Work Comp., Unemployment, Dental, Medi., Vac., Sick Leave) = \$12,960.00
- Summer Crew (Soc. Sec., Work Comp., Unemployment, Medicare) = \$3,200.00

Match

Personnel/Labor (\$51,000.00)

- Open Lands Manager - Treatment Unit Prep., Draft RFP's & Contracts, Admin., (78 days x \$350/day) = \$27,300.00
- Burn Crew - Ignite, Chunk In, Hold, Monitor (20 days x \$760/day) = \$15,700.00
- Summer Crew - Rake & Seed Burn Piles (16 days x \$500/day = \$8,000.00

Supplies/Operating Expense (\$1,950.00)

- Retention Tree & Boundary Flagging - \$1,200.00
- Burn Fuel (Gas/Diesel Mix & Propane) - \$750.00

Contractual (\$60,000.00)

- Funding will support contractor payments to complete tree felling, tree pruning, and hand slash piling work required to achieve desired tree density and live crown height objectives within the identified project area.

Project Description, Timeline, and Impact

4. Please describe how your project supports the implementation of the Montana Forest Action Plan.

A significant portion of the Backdrop Fuels Reduction project area is located within a 2,156 unit that is prioritized for focused attention within the Montana Forest Action Plan due to the presence of high-risk forest fuels located within close proximity to a Wildland Urban interface. This project is designed to preemptively manipulate forest structure and composition in a manner that will increase overall forest resiliency to insect, disease, and uncharacteristic stand replacing fires. Forest thinning prescriptions will be formulated to lower overall tree crown densities to create post-treatment stand structures that more closely emulate historical tree stocking levels.

Appendix A

5. Provide a detailed description of proposed project activities and how they will be accomplished.

The primary objective of the proposed project is to reduce forest fuel loading within 300 acres identified for treatment. To accomplish this task, forested acres containing excessive tree crown densities will be thinned using handheld power saws to a minimum of 15-foot crown spacing (15-feet between residual tree drip lines). Trees will be selected for retention based on their outward expression of good form and apparent vigor. Branches occurring on the lower boles of the retained trees will be pruned to a height of 6-8 feet on trees having total tree heights > 18 feet and 1/3 of the total tree height for those trees having total tree heights < 18 feet. Approximately 2 wildlife snags/acre will be retained where safety considerations allow. All of the cut waste material < 8 inches on the large end will be hand piled and burned on site. In areas where the geographical position and/or topography of the treatment unit negates reasonable access to the cut-waste material in excess of 8 inches on the small end, such logs will be retained on the forest floor to meet coarse woody debris retention recommendations. Green logs retained on the forest floor will be scored with a chainsaw to promote drying and thereby discourage bark beetle colonization.

Identified forest treatment units will be packaged into contracts, and requests for proposals to complete tree felling, pruning and hand piling work required to achieve desired tree density and live crown height objectives will be solicited from area contractors. Once selected, contractors will enter into an agreement with the City of Helena to complete contractually described forest fuel reduction specifications within identified treatment units. City staff will be responsible for field identifying the treatment unit boundaries, designating all retention trees, and administering satisfactory completion of the agreements. Hand piled slash material residing within completed treatment units will be subjected to 1 summer drying season following which City staff will obtain applicable City, County and State issued burn permits to accomplish ignition during fall-spring periods characterized by snow covered ground. Following completion of the burn disposal process, disturbed areas will be raked and seeded by City funded, seasonal staff members.

Logs generated from cut waste material larger than 8 inches in diameter on the small end that reside in accessible areas will be collected and transported to a city owned log yard where firewood material for Helena's Low-income energy Assistance Program (LIEAP), will be manufactured and distributed by Narrate Church volunteers residing within the greater Helena area. Firewood material generated from city open space fuel reduction projects has been the primary fuelwood provider for the LIEAP program for the last 15 years. Narrate volunteers annually distribute approximately 100 cords of firewood to families and individuals in need.

Appendix A

6. Provide a project timeline that includes clearly established beginning and end dates of proposed activities, project milestones associated with project accomplishments, and associated metrics appropriate to scope/scale of proposed the project.

Anticipated Backdrop Forst Fuels Reduction Project timeline:

Summer/Fall 2024 – Complete 150 acres of fuel treatment unit layout and retention tree designation work. Solicit RFP’s, select contractors, draft fuel treatment agreements, and administer fuel treatment agreement completion (tree felling, hand slash piling, tree pruning).

Winter/Spring/Summer 2025 - Complete 150 acres of fuel treatment unit layout and retention tree designation work. Solicit RFP’s, select contractors, draft fuel treatment agreements, and administer fuel treatment agreement completion (tree felling, hand slash piling, tree pruning).

Fall 2025 - Closeout grant subaward.

Winter 2025-2026 - Conduct 150 acres of slash pile burning.

Spring 2026 - Complete slash pile raking and associated grass seeding within 150 acres of completed fuel reduction units.

Winter 2026/2027 - Conduct 150 acres of slash pile burning.

Spring 2027 - Complete slash pile raking and associated grass seeding within 150 acres of completed fuel reduction units.

7. Explain how the project will have an impact outside the immediate project area, including how it relates to other current or recently completed projects/initiatives.

Collectively, approximately 400 acres of city, USFS, BLM, and private timberlands located along the western and eastern parameters of the proposed Backdrop Fuels reduction project area have witnessed fuels reduction work in the last 8 years (please reference the attached project area map). Large fuel breaks, (where the vegetation has been modified so that fires burning into it can be more readily extinguished) on Helena Open space need to be strategically placed as a best defense. Completion of the proposed project would effectively serve to create a contiguous fuel break corridor that is upwind of 430 residential homes situated within a 1/4-mile firebrand spotting distance of Helena's prevailing southwesterly winds.

8. Optional - Upload an updated map if project specifications have changed.

[Backdrop_Fuels_Reduction_Project.jpg](#)

Original Submission

02/26/2024

Score n/a

1. Cooperative Information

1.1. Contact Person's Name Brad Langsather

1.2. Contact Person's Email blangsather@helenamt.gov

Appendix A

1.3. Contact Person's Phone +14064478454

1.4. Organization Name City of Helena

1.5. Organization Address 316 N. Park Avenue
Helena
MT
59623
US
46.59048
-112.04018

1.6. Has your organization previously managed grant funds from DNRC? Yes

2. Proposed Project Information

2.1. Please indicate which grant YOU think is most applicable to your project, based on the application guide. Montana Forest Action Plan

2.2. Project Name Backdrop Fuels Reduction Project

2.3. Land ownership where project will take place (check all that apply): Municipal

2.4. Local DNRC Office Helena Unit Office - Central

2.5. Proposed acres to be treated: 300.0

2.6. Community Names Helena

2.7. County(ies) Lewis & Clark, Jefferson

2.8. Please select the primary (#1) objective of the project: reduce wildfire risk

Appendix A

2.9. Please select secondary project objectives (select all that apply): forest health improvement

3. Project Budget Please refer to the Stewardship Grants Guide for funding limits and match requirements.

3.1. Please provide an estimated budget in relevant categories.

[RFP Budget for Submittable_noautocalc.xlsx](#)

3.2. TOTAL Funds Requested 300000.0

3.3. TOTAL Match 112950.0

4. Project Integration

4.1. Is the project located in a MT Forest Action Plan (MFAP) Priority Area for Focused Attention? Yes

4.2. Is the project identified as an action item in a CWPP or All Hazards Mitigation Plan? Yes

4.3. Is the project adjacent to a USFS or BLM Good Neighbor Authority (GNA) project? No

5. Description, Sustainability & Timeline

5.1. Project Description and Sustainability: The city of Helena's proposed Backdrop Fuels Reduction project, located with Mt Ascension Natural Park, is composed of forests dominated by ponderosa pine on the south/west slopes and Douglas fir on the north/east facing slopes, which were historically characterized by low- or mixed-severity fire regimes. This area is a heavily used recreation hub due to the proximity of public land in the project area to Helena. Increased recreation can lead to increased human-caused fires. In 2022, a human-caused ignition resulted in an 18 acre fire on the north face of Mount Helena City Park which is located directly adjacent to Helena's residential neighborhoods on the City's southwestern flank. Communities adjacent to the City open space project area were evacuated for the 2020 Lump Gulch Fire (1,079 acres) that ignited adjacent to the project area and spread 5+ mi. in a few hours and in 2017 with the Holmes Gulch Fire (1,800 acres). Embers from a wind driven wildfire west or south of Helena could enter the

Appendix A

Per Budget

	FUNDS REQUESTED	MATCH (refer to guide)	TOTAL
Personnel/Labor		\$ 51,000.00	\$ 51,000.00
Supplies/Operating Expenses		\$ 1,950.00	\$ 1,950.00
Payments to Landowners			
Contractual	\$270,000	\$ 60,000.00	\$ 330,000.00
Indirect Costs	\$30,000		\$ 30,000.00
-	-	-	-
TOTAL	\$ 300,000.00	\$ 112,950.00	\$ 412,950.00

City presenting the challenge of an urban conflagration that would threaten homes, life, and livelihood. For the past 20 years, city of Helena officials have collaborated with County, State, and Federal partners to implement cross boundary forest fuel reduction efforts that will reduce wildfire risk to the City. This proposed project will meet the 3 goals addressed in the National Cohesive Strategy by building connectively between previously completed and planned projects on private, municipal, state, and federal public lands supporting resilient landscapes, fire adapted communities and safe, effective wildfire response surrounding the community of Helena, MT. Forest management efforts have been designed to restore fire resilient landscapes in low elevation, fire-prone ecosystems that were dramatically misbalanced by over a century of fire exclusion while concurrently ensuring a safe and effective wildfire response for area firefighters. In practice, this will involve implementing forest fuel reduction projects that reduce surface fuels, reduce tree canopy densities, and increase the vertical distance to live tree canopy base height by removing ladder fuels. The City of Helena, in concert with the National Cohesive Wildfire Management Strategy, has coordinated with partner agencies to develop Community Wildfire and Population Protection Plans that will help the City become more adapted to the inherent risk of wildfire. This project will meet the goals of the 2020 Tri-County Regional Wildfire Protection Plan, which serves Broadwater, Jefferson, and Lewis and Clark Counties by 1) implementing fuel reduction projects in buffer zones around private property abutting public land to prevent wildfires from spreading from public to private land (or vice-versa) to increase adaptation to wildfire; 2) implementing fuel reduction to create fuel breaks around communities; and 3) implementing post wildfire mitigation maintenance projects to preserve mitigation accomplishments. The proposed fuel reduction project on 300 acres of City open space will provide a buffer zone between public and private land that maintains a critical fuel break around the community of Helena. All fuel reduction treatments implemented through the Backdrop Fuels Reduction project will occur in areas identified in the 2020 Montana Forest Action Plan Priority Area map -<https://www.montanaforestactionplan.org/pages/priority-areas>. In treating high priority hazardous fuels surrounding the community of Helena, this project will meet the goals of the Forest Action Plan by 1) improving forest resilience to disturbance through hazardous fuel reduction treatments on 300 acres of non-federal land, 2) reducing the risk of wildfire to communities through targeted outreach/education, and 3) restoring fire-adapted forests by connecting fuel reduction treatments across the landscape.

In 2004, the Helena City Commission approved the Helena Open Lands Management Plan that outlined the City's commitment to managing it's open space forest resources to reduce hazardous fuels and the associated risk of uncontrollable wildfire. To accomplish this task, Helena created an Open Space Maintenance District that is funded through an annual tax assessment levied against privately owned property within it's city limits. For the past 20 years, City of Helena staff, with the support of numerous agency and community partners, has preemptively worked to reduce and modify forest fuels occurring within the City's open space forests. Each completed fuels reduction project has been cataloged within a GIS shapefile that Helena's Open Lands Division utilizes to schedule outyear forestry maintenance projects. The city of Helena is fully aware that the

management of forest fuel concentrations and fuel types are the only wildfire variables that the City can effectively manage into perpetuity.

5.2. Project Timeline Following is a chronological schedule that outlines the forest management activities that the city of Helena's Backdrop Forest Fuels Reduction project proposes to implement:

Summer/Fall/Winter 2024/2025 - Complete 300 acres of fuel treatment unit layout and retention tree designation work. Solicit request for proposals (RFP's), select contractors, draft fuel treatment agreements, and administer fuel treatment unit completion.

Fall/Winter 2025/2026 - Complete 300 acres of slash pile burning.

Spring 2026 - Complete 300 acres of burned slash pile raking and grass seeding.

6. Collaboration and Cross-Boundary

6.1. Project Collaboration Tri-County Fire Safe Working Group - Public education, contractor outreach assistance, and walk-through field trips with adjacent private landowners if warranted.

Narrate Church - Annual coordination of all activities related to Low Income Energy Assistance Program (LIEAP) firewood splitting & distribution, organize and oversee retention tree flag removal events.

Helena – Lewis and Clark National Forest - volunteer slash pile burning assistance and cross boundary project coordination.

Montana Department of Natural Resources and Conservation - technical assistance.

Bureau of Land Management - Coordinate cross boundary projects.

6.2. Project Cross-Boundary Connection(s): The Backdrop Forest Fuels Reduction Project area is bordered on its western side by Helena Lewis and Clark National Forest (USFS) property that received forest fuels reduction treatment implemented by city of Helena staff and contractors in 2018 as part of a cross boundary, Participation Agreement (Capital 360) between the City and the USFS. On its eastern side, Tri County Foresafe Working Group (TCFSWG) completed a significant forest fuels reduction project on a privately owned parcel in 2021. and has additional opportunities to complete fuel reduction projects on both the eastern and southern flanks of the Backdrop project area. To the north, the Backdrop project area abuts residential neighborhoods with the exception of one parcel located between Davis Street and South Beattie Street that was treated by TCFSWG in 2009. The greatest opportunity for the Backdrop project to promote additional forest fuel management activity will involve coordination with TCFSWG to facilitate prospective private forest owner site visits of completed fuel reduction areas within Helena's Mt Ascension Natural Park.

7. Project Map

7.1. Will this project be targeted toward a physical location? Yes and I will upload project map(s).

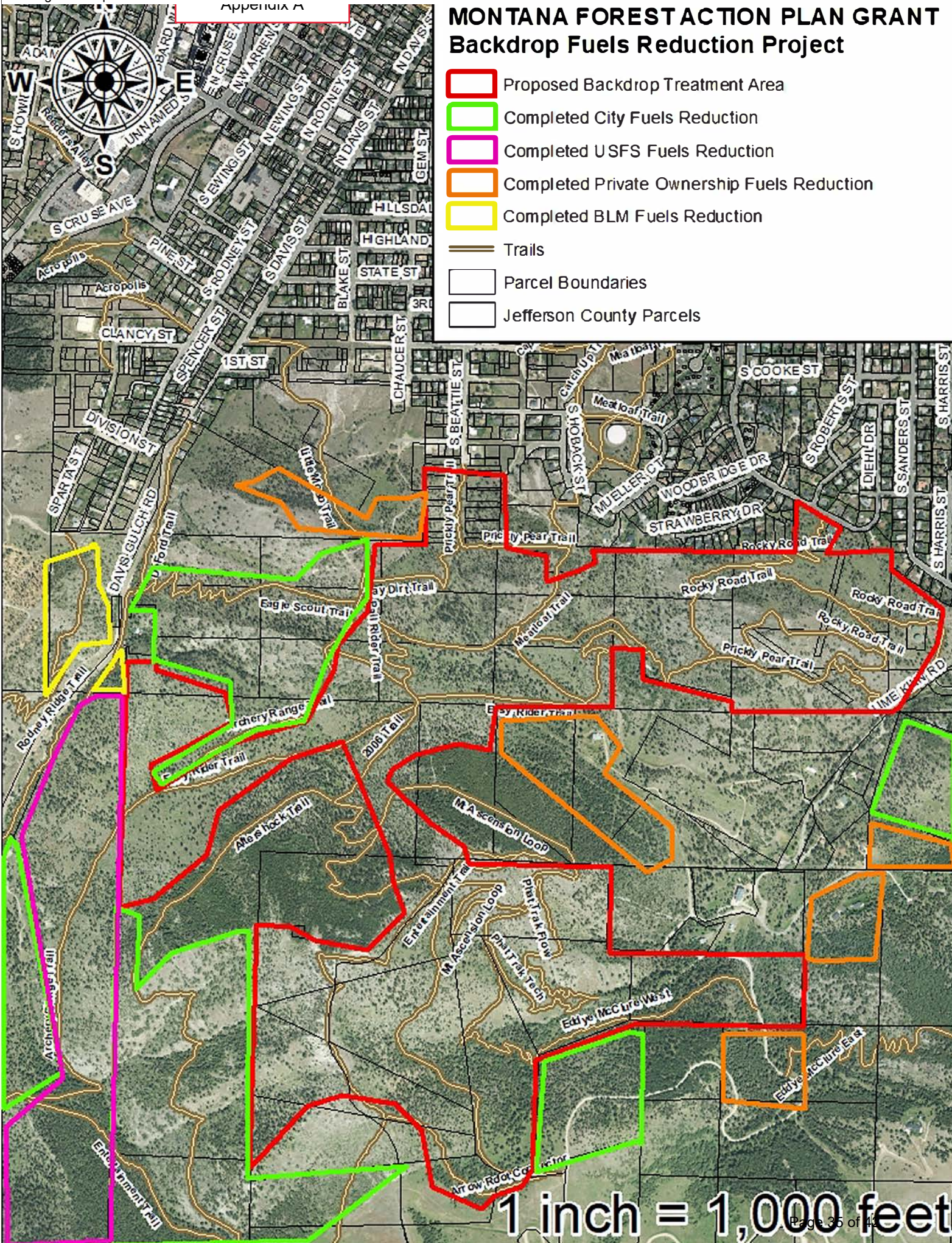
Use the Stewardship Grant Mapping Tool to create a project map. Guidance is provided on a pop-up screen of within the Stewardship Grant Mapping Tool. Here is an additional Help Doc.

7.2. Please upload the project area map.

[Backdrop_Fuels_Reduction_Project.jpg](#)

MONTANA FOREST ACTION PLAN GRANT Backdrop Fuels Reduction Project

- Proposed Backdrop Treatment Area
- Completed City Fuels Reduction
- Completed USFS Fuels Reduction
- Completed Private Ownership Fuels Reduction
- Completed BLM Fuels Reduction
- Trails
- Parcel Boundaries
- Jefferson County Parcels



Appendix B

**SUBAWARD AGREEMENT
ANNUAL REPORT FORMAT**

Enter Name of Organization Here

ANNUAL REPORT FOR SUBAWARD AGREEMENT NUMBER: `xxx_ xx_ xxx`

Reporting period: `Select Year`

Agreement termination date: `Click to enter/select date`

Total acres to be treated (Sect.4 in grant agreement): `Enter acres here`

	Acres Treated	# Property Assessments / Plans	# Educational Programs Completed
This Year			

Enter Narrative Here. A narrative describing project progress, process, challenges, and other pertinent information is required. If project includes multiple geographic areas, please provide a detailed description of where project accomplishments occurred (e.g., 20 acres and 10 property assessments completed in Gold Creek, 1 community meeting held in Potomac, etc.). Include before/after photos and other representative information to support narrative.

Enter Summary Here. The DNRC Forestry Division encourages connecting with local DNRC Unit and Area staff at least quarterly to ensure adequate project monitoring and support is facilitated. This could be a check-in by phone, at a meeting, field visit, etc. Have you connected with a local DNRC staff during this reporting period? Please summarize here.

**Subaward Agreement
FINAL REPORT
FORMAT**

Title Page:

1. Grant # and Project Name
2. Subrecipient's name, address & telephone numbers.
3. Name, address, and telephone numbers of others who may be contacted concerning the project if the primary contacts are not available.
4. Funding: Total project cost and amount of subaward.

Introduction:

Describe the project history, project location, and the purpose of the project.

Discussion and Results:

1. Document that project goals, objectives, and tasks identified in the Subaward have been completed (see Sec. 4, Project Scope). Copy the project goals, objectives, and tasks verbatim and describe how they were completed. If any were not completed, explain why. It is very important that you provide evidence that the agreement was completed as agreed to in Section 4 of the Subaward, Project Scope.
2. Include an ArcGIS Shapefile(s) capturing activity polygons for all subaward-related accomplishments. Projects 1 acre or greater must be represented as polygon features. Projects less than 1 acre may be represented as point features. Each record must include the following attribute data: grant number, completion date, landowner name, and acres treated. Geospatial data must be provided only for projects under the current sub-award; data including accomplishments under other sub-awards will not be accepted.
3. Summarize any problems encountered and solutions adopted. What would you do differently?

Landscape Benefits and the Forest Action Plan:

Describe the impact and benefits of this project at a broader landscape level. In what ways does this project have an impact beyond the immediate project area? Identify at least one primary goal and related strategy(ies) from the Montana Forest Action Plan that this project accomplishes.

Subaward Administration & Project Costs:

1. Budget
Include a summary of how the monies were spent by budget category and source of funding. Was the project completed according to budget? Explain any cost overruns or savings. Discuss any unbudgeted expenses that arose over the course of the project.
2. Matching Funds
If applicable, identify the matching funds that were to be spent according to the Subaward. Document that these funds were spent. If not all matching funds were spent, explain why.



**Request for Disbursement of Grant/Subaward Funds
DNRC Financial Report**

Organization Name:

Agreement #:

Request for Reimbursement or

Request for Advance

Total Award Amount: \$

Funds Previously Requested: \$

Period Covered by this Request – From Date:

To Date:

Award Share – REQUEST this Period

DNRC validates category spending with each request. Overspending a category budget may delay payment.

Employee Time: salary/wages/benefits	\$
Operating Expenses	\$
Payments to Landowners (Beneficiaries)	\$
Contracted Services (incl. Contractor Time)	\$
Subtotal – Direct Costs	\$
Indirect Costs	\$
Total Request Amount	\$

Recipient Share – MATCH this Period

No Match Required

Employee Time: salary/wages/benefits	\$
Operating Expenses	\$
Landowner Contributions	\$
Contracted Services (incl. Contractor Time)	\$
Other (explain in Remarks section below)	\$
Total Match Amount	\$

Program Income Earned: \$

Award Balance after this Request: \$

Remarks:

Authorized Certifying Official: I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Name:

Title:

Email:

Signature:

Date:

Appendix E

Backdrop Fuels Reduction Project
Summary of Work

Project Area: The project area is in Lewis and Clark County; including but not limited to the Helena Community.

Key outcome of the agreement: Completion of a hazardous fuel mitigation project on 300 acres of non-federal land within the project area.

Accomplishments:

PROJECT OUTCOMES			
Acres Treated:	300	*Average subaward treatment cost:	\$900/acre
Property Assessments/Plans:	n/a	Educational Programs:	n/a

* If an individual project exceeds \$1,400/acre of subaward funding for a proposed treatment, the subrecipient will contact the DNRC liaison for prior approval. The intent of this requirement is to discuss the reasons for funding a project significantly more expensive than anticipated project costs and determine if the project fits the intent of the program.

Treatment Prescription: 300 forested acres total will be treated to meet hazardous fuels reduction specifications which require thinning to a minimum of 15-foot crown spacing (15-feet between residual tree drip lines). Trees will be selected for retention based on their outward expression of good form and apparent vigor. Branches occurring on the lower boles of the retained trees will be pruned to a height of 6-8 feet on trees having total tree heights > 18 feet and 1/3 of the total tree height for those trees having total tree heights < 18 feet. Approximately 2 wildlife snags/acre will be retained where safety considerations allow. All cut waste material < 8 inches on the large end will be hand piled and burned on site. In areas where the geographical position and/or topography of the treatment unit negates reasonable access to the cut-waste material in excess of 8 inches on the small end, such logs will be retained on the forest floor to meet coarse woody debris retention recommendations. Green logs retained on the forest floor will be scored with a chainsaw to promote drying and thereby discourage bark beetle colonization.

Method of Implementation: The City of Helena will contract the work to a competent service provider, and may complete portion of the treatment work themselves, or utilize a combination of the two.

Match Funds Source: The City of Helena will meet the match obligations of the agreement through salary/wages/benefits, operating expenses, and contracted services related to the implementation of their hazardous fuel reduction project.

Restrictions: No work on Federal land.

Project Monitoring: The DNRC technical specialist, or designee, will conduct periodic monitoring reviews of project plans, activities, and accomplishments, intended to occur annually.

City of Helena, Montana

December 11, 2024

To: Mayor Collins and the Helena City Commission

From: Tim Burton, City Manager
Troy Sampson, Community Facilities Director

Subject: Community Facilities - Bid Award for the City Vehicle Maintenance Shop Roof Replacement Project #CF-25006.

Present Situation: The City Vehicle Maintenance Shop roof is in poor condition and in need to replacement. The City Community Facilities Department manages the maintenance, capital improvements, and renovations of the facility.

Bids for the Roof Replacement Project were opened and read aloud at 2:00 P.M. local time on December 11, 2024 in room 326 of the City-County Building. Four responsive bids were submitted. Award is based on the lowest responsible cumulative base bid. Summit Roofing, Inc. submitted the lowest responsible base bid of \$281,750. City Staff believe the base bid submitted by Summit Roofing, Inc is fair and reasonable. If the City decides to proceed with award of this project, staff recommends awarding Summit Roofing, Inc for the “base bid” price of \$281,750.

Background Information: An assessment from Tremco in March of 2021 stated the roof to be in fair condition at that time and recommended replacement. Deficiencies noted were that the coping cap is failing and fasteners are backing out, the caulking is failing, the seams and patches are failing, there is ponding water, the lines from the mechanical unit have broken the seal to the roof membrane, and there are multiple wet area. The roof also blows upward when it is windy. Tremco recommended replacement.

Proposal/Objective: Consider awarding the contract to Summit Roofing, Inc., who submitted the lowest responsible bid in the amount of \$281,750.

Advantage: Installation of a new roof will allow for a safe and more energy efficient vehicle maintenance shop.

Notable Energy Impact: Installation of a new roof is an advantage as it will seal the building envelope, allowing for better insulation and less energy consumption.

Disadvantage: No disadvantages to this award are expected.

Notice of Public Hearing: False

Staff Recommendation/Recommended Motion: Move to award the City Vehicle Maintenance Shop Roof Replacement project #CF-25006 to the lowest responsive bidder Summit Roofing, Inc. in the amount of \$281,750.



Project No. : 24056.1

Project Name : City of Helena Shop Roof Replacement

Date : December 11, 2024

Bid Tabulation Sheet

Company Name	10% Bid Security	Ack. All Addendums	Base Bid
Metal works of montana	✓	✓	\$ 498,602.00
Baker & Sons Inc.	✓	✓	\$ 421,086.00
Advanced Roofing	✓	✓	\$ 327,800
Summit Roofing Inc.	✓	✓	\$ 281,750

BUDGET ESTIMATING WORKSHEET
CITY SHOP ROOF REPLACEMENT
City Project #CF-25006

COSTS	
Architectural / Engineering Contract	12,150
Misc Costs (Advertising, Printing, Testing, Etc.)	2,500
Construction Bid	281,750
Construction Contingency 10%	28,175
Total Project Estimate	324,575
BUDGET	
General Capital (40004120-492000 CF25006)	650,000
Minus Total Project Estimate	324,575
Estimated Remaining Budget	325,425