



# City of Helena

## ADMINISTRATIVE MEETING

February 5, 2025 - 4:00 PM

City - County Building Room 326 / Zoom Online Meeting; <https://zoom.helenamt.gov/j/36053471/publicmeetings>

### AGENDA

1. **Call to Work Session, introductions**
2. **Commission comments, questions**
3. **Board & Committee Update**
  - a. Board Appointment Review
4. **Recommendations from the Helena Citizens Council**
5. **City Manager's Report**
6. **Department Reports**
  - a. Quitclaiming property to the Helena Regional Airport Authority (Airport Authority).
  - b. Establish a fund to pay for Residential Water Service Lines within Public Right-of-Way
  - c. City of Helena Water System Overview
7. **Public Comment**
8. **Commission discussion and direction to the City Manager**
9. **Adjourn**

**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 5, 2025

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

I am recommending the following board appointments:

**Affordable Housing Trust Fund  
Advisory Board**

Appointment of Sara Shepard to an interim term on the Affordable Housing Trust Fund Advisory Board as a Citizen-at-Large Representative. Interim Term expires January 31, 2026.

**Golf Advisory Board**

Appointment of Jim Tucker to a first term on the Golf Advisory Board. Term will expire October 31, 2027.

**City-County Parks Board**

Appointment of Erin Madison to a first term on the City-County Parks Board as a City Appointee. Term will expire September 30, 2027.

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

**City of Helena, Montana**

**January 27, 2024**

**To:** Tim Burton, City Manager

**From:** *City Attorney Rebecca Dockter*  
*Deputy City Attorney Matthew Petesch*

**Subject:** Quitclaiming property to the Helena Regional Airport Authority ("Airport Authority").

**Present Situation:** The City owns approximately 12.78 acres that is located generally between Airport Road and the Burlington Northern Railroad. The Airport Authority desires to acquire the property to develop it for commercial purposes.

**Background Information:** The property, labeled Montana State Highway Department Sand Pit on the attached Certificate of Survey No. 293056, was a former sand and gravel pit. The property is unusable for the City. City department leaders have been consulted and they have identified no present or foreseeable use for the property. The Airport Authority would like to acquire the property from the City so that the property may be developed for commercial purposes.

**Proposal/Objective:** To schedule a hearing for the City Commission to consider a resolution of intention to quitclaim the property to the Airport Authority.

**Advantage:** N/A

**Notable Energy Impact:** N/A

**Disadvantage:** N/A

**Notice of Public Hearing:** N/A

**Staff Recommendation/Recommended Motion:** Staff recommends scheduling a hearing for the City Commission to consider a resolution of intention to quitclaim the property to the Airport Authority.

**CERTIFICATE OF SURVEY**

2114

For: Salt Creek Freightways  
Purpose: Title Transfer

**LEGAL DESCRIPTION**

A tract of land in that portion of Section 27, Township 10 North, Range 3 West, P.M.S., Lewis and Clark County, Montana; more particularly described as follows: Beginning at the NW section corner of Section 27; thence N 59°43' E, 663.1 feet; thence S 77°17' E, 911.3 feet to the NW corner of said tract and the true point of beginning;

Thence S 00°32'30" E, 966.0 feet along R.P. Picotte property; Thence S 77°17' E, 926.75 feet to a point; Thence N 00°32'30" W, 966.00 feet to the South side of the Helena Airport property line; Thence N 77°17' W, 926.75 feet along the South side of Helena Airport property to the true point of beginning.

The tract of land to be surveyed contains an area of 20,004 acres more or less.

**REMAINING PARCELS**

A tract of land in that portion of Section 27, Township 10 North, Range 3 West, P.M.S., Lewis and Clark County, Montana; more particularly described as follows: Beginning at the NW section corner of Section 27; thence N 59°43' E, 663.1 feet; thence S 77°17' E, 1838.23 feet to the 'very North and West corner of said tract and to the true point of beginning;

Thence S 00°32'30" E, 966.0 feet to a point; Thence S 77°17' E, 926.75 feet to R.P. Picotte property; Thence S 00°32'30" E, 1396.0 feet along R.P. Picotte property to the North right-of-way line of the Burlington Northern Railroad; Thence S 78°36'16" E, 1834.9 feet along the North side of the Burlington Northern Railroad right-of-way and to Bonnie J. Bompart property;

Thence N 00°23' W, 2306.13 feet along Bonnie J. Bompart property to the South property line of the Helena Airport; Thence N 77°17' W, 926.75 feet along South property line of the Helena Airport and to the true point of beginning, excluding the Montana State Highway Department' sumpit containing 12.78 acres all according to the attached plat.

This tract of land contains 63.7 acres more or less; subject to a 30 foot access easement along the West end of the South side, all according to the attached plat.

State of Montana  
County of Lewis & Clark  
I, Stephen J. Rice, Helena, Montana, do solemnly swear that I have the survey in Section 27, Township 10 North, Range 3 West, Lewis and Clark County, Montana; and that the date of survey was July 25, 1978.  
Registration No. 4125 E.  
Helena, Montana.

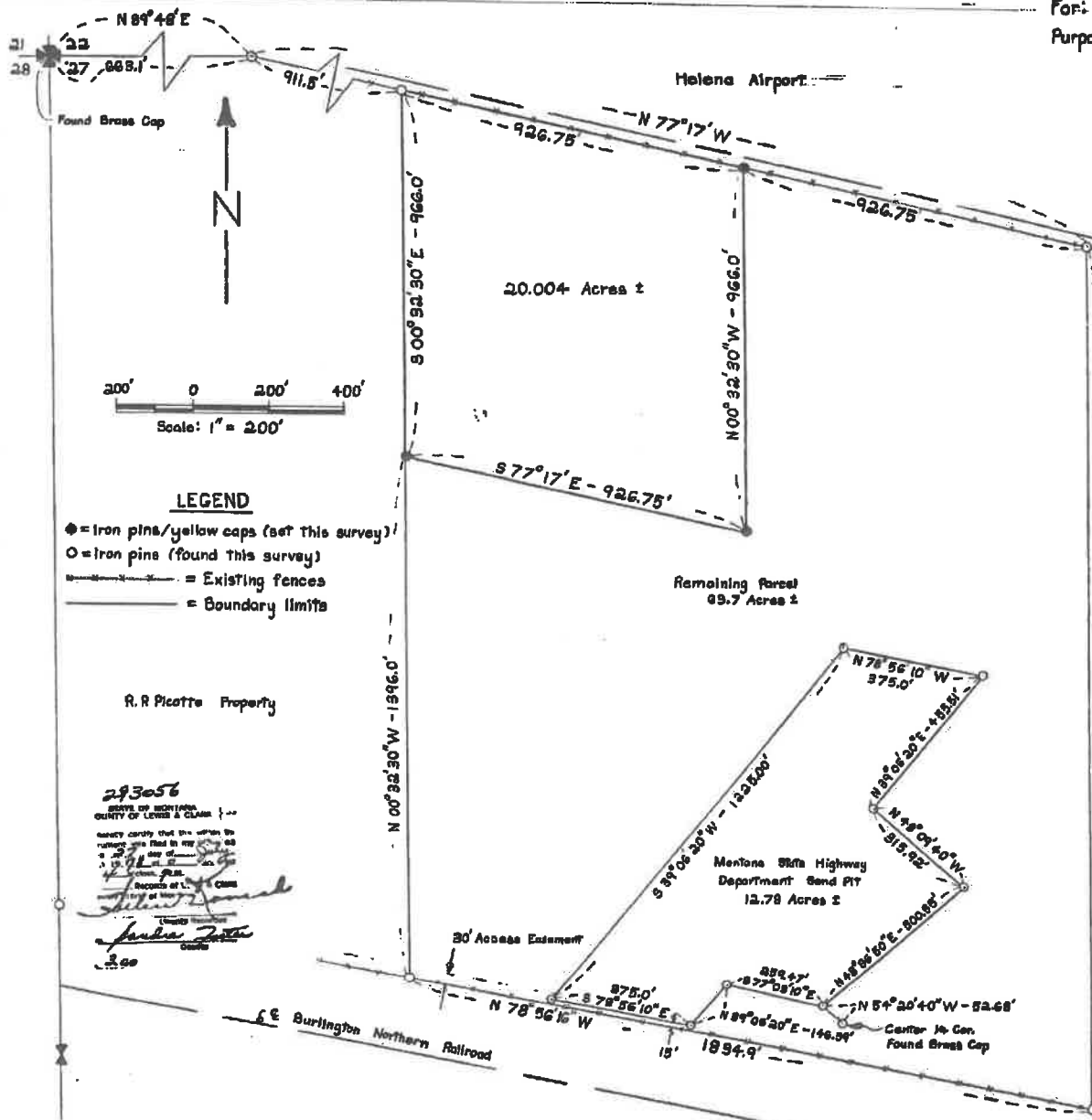
1/4	Sec.	T.	R.
X	27	10N	3W



Certificate of Survey  
Number \_\_\_\_\_

Date: July 25, 1978

DCP  
Research Planning  
Dept.



**LEGEND**  
 ⊕ = Iron pins/yellow caps (set this survey)  
 ○ = Iron pins (found this survey)  
 - - - = Existing fences  
 ——— = Boundary limits

293056  
 STATE OF MONTANA  
 COUNTY OF LEWIS & CLARK  
 I, Stephen J. Rice, do hereby certify that the within survey was made in my presence on the 25th day of July, 1978, at Helena, Montana.  
 Stephen J. Rice  
 Registered Professional Land Surveyor  
 No. 4125 E.  
 Helena, Montana.

**City of Helena, Montana**

01/24/2025

**To:** Tim Burton, City Manager  
**From:** Ryan Leland, Public Works Director  
**Subject:** Establish a fund to pay for Residential Water Service Lines within Public Right-of-Way

**Present Situation:**

City staff presented to the Commission at the 8/21/2014 administrative Meeting. The Commission requested staff to further research establishing a fund to repair and replace residential water service lines within the Right-of-way to the main. As a reminder the current City Code 6-2-3 Rule 7 places the responsibility for maintaining, installing, and repairing the water service from the city main to the buildings. The following is staffs' analysis of what the potential costs for implementing Water Service Line Program.

**Implementing a Water Service Line Program Within City ROW – Estimated Costs**

Assumptions:

- For all new construction, all costs for water service lines within City ROW will be covered by the developer
- The City will be responsible for replacing all water service lines within City ROW if needed during main replacements as part of the annual replacement program.
- There are approximately 30 street opening permits issued annually for projects associated with service lines. With responsibility shifting to the city in combination with frozen service line issues, 60 annual service line replacements are estimated for the new program costs.
- Curb boxes will be the responsibility of the City.
- Frozen service lines will be the responsibility of the City

Costs:

In order to respond in a timely manner to water service line concerns within City ROW and conduct construction oversight on new line installations, the anticipated needs are as follows:

- (2) Utility Worker Level II FTE – (Grade 139 Step 3):  $\$27.1276 + \text{Benefits (40\%)} * 2080 = \$79,000 * 2 = \$158,000$
- (.5) Plumber FTE – (Grade 145 Step 3):  $\$31.4597 + \text{Benefits (40\%)} * 1040 = \$46,000$
- Mini Excavator -  $\$90,000/10 \text{ yr. life} = \$9,000 \text{ annualized cost}$
- Lowboy trailer -  $\$20,000/20 \text{ yr. life} = \$1,000 \text{ annualized cost}$
- 1-ton truck/accessories -  $\$75,000/10 \text{ yr. life} = \$7,500 \text{ annualized cost.}$

The estimated annualized cost of the city assuming responsibility for all water services in the right-of-way would be approximately \$225,000 (rounded up). This would equate to \$19.25/year or \$1.60/month.

The estimated annualized cost to the city assuming the use of private contractors for all water services in the right-of-way would be approximately \$540,000 ( $\$12,000 \text{ average cost per service} * 75\% = \$9,000 \text{ per service} * 60 \text{ services annually}$ )\*\*. This would equate to \$46.22/year or \$3.85/month.

\*\*75% of the \$12,000 average cost per service replacement is used because the program currently replaces the service line all the way to the house but the replacement from the main to the curb box is the most expensive since it includes the street, curb and gutter.

Staff would recommend creating a fund and fee of \$2/residential connection per month. This is only for residential service lines. If the commission wishes to include commercial, there will have to be a fees established for size of service and fire lines.

The following is how other cities in Montana handle the service line repairs:

- Billings – Collects a monthly fee to fund for the fix to the service line from the curb box to main.
- Bozeman – The city takes jurisdiction from the curb box to the main and the repair is part of the city’s water rate.
- Belgrade – The city takes jurisdiction from the curb box to the main and the repair is part of the city’s water rate.
- Kalispell – Owners Responsibility from main to house
- Butte – Owner Responsibility from the main to house
- Missoula - Owner Responsibility from the main to house - provide a loan program similar to Helena.
- Great Falls - Owners Responsibility from main to house

**Background Information:**

n/a

**Proposal/Objective:**

Staff is looking for consensus from the Commission on assumptions for estimating the cost of a program and if the staff should analysis the needed changes in City Code to implement the program

**Advantage:**

The City of Helena would now be responsible for utility cut in the street.

Equity to the property owner for service line repairs. Typically, the city sewer mains are placed in the center of the street because that is best way to be able to have all the house gravity flow into the main. With the sewer main in the center of the street that requires the water main to be placed a minimum of 10’ away on one side of the street or the other. With water main closure to one side then the other repairs to the Water Services can be more costly for residents that are on the opposite side of the street. Typically, the costliest part of the costly part of the repair is the repair of the street

**Notable Energy Impact:**

n/a

**Disadvantage:**

The City will take on new and unknown liabilities

**Quasi-Judicial Item:**

False

**Notice of Public Hearing:**

False

**Staff Recommendation/  
Recommended Motion:**

n/a

**City of Helena, Montana**

**01/28/2025**

**To:**

Tim Burton, City Manager

**From:**

Ryan Leland, Public Works Director  
Janice Sanderson, Water Production Superintendent

**Subject:**

City of Helena Water System Overview

**Present Situation:**

Status and Update for Helena's Drink Water System

**Background Information:**

Staff will be presenting an overview of the City of Helena Water System.

For background the City of Helena's Water System currently has 3 and soon to be 4 raw water sources. The existing water sources are the Ten Mile Creek, Missouri River, and Eureka Well. The new source will be wells located mainly at the Missouri River Treatment. The City's distribution system consists of approximately 233 mile of mains, 15 million gallons for treated water storage in 8 tanks, and 13 pressure zones.

Ten Mile Treatment Plant

The Ten Mile Treatment Plant (TMTP) treats water from the Ten Mile Creek Watershed collected at 6 tributaries to the Ten Mile Creek. The treatment capacity is up to 8.9 million gallons per day (MGD). The City has water rights for 11,721 acre-feet per year (3.82 billion gallons (BG) per year). Tenmile Creek is fed by two mountain reservoirs that have a combined storage capacity of 744 MG – Chessman Reservoir at 550 MG of capacity and Scott Reservoir at 194 MG of capacity.

Missouri River Treatment Plant

The Missouri River Treatment Plant (MRTP) treats water from the Missouri River Water through the Helena Regulating Reservoir. The treatment capacity is up to 9 MGD. The City has a Water Purchase Agreement with the Bureau of Reclamation for 11,300 acre-feet of water that was renewed in 2004 and will be up for renewal option in 2045 for 40 additional years. An additional 11,300 acre-feet is available for purchase.

Eureka Well

Eureka Well is located along West Main Street on the south end of town. The production capacity is currently being increase from 0.5 MGD to approximately 1 MGD. The water right for the well is 811.1 acre-feet per year (805 ac-ft actual) at a rate of 500 gallons per minute (gpm)

New Groundwater Well Development

The City of Helena has approximately 7,000-acre feet of ground water reservations that need to be perfected by the end of 2025. The City is actively trying to perfect the whole water reservation. The City has completed a well exploration project throughout the City. From the exploration well project, the City will drill production wells starting with 4 production wells at the Missouri River Treatment Plant. Additional

production wells are scheduled to be drilled on City Property North of the Wastewater Treatment Plant.

#### Water Demand

The water demand for the City of Helena has been fairly consistent through the past years because conservation efforts have off-set the new growth. The total water used in 2023 was 2.01 billion gallons, and 2024 was 2.09 billion gallons.

#### **Proposal/Objective:**

Staff will be presenting an overview of the City of Helena Water System.

For background the City of Helena's Water System currently has 3 and soon to be 4 raw water sources. The existing water sources are the Ten Mile Creek, Missouri River, and Eureka Well. The new source will be wells located mainly at the Missouri River Treatment. The City's distribution system consists of approximately 233 mile of mains, 15 million gallons for treated water storage in 8 tanks, and 13 pressure zones.

#### Ten Mile Treatment Plant

The Ten Mile Treatment Plant (TMTP) treats water from the Ten Mile Creek Watershed collected at 6 tributaries to the Ten Mile Creek. The treatment capacity is up to 8.9 million gallons per day (MGD). The City has water rights for 11,721 acre-feet per year (3.82 billion gallons (BG) per year). Tenmile Creek is fed by two mountain reservoirs that have a combined storage capacity of 744 MG – Chessman Reservoir at 550 MG of capacity and Scott Reservoir at 194 MG of capacity.

#### Missouri River Treatment Plant

The Missouri River Treatment Plant (MRTP) treats water from the Missouri River Water through the Helena Regulating Reservoir. The treatment capacity is up to 9 MGD. The City has a Water Purchase Agreement with the Bureau of Reclamation for 11,300 acre-feet of water that was renewed in 2004 and will be up for renewal option in 2045 for 40 additional years. An additional 11,300 acre-feet is available for purchase.

#### Eureka Well

Eureka Well is located along West Main Street on the south end of town. The production capacity is currently being increase from 0.5 MGD to approximately 1 MGD. The water right for the well is 811.1 acre-feet per year (805 ac-ft actual) at a rate of 500 gallons per minute (gpm)

#### New Groundwater Well Development

The City of Helena has approximately 7,000-acre feet of ground water reservations that need to be perfected by the end of 2025. The City is actively trying to perfect the whole water reservation. The City has completed a well exploration project throughout the City. From the exploration well project, the City will drill production wells starting with 4 production wells at the Missouri River Treatment Plant. Additional production wells are scheduled to be drilled on City Property North of the Wastewater Treatment Plant.



Water Demand

The water demand for the City of Helena has been fairly consistent through the past years because conservation efforts have off-set the new growth. The total water used in 2023 was 2.01 billion gallons, and 2024 was 2.09 billion gallons.

<b><u>Advantage:</u></b>	None Noted
<b><u>Notable Energy Impact:</u></b>	None Noted
<b><u>Disadvantage:</u></b>	None Noted
<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>	Only a Staff Presentation.