



City of Helena

CITY OF HELENA
City Commission Meeting
July 7, 2025 - 6:00 PM

City - County Building Room 330 / Zoom Online Meeting; <https://zoom.helenamt.gov/c/36053471/publicmeetings>

1. Call to Order and Roll Call

- A. Meeting Rules of Procedure

2. Pledge of Allegiance

3. Minutes

- A. 6-11-25 Admin Meeting
- B. 6-16-25 Commission Meeting
- C. 6-25-25 Admin Meeting
- D. 6-25-25 Special Commission Meeting

4. Board & Committee Update

- A. Board Appointments

5. Bid Award

- A. Community Facilities - Bid Award for the Fire Station #1 Mechanical Upgrades Project CF23007.

6. Communication/Proposals from Commissioners

7. Report of the City Attorney

8. Report of the City Manager

9. Communications from the Helena Citizens Council

10. Regular Items

- A. Consider Family Promise Community Aid Grant Agreement
- B. Transportation Systems - Consider BUILD Grant Acceptance
- C. Consider a resolution authorizing the City Manager to submit applications to the Federal Transit Administration.
- D. Consider a resolution dedicating City owned property, Tract B and Tract C of Certificate of Survey No. 474847, as right-of-way.
- E. Consider an Interlocal Agreement Establishing a City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council.
- F. Consider a Resolution distributing Railroad Urban Renewal District Tax Increment Financing funds to the Montana Business Assistance Connection (MBAC) for building entrance accessibility improvements to the Poplar Street Business Incubator
- G. Consider a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to YWCA Helena for faade improvements at 501 North Park Avenue

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, Anne Pichette, 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.

Rules of Procedure:

Good evening and welcome to the City of Helena City Commission Meeting. We appreciate your attendance and participation. To ensure our meetings are productive and respectful, we ask everyone to adhere to the following guidelines:

Decorum and Expectations:

- Please maintain respect towards the Commission, presenters, and other participants. All participants are expected to avoid using profanity or hostile language. Inappropriate behavior or continued disruptions may result in action by the Commission.

Zoom Participation Decorum:

- Please keep your microphone muted unless you are speaking to minimize background noise.
- Use the “Raise Hand” feature if you wish to speak and wait to be recognized by the chair.
- If available to you, please ensure your video is on if you are speaking, to maintain transparency and engagement.
- Participants joining by telephone may raise their hand by pressing *9 and mute/unmute themselves using *6.

Public Comment:

- Public comments will be recognized only during designated periods by the presiding officer.
- State your name for the record when recognized to speak.
- **Each speaker will be given two minutes to make their comments. At two minutes, you will be asked to begin wrapping up. Please keep comments respectful, concise, and non-repetitive.**
- Individuals may speak once per agenda item and during the general comment period at the end of the meeting.
- **Comments will first be taken from people present in the room, followed by online participants.**
- Online participants may also use the Q&A feature to submit written comments.
- **If you ask a question during public comment, it will be recorded but you likely will not receive an answer. The purpose of public comment is for you to share your thoughts on a topic, not ask questions to City staff.**
- Members of the Commission may ask clarifying questions during the comment period.
- **All comments will be recorded in the permanent record. Formal statements can be submitted via the General Public Comment form on the City’s website. Comments on public engagement pages and media are public records under MCA 2-6-1003.**

Montana’s Right to Participate and Right to Know Laws:

- In accordance with Montana’s right to participate law (MCA 2-3-103), the public is encouraged to engage in the decision-making process.
- The right to know law (MCA Article II Section 10) ensures that all meetings are open to the public and that records are accessible. We strive to maintain transparency and accountability in all our proceedings.

Public Meetings and Recordings:

- **Please be aware that all public meetings and recordings are considered public records. These records are accessible to the public at any time.**
- **By participating in this meeting, you acknowledge that your comments and participation will be part of the public record.**

Thank you for your cooperation and for contributing to a respectful and effective meeting.



City Commission Administrative Meeting

June 11, 2025 – 4:00 PM

Zoom Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings>

City County Building, 316 N. Park Ave., Room 326

Time & Place

A City Commission Administrative meeting was held Wednesday, June 11, 2025 at 4:00 p.m. physically in the City County Building, Room 326, and via Zoom Hub Link:

<https://zoom.helenamt.gov/c/36053471/publicmeetings>

Due to technical difficulties, some portions of the meeting recording are inaudible. The City of Helena and Montana Pro Audio will work to fix these issues for future meetings.

Call to Work Session, Introductions

(00:03:00) The following responded present:

In Person

Assistant City Attorney Petesch
City Manager Burton
Commissioner Dean
Commissioner Logan
Commissioner Reed
Mayor Collins

Via Zoom

Commissioner Shirtliff

Recommendations from the Helena Citizens Council

A. HCC Budget Recommendation Presentation

(00:03:47) HCC Chair Kuiper presented Item A.

(00:09:08) Commissioner Reed thanked the HCC for their work.

B. Updated LeGrande Cannon Right-of-Way

(00:09:56) HCC Representative Hammer presented Item B.

(00:11:22) Commissioner Dean asked Representative Hammer for clarification of the recommendation.

(00:12:31) Commissioner Dean asked Manager Burton and Community Development Director for further information about the right-of-way and requests for traffic.

- (00:19:34)** Commissioner Reed asked Manager Burton about the possibility of vacating portions of the right-of-way.
- (00:20:47)** Commissioner Logan explained his concerns about vacating the right-of-way.
- (00:22:10)** Commissioner Reed discussed public comments received.
- (00:23:11)** Commissioner Dean asked Director Brink and Manager Burton about the timeline for adjacent property ownership and annexation under the current plan.
- (00:27:16)** Ken Eden provided public comment, asking about legal protections for the property.
- (00:28:45)** Steve Turpowicz provided public comment, advocating for the recommendation.
- (00:29:47)** Mary Hollow of the Prickly Pear Land Trust provided public comment, advocating for the recommendation.
- (00:32:38)** Sarah Perry of Save Helena West Side provided public comment, advocating for the recommendation.
- (00:34:42)** Jane Horton provided public comment, advocating for the recommendation.
- (00:36:32)** Clerk Clayborn read written public comment into the record, provided by Bruce Newell.
- (00:37:36)** Manager Burton read written comment into the record, provided by Commissioner Shirliff.
- (00:38:13)** Mayor Collins asked Director Brink about the outcome of a delay or postponement initiated by the developer.
- (00:39:26)** Commissioner Logan asked Director Brink, Manager Burton, and Assistant City Attorney Petesch about portions of the property in question and the downside of vacating them.
- (00:42:51)** Commissioner Reed asked Director Brink for clarification of the portion of the trail that sits within the right-of-way.
- (00:43:50)** Manager Burton discussed next steps for this recommendation.
- (00:44:30)** Commissioner Reed asked Manager Burton about the possibility of a plan to be created for the public's benefit.
- (00:45:31)** Commissioner Logan asked Manager Burton about what prevents vehicular traffic from using the trail currently.
- (00:46:26)** Commissioner Dean explained her preferences for next steps.



- (00:48:53) Manager Burton discussed the conditions of adoption for the development, which include the original annexation plan.
- (00:49:38) Commissioner Reed explained her preferences for next steps.

Report of the City Manager

- (00:50:20) City Manager Burton had nothing to report.

Commission Comments, Questions

- (00:50:30) Commissioner Reed asked for consent from the Commissioners to include recognition of the Pride Flag as an official flag of the City of Helena on the upcoming Commission Meeting agenda.
- (00:51:27) Mayor Collins asked Commissioner Reed if she had consulted with the County.
- (00:52:11) Commissioner Logan expressed concerns.
- (00:53:04) Commissioner Dean asked Assistant Attorney Petesch about the scope of Missoula's recent resolution.
- (00:56:46) Commissioner Shirliff asked Assistant Attorney Petesch about the existing process for the City to adopt an official flag.
- (00:58:39) Commissioner Reed followed up on the initial request for an agenda item.
- (00:59:12) Commissioner Dean, Commissioner Reed, and Manager Burton discussed next steps for conversations and processes.
- (01:01:28) Commissioner Logan asked for clarification of the original request.
- (01:01:47) Commissioner Shirliff thanked the City Attorney's Office for their work.

Department Reports

A. Benton Avenue Pedestrian Improvements and Turn Lane

- (01:02:29) Transportation Systems Director Knoepke presented Item A.
- (01:05:18) Commissioner Reed asked Director Knoepke whether this project is subject to Metropolitan Planning Organization review and if it could be included in a broader discussion about Custer Avenue.
- (01:06:54) Commissioner Dean explained her support for moving this project forward quickly.

(01:08:40) Commissioner Shirtliff explained his support.

(01:09:50) Commissioner Logan explained his support.

B. Mini-Malfunction Update

(01:10:30) Director Knoepke presented Item B.

(01:20:25) Commissioner Logan discussed concerns with the existing plan.

(01:23:29) Commissioner Reed discussed concerns with the existing plan.

(01:24:33) Commissioner Dean asked Director Knoepke about MDT's position regarding the intersection in question.

(01:26:13) Commissioner Dean asked Director Knoepke about public comment received.

(01:27:28) Commissioner Logan discussed a recent meeting with MDT's Director of Transportation.

(01:28:23) Mayor Collins and Commissioner Reed asked Director Knoepke about pedestrian safety improvement.

(01:31:21) Commissioner Shirtliff suggested an open forum event be offered for public comment.

(01:32:58) Commissioner Dean requested more contact and involvement attempts for MDT.

(01:33:29) Mayor Collins discussed safety concerns with the current state of the intersection.

(01:34:42) A member of the public provided public comment, opposing the roundabout plan.

(01:35:46) Callie Aschim of the Chamber of Commerce provided public comment, opposing the roundabout plan.

(01:36:47) Anne Hausrath provided public comment, opposing the roundabout plan.

(01:37:58) A member of the public provided public comment, opposing the roundabout plan.

(01:40:17) Jeff Brown provided public comment, opposing the roundabout plan.

(01:41:57) Abigail Dolan of the Business Improvement District provided public comment, advocating for consideration of small businesses in the area during a large construction project.

- (01:44:02)** HCC District 1 Representative Diana Hammer provided public comment, opposing the roundabout plan.
- (01:46:00)** National Federation for the Blind Chapter President Jacob Krissovich provided public comment via Zoom, opposing the roundabout plan.
- (01:48:21)** Daryl Rensmon of Opportunity Bank provided public comment, opposing the roundabout plan.
- (01:49:43)** Abigail Dolan provided public comment, discussing preferences for an additional study.

C. Infrastructure Update

- (01:50:27)** Director Knoepke presented Item C.
- (01:53:35)** Commissioner Reed asked Director Knoepke about additional discussions regarding sidewalks in the future.
- (01:55:30)** Commissioner Dean asked Manager Burton about the timeline for a Special Improvement District for sidewalks.
- (01:56:58)** Commissioner Logan, Manager Burton, and Finance Director Danielson discussed the public's input opportunity and processes related to a Bond measure.

D. Authorization of issuance and calling for the public sale of general obligation bonds for a new fire station in Helena, MT

- (02:00:54)** Director Danielson, Facilities Director Sampson, and Dowling Architects Representatives Dowling, Stone, and Camerzelle presented Item D.
- (02:15:26)** Commissioner Dean asked Manager Burton and Director Danielson about using bond dollars to fund a building on City-owned land.

E. Authorizing the use of the \$50,000 Northwestern Energy Grant

- (02:19:28)** Public Works Deputy Director Coleman presented Item E.
- (02:21:12)** Mayor Collins confirmed the consensus direction.

Public Comment

- (02:21:30)** There were no further comments or questions from the Commission and/or public.

Commission Discussion and Direction to the City Manager



Adjournment

(02:21:50) There being no further business before the Commission, the meeting adjourned at 6:22pm.



**City of Helena
City Commission Meeting
June 16, 2025 – 6:00 PM**

**Zoom Hub Link; <https://zoom.helenamt.gov/c/36053471/publicmeetings>
City County Building Commission Chambers, Room 330**

Time & Place

A regular City Commission meeting was held on Monday, June 16, 2025 at 6:00 p.m.
via Zoom Hub Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings> and
physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

(00:05:02) The following responded present, either via zoom or in person:

In Person

Assistant City Attorney Petesch
City Manager Burton
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed
Mayor Collins

Via Zoom

None

Pledge of Allegiance

(00:05:52) Mayor Collins asked attendees to please stand and join in the
Pledge of Allegiance.

Minutes

- A. 5-19-25 Commission Meeting**
- B. 5-28-25 Admin Meeting**
- C. 6-2-25 Commission Meeting**

(00:06:30) **There being no comments or questions from the Commission,
Mayor Collins accepted Minutes A, B, and C.**

Bid Award

- A. 2025 Fire Hydrant Replacement Project #23-06**



- (00:07:00) Water and Wastewater Engineer Compton presented Item A.
- (00:08:20) Commissioner Dean asked Engineer Compton about the total number of replacements needed.
- (00:09:23) **Commissioner Logan made a motion to approve award the 2025 Fire Hydrant Replacement Project #23-06 to the lowest responsible bidder Montana Materials and Construction Incorporated in the amount of \$289,119.00. Commissioner Dean seconded the motion.**
- (00:09:49) 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. Transportation Systems - Bid Award For Project TSD-25-44

- (00:10:14) Transportation Systems Deputy Director Couey presented Item B.
- (00:11:50) Commissioner Shirliff asked Deputy Director Couey about the chassis lifespan of vehicles in question.
- (00:12:30) **Commissioner Reed made a motion to approve award Project TSD-25-44 to the lowest responsible bidder, I-State Trucking, Inc. in the amount of \$223,948.00. Commissioner Dean seconded the motion.**
- (00:12:49) 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



- (00:12:59) There were no communications or proposals from Commissioners.

Report of the City Attorney

- (00:13:12) Assistant City Attorney Petesch discussed the mechanism for adopting an official City flag and the scope of Missoula's flag resolution.
- (00:15:24) Commissioner Reed asked Assistant Attorney Petesch about barriers for displaying a pride flag in a public building.
- (00:16:24) Commissioner Reed asked Assistant Attorney Petesch about Pride flags being flown by the City of Helena prior to HB 819.
- (00:16:46) Mayor Collins asked Assistant Attorney Petesch about a public process.

Report of the City Manager

- (00:17:08) City Manager Burton introduced Clerk Clayborn to discuss the upcoming municipal election.
- (00:19:15) Public Information Officer Garcin and Dick Anderson Construction Representative Haberly discussed the Fire Tower Restoration Project.

Communications from the Helena Citizens Council

- (00:25:00) HCC Representative Katie Ryan had nothing to report.
- (00:25:37) Commissioner Reed asked Representative Ryan about citizen responses from an Art Walk event.

Regular Items

- A. Consider a Zone Change from R-3 (residential) to B-2 (general commercial) zoning district, and amending the official zoning map for the City of Helena, for a property legally described as: Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana**
- (00:27:06) Planner Alvarez presented Item A.
- (00:37:33) Commissioner Dean asked Planner Alvarez about Planning Commission public comments related to glare.

(00:38:41) Commissioner Shirliff made a motion to approve an ordinance amending City of Helena ordinance no. 3097 and the official zoning map for the City of Helena that changes the zoning district from R-3 (Residential) to B-2 (General Commercial) for the property legally described as Lot 12R, Block 16 of the Flower Garden Addition, Section 20, Township 10 North, Range 3 West, in the City of Helena, Lewis and Clark County, Montana. Commissioner Reed seconded the motion.

(00:39:16) 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 Hearings

A. Consider a Resolution Amending the Revised Final Budgets, Budget Authorities, and Appropriations for Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025 for the City of Helena, Montana, by Amending Resolution No. 20964 to Increase Appropriations by \$264,000

(00:40:00) Director Danielson presented Item A.

(00:41:42) Commissioner Reed made a motion to approve Resolution Amending the revised final budgets, budget authorities, and appropriations for fiscal year beginning July 1, 2024 and ending June 30, 2025 for the City of Helena, Montana, by amending Resolution No. 20964 to increase appropriations by \$264,000. Commissioner Logan seconded the motion.

(00:42:07) 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 a Resolution to Approve the Workplan and Budget for the Business Improvement District and Levy an Assessment on all Properties within the District for Fiscal Year 2026

(00:42:34) Director Danielson presented Item B.

(00:44:00) **Commissioner Shirliff made a motion to approve a Resolution to Approve the Workplan and Budget for the Business Improvement District and Levy an Assessment on all Properties within the District for Fiscal Year 2026. Commissioner Logan seconded the motion.**

(00:44:17) 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 a Resolution to Set Fees Charged for Disposal of Garbage and Refuse at the City of Helena Transfer Station and Repeal Resolution 20832

(00:44:50) Public Works Director Leland presented Item C.

(00:46:32) **Commissioner Reed made a motion to approve a resolution to set fees charged for disposal of garbage and refuse at the City of Helena Transfer Station, Repeal Resolution 20832. Commissioner Dean seconded the motion.**

(00:46:47) 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.

D. Consider a Resolution to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026

(00:47:16) Director Danielson presented Item D.

(00:48:14) Commissioner Dean asked Director Danielson and TBID Executive Director Opitz about mid-year budget impacts of tourism revenue loss.

(00:50:12) **Commissioner Logan made a motion to approve a Resolution to Approve the Work Plan and Budget for the Helena Tourism Business Improvement District and to Levy an Assessment on all Property within the District for Fiscal Year 2026. Commissioner Dean seconded the motion.**

(00:50:33) 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.

E. Consider a Resolution Adopting Preliminary Budgets, Budget Authorities, and Appropriations for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 for the City of Helena, Montana, and Setting the Salary for the Municipal Court Judge

(00:51:05) Director Danielson presented Item E.

(00:58:02) Commissioner Logan asked Director Danielson about the proposed “mini-malfunction” roundabout project funding.

(00:59:13) Commissioner Dean asked Director Danielson if additional properties have been submitted to the Department of Revenue which would factor into the 2% increase of newly taxable properties.

(01:03:02) Clerk Clayborn attempted to read a written comment into the record, provided by an unnamed user via Zoom.

(01:03:16) **Commissioner Dean made a motion to approve A Resolution Adopting Preliminary Budget Authorities, and Appropriations for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026, and setting the Salary for the Municipal Court Judge and to amend the budget to fund an additional \$350,000 from the contingency reserve fund to fund the sidewalk loan program. Commissioner Shirliff seconded the motion.**

(01:04:04) Commissioner Reed explained her preferences for voting.

(01:04:53) Commissioner Logan explained his preferences for voting.

(01:05:07) Commissioner Dean discussed the proposed amendment.

(01:06:42) Commissioner Reed asked Director Danielson about the current terms of the Sidewalk Loan Program and about noncompliance funding.

(01:09:05) Mayor Collins asked Assistant Attorney Petesch about procedure.

(01:09:36) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **No**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 4:1.

(01:10:00) Director Danielson asked Assistant Attorney Petesch about the procedure for motions and amendments.

(01:10:24) Commissioner Dean thanked Director Danielson and City Staff for their work.

(01:12:21) **Commissioner Dean made a motion to approve the budget as amended, including A Resolution Adopting Preliminary Budget Authorities, and Appropriations for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026, and setting the Salary for the Municipal Court Judge. Commissioner Shirliff seconded the motion.**

(01:13:06) 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.

F. Consider a Resolution Relating to Up to \$7,000,000 In Principal Amount of General Obligation Bonds: Authorizing the Issuance and Calling for the Public Sale Thereof

(01:13:33) Director Danielson presented Item F.

(01:16:23) **Commissioner made a motion to approve a Resolution Relating up to \$7,000,000 in Principal Amount of General Obligation Bonds: Authorizing the Issuance and Calling for the Public Sale thereof. Commissioner Dean seconded the motion.**

(01:16:43) 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

(01:17:15) Katie Ryan provided public comment, discussing tree tagging and removal as well as the Sidewalk Program.

(01:18:30) Phyllis Lamping provided public comment, asking about the pride flag discussion.

(01:20:40) Howard Derosier provided public comment, expressing concern for a pride flag resolution.

(01:22:10) Candace Peterson provided public comment, expressing concern for a pride flag resolution.

(01:26:21) Loy Chevilaczeck provided public comment, expressing concern for a pride flag resolution.

(01:28:40) Phyllis Lamping provided additional public comment, expressing concern for a pride flag resolution.



- (01:29:03) Abigail Dolan of the Business Improvement District provided public comment, discussing the Sidewalk Program.
- (01:30:18) Rad Monte provided public comment, discussing the Orofino Gulch encampment.
- (01:34:52) Kevin Hamm provided public comment, advocating for the pride flag resolution.
- (01:37:12) Doug Peterson provided public comment, expressing concern for a pride flag resolution.
- (01:39:38) Clerk Clayborn read written public comment into the record, provided by Alex Paul via Zoom.

Adjournment

- (01:40:06) There being no further business before the Commission, the meeting adjourned at 7:41pm.

MAYOR

ATTEST:

CLERK OF THE CITY COMMISSION



**City Commission Administrative Meeting
June 25, 2025 – 4:00 PM**

**Zoom Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings>
City County Building, 316 N. Park Ave., Room 326**

Time & Place

A City Commission Administrative meeting was held Wednesday, June 25, 2025 at 4:00 p.m. physically in the City County Building, Room 326, and via Zoom Hub Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings>

Call to Work Session, Introductions

(00:04:14) The following responded present:

In Person

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

Via Zoom

None

Board & Committee Update

A. Board Appointment Review

(00:04:50) Mayor Collins presented Item A.

Recommendations from the Helena Citizens Council

(00:05:59) HCC Chair Ben Kuiper discussed their upcoming meeting.

Report of the City Manager

(00:06:17) City Manager Burton introduced Transportation Systems Director Knopke and Grants Administrator Opitz to discuss the RAISE and/or BUILD Grant.

(00:08:25) Commissioner Dean asked Director Knoepke about staffing requirements related to the grant.



- (00:09:06) Manager Burton introduced Transportation Systems Deputy Director Couey to discuss a Federal Transit Authority Resolution.
- (00:10:14) Commissioner Reed asked Deputy Director Couey about potential service changes for the public.

Commission Comments, Questions

- (00:10:36) Commissioner Reed asked Manager Burton for an update about the Public Safety Levy and related next steps.
- (00:11:50) Commissioner Shirliff asked Manager Burton for an update about pianos on the Walking Mall.
- (00:12:33) Commissioner Reed asked Manager Burton about the process for permitting related to the Walking Mall pianos and clarification about their origin.

Presentations

A. Family Promise Proposal for Use of Community Aid Grant Allocation

- (00:14:07) Grants Administrator Opitz and Family Promise Executive Director Bauer presented Item A.
- (00:15:16) Commissioner Reed asked Director Bauer for clarification of the funding allocation amount.
- (00:16:00) Manager Burton discussed next steps.
- (00:16:17) Commissioner Dean explained her reasoning for support and asked Administrator Opitz about using a \$100,000 fund previously reserved for homelessness solutions.
- (00:18:09) Mayor Collins explained his reasoning for support.
- (00:18:17) Commissioner Logan explained his reasoning for support.
- (00:18:23) Commissioner Reed explained her reasoning for support.
- (00:18:28) Mayor Collins confirmed consensus direction to Manager Burton.

B. City-County Board of Public Health Update

- (00:18:39) Public Health Officer Niemann presented Item B.
- (00:24:28) Commissioner Reed asked PHO Niemann about how members of the public can check their vaccine records.



Department Reports

A. Discussion regarding the possibility of introducing cost recovery billing, updating Resolution 19800, and reorganizing Ordinance 3141, Title 1, Chapter 7 into Title 13 of City Code

- (00:26:37)** Fire Chief Campbell presented Item A and shared a corrected item memo.
- (00:36:06)** Commissioner Reed requested more information about the operational specifics of false alarm events.
- (00:36:46)** Commissioner Logan explained his reasoning for support.
- (00:37:55)** Commissioner Dean requested more information about how other municipalities of comparable size handle false alarm events.
- (00:39:26)** Commissioner Shirtliff asked Chief Campbell about a waiver system.
- (00:39:54)** Chief Campbell addressed Commission questions and discussed the intent and practical application of a false alarm fee.

B. Sustainability Story Map Update

- (00:41:11)** Public Information Officer Garcin presented Item B.
- (00:45:05)** Commissioner Logan asked PIO Garcin about locating the StoryMap on the City of Helena website.
- (00:45:50)** Commissioner Reed requested that more information be made available to the public regarding cost recovery and conservation.
- (00:46:33)** Commissioner Dean asked PIO Garcin about sharing this information with the public via social media.

C. City Curbside Recycling and Yard Waste Collection Discussion

- (00:47:33)** Public Works Director Leland presented Item C.
- (00:50:51)** Commissioner Shirtliff explained his reasoning for support.
- (00:51:24)** Commissioner Reed explained her reasoning for support.
- (00:51:39)** Commissioner Dean explained her reasoning for support and requested further discussion for clarification of materials included in the term “yard waste.”
- (00:53:11)** Commissioner Logan explained his reasoning for support.



D. Dedicate City owned property, Tract B and Tract C of Certificate of Survey No. 474847, as right-of-way

(00:54:25) Assistant City Attorney Petesch presented Item D.

(00:56:31) Commissioner Logan explained his reasoning for support.

E. Interlocal agreement establishing a City of Helena and Lewis and Clark County Heritage Preservation and Cultural Council

(00:56:50) Community Development Director Brink presented Item E.

Public Comment

(01:01:38) Sandy Bradford provided public comment, expressing opposition for the Pride flag to be adopted as a City flag.

Commission Discussion and Direction to the City Manager

Adjournment

(01:04:26) There being no further business before the Commission, the meeting adjourned at 5:05pm.



City of Helena
City Commission Special Meeting
June 25, 2025 – 6:00 PM
Zoom Hub Link; <https://zoom.helenamt.gov/c/36053471/publicmeetings>
City County Building Commission Chambers, Room 330

Time & Place

A Special City Commission meeting was held on Wednesday, June 25, 2025 at 6:00 p.m. via Zoom Hub Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings> and physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

(00:04:15) The following responded present, either via zoom or in person:

In Person

City Attorney Dockter
Commissioner Dean
Commissioner Shirtliff
Commissioner Logan
Commissioner Reed
Mayor Collins

Via Zoom

None

The following were absent:

City Manager Burton

Pledge of Allegiance

(00:04:34) Mayor Collins asked attendees to please stand and join in the Pledge of Allegiance.

Communications/Proposals from Commissioners

(00:04:56) There were no communications or proposals from Commissioners.

Regular Items

A. Consider a Resolution Requesting a Mail Ballot Election for the City of Helena 2025 Primary and General Elections

(00:05:09) Clerk Clayborn presented Item A.



- (00:07:15) Commissioner Reed and Mayor Collins asked Clerk Clayborn about same-day voting procedures in a mail ballot election.
- (00:08:18) Commissioner Reed asked Clerk Clayborn about public access to elections and voting information via the City of Helena website.
- (00:09:30) **Commissioner Reed made a motion to approve a resolution requesting a mail ballot election be conducted by the Lewis & Clark County Elections Administrator for the 2025 City of Helena Primary and General Elections. Commissioner Dean seconded the motion.**
- (00:09:58) 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

- (00:10:08) There were no further comments or questions from the Commission and/or public.

Adjournment

- (00:10:18) There being no further business before the Commission, the meeting adjourned at 6:10pm.

ATTEST:

MAYOR

CLERK OF THE CITY COMMISSION

June 25, 2025

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

I am recommending the following board appointments:

**Helena Business Improvement
District**

Appointment of Lonnie Kamna to an interim term on the Helena Business Improvement District. Interim term expires October 31, 2027.

**Lewis & Clark County Heritage
Tourism Council**

Appointment of Tanya Hintz to a first term on the Lewis & Clark County Heritage Tourism Council. Term expires June 30, 2028.

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

City of Helena, Montana

July 7, 2025

To: Mayor Collins and the Helena City Commission

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

Subject: Community Facilities - Bid Award for the Fire Station #1 Mechanical Upgrades Project CF23007.

Present Situation:

The Fire Station's boiler plant was installed in 1976. The almost 50-year-old boiler and its components are beyond their expected life and are considered inefficient by today's standards. Currently one boiler serves the entire facility so there is no redundancy if the boiler fails. This project will remove the old boiler and install new redundant boilers. The new boilers have 98% thermal efficiency. This project will also replace non-functioning heater units, upgrade the air handlers, and upgrade the pneumatic controls to digital controls.

Bids for the Fire Station #1 Mechanical Upgrades Project were opened and read aloud at 1:00 P.M. local time on July 1, 2025, in room 326 of the City-County Building. Two bids were submitted. The award is based on the lowest responsible cumulative base bid plus any added alternate schedule the city determines to include with the project, which there was one. City Staff believe the base bid submitted by Tri-County Mechanical & Electrical is fair and reasonable. If the City decides to proceed with award of this project, staff recommends awarding Tri-County Mechanical & Electrical for the "base bid" price of \$325,649.00. The alternate bid 1A is not within budget (budget analysis worksheet attached) and therefore is not recommended at this time.

Background Information:

Fire Station #1 is located at 300 Neil Avenue. The current boiler and pneumatic controls are well past their useful life. The systems fail often and are not energy efficient.

Proposal/Objective:

Consider awarding the contract to Tri-County Mechanical & Electrical, who submitted the lowest responsible bid in the amount of \$325,649.

Advantage:

Installation of a new boiler heat system will provide an energy efficient, reliable, and redundant source of heat for fire operations.

Notable Energy Impact:

Installation of new energy-efficient boilers is an advantage as they comply with current energy code requirements, and we anticipate significant energy savings.

Disadvantage:

No disadvantages to this award are expected.

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to award the Fire Station #1 Mechanical Upgrades Project CF23007 to the lowest responsive bidder, Tri-County Mechanical & Electrical in the amount of \$325,649.

BUDGET ANALYSIS WORKSHEET

Fire Station #1 Mechanical Upgrades

City Project #CF23007

Description	Construction / Engineering
FUNDING	
20410210-492000	61,800.00
40004120-492000	387,500.00
Total Funding	449,300.00
COSTS	
Admin/Advertising Costs	200.00
Architectural / Engineering	45,500.00
Base Bid	325,649.00
Asbestos Test	740.00
Abatement Contract	9,475.00
20% Contingency	65,129.80
Total Cost	\$ 446,693.80
Over/Under Budget	\$ 2,606.20
Alternate #1	56,941.00
Over/Under Budget w/Alternate	\$ (54,334.80)

Prepared by Bridget Johnston, Community Facilities Manager

Tuesday, July 1, 2025

BID TABULATION

BID OPENING DATE: 7/1/2025

TIME: 1:00 PM MST

Project Name: Fire Station #1 Mechanical Upgrades CF23007

Contractor	Date Received	Time Received	Bid Bond (10%)	Addendum #1	Addendum #2	Bid Alternate #1	BASE BID
Montana City Plumbing & Heating Inc	7/1/2025	12:57 PM	x	x	x	x	Base: \$358,589 Alt 1: \$146,292
Tri-County Mechanical & Electrical	7/1/2025	12:38 PM	x	x	x	x	Base: \$325,649 Alt 1: \$56,941

Bids were opened by City Clerk Dannai Clayborn, read aloud by Facilities Director Troy Sampson, and recorded by Facilities Manager Bridget Johnston. Those present were Aaron Larson, mechanical engineer from Millenium Engineering and representatives from both bidders.

City of Helena, Montana

06/30/2025

To: Mayor Collins and the City of Helena Commission

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

Subject: Family Promise Community Aid Grant Agreement

Present Situation:

On August 7, 2023 the Helena City Commission allocated a \$250,000 community aid grant to Family Promise via Resolution 20852. Since that time, Family Promise staff have developed a project to remodel their facility at 2814 N Cook St. in Helena into a 16-room shelter for unhoused women and families. On June 25, 2025, the Helena City Commission provided consensus approval for staff to draw up an agreement for use of the allocation from Resolution 20852 to be used to support the shelter project at 2814 Cook St.

Background Information:

Family Promise of Greater Helena is a 501(c)(3) organization that provides emergency and in-program shelter, meals, support services, life skills training and trauma-informed services for families experiencing homelessness.

When Family Promise first applied for a Community Aid Grant in January 2023, their intended use for the funds was to acquire and rehabilitate a facility into a shelter. As a suitable property was not found, the organization opted to remodel their current facility.

In Spring of 2024, the Executive Directors of Good Samaritan Ministries and Family Promise informed the City of the intention to collaborate on a joint project that would co-locate services provided by Good Samaritan (Our Place peer-support program, a new women's shelter program called "Ruth's Place") and Family Promise's emergency shelter program at the Family Promise's location, 2814 N. Cook St.

In mid-April 2025, the City of Helena issued Family Promise the building permit for the remodel the 2814 N. Cook St. location, and construction began shortly thereafter.

On April 29, 2025 it was released to the press that Good Samaritan Ministries and Family Promise had decided to dissolve the partnership on their joint shelter project. Funding from the Montana Department of Commerce that was granted to Good Samaritan Ministries to support the joint-project was signed over to Family Promise to proceed with the women's shelter program.

Proposal/Objective:

Consider approval of a grant agreement with Family Promise of Greater Helena to allow the City to distribute approved grant funds.

Advantage:

N/A

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 grant agreement with Family Promise of Greater Helena.

CITY OF HELENA GRANT AGREEMENT

THIS AGREEMENT is made and entered into by and between 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, hereinafter referred to as “City,” and **FAMILY PROMISE OF GREATER HELENA, INC.**, P.O. Box 939, Helena, MT 59624, hereinafter referred to as “Grantee,” collectively referred to as “Parties.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. Background

- a. The United States Congress passed the American Rescue Plan Act of 2021 (ARPA) allocating funds for states, municipalities, counties, tribes, and territories.
- b. The City received Local Fiscal Recovery Funds as part of the American Rescue Plan Fiscal Recovery Funds Program.
- c. On April 1, 2022, the United States Department of the Treasury issued its final rule governing spending guidelines for the American Rescue Plan Fiscal Recovery Funds Program that increased flexibility to create the most impact for communities.
- d. In April 2022, the City fulfilled its first annual compliance reporting responsibilities for State and Local Recovery Funds and declared \$8,486,620.43 of grant funds received as revenue loss for the provision of general government services in accordance with the United States Treasury Final rule guidelines which created General Fund savings. These General Fund savings are not ARPA funds and are not subject to ARPA reporting requirements.
- e. The Helena City Commission (the “City Commission”) passed Resolution 20852 which allocated General Fund savings. The City Commission has come to a consensus to distribute a portion of the General Fund savings for community-based projects to Grantees whose grant applications have been approved by the City Commission.
- f. The City Commission, at its sole discretion, approves the distribution of the General Fund savings to Grantees.

2. **Purpose:** The purpose of this Agreement is for the City to distribute a portion of the General Fund savings to the Grantee in the form of a grant pursuant to this Agreement.
3. **Effective Date and Term:** This Agreement is effective upon execution by both Parties.
4. **Award of Grant Funds:** The City hereby grants to the Grantee a sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) (“Grant Funds”) to be used only in accordance with the terms of this Agreement. Grant funds will be paid as reimbursement for activities allowable under this Agreement. Reimbursement will be paid within thirty (30) days after a quote for services or invoice has been submitted, with supporting documentation, by the Grantee and approved by the City Finance Director.

Grantee must submit a valid W9 form to the City Finance Director before the Grant Funds will be released to the Grantee.

5. **Spend by Date:** All Grant Funds must be spent by December 31, 2026. Unless the City grants an extension, any Grant Funds not spent by the specified date will revert to the City.

Authorized Use of Grant Funds: Grant Funds may be used only for activities identified in the Proposal/Scope of Work attachment in the Grantee’s Grant Application and/or the Detailed Scope of Work document (“Grant Documents”), attached hereto as **Exhibit A** and hereby incorporated into this Agreement by reference, and as approved by the City Manager.

The Grantee is expressly prohibited from using the Grant Funds for any other purpose. No portion of the Grant Funds may be used for ongoing personnel costs. In addition, no portion of the Grant Funds may be used for illegal purposes or for purposes in violation of any laws. If the amount of the Grant Funds is in excess of the amount needed for the activities identified in the Grant Documents, Grantee shall refund the excess amount to the City within thirty (30) days of discovering the excess amount.

Modifications to the authorized use of the Grant Funds must be submitted in writing and approved by the City Manager.

6. **Reporting Requirements:** During the term of this Agreement, the Grantee shall submit the following reports to the City:
 - a. **Progress Reports:** Unless otherwise specified by the City Commission, the Grantee shall submit quarterly Progress Reports to the City Finance Director. The Grantee shall include the following information in the Progress Reports:

- i. a description of how the Grant Funds have been spent and/or obligated;
- ii. a description of how the use and/or obligation of the Grant Funds supports or accomplishes the activities identified in the Grant Documents;
- iii. a description of the progress of the activities identified in the Grant Documents;
- iv. a description of any issues related to the use and/or obligation of the Grant Funds and how those issues will be remedied;
- v. the amount of Grant Funds used and/or obligated;
- vi. the amount of Grant Funds that have not been used and/or obligated and how the Grantee anticipates using and/or obligating them; and
- vii. supporting documentation for each use and/or obligation of Grant Funds.

Supporting documentation, as used in this Agreement, includes, but is not limited to, financial reports, receipts, contracts, estimates, change orders, and other documents that show that the Grant Funds were spent on authorized activities.

If the Grantee does not submit a Progress Report by the deadline, the City may, at its sole discretion, recover the Grant Funds from the Grantee. The Grantee may request an extension for submitting a Progress Report and the City may grant the extension at its sole discretion.

- b. Completion Report:** At the completion of the project or exhaustion of the Grant Funds, the Grantee shall submit a final Completion Report by the next scheduled reporting date for approval by the City Finance Director. The Grantee shall include the following information in the Completion Report:

- i. the final completion date or date the Grant Funds were exhausted;
- ii. a description of how the Grant Funds have been used and/or obligated;
- iii. a description of how the use and/or obligation of the Grant Funds supported or accomplished the activities identified in the Grant Documents;
- iv. a description of any issues related to the use and/or obligation of the Grant Funds and whether those issues were remedied;
- v. the amount of Grant Funds used and/or obligated;
- vi. the amount of Grant Funds that were not used and/or obligated; and
- vii. supporting documentation for each use and/or obligation of Grant Funds.

If the Grantee does not submit the Completion Report by the deadline, the City may, at its sole discretion, recover the Grant Funds from the Grantee. The Grantee may request an extension for submitting the Completion Report and the City may grant the extension at its sole discretion.

7. **Performance Monitoring:** The City or any of its authorized agents may monitor and inspect all phases and aspects of the Grantee's performance to determine whether Grantee is complying with the terms of this Agreement. It is understood that City or any of its authorized agents, at the City's discretion, may perform periodic fiscal and project monitoring reviews at a reasonable time on dates to be arranged. These reviews are separate and distinct from the reporting requirements listed in the "Reporting Requirements" section of this Agreement. It is also understood that review by other officials may be required on dates to be arranged. As part of the monitoring activities listed in this section, the Grantee agrees to allow the City, its authorized agents, and other officials access, at a reasonable time to be arranged, to the Grantee's premises, project site, business records, and any other location or document that may be relevant to performance under this Agreement.
8. **Recovery of Grant Funds:** If the City, at its sole discretion, determines that the Grantee is not complying with the terms of this Agreement, the City may suspend or terminate this Agreement and recover the Grant Funds. The City may also recover the Grants Funds if the City determines, at its sole discretion, that the Grantee cannot use the Grant Funds on the activities identified in the Grant Documents.

If Grantee doesn't use or is unable to use the Grant funds for the activities identified in the Grant Documents, the Grantee shall promptly refund the Grant Funds to the City as soon as the Grantee is aware of non-use or inability to use the Grant Funds.

The City may seek all remedies at law to recover the Grant Funds. This includes, but is not limited to, filing a breach of contract claim against the Grantee.

9. **Maintenance of Records Required:** Grantee must maintain accurate records supporting all expenditures of grant funding, including but not limited to, receipts for all goods and services. The City may require that Grantee undergo an audit, at the Grantee's expense, of any such records as a condition of this grant. Grantee may be required to refund to the City any Grant Funds expended for which there is not adequate supporting documentation.
10. **Accountability:** The Grantee agrees to allow the City, its auditors, and other persons authorized by the City to inspect and copy the books and records of Grantee for the purpose of verifying that the Grant Funds were used in compliance with this Agreement and the law.
11. **Fund Availability:** This grant award is conditional upon availability of City funds and may be reduced at any time due to budget reductions.
12. **No Guarantee of Future Funding:** This award does not commit the City to future funding.

13. **Independent Contractor Status:** The parties agree that Grantee is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Grantee is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers' compensation or any other purpose. Grantee is not authorized to represent the City or otherwise bind the City in any dealings between Grantee and any third parties.
14. **Hold Harmless and Indemnification:** Grantee agrees, to the fullest extent permitted by law, to defend, hold harmless, and indemnify the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damage, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the Grantee or Grantee's agents, employees, officers, representative, assignees, or invitees, in connection with this Agreement.
15. **No Assignment, Transfer, Delegation, or Subcontracting:** Grantee may not assign, transfer, delegate, or subcontract this Agreement or any of its rights, duties, or obligations hereunder without prior express written consent of the City.
16. **Compliance with Laws:** Grantee agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, Montana Code Annotated.
17. **Nondiscrimination:** Grantee agrees that it will not discriminate based on any protected class in any of its activities or provision of services regardless of whether or not those activities or services are provided in connection with this Agreement. Grantee agrees that all hiring of persons in connection with this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, pregnancy, childbirth or medical condition related to pregnancy or childbirth, sexual orientation or expression, political beliefs or affiliation, genetic information, veteran status, culture, social origin or condition, or ancestry.
18. **Website Privacy Policy:** If Grantee collects any data electronically as part of the activities permitted by the terms and conditions of this Grant, Grantee agrees to comply with and follow the City's Website Privacy Policy in order to ensure the data security and data quality of personally identifiable information that is collected during the course and scope of this project.
19. **Records Access and Retention:** Grantee agrees, to the extent permitted by law, to provide

the City, or the City's authorized agent, access to any and all records required to be maintained by the conditions of this Agreement at the City's request. The City may terminate this Agreement without incurring liability and required repayment of any Grant Funds previously paid if the Grantee refuses to allow access to records as provided in this section. Grantee agrees to retain any records concerning this Agreement for **eight (8) years** after the last of Grant Funds have been paid. The obligation to maintain records required by this section survives the termination or the expiration of this Agreement.

20. **Notice Protocol:** Any notice or demand required or permitted to be given under the terms of this Agreement must be in writing. Written notice shall be deemed given when hand-delivered, or when mailed by first class mail, postage prepaid, to the addresses specified in this section, or by e-mail with confirmation of delivery.

The City's liaison for purposes associated with this Agreement is:

Name: Sheila Danielson, Finance Director
Address: 316 N. Park Ave., Helena, MT 59623
Phone: 406-447-8390
E-Mail: sdanielson@helenamt.gov

The Grantee's liaison for purposes associated with this Agreement is:

Name: Renee Bauer, Executive Director
Address: P.O. Box 939, Helena, MT 59624
Phone: 406-465-9467
E-Mail: director@familypromisehelena.org

If either party changes address or contact person, it must notify the other party in writing at the address provided in this section.

21. **Default and Termination:** The City may terminate this Agreement for failure of the Grantee to perform or comply with any of the services, duties, terms, or conditions contained in this Agreement after giving the Grantee written notice of the stated failure. The notice must specify the action required to correct the failure and a period of time, not less than thirty (30) days, within which to cure. If the demanded performance is not completed within the specified period, the City may terminate this Agreement and require repayment of any Grant Funds received.
22. **Attorney Fees:** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement, then the

prevailing party shall be entitled to reasonable attorney fees and costs, including the salary and costs associated with the City Attorney's services.

23. **Termination for City's Convenience:** City may terminate this Agreement at any time if this Agreement is no longer in the best interest of the City or if funding for this Agreement becomes unavailable.
24. **Termination in Writing:** Notice to terminate must be in writing and made in accordance with the provision in the "Notice Protocol" section of this Agreement.
25. **Remedies Non-Exclusive:** Any remedies available under this Agreement are cumulative and non-exclusive. Use of one remedy does not preclude use of the others.
26. **Failure to Enforce Not a Waiver:** City's failure, at any time, to enforce or to seek strict compliance with any provision of this Agreement or to exercise any right or remedy arising from the breach thereof does not constitute a waiver of that provision or remedy or of any other provision of this Agreement or available remedy.
27. **Full Integration:** This Agreement, together with its exhibits, if any, embodies the entire understanding between the parties relating to the subject matter contained herein and supersedes any prior statements, understandings, promises, or representations made by either party or their agents. No agent or representative of either party has authority to make any representations, statements, warranties, or agreements not herein expressed.

The following exhibits are made part of this Agreement by reference:

- Exhibit A ☐ Proposal/Scope of Work attachment in the Grantee's Grant Application
 ☒ Detailed Scope of Work document

28. **Amendments in Writing:** All amendments to this Agreement must be in writing and executed by all parties to this Agreement.
29. **Governing Law and Venue:** This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana. If a dispute arises, the proper venue for the hearing of the case is the District Court of the First Judicial District of the State of Montana, in and for the County of Lewis and Clark.
30. **Headings:** The section headings contained in this Agreement are for reference purposes only and do not affect the meaning or interpretation of the Agreement.

31. **Severability:** If any term or provision of this Agreement is held to be illegal, void or in conflict with any Montana law, the validity of the remaining terms and conditions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term, condition, or provision held to be invalid.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates stated below.

FOR THE CITY OF HELENA MONTANA

Signed: _____ Dated: _____
By: Tim Burton, City Manager

FOR THE GRANTEE

Signed: _____ Dated: _____
By: Renee Bauer, Director

APPROVED AS TO FORM:

Signed: _____ Dated: _____
By: Rebecca Dockter, City Attorney

SCOPE OF WORK – EXHIBIT A

Scope of Work: Grantee owns the property located at 2814 N. Cooke Street, Helena, Montana 59601. Grantee plans to construct a 16-room shelter on the property. Constructing the shelter will help enable Grantee to achieve the following outcomes, as stated in Grantee's grant application:

1. Emergency Shelter and Services
 - a. Construct a 16 room shelter on the property currently owned at 2814 N. Cooke Street
 - b. Wraparound case management for participants advancing them toward stable housing
 - c. Open to families with children regardless of gender except for sex offenders and noncompliant residents
2. Provide safe and secure shelter for an anticipated 140 children and 46 adults per year and help transition from program participants in permanent housing.
3. Track all program participants for no less than 2 years after placing them in homes in the community to assure their stability.

Grantee shall use the Grant Funds to pay for costs associated with the demolition of the property and construction of the shelter.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. 20852

A RESOLUTION ALLOCATING ADDITIONAL GENERAL FUND SAVINGS CREATED FROM ACCEPTING UNITED STATES TREASURY STATE AND LOCAL RECOVERY GRANT FUNDS AND DECLARING ALL GRANT FUNDS AS REVENUE LOSS USED FOR GENERAL GOVERNMENT SERVICES

WHEREAS, The United States Congress passed The American Rescue Plan Act of 2021 allocating \$350 billion for states, municipalities, counties, tribes, and territories, including \$130 billion for local governments;

WHEREAS, on June 9, 2021 the City of Helena's Local Government Certification Form for Non Entitlement Units requesting Local Fiscal Recovery Funds was approved by Montana State Financial Services Division, a division of Montana State Department of Administration;

WHEREAS, in Fiscal Year 2021, the city received its first tranche of Local Fiscal Recovery Funds in the amount of four million two hundred thirty thousand five hundred eighty-six dollars and eight cents (\$4,230,586.08) and in Fiscal Year 2022 received its second tranche of Local Fiscal Recovery Funds in the amount of four million two hundred forty-three thousand three hundred ten dollars and twenty one cents (\$4,243,310.21) for a grand total of grant funds received of eight million four hundred eighty-six thousand six hundred twenty dollars and forty-three

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

cents (\$8,486,620.43);

WHEREAS, the United States Department of the Treasury issued its final rule governing spending guidelines for the American Rescue Plan Fiscal Recovery Funds Program that increased flexibility to create the most impact for communities and went into effect on April 1, 2022;

WHEREAS, in April 2022 and April 2023 the city fulfilled its annual compliance reporting responsibilities for State and Local Recovery Funds and declared eight million four hundred eighty-six thousand six hundred twenty dollars and forty-three cents (\$8,486,620.43) of grant funds received as revenue loss for the provision of general government services in accordance with the United States Treasury final rule guidelines which created General Fund savings;

WHEREAS, the Helena City Commission held several public meetings with the city staff and the public and has solicited community public comment to guide their decisions on how to allocate the General Funds savings;

WHEREAS, the Helena City Commission passed Resolution No. 20782 which allocated five million two hundred twenty-three thousand seven hundred twenty dollars (\$5,223,720) of General Fund

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

Savings for internal projects;

WHEREAS, the Helena City Commission passed Resolution No. 20788 which allocated four hundred sixty-four thousand (\$464,000) of General Fund Savings for internal projects.

WHEREAS, the Helena City Commission passed Resolution No. 20802 which allocated one million nine hundred and seventy-three thousand dollars (\$1,973,000) of General Fund savings for priority community-based projects/obligations identified as follows:

1. One million five hundred and eighty thousand dollars (\$1,580,000) for the Our Redeemer's Housing Project brought by the Rocky Mountain Development Council via the City's Community Aid grant application process.
2. Two hundred and fifty thousand dollars (\$250,000) for the Community Food Resource Center project brought by Helena Food Share via the City's Community Aid grant application process.
3. One hundred and forty-three thousand dollars (\$143,000) for the Wildfire Risk Assessment & Education project brought by Tri-County Fire Safe Working Group via the City's Community Aid grant application process.
4. Adjust the allocation to the Fire Department for the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

replacement of the Type VI wildland fire truck from two hundred thousand dollars (\$200,000) down to forty-seven thousand dollars (\$47,000) to provide for new water tank and pump equipment and cover the insurance deductible for the loss of the vehicle, and return one hundred and fifty-three thousand dollars (\$153,000) back to the City General Fund cash reserves; and

WHEREAS, the Helena City Commission passed Resolution No. 20828 which allocated two hundred and three thousand dollars (\$203,000) of General Fund Savings to cover costs associated with operating Last Chance Splash municipal pool for the 2023-2024 seasons.

WHEREAS, the Helena City Commission has come to a consensus to distribute an additional one million twenty thousand and six hundred dollars (\$1,020,600) of General Fund Savings for community-based and city projects identified as follows:

1. One hundred twenty thousand dollars (\$120,000) for the development of a comprehensive recreation plan.
2. Fifty thousand dollars (\$50,000) community aid grant for the Kay's Kids program.
3. Twenty-six thousand dollars (\$26,000) community aide grant to Exploration Works.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

4. Two thousand dollars (\$2,000) community aide grant to the Last Chance Pow Wow organization.

5. Two hundred fifty thousand dollars (\$250,000) community aide grant to Family Promise.

6. One hundred thirty-four thousand and six hundred dollars (\$134,600) community aide grant to Good Samaritan Ministries.

7. Ninety-eight thousand dollars (\$98,000) for the purchase and installation of a public restroom in the downtown Business Improvement District.

8. Two hundred forty thousand dollars (\$240,000) for city facility solar project(s).

9. One hundred thousand dollars (\$100,000) as a contingency for funding homeless solutions.

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

Section 1. The City Commission will allocate one hundred twenty thousand dollars (\$120,000) for the development of a comprehensive recreation plan.

Section 2. The City Commission will allocate fifty thousand dollars (\$50,000) as a community aid grant for the Kay's Kids

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

program.

Section 3. The City Commission will allocate twenty-six thousand dollars (\$26,000) as a community aide grant to Exploration Works.

Section 4. The City Commission will allocate two thousand dollars (\$2,000) as a community aide grant to the Last Chance Pow Wow organization.

Section 5. The City Commission will allocate two hundred fifty thousand dollars (\$250,000) as a community aide grant to Family Promise.

Section 6. The City Commission will allocate one hundred thirty-four thousand and six hundred dollars (\$134,600) as a community aide grant to Good Samaritan Ministries.

Section 7. The City Commission will allocate ninety-eight thousand dollars (\$98,000) for the purchase and installation of a public restroom in the downtown Business Improvement District.

Section 8. The City Commission will allocate two hundred forty thousand dollars (\$240,000) for city facility solar project(s).

Section 9. The City Commission will allocate one hundred

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. 20852

thousand dollars as a contingency for the purpose of funding
homeless solutions.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 7TH DAY OF AUGUST 2023.



CLERK OF THE COMMISSION


MAYOR

City of Helena, Montana

7 July 2025

To: Honorable Mayor and City Commissioners

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

Subject: Transportation Systems – BUILD Grant Acceptance

Present Situation: The City of Helena has applied for and received a Better Utilizing Investments to Leverage Development (BUILD) Grant to conduct preliminary engineering plans for the East Side Connector. We received notification of the grant approval on June 23, 2025.

Background Information: The BUILD grant is a planning grant for all pre-construction activities necessary to plan and design an arterial road connecting Interstate 15 (I-15) to US Highway 12 (US 12) on the east side of Helena. The estimated costs for this phase is the total award of \$1.3 million. The proposed cost breakdown from our application includes a 25% contingency. It's estimated that this phase of the project will take approximately two years to complete. It is our intention once the planning phase is complete to reapply to the BUILD program for funding to cover the construction of the arterial.

The City first applied for this grant in February 2024. We were awarded the grant in January 2025. The funding for this grant program, like many other federal grants, was put on pause when the new administration came into office. We were notified on Monday, June 23 that our project had been approved to proceed towards executing a grant agreement. We are hopeful to have the grant agreement signed and executed in the next month or two so we can then proceed with the project.

Proposal/Objective: City staff recommends accepting the \$1,300,000 BUILD grant award.

Advantage: This funding will help the City of Helena plan and design the "East Side Arterial Connector," connecting I-15 to US 12 on the east side of Helena. With the support of federal grant funds, the City will be able to complete traffic, safety, and feasibility analyses, conduct community visioning, and coordinate with developers to plan and design a corridor that provides safe and equitable transportation options for all users, supports economic development, and promotes sustainable growth in the Helena area.

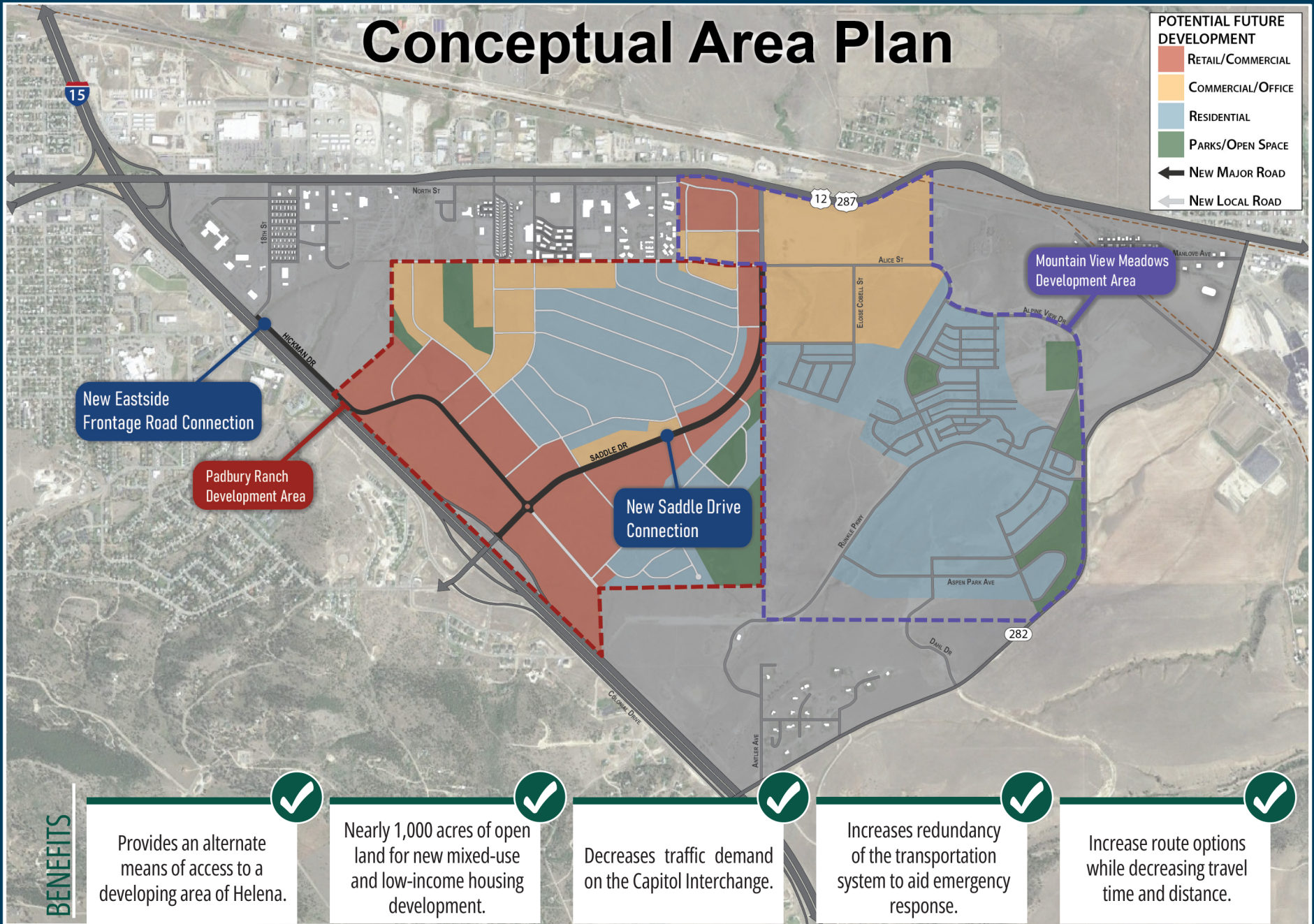
Notable Energy Impact: N/A

Disadvantage: No disadvantages for the award are expected.

Notice of Public Hearing: False

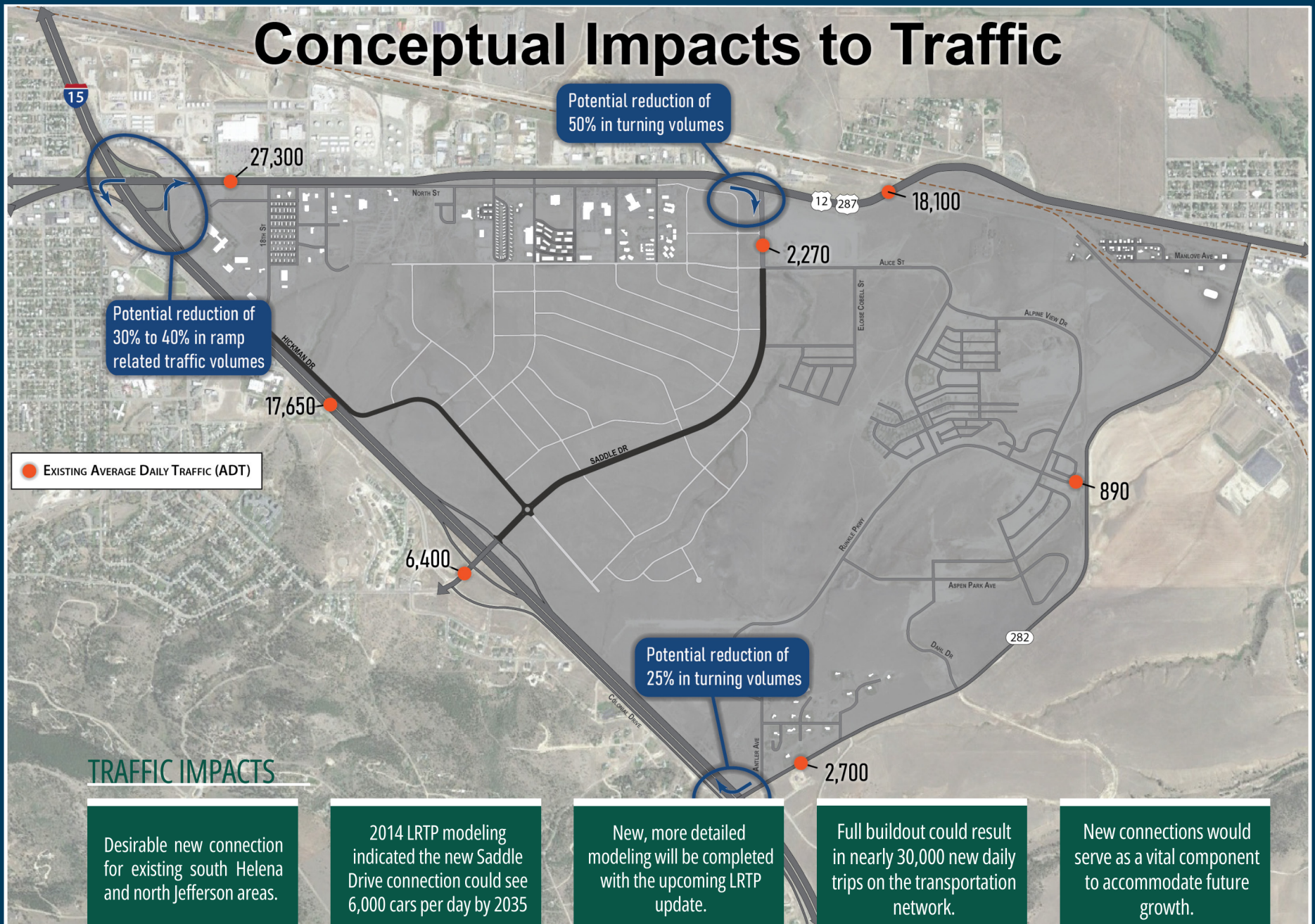
**Staff Recommendation/
Recommended Motion:** City staff recommends accepting the \$1,300,000 BUILD grant award.

Conceptual Area Plan



HELENA, MONTANA

Conceptual Impacts to Traffic



HELENA, MONTANA

City of Helena, Montana

06/30/2025

To: Honorable Mayor Collins and the Helena City Commissioners

From: Tim Burton, City Manager
Chris Couey, Transportation Systems Deputy Director

Subject: Transportation Systems - Consider a resolution authorizing the City Manager to submit applications to the Federal Transit Administration

Present Situation: As one of the final steps in Capital Transit's transition from a sub-recipient under the Montana Department of Transportation (MDT) to a direct recipient under the Federal Transit Administration (FTA), the City Commission must authorize the City Manager to submit applications for funding on the City's behalf. This resolution provides that authorization with the understanding that the City may be responsible for the non-federal (local) match required with such funding.

Background Information: Capital Transit and the City Manager have operated within a similar process for many years under MDT. At the conclusion of annual budget discussions, Capital Transit staff prepared a grant application for MDT and the City Manager was required to officially submit the application.

Proposal/Objective: Consider a resolution authorizing the City Manager to submit applications to the Federal Transit Administration.

Advantage: This resolution allows Capital Transit to complete the direct recipient transition process, allowing for the continued receipt of federal funding for operations.

Notable Energy Impact: N/A

Disadvantage: None noted for the City.

Notice of Public Hearing:

Staff Recommendation/Recommended Motion: Recommend approving a resolution authorizing the City Manager to submit applications to the Federal Transit Administration.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

5

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE
FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF
THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL
TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53;
TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES
ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the Federal Transit Administrator has been delegated
authority to award federal financial assistance for a
transportation project;

WHEREAS, the grant or cooperative agreement for federal
financial assistance will impose certain obligations upon the City
of Helena, and may require the City to provide the local share of
the project cost; and

WHEREAS, the City has or will provide all annual
certifications and assurances to the Federal Transit
Administration required for the project.

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

Section 1. That the City Manager is authorized to execute and
file an application for federal assistance on behalf of the
City of Helena with the Federal Transit Administration for
federal assistance authorized by 49 U.S.C. Chapter 53, title
23, United States Code, or other federal statutes authorizing

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

a project administered by the Federal Transit Administration.

Section 2. That the City Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.

Section 3. That the City Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the City of Helena.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS _____ DAY OF _____, 2025.**

ATTEST:

MAYOR

CLERK OF THE COMMISSION

City of Helena, Montana

June 25, 2025

To: Mayor Collins and the Helena City Commission

From: Tim Burton, City Manager
Assistant City Attorney Matthew Petesch

Subject: Consider a resolution dedicating City owned property, Tract B and Tract C of Certificate of Survey No. 474847, as right-of-way.

Present Situation: The City owns Tract B and Tract C shown on Certificate of Survey No. 474847. Patrick Hoy and Robin Suzor would like the City to dedicate Tract C as right-of-way to create legal and physical access to their proposed Lot 9A.

Background Information: The City owns Tract B and C shown on Certificate of Survey No. 474847. Patrick Hoy and Robin Suzor own Lots 7, 8, 9 in Block 10 of the Joseph Cox Addition to the City of Helena. Hoy and Suzor desire to create Lot 8A and Lot 9A as shown on the Certificate of Survey attached hereto as Exhibit A. The boundary line relocation will cause Lot 9A to not have legal and physical access, because it will not front a City right-of-way. Hoy and Suzor requested that the City dedicate Tract C as right-of-way for the purpose of creating legal and physical access for Lot 9A. Tract A on Certificate of Survey No. 474847 was a similarly situated piece of City property along South Rodney Street that was dedicated as right-of-way. Dedicating Tract B and Tract C as right-of-way is consistent with the designation of Tract A. City Public Works and Transportation have been contacted about this proposal and do not object.

Proposal/Objective: Consider approving a resolution dedicating Tract B and Tract C as shown on Certificate of Survey No. 474847 as right-of-way upon the filing of a City approved Certificate of Survey and upon the execution and filing of the Dedication of Right-of-Way and Acceptance, with the Lewis and Clark County Clerk and Recorder.

Advantage: Dedicating Tract B and Tract C as right-of-way will clean up South Rodney Street by making the tracts consistent with Tract C, which was previously dedicated as right-of-way.

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing: N/A

**Staff Recommendation/
Recommended Motion:** Recommend approving a resolution dedicating Tract B and Tract C as shown on Certificate of Survey No. 474847 as right-of-way upon the filing of a City approved certificate of survey and upon the execution and filing of the Dedication of Right-of-Way and Acceptance, with the Lewis and Clark County Clerk and Recorder.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CONVEYANCE OF REAL PROPERTY OWNED BY THE CITY OF HELENA

WHEREAS, 7-14-4101 of the Montana Code Annotated provides,
"The city or town council has the power to lay out, establish,
alter, widen, extend, grade, pave, or otherwise improve streets,
alleys, avenues, sidewalks, and public grounds and to vacate the
same."

WHEREAS, the City of Helena owns the parcel of real property
described below:

TRACT B

A tract of land in the east half of the northeast quarter of
the southeast quarter of Section 36, Township 10 North, Range
4 West, P.M.M., Lewis and Clark County, Montana more
particularly described as follows:

Commencing at the south 1/16 corner between Section 36,
Township 10 North, Range 3 West, a brass cap; then N 88°01'16"
W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along
the east right-of-way line of Contract Street to a point; then
N 88°01'16" W, 271.70 feet to an iron pin on the west right-
of-way line of Rodney Street, the POINT OF BEGINNING; then N
88°01'16" W, 148.43 feet along the south line of Lot 6, Block
10 of the Joseph Cox Addition to the City of Helena to an iron
pin on the east right-of-way line of the alley in Block 10,
then S 23°29'50" W, 23.40 feet along the east right-of-way
line of said alley projected to an iron pin; then S 89°03'18"
E, 149.52 feet to an iron pin; then 23°29'50" E, 20.50 feet
along the west right-of-way line of Rodney Street projected
to the point of beginning.

The tract contains 3,031 square feet. This description is
intended to describe that parcel referred to under "secondly"
in the description found in M Book 11, Page 9241 on file at

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. No. _____

the Lewis and Clark County Clerk and Recorder's Office. (see Certificate of Survey No. 474847 attached hereto as Exhibit A).

TRACT C

A tract of land in the east half of the northeast quarter of the southeast quarter of Section 36, Township 10 North, Range 4 West, P.M.M., Lewis and Clark County, Montana more particularly described as follows:

Commencing at the south 1/16 corner between Section 36, Township 10 North, Range 4 West and Section 31, Township 10 North, Range 3 West, a brass cap; then N 88°01'16" W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along the east right-of-way line of Contract Street to a point; then N 88°01'16" W, 441.63 feet to an iron pin on the west right-of-way line of the alley in Block 10, the POINT OF BEGINNING; then N 87°55'45" W, 150.17 feet along the south line of Lot 7, Block 10 of the Joseph Cox Addition to the City of Helena to an iron pin on the east right-of-way line of Sparta Street; then S 23°23'39" W, 27.30 feet along the east right-of-way line of Sparta Street projected to an iron pin; then S 89°16'02" E, 151.59 feet to an iron pin; then N 23°23'39" E, 23.50 feet along the west right-of-way line of said alley projected to the point of beginning.

The tract contains 3,553 square feet. This description is intended to describe that parcel referred to under "thirdly" in the description found in M Book 11, Page 9241, on file at the Lewis and Clark County Clerk and Recorder's Office. (see Certificate of Survey No. 474847 attached hereto as Exhibit A).

WHEREAS, Patrick Hoy and Robin Suzor own Lots 7, 8, and 9 in Block 10 of the Joseph Cox Addition to the City of Helena;

WHEREAS, Hoy and Suzor desire to create Lot 8A and Lot 9A as part of a boundary line relocation on their property as shown on

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. No. _____

the Certificate of Survey attached hereto as Exhibit B;

WHEREAS, the boundary line relocation will cause Lot 9A to not have legal and physical access, because it does not front a City right-of-way;

WHEREAS, Hoy and Suzor requested that the City dedicate Tract C as right-of-way for the purpose of creating legal and physical access for Lot 9A;

WHEREAS, Tract A on Certificate of Survey No. 474847 was a similarly situated piece of City property along South Rodney Street that was dedicated as right-of-way;

WHEREAS, dedicating Tract B and Tract C as right-of-way is consistent with the designation of Tract A;

WHEREAS, it appears to be in the best interests of the City of Helena and the inhabitants thereof to dedicate Tract B and Tract C as right-of-way.

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

Section 1. That Tract B and Tract C, as shown on Exhibit A, shall be dedicated City right-of-way upon the filing of a City approved Certificate of Survey and upon the execution and filing of the Dedication of Right-of-Way and Acceptance, attached hereto as

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. No. _____

Exhibit C, with the Lewis and Clark County Clerk and Recorder.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS _____ DAY OF May, 2025.**

MAYOR

ATTEST:

CLERK OF THE COMMISSION

4019

CERTIFICATE OF
SURVEY
FOR THE CITY OF HELENA
OF
THOSE PARCELS DESCRIBED IN
M BOOK 11, PAGE 9241,
LEWIS AND CLARK COUNTY, MONTANA

Exhibit A

TRACT A
A tract of land in the east half of the northeast quarter of the southeast quarter of Section 36, Township 10 North, Range 4 West, P.M.M., Lewis and Clark County, Montana more particularly described as follows:
Commencing at the south 1/16 corner between Section 36, Township 10 North, Range 4 West and Section 31, Township 10 North, Range 3 West, a brass cap; then N 88°01'16" W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along the east right-of-way line of Contract Street to a point; then N 88°01'16" W, 53.80 feet to a cross on a stone on the west right-of-way line of Contract Street, the POINT OF BEGINNING; then N 88°01'16" W, 161.40 feet along the south line of Lot 4, Block 9 of the Joseph Cox Addition to the City of Helena to an iron pin on the east right-of-way line of Rodney Street; then S 23°29'50" W, 19.70 feet along the east right-of-way line of Rodney Street projected to an iron pin; then S 88°15'07" E, 161.66 feet to an iron pin; then N 23°29'50" E, 19.00 feet along the west right-of-way line of Contract Street projected to the point of beginning.
The tract contains 2,905 square feet. This description is intended to describe that parcel referred to under "firstly" in the description found in M Book 11, Page 9241 on file at the Lewis and Clark County Clerk and Recorder's Office.

TRACT B
A tract of land in the east half of the northeast quarter of the southeast quarter of Section 36, Township 10 North, Range 4 West, P.M.M., Lewis and Clark County, Montana more particularly described as follows:
Commencing at the south 1/16 corner between Section 36, Township 10 North, Range 4 West and Section 31, Township 10 North, Range 3 West, a brass cap; then N 88°01'16" W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along the east right-of-way line of Contract Street to a point; then N 88°01'16" W, 271.70 feet to an iron pin on the west right-of-way line of Rodney Street, the POINT OF BEGINNING; then N 88°01'16" W, 148.43 feet along the south line of Lot 6, Block 10 of the Joseph Cox Addition to the City of Helena to an iron pin on the east right-of-way line of the alley in Block 10, then S 23°29'50" W, 23.40 feet along the east right-of-way line of said alley projected to an iron pin; then S 89°03'18" E, 149.52 feet to an iron pin; then N 23°29'50" E, 20.50 feet along the west right-of-way line of Rodney Street projected to the point of beginning.
The tract contains 3,031 square feet. This description is intended to describe that parcel referred to under "secondly" in the description found in M Book 11, Page 9241 on file at the Lewis and Clark County Clerk and Recorder's Office.

LEGEND

- IRON PIN FOUND, 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "DITTO, 29155".
- IRON PIN FOUND, 5/8" REBAR WITH YELLOW PLASTIC CAP MARKED "RIES 41255".
- IRON PIN SET THIS SURVEY. 5/8" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "BUCHER, 4548ES".
- "X" CROSS CUT IN STONE.
- (R1) PARENTHESES INDICATE ORIGINAL PLAT DISTANCES OF "JOSEPH COX ADDITION TO HELENA".
- (R2) PARENTHESES INDICATE ORIGINAL PLAT DISTANCES FROM CERTIFICATE OF SURVEY NUMBER 458772/T.

NOTES

THE BASIS OF BEARING IS THE 1/16 LINE FROM C-E-SE 1/64 CORNER OF SECTION 36 TO S 1/16 CORNER ON THE TOWNSHIP LINE BETWEEN RANGE 3 AND 4 WEST.

TRACT C
A tract of land in the east half of the northeast quarter of the southeast quarter of Section 36, Township 10 North, Range 4 West, P.M.M., Lewis and Clark County, Montana more particularly described as follows:
Commencing at the south 1/16 corner between Section 36, Township 10 North, Range 4 West and Section 31, Township 10 North, Range 3 West, a brass cap; then N 88°01'16" W, 5.70 feet to a point; then N 23°29'50" E, 41.29 feet along the east right-of-way line of Contract Street to a point; then N 88°01'16" W, 441.63 feet to an iron pin on the west right-of-way line of the alley in Block 10, the POINT OF BEGINNING; then N 87°55'45" W, 150.17 feet along the south line of Lot 7, Block 10 of the Joseph Cox Addition to the City of Helena to an iron pin on the east right-of-way line of Sparta Street; then S 23°23'39" W, 27.30 feet along the east right-of-way line of Sparta Street projected to an iron pin; then S 89°16'02" E, 151.59 feet to an iron pin; then N 23°23'39" E, 23.50 feet along the west right-of-way line of said alley projected to the point of beginning.
The tract contains 3,553 square feet. This description is intended to describe that parcel referred to under "thirdly" in the description found in M Book 11, Page 9241, on file at the Lewis and Clark County Clerk and Recorder's Office.

PURPOSE OF SURVEY

The purpose of survey is to "provide material evidence not appearing on any map filed with the county clerk and recorder or contained in the records of the United States bureau of land management." (Section 76-3-404 (1) (a) M.C.A.). No new parcels are created by this survey.

William H. Bucher
City Manager
Charles R. Hamant
City Engineer

Lewis and Clark County) ss

On this _____ day of _____ in the year

_____ before me, _____

personally appeared _____, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

Notary Public for the State of Montana

Residing at _____, Montana

My Commission expires _____

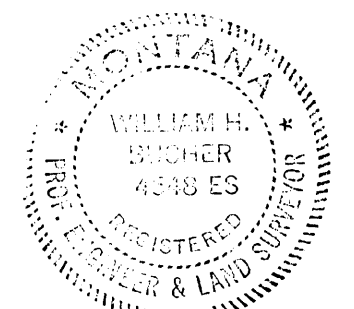
CERTIFICATE OF SURVEY

I William H. Bucher of Helena, Montana hereby certify that this survey was performed under my supervision in June 1991, that monuments were set, that this plat conforms to the work on the ground, and that this plat was prepared in accordance with M.C.A. 76-3-101 through M.C.A. 76-3-614.

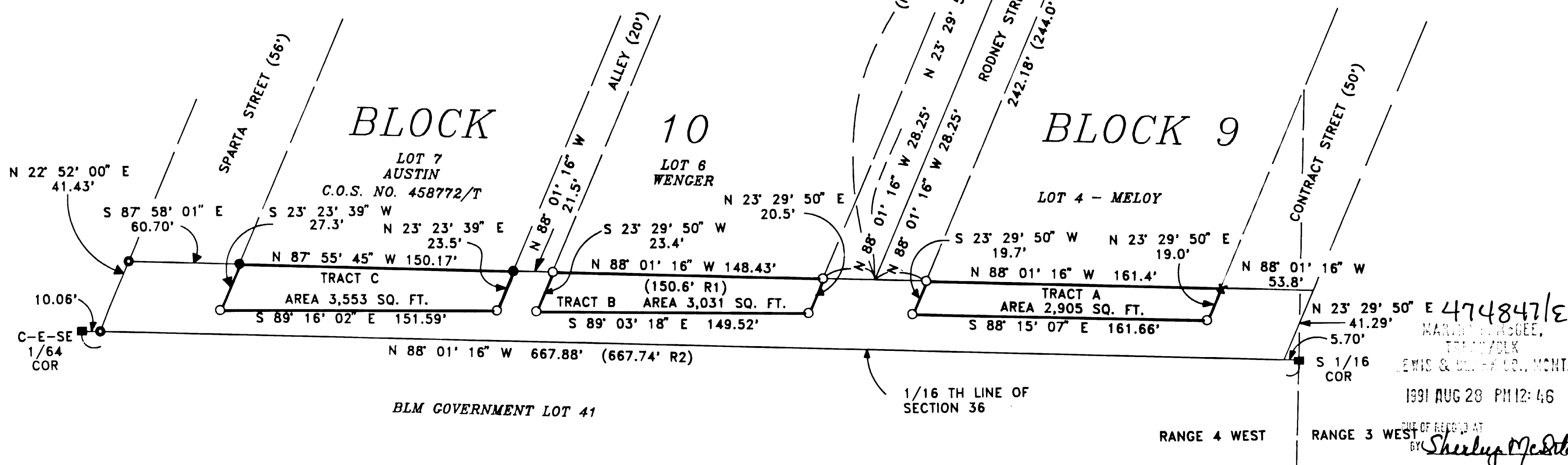
Dated this 21st day of August, 1991.

William H. Bucher
William H. Bucher
Montana Registration No. 4548ES

William H. Bucher
Reviewing Land Surveyor
Mont. Reg. No. 2105-S
Reviewed 8/26/91
Date 8/26/91



0' 25' 50' 100'
SCALE: 1" = 50'



650

CERTIFICATE OF SURVEY

FOR: PATRICK HOY & ROBIN SUZOR

PURPOSE: TO AMEND LOTS 7, 8, AND 9 IN BLOCK 10 OF JOSEPH COX ADDITION TO THE CITY OF HELENA MONTANA TO CREATE LOTS 8A AND 9A.

LEGEND

- ⊙ SET. 5/8" REBAR W/Y.P.C. TRIPLE R 12450LS
- FND 1/2" REBAR 2915 S YPC
- ◇ FND BRASS CAP S 1/16 CORNER OR AS NOTED
- CALCULATED POINT

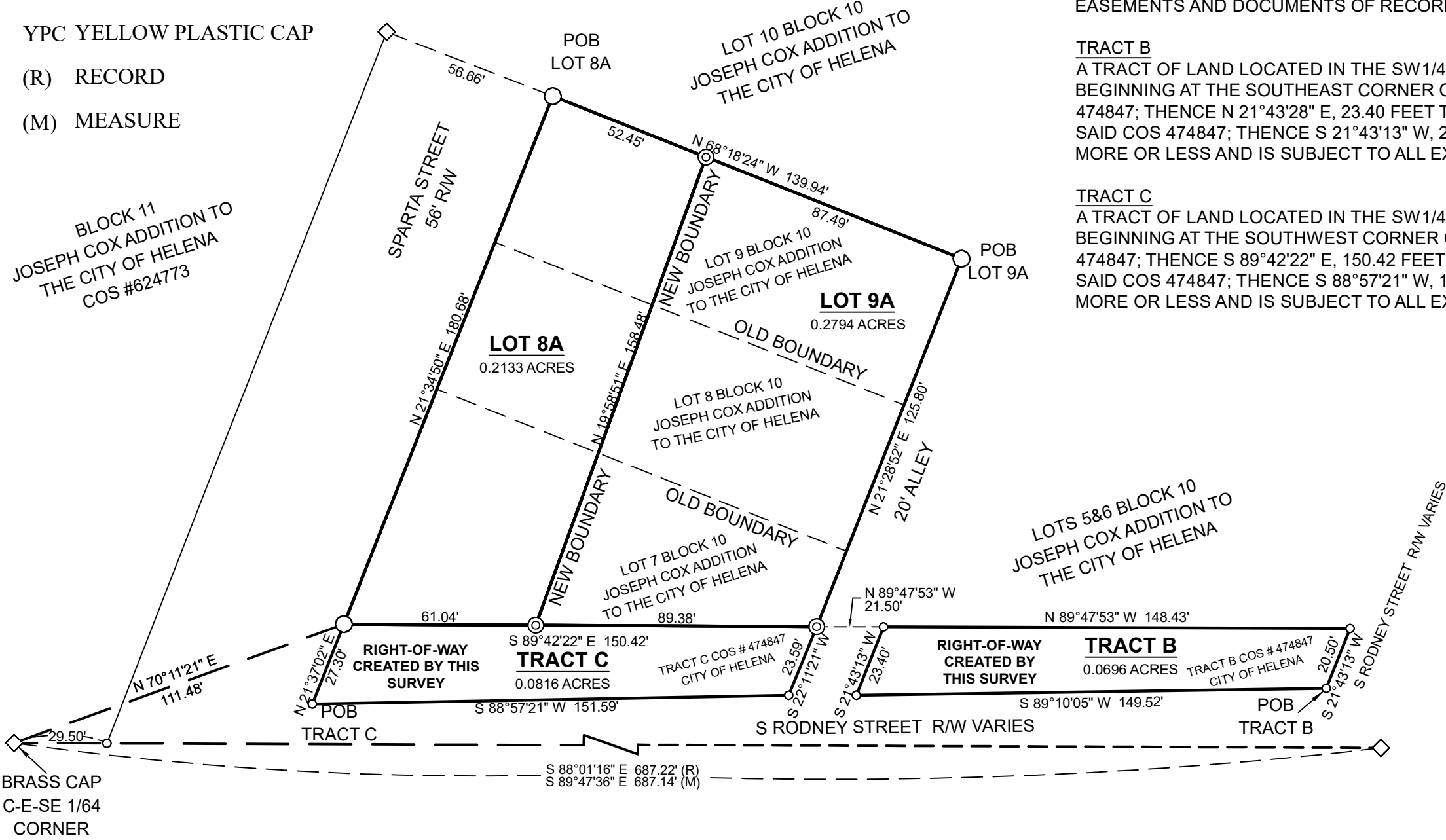
POB POINT OF BEGINNING

AC ALUMINUM CAP

YPC YELLOW PLASTIC CAP

(R) RECORD

(M) MEASURE



LOT 8A

A TRACT OF LAND LOCATED IN THE SW1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 9 IN BLOCK 10 OF THE JOSEPH COX ADDITION TO THE CITY OF HELENA; THENCE S 68°18'24" E, 52.45 FEET ALONG THE NORTHERLY BOUNDARY OF SAID OT 9; THENCE S 19°58'51" W, 158.48 FEET TO THE NORTH BOUNDARY OF LOT B OF COS 474847; THENCE N 89°42'22" W, 61.04 FEET ALONG THE NORTH LINE OF SAID LOT B; THENCE N 21°34'50" E, 180.68 FEET; ALONG THE EASTERLY RIGHT-OF-WAY OF SPARTA STREET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.2133 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

LOT 9A

A TRACT OF LAND LOCATED IN THE SW1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 9 IN BLOCK 10 OF THE JOSEPH COX ADDITION TO THE CITY OF HELENA; THENCE S 21°28'52" E, 125.80 FEET TO THE NORTHEAST CORNER OF LOT B OF COS 474847; THENCE N 89°42'22" W, 89.38 FEET ALONG THE NORTH BOUNDARY OF SAID LOT B; THENCE S 19°58'51" E, 158.48 FEET TO THE SOUTH BOUNDARY OF LOT 10 BLOCK 10 OF THE JOSEPH COX ADDITION; THENCE S 68°18'24" E, 87.49 FEET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.2794 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

TRACT B

A TRACT OF LAND LOCATED IN THE SW1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF TRACT B OF COS 474847 FOR THE CITY OF HELENA; THENCE S 89°10'05" W, 149.52 FEET TO THE SOUTHWEST CORNER OF SAID TRACT B OF SAID COS 474847; THENCE N 21°43'28" E, 23.40 FEET TO THE NORTHWEST CORNER OF SAID TRACT B OF SAID COS 474847; THENCE S 89°47'53" E, 148.43 FEET TO THE NORTHEAST CORNER OF TRACT B OF SAID COS 474847; THENCE S 21°43'13" W, 20.50 FEET ALONG THE WEST RIGHT-OF-WAY OF SOUTH RODNEY STREET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.0696 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

TRACT C

A TRACT OF LAND LOCATED IN THE SW1/4 OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 4 WEST, P.M.M, LEWIS AND CLARK COUNTY, MONTANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF TRACT C OF COS 474847 FOR THE CITY OF HELENA; THENCE N 21°37'02" E, 27.30 FEET TO THE NORTHWEST CORNER OF SAID TRACT C OF SAID COS 474847; THENCE S 89°42'22" E, 150.42 FEET TO THE NORTHEAST CORNER OF SAID TRACT C OF SAID COS 474847; THENCE S 22°11'21" W, 23.59 FEET TO THE SOUTHEAST CORNER OF TRACT C OF SAID COS 474847; THENCE S 88°57'21" W, 151.59 FEET ALONG THE WEST RIGHT-OF-WAY OF SOUTH RODNEY STREET TO THE POINT OF BEGINNING. THE TRACT OF LAND CONTAINS 0.0816 ACRES, MORE OR LESS AND IS SUBJECT TO ALL EXISTING EASEMENTS AND DOCUMENTS OF RECORD AS SHOWN ON THIS SURVEY.

EXEMPTION LOTS 8A & 9A

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE DIVISION OF LAND SHOWN ON THIS CERTIFICATE OF SURVEY IS EXEMPT FROM REVIEW AS A SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF SECTION 76-3-207(1)(a) OF MCA, AS THIS IS A RELOCATION OF COMMON BOUNDARY LINES BETWEEN ADJOINING PROPERTIES. THE PURPOSE OF THIS SURVEY IS ALSO FOR THE AGGREGATION OF PARCELS OR LOTS WHEN A CERTIFICATE OF SURVEY OR SUBDIVISION PLAT SHOWS THAT THE BOUNDARIES OF THE ORIGINAL PARCELS HAVE BEEN ELIMINATED AND THE BOUNDARIES OF A LARGER AGGREGATE PARCEL ARE ESTABLISHED. A RESTRICTION OR REQUIREMENT ON THE ORIGINAL PLATTED LOT OR ORIGINAL UNPLATTED PARCEL CONTINUES TO APPLY TO THOSE AREAS, AS STATED IN 76-3-207(1)(f), MCA. THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE AMENDED PLAT ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD. 24.183.1104(1)(f)(iii)(C), ARM

EXEMPTION TRACTS B AND C

TRACTS B AND C ARE EXEMPT FROM REVIEW AS A SUBDIVISION IN ACCORDANCE WITH THE PROVISIONS OF SECTION 76-3-103(17)(a) MCA, BECAUSE "TRACT OF RECORD" MEANS AN INDIVIDUAL PARCEL OF LAND, IRRESPECTIVE OF OWNERSHIP, THAT CAN BE IDENTIFIED BY A DESCRIPTION INDEPENDENT OF ANY OTHER PARCEL OF LAND, USING DOCUMENTS ON FILE IN THE RECORDS OF THE COUNTY CLERK AND RECORDER'S OFFICE.

DEQ EXEMPTION LOTS 8A & 9A

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT LOTS 8A AND 9A IS EXEMPT FROM DEQ REVIEW IN ACCORD WITH ARM 17.36.605(2)(a), BECAUSE THIS IS A NEWLY CREATED PARCEL WITHOUT EXISTING FACILITIES FOR WATER SUPPLY, WASTEWATER DISPOSAL, OR SOLID WASTE DISPOSAL AND WATER SUPPLY, WASTEWATER DISPOSAL, OR SOLID WASTE DISPOSAL FACILITIES WILL NOT BE CONSTRUCTED ON THE PARCEL.

DEQ EXEMPTIONS TRACTS A AND B

TRACTS B AND C ARE EXEMPT FROM DEQ REVIEW IN ACCORD WITH MCA 76.3.103(17)(a), BECAUSE THIS IS AN EXISTING PARCEL THAT IS A TRACT OF RECORD.

DATE _____, 20____.

PATRICK HOY

ROBIN SUZOR

ON THIS _____ DAY OF _____, 20____, PATRICK HOY AND ROBIN SUZOR PERSONALLY APPEARED BEFORE ME AND DID HEREIN EXECUTE THE ABOVE INSTRUMENT FOR THE PURPOSES STATED.

LEWIS & CLARK COUNTY, MONTANA

NOTARY'S SEAL/STAMP

NOTARY PUBLIC FOR THE STATE OF MONTANA

PRINTED NAME
NOTARY PUBLIC FOR THE STATE OF _____
RESIDING AT _____
MY COMMISSION EXPIRES: _____, 20____

CERTIFICATE OF COUNTY TREASURER

I HEREBY CERTIFY, PURSUANT TO SECTION 76-3-207 (3) OF MCA, THAT ALL REAL PROPERTY TAXES AND SPECIAL ASSESSMENTS ASSESSED AND LEVIED ON THE LAND DESCRIBED ON THIS CERTIFICATE OF SURVEY ARE PAID IN FULL.

GEO CODE 05-1887-36-4-03-01-0000

TAX CODE 3084

DATED THIS _____ DAY OF _____, 2023.

TREASURER, LEWIS & CLARK COUNTY, MONTANA

CERTIFICATE OF EXAMINING LAND SURVEYOR

REVIEWED FOR ERRORS AND OMISSIONS IN CALCULATIONS AND DRAFTING THIS _____ DAY OF _____, 2023 PURSUANT TO SECTION 76-3-611(2)(a), MCA.

EXAMINING LAND SURVEYOR
LICENSE No. _____

COS'S / PLATS USED

COS 458772-T

COS 3132126

JOSEPH COX ADDITION PLAT

BASIS OF BEARING:

GEODETIC NORTH BASED ON GPS OBSERVATION

JOB No. 4905

DRAFTED BY: JR,RC,IR

DATE: MAY 2, 2025

CERTIFICATE OF PLAT APPROVAL

THE CITY COMMISSION OF HELENA LEWIS AND CLARK COUNTY, HEREBY APPROVES THIS PLAT:

MAYOR, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

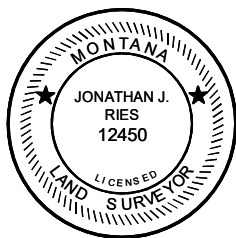
CITY ENGINEER, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

COMMUNITY DEVELOPMENT DIVISION, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

CITY CLERK, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

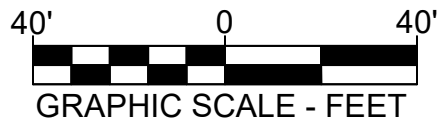
CITY MANAGER, CITY OF HELENA
DATED THIS _____ DAY OF _____, 20____

CERTIFICATE OF LAND SURVEYOR



JONATHAN J. RIES P.L.S. (12450LS)
PROFESSIONAL LAND SURVEYOR

TRIPLE R SURVEYING, INC
P. O. BOX 2201 EAST HELENA, MT. 59635



1/4	SEC.	T.	R.
<input checked="" type="checkbox"/>	36	10N	4W

P.M. MONTANA,
LEWIS & CLARK COUNTY

DOCUMENT NUMBER: _____

Exhibit C

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

Right-of-Way Dedication

The undersigned, City of Helena, Montana, hereby dedicates unto the City of Helena, Montana, a municipal corporation organized and existing under the laws of the State of Montana, 316 North Park Avenue, Helena, MT 59623 ("City"), the rights-of-way and all improvements thereon, including curb, gutter, paving, storm water systems and sidewalks for use as streets for public use and other associated uses Tract B and Tract C, as shown on Certificate of Survey No. _____ located in the City of Helena, Lewis & Clark County, Montana as such real property and rights-of-way are described in Exhibit "A" attached hereto and incorporated herein by this reference.

The City has the right to maintain, repair, improve, replace, control and regulate the rights-of-way. The City may open the rights-of way as a public street for the use of the public for purposes of vehicular and pedestrian traffic and all associated uses, including utilities, storm water control and landscaping.

Dated this ____ day of _____, 2025.

By _____
Wilmont J. Collins, Mayor

ACCEPTANCE

The undersigned, as Mayor and on behalf of the City of Helena, Montana, hereby accept the right-of way granted above.

This Acceptance was executed this ____ day of _____, 2025.

CITY OF HELENA

ATTEST:

CITY OF HELENA, MONTANA

By _____
Dannai Clayborn, City Clerk

By _____
Wilmot J. Collins, Mayor

STATE OF MONTANA)
) ss.
COUNTY OF LEWIS & CLARK)

On the ____ day of _____, 20__, before me, a Notary Public for the State of Montana, personally appeared **Wilmot J. Collins and Dannai Clayborn**, the Mayor and City Clerk of the City of Helena, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same in such capacities.

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

Print Name: _____
Notary Public _____
Residing at _____
My Commission expires _____

City of Helena, Montana

06/10/2025

To: Honorable Mayor Collins and Members of the City Commission

From: Tim Burton, City Manager
Christopher Brink, Community Development Director

Subject: Consider an Interlocal Agreement Establishing a City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council

Present Situation: The most recent interlocal agreement establishing a heritage preservation and cultural tourism development council ("the HTC") was approved by the City of Helena and Lewis and Clark County in 2012. Since that time, the function and operation of the HTC has evolved and has outlived that agreement.

Background Information: There have been at least two iterations of an interlocal agreement centered around Historic Preservation and Heritage Tourism, 1989 and 2012. Each interlocal, as with the one being proposed, sets out roles and responsibilities and duties of a Historic Preservation Officer as well as an advisory body, the "City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council (HTC). With changes over the past decade, both to City and County administration and policy, a new interlocal is being proposed that reflects these changes.

Proposal/Objective: To consider, by both the City Commission and County Board of Commissioners, a new interlocal agreement and agree to and enter into said agreement.

Advantage: A new interlocal recognizes changes in city and county administration and policy and aligns the historic preservation programs of both jurisdictions.

Notable Energy Impact: N/A

Disadvantage: Conflicts will continue relative to management, funding, and roles and responsibilities of all parties listed in the existing interlocal agreement.

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** Approve and enter into an updated and revised Interlocal Agreement Establishing the City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council.

2025 INTERLOCAL AGREEMENT ESTABLISHING A CITY OF HELENA AND LEWIS AND CLARK COUNTY HERITAGE PRESERVATION AND CULTURAL TOURISM DEVELOPMENT COUNCIL

WHEREAS, Title 7, Chapter 11, MCA, permits local government units to make the most efficient use of their powers by enabling them to cooperate with other local government units on a basis of mutual advantage, to efficiently provide services and facilities in accordance with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the above-referenced statute provides that an interlocal agreement may be adopted by authorization and approval by the governing bodies of the parties to said agreement; and

WHEREAS, the City of Helena, Montana, hereinafter referred to as the "City," and the County of Lewis and Clark, Montana, hereinafter referred to as the "County," are both public agencies of the State of Montana; and

WHEREAS, in 2012 the City and County entered into an interlocal agreement for creation of a Lewis and Clark County Heritage Preservation and Tourism Development Council; and

WHEREAS, the City and County deem it to be in their best interests to repeal the prior interlocal agreement and supersede it with a new agreement as follows:

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereby - resolve to repeal the existing Agreement and establish the City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council, hereinafter referred to as the "Heritage Tourism Council":

1. DEFINITIONS:

- A. The County is the fiscal agent for the Council and will hereinafter be referred to as "**Fiscal Agent**".
- B. The Lewis and Clark County Board of Commissioners and the Helena City Commission, acting in concert through a joint resolution to establish the Council shall hereinafter be referred to as the "**Commissions**".

- C. The Director of the Lewis and Clark County Community Development and Planning Department and the Director of the City of Helena Community Development Department shall hereinafter be referred to, collectively, as “**Directors**” or individually as “**Director**”.
- D. Under the direct supervision of the Lewis and Clark County Community Development and Planning Director, and in collaboration in matters related to the City of Helena with the City’s Community Development Director, an employee may be assigned to coordinate the day-to-day activities of the Council who will be hereinafter referred to as the as the “**Heritage Preservation Officer**”. The hiring and employment of the Heritage Preservation Officer shall be under the current policies of the Lewis and Clark County Human Resources Office, in collaboration with the City of Helena Human Resources Director and shall be based on the availability of funding dedicated for such a purpose. The Heritage Preservation Officer is specifically charged with the following duties and responsibilities:
1. To serve as staff to the Council and supervise other staff of the Council.
 2. To show a demonstrated interest, competence or knowledge of Historic Preservation and Heritage Tourism.
 3. To assist with local Historic Preservation and Heritage Tourism programs, local surveys, archive projects, exhibits, planning activities and projects; advise and provide assistance to government agencies and the public; and otherwise insure, to the extent practicable, that the duties and responsibilities delegated by the Commissions are carried out.
 4. To keep the Commissions informed of Council operations, problems, procedures and other factors which would bear on the service and performance of the Council.
 5. To act as liaison and contact for the Council with various boards and departments within the City and County governments, as well as other governmental entities.
 6. To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism as requested and directed by the Directors and/or the Chief Administrative Officer of Lewis and Clark County and the City Manager of the City of Helena.
 7. To meet with the Commissions as requested, and report to the Commissions.
 8. To perform other work as requested by the Commissions that is appropriate under the terms and conditions of this agreement.
- E. Sites, districts, routes of travel, objects, structures, places, artifacts, activities, or collections with demonstrable cultural, artistic, architectural, folkway, historic,

prehistoric, or traditional qualities significant to Lewis and Clark County shall hereinafter be referred to as **"Heritage and Cultural Tourism Resources"**.

F. Activities that serve to promote and protect heritage and cultural tourism resources for public access shall hereinafter be referred to as **"Heritage Tourism"**.

G. Activities that serve to research, recognize, and protect Heritage and Cultural Tourism Resources shall hereinafter be referred to as **"Historic Preservation"**.

2. PURPOSE OF AGREEMENT: This agreement is made and entered into by the City and County to establish the "City of Helena and Lewis and Clark County Heritage Preservation and Cultural Tourism Development Council," also known as the "Heritage Tourism Council," hereinafter referred to as the "Council".

The Council shall perform the following functions for the City and County:

- A. Act in an advisory capacity on all matters related to Heritage Tourism and Historic Preservation within the City, in alignment with the City of Helena Charter and City Commission policies related to advisory boards and commissions.
- B. Act in an advisory capacity on all matters related to Heritage Tourism and Historic Preservation within the County, in alignment the County's policies related to advisory boards and commissions.
- C. Promote the preservation of historic and prehistoric sites, structures, objects, buildings and historic districts by addressing historic preservation issues at the local level and integrating them into local, state, and federal planning and decision-making processes.
- D. Identify Heritage and Cultural Tourism Resources including archival and historical collections and house, protect and make those resources directly under the Council's care accessible to the public.
- E. Conduct for the Commissions a Heritage Preservation and Cultural Tourism program in accordance with Montana Code Annotated Title 90-1-160 through 90-1-164 and 90-1-167 through 90-1-169 so that the Commissions recognize, promote and protect Heritage Preservation and Cultural Tourism Resources.
- F. Provide record keeping and related services for the operation of the Council, including minutes in accordance with MCA 7-1-201.
- G. Develop and implement a policy (or policies) for the efficient and effective operation of the Council.
- H. To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism as requested by the Commissions. Other duties are to ensure compliance with the requirements of the certified local government program as defined in MCA Title

90-1-168 in a manner that also insures the promotion of public health, safety, morals, convenience, order and general welfare for the sake of efficiency and economy in the process of community development.

- I. To serve in an advisory capacity to the local governing bodies establishing said Council, and to all land use boards duly appointed by the Commissions.
- J. To advise and cooperate with local historical groups, economic development organizations, tourism development organizations, and artistic and cultural groups and institutions.
- K. To cooperate in close mutual alliance with and otherwise support the projects, programs and initiatives of a membership organization devoted to heritage preservation and cultural tourism and whose membership is open to all citizens of the City and County.
- L. To prepare a City and/or County heritage and cultural tourism promotion and development plan as provided for in MCA 90-1-164.
- M. To contract as a provider of heritage preservation and cultural tourism services specifically requested of the Council including activities required by the Commissions by ordinance, regulation, procedure, or statute.
- N. To encourage the participation of youth and educational institutions and groups in Council activities.
- O. To report to the Commissions as requested and at other times when deemed necessary by the Council.
- P. Through the hiring process, act in an advisory capacity, in the selection of the assignment of any person to be designated as the Heritage Preservation Officer.
- Q. To operate the Council and coordinate with the Heritage Preservation Officer to accomplish the goals of the Council.
- R. To solicit input on a regular basis from other groups or organizations who have an interest in the Council and the services provided by the Council.
- S. To review, recommend and keep the Commissions informed of any situations or circumstances which might reduce the services, capability, or performance level of the Council.
- T. To draft for Commissions review and approval by-laws for its operation and governance.

3. DURATION: This Agreement is effective upon execution and continues until such time as either party hereto terminates this Agreement by the method hereinafter prescribed. This Agreement remains in effect until termination by withdrawal of either party hereto, by resolution of its governing body and after the giving of ninety (90) days advance written notice to the other party.

- 4. ADMINISTRATION OF THE COUNCIL:** The Fiscal Agent shall provide all necessary administrative and accounting functions for the Council in accordance with the adopted by-laws and other applicable laws and ordinances.
- 5. FINANCING AND BUDGET:** The Council shall be maintained by a combination of funding sources deemed necessary by the Commissions, including but not limited to General Funds, Federal grants and programs, and state grant awards. Based on a yearly work plan, the Council shall recommend to the Commissions activities to be undertaken each fiscal year and included in the overall fiscal agent's budget process. The City Commission and the County Commission may proportionally obligate funds for the maintenance of the Council and overall Historic Preservation Program. The Commissions may authorize funds to be provided at the discretion of the Commissions. The County will be responsible for the fiscal management of grant awards.

DATED THIS ____ day of _____, 2025

CITY OF HELENA, MONTANA

BY _____
Wilmot Collins, Mayor

ATTEST:

BY _____
Dannai Clayborn, Clerk of the Commission

LEWIS AND CLARK COUNTY
BOARD OF COUNTY COMMISSIONERS

BY _____
Candace Payne, Chair

ATTEST:

BY _____
Amy Reeves, Clerk of the Board

2025 INTERLOCAL AGREEMENT ESTABLISHING A CITY OF HELENA AND LEWIS AND CLARK COUNTY HERITAGE PRESERVATION AND CULTURAL TOURISM DEVELOPMENT COUNCIL

WHEREAS, Title 7, Chapter 11, MCA, permits local government units to make the most efficient use of their powers by enabling them to cooperate with other local government units on a basis of mutual advantage, to efficiently provide services and facilities in accordance with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the above-referenced statute provides that an interlocal agreement may be adopted by authorization and approval by the governing bodies of the parties to said agreement; and

WHEREAS, the City of Helena, Montana, hereinafter referred to as the "City," and the County of Lewis and Clark, Montana, hereinafter referred to as the "County," are both public agencies of the State of Montana; and

WHEREAS, in 2012 the City and County entered into an interlocal agreement for creation of a Lewis and Clark County Heritage Preservation and Tourism Development Council; and

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 5. To act as liaison and contact for the Council with various boards and departments within the City and County governments, as well as other governmental entities.
 6. To review and provide comment on development within the historic districts and any development affecting historic properties and Heritage Tourism as requested and directed by the Directors and/or the Chief Administrative Officer of Lewis and Clark County and the City Manager of the City of Helena.
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- J. To advise and cooperate with local historical groups, economic development organizations, tourism development organizations, and artistic and cultural groups and institutions.
- K. To cooperate in close mutual alliance with and otherwise support the projects, programs and initiatives of a membership organization devoted to heritage preservation and cultural tourism and whose membership is open to all citizens of the City and County.
- L. To prepare a City and/or County heritage and cultural tourism promotion and development plan as provided for in MCA 90-1-164.
- M. To contract as a provider of heritage preservation and cultural tourism services specifically requested of the Council including activities required by the Commissions by ordinance, regulation, procedure, or statute.
- N. To encourage the participation of youth and educational institutions and groups in Council activities.
- O. To report to the Commissions as requested and at other times when deemed necessary by the Council.
- P. Through the hiring process, act in an advisory capacity, in the selection of ~~or assignment~~ the assignment of any person to be designated as the Heritage Preservation Officer.
- Q. To operate the Council and coordinate with the Heritage Preservation Officer to accomplish the goals of the Council.
- R. To solicit input on a regular basis from other groups or organizations who have an interest in the Council and the services provided by the Council.
- S. To review, recommend and keep the Commissions informed of any situations or ~~f~~ circumstances which might reduce the services, capability, or performance level of the Council.
- T. To draft for Commissions review and approval by-laws for its operation and governance.

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DATED THIS ____ day of _____, 2025

CITY OF HELENA, MONTANA

BY _____
Wilmot Collins, Mayor

ATTEST:

BY _____
Dannai Clayborn, Clerk of the Commission

LEWIS AND CLARK COUNTY
BOARD OF COUNTY COMMISSIONERS

BY _____
Candace Payne, Chair

ATTEST:

BY _____
Amy Reeves, Clerk of the Board

City of Helena, Montana

06/16/2025

To: Honorable Mayor Collins and Members of the City Commission

From: Tim Burton, City Manager
Christopher Brink, Community Development Director

Subject: Consider a Resolution distributing Railroad Urban Renewal District Tax Increment Financing funds to the Montana Business Assistance Connection (MBAC) for building entrance accessibility improvements to the Poplar Street Business Incubator

Present Situation: On June 9, 2025, MBAC submitted an application for consideration of Railroad Tax Increment Financing in the amount of \$59,775. This funding request would allow for building entrance accessibility improvements to be made to their business incubator located at 1015 Poplar Street. Per the application, “the Poplar Incubator provides below-market rental rates for start-up businesses and non-profit organizations in the Helena area to foster local entrepreneurship, creative economy activity, and workforce development. This project will support all tenants of the Poplar building, including Helena Civic Television, Medicine Springs Mineral Therapy, Queen City Wheelhouse, and Hayes Family Chiropractic; however it will directly serve MAPS Media Institute, a tenant nonprofit organization that provides statewide STEAM/media programming for youth in Helena and throughout the state.”

Due to the dissolution of the previously existing Railroad Tax Increment Financing Advisory Board on November 4, 2024, and the fact that the new city-wide Tax Increment Financing Board has not yet been fully constituted, MBAC’s RRTIF application has not been reviewed by an advisory board for a formal recommendation. However, board consideration of TIF applications is not statutorily required, and Community Development staff instead recommend the application for full funding approval due to its conformance with the Railroad Urban Renewal District Plan. The total costs for the entrance improvements exceeds \$138,275, making the RRTIF request of \$59,775 approximately 43% of the total cost of TIF-eligible activities.

Background Information: The Railroad Urban Renewal District Plan’s intent is to eliminate “blight” and encourage redevelopment in the district using tax increment financing (TIF) as specified by State Law. Under MCA 7-15-4288, costs incurred in connection with the redevelopment activities (as allowed under 7-15-4233) are eligible for TIF funding when they clearly serve a public purpose in alignment with the Constitution of the State of Montana. The MBAC project aligns with the RRURD Plan, which has established goals of “increase[ing] property utilization and function” and “expanding[ing] and diversify[ing] the district’s economy” As such, the proposed project wholly aligns with the goals of the RRURD Plan.

Proposal/Objective: To grant MBAC \$59,775 in Railroad TIF financing.

Advantage: The proposed entrance accessibility improvements to the Poplar Street Small Business Incubator will enhance a community and small business resource and community job creator.

Notable Energy Impact: NA

Disadvantage:

NA

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution distributing Railroad Urban Renewal District Tax Increment Financing funds to the Montana Business Assistance Connection (MBAC) for building entrance accessibility improvements to the Poplar Street Business Incubator.



**Opening Doors in Poplar:
MBAC/GEDD TIF Grant
Application for Business Incubator
Accessibility**



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	b. Addendum B: Project Site Pictures.....	Pg. 31-33



City of Helena

Railroad Urban Renewal District

TAX INCREMENT FINANCING APPLICATION FORM

Community Development Department

Phone (406) 447-8490 Fax (406) 447-8460

citycommunitydevelopment@helenamt.gov

IMPORTANT: APPLICANTS MAY REQUEST UP TO FIFTY PERCENT MATCH (50%) FUNDING FOR PROJECTS THAT ALIGN WITH THE RAILROAD URBAN RENEWAL DISTRICT PLAN. COSTS TO BE PAID WITH RAILROAD URBAN RENEWAL DISTRICT FUNDS MAY NOT BE INCURRED BY THE APPLICANT PRIOR TO FUNDING APPROVAL AND THE SATISFACTION OF ANY CONDITIONS OF SUCH APPROVAL.

CITY STAFF RESERVE THE RIGHT TO RETURN MATERIALS THAT ARE DEEMED INCOMPLETE OR LACK SUFFICIENT SUPPORTING DOCUMENTATION.

ANYONE SEEKING TIF ASSISTANCE FROM THE CITY OF HELENA MUST SUBMIT A WRITTEN APPLICATION FOR EACH TIF-ASSISTED PROJECT. THE FOLLOWING PROCEDURE HAS BEEN DEVELOPED TO EXPEDITE THE REVIEW OF TIF FUNDING REQUESTS.

1. Initial Contact: Contact the City of Helena Community Development Department, 316 N. Park Avenue, Room 445, Helena, MT 59623, (406) 447-8490, citycommunitydevelopment@helenamt.gov, to discuss the project and determine eligibility for TIF assistance.
2. Prepare a Written Application: The Applicant must prepare a written application for each funding request. The City of Helena staff will assist the applicant with any questions in the preparation of the application. The application should address the questions posed in the Project Narrative section.
3. Staff Review: Upon submittal of all necessary information, City staff will review the merits of the project and the need for funding. At any point in the review process, the staff or Board may request more information of the Applicant or solicit comment on the project from other public agencies. Items included in personal financial statements will not be subject to public review or presentation to or comment by other agencies.
4. Board Review and Approval: The RURD TIF Advisory Board will review the project and staff recommendations, and then recommend the funding request or any part thereof, and any special terms of TIF assistance to the City Commission.
5. Development Agreement: The City of Helena and the Applicant must execute a legally binding contract, which establishes the terms and conditions of the TIF assistance.

CHECKLIST ITEMS

- ☐ Project Description
- ☐ Project Renderings (where applicable)
- ☐ Application Form (pages 4-6)
- ☐ Project Financing Worksheet (page 7)
- ☐ Project Narrative Section (page 9)



City of Helena
Railroad Urban Renewal District
TAX INCREMENT FINANCING APPLICATION FORM
Community Development Department
Phone (406) 447-8490 Fax (406) 447-8460
citycommunitydevelopment@helenamt.gov

APPLICATION PRIORITY AREAS FOR TIF ASSISTANCE

TIF Applications will be assessed based on the merits of individual projects in relation to the goals and objectives of the Plan, and the project priority areas set by the RURD TIF Advisory Board, which are as follows:

1. RURD Housing Program: Consideration will be given to projects that create or retain affordable housing opportunities in the district.
2. Infrastructure Improvement Program: Consideration will be given to projects that identify and prioritize upgrades to water, sewer, stormwater drainage infrastructure, and vehicular, parking, and pedestrian/bike transportation improvements.
3. Transportation Planning Study Program: Consideration will be given for transportation planning study projects within the Railroad Urban Renewal District to address vehicular and pedestrian/bike transportation planning needs.
4. Demolition Program: Consideration will be given to demolition projects that remove blighted structures in the Railroad Urban Renewal District.
5. Historic Façade & Site Improvement Program: Consideration will be given to projects that restore/rehabilitate historic buildings and other historic site features such as brick paving, fencing, and lighting.
6. Marketing/Branding Project Program: Consideration will be given to projects that work to more fully develop a marketing initiative that is based on the RURD's distinct history and cultural/economic importance. Initiatives should cover a cohesive, comprehensive branding and marketing plan with an associated implementation plan.
7. RURD Planning Study Program: Consideration will be given for planning projects that identify regulatory roadblocks to redevelopment and promote sound urban design through zoning reform for the Railroad Urban Renewal District.



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Community Development Department
Phone (406) 447-8490 Fax (406) 447-8460
citycommunitydevelopment@helenamt.gov

APPLICATION PRIORITY AREAS FOR TIF ASSISTANCE

Applications will be evaluated based on the following measurable objectives for projects and programs (listed in no particular order of priority):

1. Increased Taxable Valuation: Implementation of the project should encourage and/or result in an increase in the URD's tax base.
2. Cost-Benefit Analysis of the Investment/Expenditure: Analysis of how the request cost of the TIF funds compares with the benefits of the project to the District.
3. Leverage-Ratios of Tax Increment Funds to Other Sources: The relationship of private investment to public investment of a project shall be significant enough ensure prudent investment of public funds within the urban renewal district.
4. Health and Safety Concerns: The Project's impact, positive or negative, on the environment in terms of noise, dust, pollution, public safety, traffic congestion, pedestrian access, visual aesthetics, etc.
5. Historic Preservation: The Project's capacity to encourage the preservation and protection of the cultural and economic heritage and physical assets of the district.
6. Density, Infill, and Adaptive Reuse: Projects will be evaluated for their ability to encourage or result in infill and adaptive reuse of underutilized and vacant lots and properties, and to promote more compatible, complementary uses within the District.
7. Cost of Public Services: The Project's ability to improve public services, such as water, sewer, sidewalks, parking, improved traffic circulation, etc., to an area that is currently underserved.
8. Job Creation: Projects that create opportunities for new employment contribute to the economic vitality of the District and community in a variety of ways.
9. Conformance with the goals and objectives of the Railroad URD Plan, Helena Growth Policy, and other Relevant Adopted Plans: The Project's ability to significantly further specific goals found in the current Urban Renewal Plan, Growth Policy, and consistency with other City plans and objectives.
10. Conformance with Requirements for TIF Fund Expenditures, per 7-15-4288, MCA: Projects must cover eligible project activities stated in Montana statutes and be approved by the City Commission to satisfy needs identified in the Railroad Urban Renewal District Plan.



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Project Name: _____ Date Submitted: _____

APPLICANT INFORMATION

Name (First & Last): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Other: _____

Email: _____

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of: State of Montana

- ☐ A non-profit or charitable institution/corporation
☐ A partnership or corporate entity known as _____
☐ District Resident
☐ Local Government
☐ Other (explain) _____

PROJECT INFORMATION

Building Address: _____

Legal Description: _____

PROPERTY OWNER INFORMATION

If the property is not owned by the Applicant, written permission from the owner must be included to carry out the project and lease or other materials.

Property Owner (First & Last): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Other: _____

Email: _____



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PROJECT ARCHITECTURAL FIRM INFORMATION (WHERE APPLICABLE)

Company/Firm: _____
Point of Contact (First & Last): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____ Other: _____
Email: _____

PROJECT FINANCIAL LENDING INSTITUTION (WHERE APPLICABLE)

Company/Institution: _____
Point of Contact (First & Last): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____ Other: _____
Email: _____

PROJECT CONTRACTOR INFORMATION (WHERE APPLICABLE)

Company/Firm: _____
Point of Contact (First & Last): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____ Other: _____
Email: _____

DESCRIPTION OF PROJECT

In a separate attachment, please provide a full written description of your project. Please indicate if the items are existing or new construction.

PROJECT RENDERINGS (IF APPLICABLE)

Submit design schematic and/or site and landscaping plans for project.



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TOTAL COST OF THE PROJECT

Please summarize. A full breakdown of costs is required on the *Project Cost Worksheet*.

PROPERTY OWNERSHIP

Do you own the property or are you currently purchasing it? Explain.

JOB CREATION

Will there be any new permanent or part time jobs as a result of this project excluding construction jobs associated with the development of the project? If so, how many?

PROJECT COMPLETION

What is the expected completion date of the project?

PROPERTY TAXES

How much are the current annual property taxes including any improvements? Is the payment of taxes current?



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PROJECT COST & FINANCING SECTION

Summarize the project costs on the Project Cost Worksheet. Use general categories and include items that are in the assistance request. The total cost should include land costs and “soft costs” such as zoning processes, surveys, and permits to enable the RURD Advisory Board to evaluate the entire private investment. If in doubt about an item's eligibility, include it. Staff will review the items and help determine eligibility. Briefly describe how the project will be financed and be sure to include equity and other investments into the project. If financing commitment is contingent on grants or URD TIF commitment to the project, has multiple sources, or other complex factors, provide that information.

NOTE: The TIF Program requests which include demolition/deconstruction activities, public sidewalks, streets, alleys and other right-of-way improvements; and/or work on utility main transmission lines totaling over \$25,000 are subject to Montana Prevailing Wage Rates and must include that in the itemized costs.

PROJECT COST WORKSHEET

Professional Services

1. _____ \$ _____
2. _____ \$ _____
Subtotal \$ _____

Construction/Rehabilitation Costs

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____
6. _____ \$ _____
Subtotal \$ _____

Printing, Advertising, etc.

1. _____ \$ _____
2. _____ \$ _____
Subtotal \$ _____

Other Miscellaneous Costs

1. _____ \$ _____
2. _____ \$ _____
Subtotal \$ _____

TOTAL PROJECT DEVELOPMENT COSTS

Total \$ _____



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PROJECT FINANCING WORKSHEET

Owner/Developer Investment

Total applicant investment in the project \$ _____

Listing of Other Funding Sources & Amounts (Continue on separate sheet if needed)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Request for Eligible items

Total TIF Request \$ _____

TOTAL PROJECT FINANCING \$ _____



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PROJECT NARRATIVES SECTION:

- 1. Description of Project.** Provide a written description of the project, scope of work if a marketing plan or similar plan, number, and types of jobs to be created, etc.
 - a. Compliance with the Railroad URD Plan: Identify how your project supports the Railroad URD Plan and how the project benefits the neighborhood, URD, and community (See Attachment B for Goals and objectives of the Plan).
 - b. Local Zoning and Other Requirements: All projects assisted by Railroad URD TIF funds must, depending on the project location, comply with the City's Zoning Requirements, provide a brief narrative as to how the design successfully meets the requirements of City Zoning. Include any project schematic, site, and landscaping plans.
 - c. Demolition/Deconstruction: If the project request includes removal of structures, it must be done in accordance with to the provisions of Helena City Code Title 3 Chapter 15. Provide a brief narrative on how the building will be removed and whether it is a structure within the city that is individually listed on the National Register of Historic Places, or a property located within the city's historic districts which is designated by the state historic preservation office (SHPO) as primary or contributing.
 - d. Dislocation: If existing tenants are to be dislocated as a result of the project, provide a separate narrative describing how they have been or will be appropriately relocated.
- 2. Logistical Considerations.** Provide a brief narrative describing the following:
 - a. Project Feasibility: The Applicant's demonstration of financial readiness and ability to proceed.
 - b. Applicant's Ability to Perform: The Applicant's capability to undertake the relative complexities of the project.
 - c. Timely Completion: The feasibility of completing the project according to the Applicant's proposed project schedule.
 - d. Payment of Taxes: All property taxes, special improvement district assessments, and other assessments on the project property must be paid to date, where applicable.



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PROJECT NARRATIVES SECTION (CONTINUED):

3. Economic & Community Development Potential: Provide a brief narrative for the following. If not applicable, please note:

- a. Tax generation: Describe how the project will increase the taxable valuation in the District.
- b. Relationship of Public and Private Investment: Describe the relationship of private investment to public investment of a project and discuss how it is a prudent investment of public funds within the urban renewal district.
- c. Job Creation: Are there any jobs created as a result of the project? Please describe.
- d. Investment Spin-off: Describe any potential for investment spin-off having a positive impact on the District.
- e. Cost-Benefit Analysis of the Investment/Expenditure: For projects that are \$10,000 or more, a cost-benefit analysis should be completed.
- f. Health and Safety Concerns: Describe the project's impact, positive or negative, on the environment in terms of noise, dust, pollution, public safety, traffic congestion, pedestrian access, visual aesthetics, etc.
- g. Historic Preservation: Describe the project's ability to preserve and protect the cultural and economic heritage and physical assets of the district.
- h. Density, Infill, and Adaptive Reuse: Describe if the project increases density in the RURD through infill and adaptive reuse of existing property(s).
- i. Cost of Public Services: Describe how the projects will improve public services such as water, sewer, sidewalks parking, improved traffic circulation, etc., to an area currently underserved.
- j. Housing Component: Describe any housing components to the project. One of the main goals of the Railroad Neighborhood Plan and the Railroad URD Plan is to promote all types of housing in the area.
- k. Conformance with Requirements for TIF Fund Expenditures, per 7-15-4288, MCA: Projects must cover eligible project activities stated in Montana state statutes (See Attachment A).

ATTACHMENT A: ELIGIBLE ACTIVITIES

As specified by state law, TIF may be used to finance redevelopment activities including the following (from 7-15-4288, M.C.A.):

1. Land acquisition, including acquisition of infrastructure-deficient areas and assemblage of land for development or redevelopment by private enterprise or public agencies, including sale, initial leasing, or retention by the municipality itself at fair value.
2. Demolition and removal of structures.
3. Relocation of occupants.
4. The acquisition, construction, and improvement of public improvements or infrastructure, including streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and off-street parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunications lines, rail lines, rail spurs, bridges, publicly owned buildings, and any public improvements, and items of personal property to be used in connection with improvements for which the foregoing costs may be incurred.
5. Costs incurred in the exercise of urban renewal powers (found in 7-15-4233, MCA), including urban renewal projects as authorized by the City Commission.
6. Acquisition of infrastructure-deficient areas or portions of areas;
7. Administrative costs associated with the management of the urban renewal area or targeted economic development district;
8. Assemblage of land for development or redevelopment by private enterprise or public agencies, including sale, initial leasing, or retention by the local government itself at its fair value;
9. The compilation and analysis of pertinent information required to adequately determine the needs of the urban renewal area or targeted economic development district;
10. The connection of the urban renewal area or targeted economic development district to existing infrastructure outside the area or district;
11. The provision of direct assistance to secondary value-adding industries to assist in meeting their infrastructure and land needs within the area or district; and
12. The acquisition, construction, or improvement of facilities or equipment for reducing, preventing, abating, or eliminating pollution.

ATTACHMENT B: GOALS OF THE RAILROAD URD

Goal #1: Emphasize the District's Historic Importance

1. Promote the railroad depot area as a defining feature of the District.
2. Review and update as needed the 2003 Architectural Guidelines and formally adopt as guidelines.
3. Work with the BNSF and others to pursue how best to highlight the railroad's historic importance and unique potential for observing railcar operations from the depot area.
4. Develop interpretive signage with a consistent appearance.
5. Retain and restore/rehabilitate historic buildings and other historic features such as brick paving, fencing, and lighting.
6. Develop and market programs and activities that incorporate education on the area's historic importance.
7. Develop an image "brand" for the District, based on its distinctive character and history.

Goal #2: Increase Property Utilization and Function

1. Provide technical assistance and planning to identify vacant and underutilized properties for redevelopment.
2. Provide for a mix of uses within the District.
3. Strive for neighborhood commercial options—places to shop and eat within walking distance of work, schools, and homes.
4. Provide for a variety of residential housing, including affordable workforce housing and special needs housing.
5. Prepare properties for redevelopment by facilitating land assemblage and property transfer.
6. Work with city planning and zoning and private interests to identify regulatory roadblocks to improving property and identify solutions.
7. Consider the unique differences in various parts of the District and identify planning and project approaches as necessary for those areas.

Goal #3: Expand and Diversify the District's Economy

1. Promote and market the District as a place to do business - highlight what makes the District uniquely qualified for various businesses.
2. Upgrade and expand on existing broad-band capabilities to attract high tech businesses.
3. Develop the District's historic and proposed mix of residential, commercial and light industrial uses as a unique, identifying feature for businesses.
4. Work with business leaders and individual businesses to provide maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the Helena Railroad District by private enterprise.
5. Develop partnerships among existing property owners, new/expanding businesses and the local government to increase economic activity
6. Work with Helena College to identify training opportunities to expand and diversify District businesses.
7. Encourage projects that provide opportunities for college students to live and/or work near the campus.
8. Encourage businesses that can benefit from proximity to the college.
9. Potential for live-work building concepts, e.g., artist studios with retail and living space.

ATTACHMENT B: GOALS OF THE RAILROAD URD

Goal #4: Create an Inviting Venue

1. Develop planning tools to address eight key urban design elements identified by the Urban Land Institute: imageability, enclosure, human scale, transparency, complexity, coherence, legibility and linkage.
 - Imageability - Features or landmarks that make the area distinct, recognizable and memorable.
 - Enclosure - Streets and public spaces that are visually defined with trees, buildings, and other vertical elements to create outdoor spaces.
 - Human Scale - Building dimensions, architectural details, signage, public lighting, sidewalks, and street widths which are more intimate landscapes for pedestrians
 - Transparency - Street-level storefront windows, doors and entryways, courtyards, etc. that invite passersby to look in.
 - Complexity - An area with a visual richness from architectural diversity, landscape elements, street furniture, signage, and human activity.
 - Coherence - A sense of visual order, influenced by consistency and complementarity of scale, character, and arrangement of buildings, landscaping, and other physical elements.
 - Legibility - Ease with which people can navigate the area, including layout of streets
 - Linkage - The physical and visual connections that unify various elements - e.g., from building to street, one side of street to the other.
2. Develop “Entryways” and wayfinding signage- for example, entryway arches or other features at key intersections into the District, and distinctive signage for locating specific sites.
3. Promote Street art that reflects the District’s historic foundations.

Goal #5: Address Public Infrastructure Needs

1. Plan and prioritize public infrastructure in coordination with the city’s transportation planning system and capital improvements planning process.
2. Consider and plan for primary motorized access to/from the District, including:
 - a. Montana Avenue Railroad Crossing - and possible potential under-over-pass;
 - b. Other Railroad Crossings;
 - c. Malfunction Junction; and
 - d. Other major connections into/within District: Lyndale, Helena, Boulder Avenue.
3. Plan for motorized access within the district, including:
 - e. Memorial Park transportation improvements; and
 - f. Establishing criteria for prioritizing other street improvements in the district.
4. Address non-motorized transportation needs, including:
 - g. Trail Systems and Non-Motorized Crossings of Montana Avenue;
 - h. Safe routes to School;
 - i. Sidewalks, Complete Streets;
 - j. Railroad crossings; and
 - k. Connections to the region-wide trail systems.
5. Identify and prioritize upgrades to water, sewer and stormwater drainage infrastructure.
6. Plan for specific parking needs of various businesses. Develop guidelines that reflect urban design elements identified in Goal #4 “Create an Inviting Venue.”

ATTACHMENT B: GOALS OF THE RAILROAD URD

Goal #6: Provide for Public and Environmental Health

1. Promote compatible adjoining land uses and avoid adjacent uses with potential for public health or safety issues.
2. Reduce air, noise, and other environmental pollution problems.
3. Support green infrastructure/green development.
4. Provide recreational opportunities including trails, and “active” parks with playgrounds.
5. Provide complete streets with access for those with disabilities.

PROJECT NARRATIVE

1. PROJECT OVERVIEW:

Montana Business Assistance Connection (MBAC) is requesting \$59,775 from the Railroad Tax Increment Financing (TIF) district board to assist with the construction of a fully enclosed ADA-compliant entry vestibule and ramp on the west-facing side of the Poplar Business Incubator building, located within the Railroad Urban Renewal District. MBAC has been working diligently for years to increase ADA accessibility and safety throughout the building to support our tenants and clients, and this project is one of the final elements to this work. The cost of this project has nearly doubled in the past few years due to inflation, contractor shortages, and other factors. As a result, MBAC is seeking additional funding to support the new and higher cost of this work.

The Poplar Incubator provides below-market rental rates for start-up businesses and non-profit organizations in the Helena area to foster local entrepreneurship, creative economy activity, and workforce development. This project will support all tenants of the Poplar building, including Helena Civic Television, Medicine Springs Mineral Therapy, Queen City Wheelhouse, and Hayes Family Chiropractic; however it will directly serve MAPS Media Institute, a tenant nonprofit organization that provides statewide STEAM/media programming for youth in Helena and throughout the state.

The Poplar Building is located in the heart of the Railroad URD and sits within a census tract identified by the City of Helena as high-poverty and in need of targeted redevelopment. This project aligns with the goals, subgoals, and objectives of the Railroad Urban Renewal District (URD) in the following ways:

- Celebrating the districts historic importance by promoting adaptive re-use and improving the safety and function of a historic commercial building in a manner consistent with its architectural context and current use.
- Increasing the utilization, taxable value, and function of the property through building upgrades to improve accessibility and tenant safety and creating an inviting and safe venue for visitors, clients and tenants.
- Expanding and diversifying the district's economy by investing in an incubator space that offers safe, affordable, and accessible facilities for a wide range of start-up businesses and nonprofit organizations, enabling them to grow, succeed, and reinvest in the Helena community.
- Support public and environmental health by bringing the building to full ADA compliance and provide safe access points for those with disabilities.

The Poplar Incubator building is zoned for commercial use and is currently compliant with city code. MBAC will ensure all necessary building permits and inspections are secured. The project is not anticipated to require zoning variances. Please see architectural design plans attached as “**Addendum A**”.

2. LOGISTICAL CONSIDERATIONS:

Montana Business Assistance Connection (MBAC)/Gateway Economic Development District (GEDD), brings over two decades of experience managing federally and state-funded projects. As the Certified Regional Development Corporation (CRDC) for Lewis and Clark, Broadwater, and Meagher counties, MBAC has extensive expertise in construction management, grant administration, compliance, and overall project oversight.

MBAC is financially prepared to move forward with this project, having already secured \$78,500 through a combination of federal grant funds, organizational cash reserves, and foundation support. MBAC has been working with CWG Architecture and Interiors. Completed architectural drawings and bid specs have been completed. Additionally, the project has successfully passed through the City of Helena's permitting review process. An updated construction permit will need to be pulled.

Upon award notification, MBAC is ready to begin project implementation immediately. The organization will submit updated plans and contractor bids to the City for final approval as required. MBAC is current on all property taxes, assessments, and financial obligations related to 1015 Poplar Street, with no outstanding tax liabilities or delinquent payments.

3. ECONOMIC AND COMMUNITY DEVELOPMENT POTENTIAL:

The proposed project will encourage economic and community development in the following ways:

- **Tax Generation**
 - The proposed accessibility and vestibule improvements will enhance both the functional and physical value of the Poplar Business Incubator building. While MBAC operates as a nonprofit, the facility houses several for-profit tenants. These improvements will support long-term occupancy, improve tenant retention, and enhance overall market competitiveness. As a result, the project contributes to district-wide tax base stability and incremental property valuation growth over time.
- **Relationship of Public and Private Investment**
 - The requested TIF investment of \$59,775 is less than half of the overall total project cost (\$138,275). MBAC has leveraged funding from both federal and foundation sources, as well as committed cash from internal reserves. This request reflects a 1.3:1 ratio of non-TIF to TIF funds. The investment will yield long-term public benefits, including ADA accessibility, infrastructure enhancements, and support for local start-ups and nonprofits, making this a prudent and high-impact use of public funds.
- **Job Creation**
 - This project will not directly create new jobs at this time; however, it will enable key tenants to expand their capacity by improving accessibility and safety. These enhancements lay the groundwork for future business growth and position tenants to create additional jobs as their operations scale over time.

- **Investment Spin-Off**
 - The Poplar Business Incubator project has strong potential to generate investment spin-off within the Railroad Urban Renewal District. The project showcases the tangible benefits of reinvestment and adaptive re-use, and promotes more activity within the area. Additionally, the improved accessibility, safety, and overall appearance of the building will increase foot traffic and tenant stability, creating momentum for nearby property owners and businesses to consider similar improvements. Additionally, as tenants grow and new businesses are attracted to the incubator, demand for complementary services and retail will likely rise, further stimulating economic activity and private investment throughout the district.
- **Cost-Benefit Analysis of the Investment/Expenditure**
 - The total cost of the Poplar Business Incubator ADA vestibule project is \$138,275, with a TIF request of \$59,775. This request represents less than 50% of the total project cost. MBAC has been proactive about leveraging a variety of funding sources to cover the cost of this project. In return for this modest public investment, the project will continue to provide positive community benefit and return on investment. This project increases the value, functionality, and safety of a historic commercial property serving multiple small businesses and nonprofits and encourage neighborhood investment. This investment also supports job retention and positions tenants for future growth, aligning with the Railroad URD's goals for inclusive economic development and adaptive reuse.
- **Health and Safety Concerns**
 - The addition of a vestibule and ADA-accessible ramp will significantly improve safety and usability for all building occupants, particularly youth, seniors, and individuals with disabilities. The upgrades ensure better emergency access, protect against inclement weather, and reduce potential hazards. No negative environmental impacts are anticipated, and construction will be managed carefully to minimize disruption to tenants and neighbors.
- **Historic Preservation**
 - Although not formally listed on the historic register, the Poplar Building is considered a contributing structure with historic value in the Railroad URD. The project preserves the original structure while enhancing its usability and safety, allowing for modern use within a historically consistent architectural framework. The upgrades celebrate the building's legacy and promote its continued relevance through adaptive reuse. Photos of the building are included as "Addendum B".
- **Density, Infill, and Adaptive Reuse**
 - This project exemplifies adaptive reuse by revitalizing an underutilized commercial structure into a thriving hub for small businesses and nonprofit services. The improvements will unlock additional functional space and allow for higher tenant density, contributing directly to the Railroad URD's goals for infill development and strategic reuse of existing infrastructure.
- **Cost of Public Services**
 - By enhancing ADA access and overall building safety helps reduce strain on emergency response services by improving ingress/egress and creates safer access points, including safety upgrades to the sidewalks and parking lot of the building.

- **Housing Component**
 - While the project does not directly develop housing, it contributes to housing-related goals outlined in the Railroad URD Plan by supporting economic stability and workforce retention, key elements for sustained housing demand. By offering affordable space for small businesses and nonprofits, the project helps maintain livability in the district and creates an environment attractive to future residential development and mixed-use investment.
- **Conformance with Requirements for TIF Fund Expenditures, per 7-15-4288, MCA**
 - The proposed project fully conforms with the requirements for TIF fund expenditures as outlined in §7-15-4288, MCA. The requested TIF funds will be used exclusively for eligible activities, including construction of ADA-compliant infrastructure, structural improvements, and accessibility enhancements to a commercial building within the Railroad Urban Renewal District. These expenditures directly align with the statutory purposes of urban renewal by addressing blight, promoting public health and safety, and supporting economic development through the revitalization and adaptive reuse of an underutilized property. All proposed activities fall within the scope of allowable TIF uses and will be documented and executed in compliance with City of Helena and state guidelines.

ADDENDUMS

ADDENDUM A

SECTION 004100

BID FORM

PROPOSAL FOR:

MBAC INCUBATOR BUILDING ADA VESTIBULE ADDITION

1015 POPLAR STREET, HELENA, MT 59601

FOR

GATEWAY ECONOMIC DEVELOPMENT CORPORATION

HELENA, MONTANA

ATTENTION: Brian Obert

Executive Director

Montana Business Assistance Connection (MBAC) & Gateway Economic Development District (GEDD)

225 Cruse St.

Helena, Montana 59601

The undersigned, having familiarized himself with the conditions of the work and the contract documents as prepared by Crossman, Whitney, Griffin, P.C., 650 Power Street, Helena, Montana, agrees to furnish all labor, materials, equipment and services necessary to complete all work, including general construction, demolition, civil, structural and electrical as bid herein, for the construction of "MBAC Incubator Building ADA Vestibule Addition, 1015 Poplar Street, Helena, MT 59601", for Gateway Economic Development Corporation of Helena, Montana" in accordance with the contract documents, including all addenda.

The undersigned bidder further agrees to start the work upon a written "Notice to Proceed," by the Owner, and to fully complete the work on or before the completion date listed in Section 011000 - "Summary."

The undersigned bidder hereby acknowledges receipt of the following addenda:

Addendum No. <u>A1</u>	Dated <u>10/18/2024</u>
Addendum No. <u>A2</u>	Dated <u>10/22/2024</u>
Addendum No. <u>A3</u>	Dated <u>10/28/2024</u>

The BASE BID will consist of the sum of the following Item Bids:

ITEM A BID General Construction Work

Furnish all the work for the General Construction Work, complete, and as shown in the Drawings and Specifications:

ITEM A BID Sum of One Hundred Thirteen Thousand Six Hundred Twenty Six
(price in words) Dollars(\$ 113,626)

ITEM B BID Electrical Work (both lighting and heating)

Furnish all the work for the Electrical Work, complete, and as shown in the Drawings and Specifications:

ITEM B BID Sum of Five Thousand Nine Hundred Seventy Three
(price in words) Dollars(\$ \$5,973)

ITEM C BID Site Work

Furnish all the work for the Site Work, complete, and as shown in the Drawings and Specifications (Submit the attached Civil Site Work Schedule of Values along with this Bid Form):

ITEM C BID Sum of Eighteen Thousand Six Hundred Seventy Six

\$18,676

TOTAL LUMP SUM BASE BID PRICE - (Total of Item Bids A + B + C)

The undersigned bidder agrees to complete all work as summarized in Section 011000 "Summary of The Work" (140 day construction period) for the total sum of:

One Hundred Thirty Eight Thousand Two Hundred Seventy Five

(price in words) Dollars(\$ 138,275)

The undersigned bidder hereby agrees to enter into a contract for the work awarded under this proposal within ten (10) consecutive calendar days from and including the date of acceptance of this proposal.

In submitting this bid it is understood that the right is reserved by the Owner, Gateway Economic Development Corporation , to reject any and all bids, and it is understood and agreed that this bid may not be withdrawn during a period of thirty (30) calendar days after the scheduled time for the receipt of bids.

DATED AT HELENA, MONTANA, THIS 30th DAY OF October, 2021

Revised to October, 2024

Firm Name Copper Creek LLC

By Kevin Ochs

Title Vice President

Business Address 2220 River Drive North, Great Falls, MT 59401

Montana Contractor's Registration No. 238759

END OF SECTION



Addendum

Addendum No. 2

Date: 10/22/2024

Project Number: 4291-01-04

Project: Gateway Economic Development Corporation
MBAC Incubator Building ADA Vestibule Addition
1015 Poplar St. Helena, MT 59601

Bid Date: October 30, 2024
1:30 P.M. M.D.T.
At 225 Cruise Avenue, Helena, MT

Bidders for the above-captioned project are hereby informed that the drawings and/or specifications are modified, corrected or supplemented as follows. Acknowledge receipt of Addenda on Bid Form. **Contractor to take special care in reading attached notes and to coordinate with all trades.**

Amendments to the Project:

ITEM A-1 Please note there are corrections in attached drawings regarding the demolition of the existing interior ramp and flooring replacement.

ITEM A-1 A bid alternate for a spring start is to be added to the bid below. Please include this in your bud submission

The Owner may elect to accept an alternative bid price for a spring construction start. The Contractor hereby agrees to add/ reduce the TOTAL LUMP SUM BID PRICE listed in the bid tab by the following amount if this option is accepted by the Owner.

~~ADD/~~ DEDUCT ALTERNATE – SPRING CONSTRUCTION START:

Sum of Six Thousand One Hundred Thirty Nine
(price in words) Dollars(\$ 6,139)

END OF ADDENDUM

CWG
Architecture

Architecture
Engineering
Design

(406) 443-2340

650 Power St
P.O. Box 1198
Helena, MT 59624

cwg-architects.com


Jason Egeline, AIA, NCARB, LEED GA

Attachments:

- A1.1 Demo & New Work Plan


KEVIN OCHS
VP - COPPER CREEK

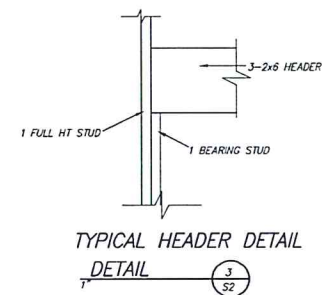
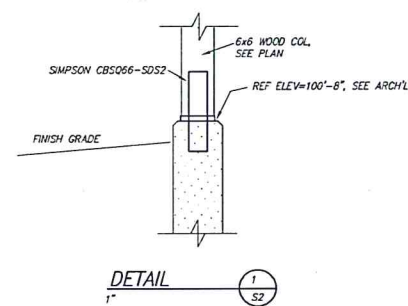
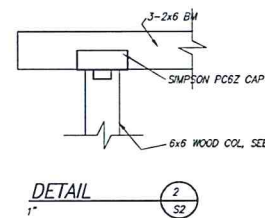
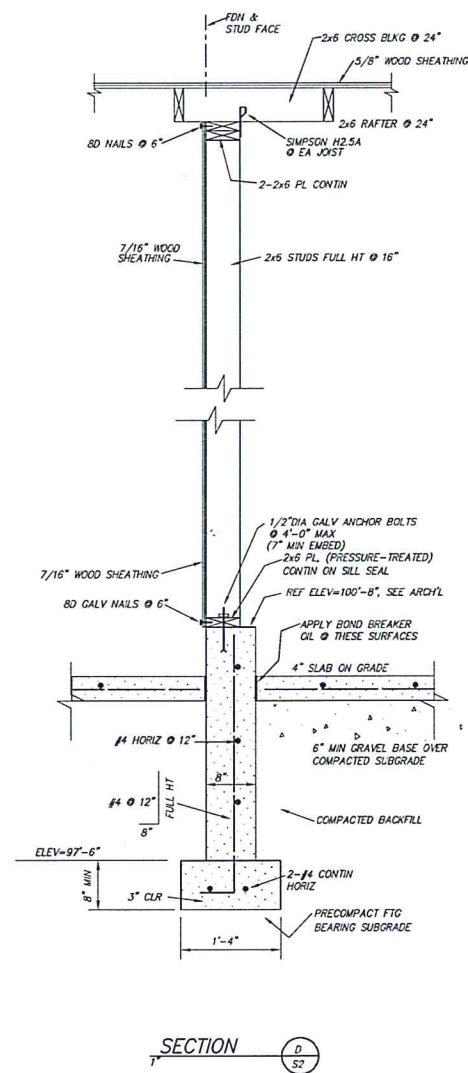
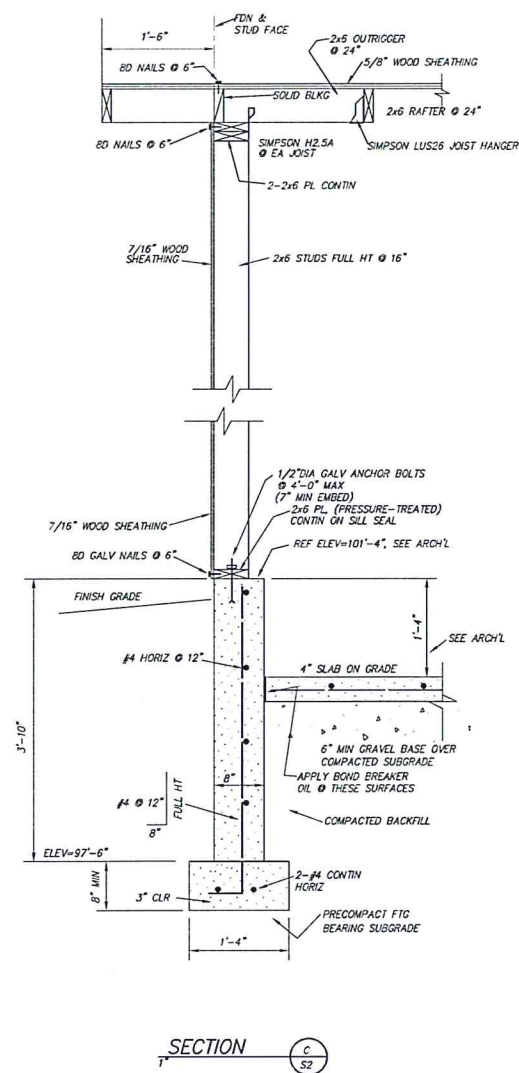


CSW
CSW Architecture
650 Power St
P.O. Box 1198
Helena, MT 59624
CSW@CSW-architects.com
(409)443-2340
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MONTANA BUSINESS ASSISTANCE CONNECTION
ADA ENTRY ADDITION
1015 POPLAR STREET, HELENA, MT 59601
PLANS, SECTIONS & ELEVATIONS

4291-01-04
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APPROVEDJE
DATE 3/9/2022
A1.2

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MONTANA BUSINESS ASSISTANCE CONNECTION
ADA ENTRY ADDITION
1015 POPLAR STREET, HELENA, MT 59601
STRUCTURAL DETAILS

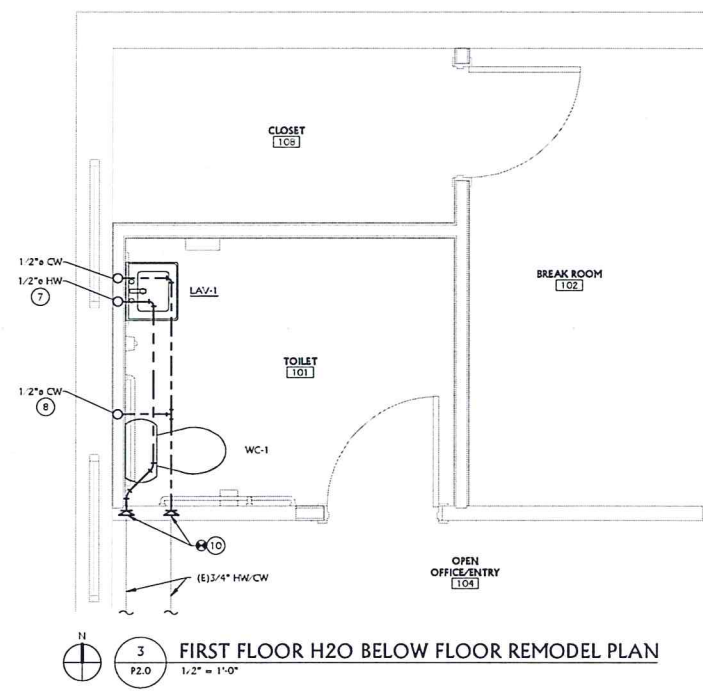
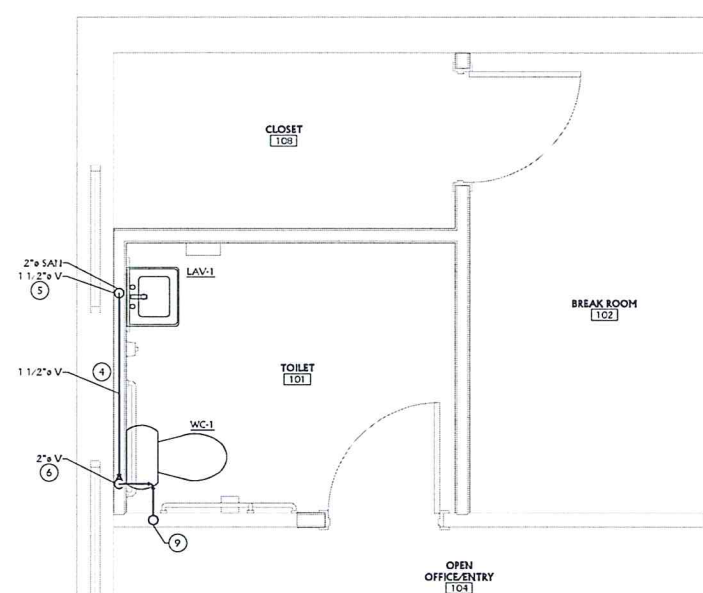
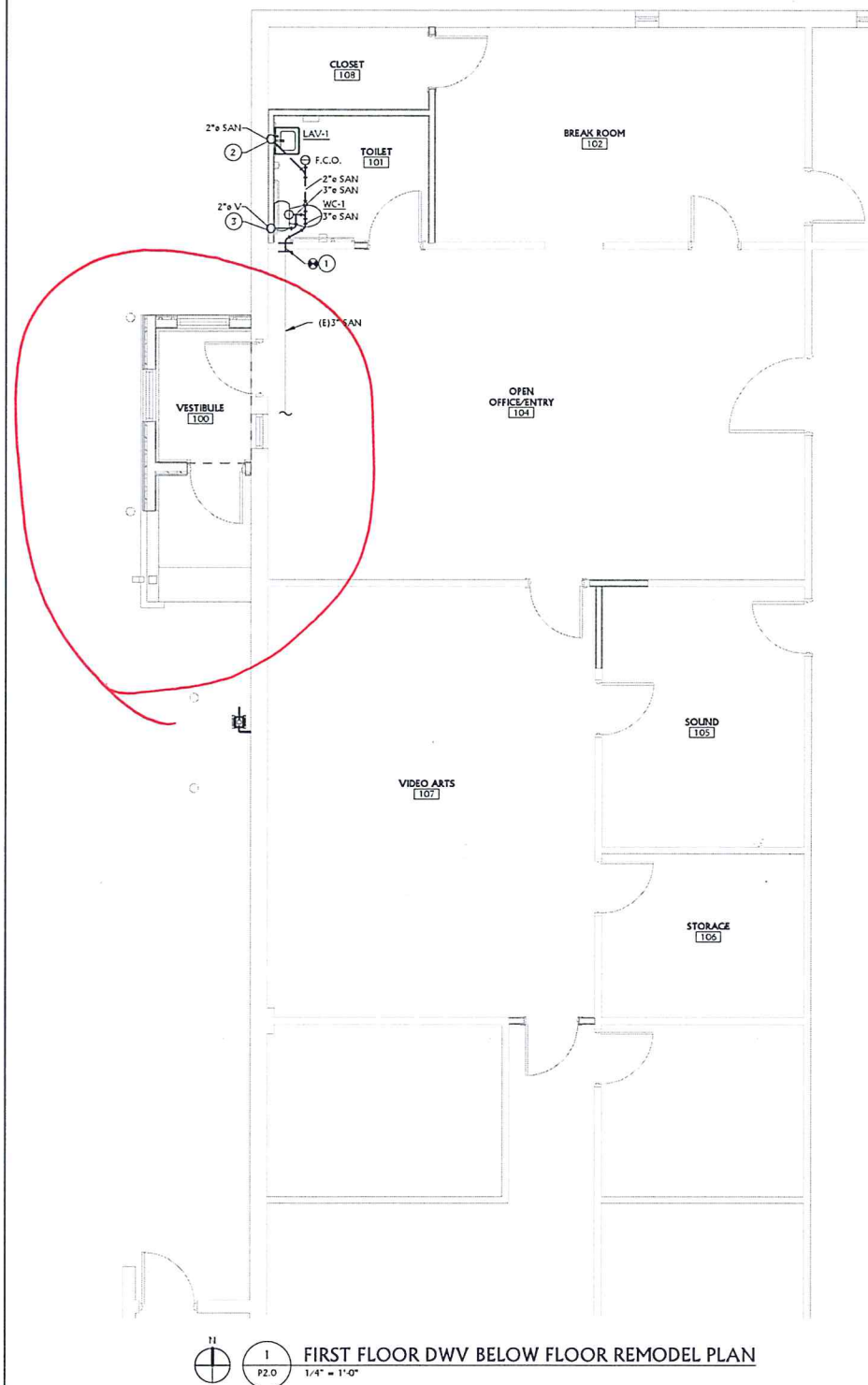
4291-01-04

DRAWN ABS

APPROVED ABS

DATE 03/09/22

S2



PUMPING GENERAL NOTES

A	GENERAL CONTRACTOR SHALL CUT ALL FLOORS, WALLS, CEILINGS, AND ROOF AS REQUIRED TO PERFORM THE WORK DEPICTED IN THESE CONTRACT DOCUMENTS AND SPECIFICATIONS. GENERAL CONTRACTOR SHALL PATCH ALL ASSOCIATED FLOORS, WALLS, CEILINGS, AND ROOF AS REQUIRED TO THE SATISFACTION OF THE ARCHITECT/ENGINEER.
B	COORDINATE HVAC AND PUMPING EQUIPMENT WITH ALL OTHER TRADES AS REQUIRED.
C	REFERENCE ARCHITECTURAL PLAN IS FOR EXACT FUTURE LOCATION IS.
D	ALL VALVES LESS THAN 2" SHALL BE BALL VALVES UNLESS OTHERWISE NOTED.
E	COORDINATE UTILITY LBS LIFTING WITH FOOTINGS AS STEEL WALLS.
F	ALL PENETRATION ON ALL WALLS AND CEILING SHALL BE PROVIDED WITH A CONTINUOUS VAPOR BARRIER. OVERSIZE HANGERS FOR INSULATION SO NO PENETRATION OF THE VAPOR BARRIER OCCURS. PROVIDE HIRTS AND SADDLES AS REQUIRED TO PREVENT INSULATION DAMAGE FROM STOPS.
G	INDOOR DOMESTIC WATER PIPING SHALL BE ROUTED IN ANY EXTERIOR WALLS.
H	PROVIDE ALL FLOOR DRAINS AT FLOOR FINISH WITH TRAP PRIMERS. PROVIDE WALL ACCESS PANEL FOR TRAP PRIMER ACCESS AS REQUIRED. ACCESS PANELS SHALL BE RATED WHERE REQUIRED.
I	ALL UNDECEILING FLOOR SHALL BE MINIMUM 2".
J	ALL UNDECEILING COPPER SHALL BE TYPE "K" SEAMLESS.
K	PROVIDE CLEANOUTS ON ALL UTILES SERVING SINKS AND URINALS.

PLUMBING KEYNOTES	
1	CONJECT 3" WASTE TO EXISTING PIPING AT APPROXIMATE LOCATION SHOWN.
2	ROUTE 2" SATURDAY UP AISLOR WITHIN WALL TO SERVE LAV-1.
3	ROUTE 2" VEIT UP WALL TO P3.0 FOR CONTRIBUITION.
4	ROUTE VEIT THROUGH WALL AND OVER TO SERV. WC-1.
5	ROUTE 2" SATURDAY UP IN WALL FOR SERVICE TO LAV-1. CONTINUE 1-1/2" VEIT PIPING UP III WALL.
6	2" VEIT FROM BELOW.
7	ROUTE 1 2" HW/CW UP III WALL TO SERVE LAV-1. SEE SCHEDULE ON P.0 FOR ADDITIONAL INFORMATION.
8	ROUTE 1 1/2" HW/CW IN WALL TO SERVE WC-1. SEE SCHEDULE ON P.0 FOR ADDITIONAL INFORMATION.
9	ROUTE 2" VEIT UP TO 3" V.T.R.
10	CONJECT 1 1/2" HW/CW TO EXISTING PIPING AT APPROXIMATE LOCATION SHOWN.

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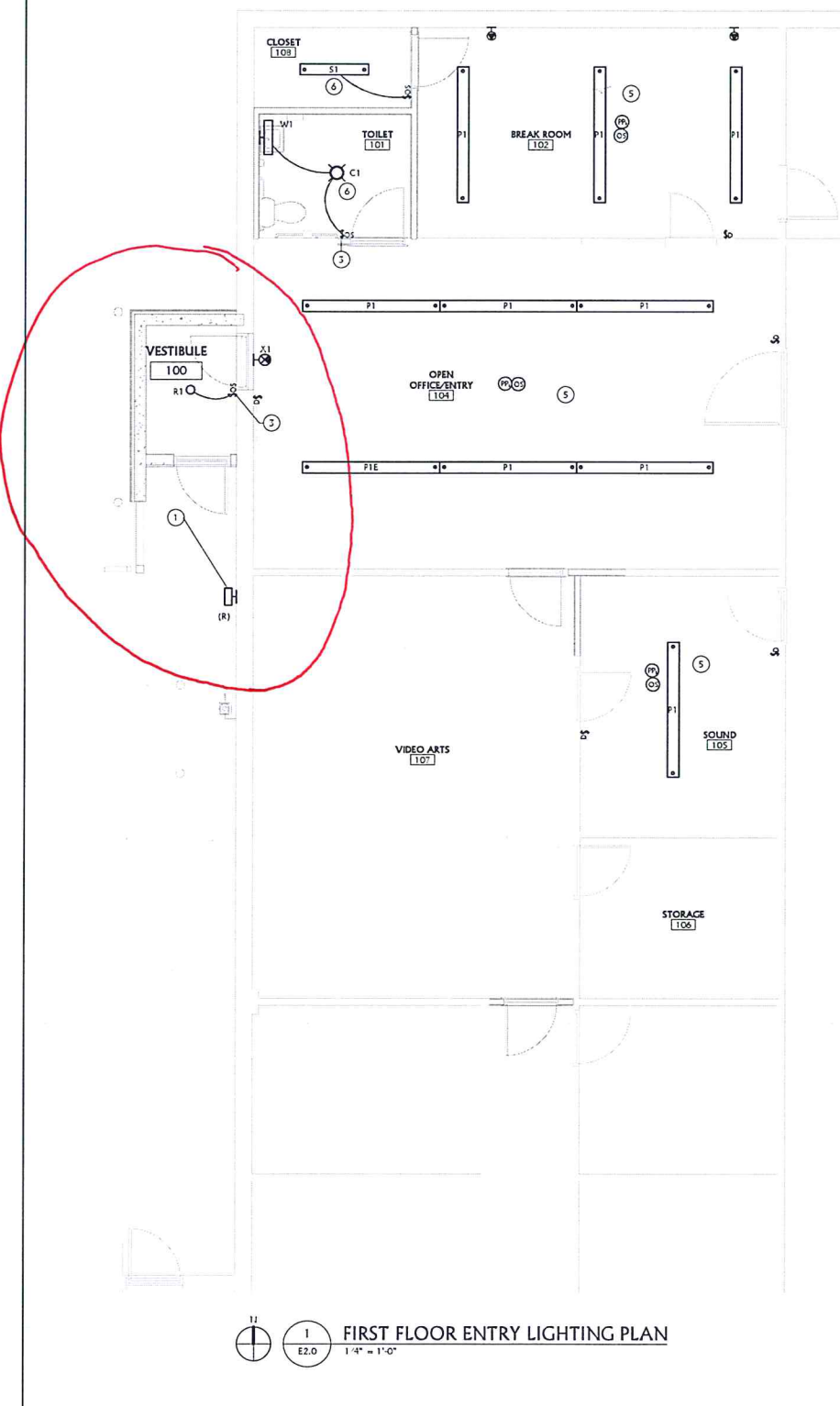
MONTANA BUSINESS ASSISTANCE CONNECTION
ADA ENTRY WAY ADDITION
1015 POPLAR STREET, HELENA, MT 59601

PLUMBING REMODEL PLANS

4291-01-04
DRAWN BYSB
APPROVEDBS
DATE 3/9/2022
P2.0

COGNIZANT NOTE:
THE CONTRACTOR SHALL BE COGNIZANT THAT THIS IS A PRENOBEL PROJECT AND AS SUCH CERTAIN ITEMS CANNOT BE FULLY ILLUSTRATED NOR EXPLAINED WITHOUT FIELD OBSERVATION. THEREFORE BEFORE SUBMITTING A PROPOSAL, THE CONTRACTOR SHALL VISIT AND EXAMINE THE PROJECT IN EVERY DETAIL AS PERTAINS TO THE PROJECT AND MAKE ADJUSTMENTS IN THEIR PROPOSAL FOR ALL CONDITIONS THAT WILL AFFECT THE WORK INDICATED IN THE PROJECT MANUAL AND CONTRACT DOCUMENTS.

COORDINATION NOTE
IT IS ABSOLUTELY NECESSARY THAT ALL TRADES COORDINATE WITH EACH OTHER AND VERIFY THAT THERE ARE NO CONFLICTS IN LOCATION OF DUCTS, CONDUITS, SPRINKLER HEADS, DIFFUSERS, EXHAUST BOIES, ETC. AND ALL TRADES ARE TO BE THROUGH THIS PROJECT BEFORE FINAL PLACEMENT OF MATERIALS.



ELECTRICAL LIGHTING GENERAL NOTES	
A	EC SHALL PROVIDE A COMPLETE WIRING SYSTEM CONSISTING OF PROPER QUANTITY OF SWITCH LEGS, NEUTRALS AND HOT CIRCUITS FOR A FUNCTIONAL INSTALLATION.
B	EC SHALL HAVE ALL EXPOSED RACEWAY AND/or CONDUIT SUPPORT SYSTEMS INSTALLED PRIOR TO GC PAINTING OF AREA SUCH THAT ITEMS ARE PROPERLY FASTENED TO MATCH EXPOSED AREAS OF BUILDING. COORDINATION OF EC'S INSTALL AND PAINT BAG IS A MUST TO INSURE ALL SYSTEMS ARE PROPERLY COATED. EC SHALL REMOVE ALL LABELS AND OTHER ITEMS THAT WOULD IMPEDE PAINT ADHESION TO ELECTRICAL SYSTEMS.
C	IF NOT ALL CIRCUITRY IS SHOWN FROM SWITCHES TO EACH CONTROLLED LIGHT FIXTURE(S), EC SHALL MATCH SWITCH SUBSCRIPT TO ASSOCIATED LIGHT FIXTURE(S) AND/OR COMBINATION.

ELECTRICAL PERFORMANCE NOTES	
A	REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION ON DEVICE LOCATION IS, DIMENSIONS, ETC. CAREFULLY EXAMINE ARCHITECTURAL FLOOR PLANS, CEILING PLANS, ELEVATIONS, ETC. FOR INFORMATION THAT AFFECTS ELECTRICAL WORK. NOTIFY ARCHITECT OR ENGINEER IMMEDIATELY OF ANY DISCREPANCIES BETWEEN ARCHITECTURAL AND ELECTRICAL PLANS.
B	ALL DASHED ITEMS ARE NEW, UNLESS NOTED OTHERWISE. ALL SHADED ITEMS ARE EXISTING TO REMAIN.
C	ALL ITEMS DENOTED WITH A (R) ARE RELOCATED OR REINSTALLED. ALL ITEMS DENOTED WITH AN (E) ARE EXISTING TO REMAIN.
D	DELETED AND REUSE OF EXISTING MATERIALS IS PERMITTED. CIRCUITING SHALL BE AS SHOWN! BUT CIRCUIT NUMBERS MAY BE CHANGED TO MAKE USE OF EXISTING AVAILABLE DEVICES. PROVIDE NEW BREAKERS AND WIRING AS NEEDED TO ACCOMMODATE NEW CIRCUITING.
E	COORDINATE ALL DEVICES TO EXISTING CIRCUITS SERVING THE AREA UNLESS NOTED OTHERWISE. VERIFY EXISTING LOAD PRIOR TO COORDINATING ADDITIONAL DEVICES.
F	FILE SHALL ALL PENETRATION IS IN FIRE RATED WALLS. COORDINATE WITH ARCHITECTURAL TEAM.

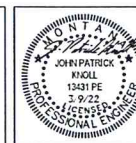
ELECTRICAL KEYNOTES	
1	RELOCATE EXISTING WALL SCONCE. MODIFY A/D EXTEND EXISTING WIRING AND CONTROLS TO NEW LOCATION.
2	PROVIDE NEW MARKEL MODEL F3422, 2000W CANILET UNIT HEATER WITH SELF COIL HEATED THERMOSTAT. PROVIDE 20A, 2-POLE POWER COIL ELECTRIC FROM EXISTING 120V. PROVIDE NEW 20A, 2-POLE BREAKER WITH 3" 4" CONDUIT A/D 2X10, 1" FUGO COFFER WIRING.
3	PROVIDE WALL MOUNTED OCCUPANCY SENSOR SWITCH. CONNECT FUTURE AND CONTROLS TO NEAREST LIGHTING CIRCUIT. MODIFY A/D EXTEND CONDUIT A/D WIRING AS REQUIRED.
4	CONNECT RECEPTACLE TO NEAREST RECEPTACLE CIRCUIT. MODIFY A/D EXTEND CONDUIT A/D WIRING AS REQUIRED.
5	REUSE EXISTING LIGHTING CIRCUIT CURRENTLY SERVING THIS SPACE. MODIFY A/D EXTEND CONDUIT A/D WIRINGS AS REQUIRED. SEE DETAIL 01 SHEET 00 FOR CONTROLS.
6	REUSE EXISTING LIGHTING CIRCUIT CURRENTLY SERVING THIS SPACE. MODIFY A/D EXTEND CONDUIT A/D WIRINGS AS REQUIRED.
7	PROVIDE POWER CONNECTION TO NEW ELECTRICAL HEATER. REUSE EXISTING HEATER CIRCUIT.
8	PROVIDE POWER CONNECTION TO EXHAUST FAN. CONTROL FAN VIA LIGHTING CONTROLS IN TOILET 101.
9	PROVIDE POWER A/D ROUGH-IN FOR DOOR BUZZER. POWER CONNECTION TO COME FROM NEAREST AVAILABLE RECEPTACLE CIRCUIT. MODIFY AND EXTEND CONDUIT AND WIRING AS REQUIRED. COORDINATE WITH DOOR HARDWARE PROVIDED FOR ALL REQUIRED CONNECTIONS AND ROUGH-IN REQUIRED. PROVIDE AS REQUIRED.

COGNIZANT NOTE:
THE CONTRACTOR SHALL BE COGNIZANT THAT THIS IS A MODEL PROJECT AND AS SUCH, CERTAIN ITEMS CANNOT BE FULLY ILLUSTRATED OR EXPLAINED WITHOUT FIELD OBSERVATION. THEREFORE BEFORE SUBMITTING A PROPOSAL, THE CONTRACTOR SHALL VISIT AND EXAMINE THE PROJECT IN EVERY DETAIL AS PERTAINS TO THIS PROJECT AND MAKE ALLOWANCES IN THEIR PROPOSAL FOR ALL CONDITIONS THAT WILL AFFECT THE WORK INDICATED IN THE PROJECT MANUAL AND CONTRACT DOCUMENTS.

COORDINATION NOTE
IT IS ABSOLUTELY NECESSARY THAT ALL TRADES COORDINATE WITH EACH OTHER AND VERIFY THAT THERE ARE NO CONFLICTS IN LOCATION OF DUCTS, CONDUITS, SPRINKLER HEADS, DEFUSERS, ELECTRICAL BOXES, PIPING, ETC. AND OTHERS. MAKE UP THROUGHOUT THIS PROJECT BEFORE FINAL PLACEMENT OF MATERIALS.

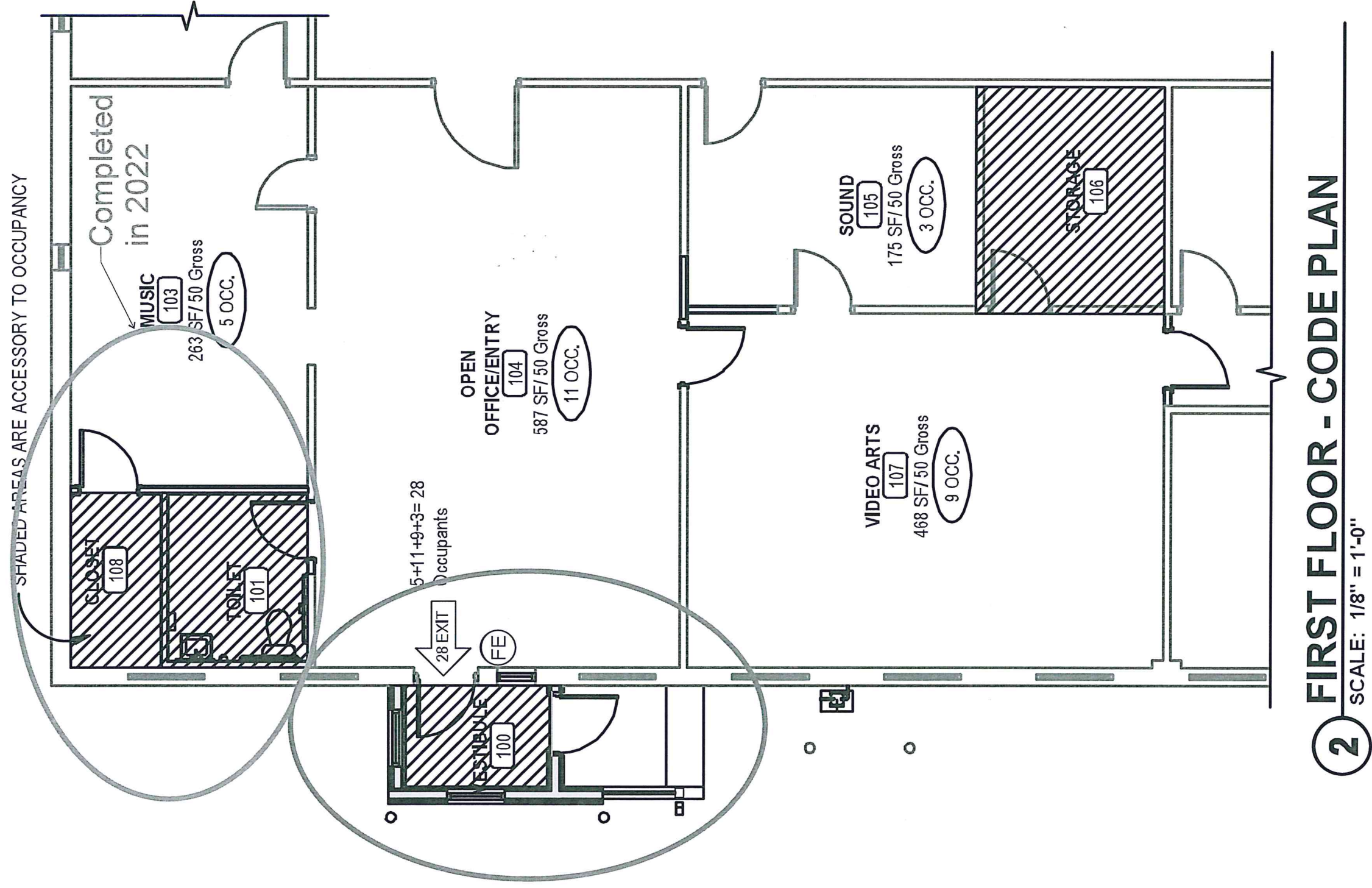
COORDINATION NOTE

IT IS ABSOLUTELY NECESSARY THAT ALL TRADES COORDINATE WITH EACH OTHER AND VERIFY THAT THERE ARE NO CONFLICTS IN LOCATION OF DUCTS, CONDUITS, SPRINKLER HEADS, DIFFUSERS, ELECTRICAL BOXES, EQUIPMENT, AND OTHER ITEMS THROUGHOUT THIS PROJECT BEFORE FINAL PLACEMENT OF MATERIALS.

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MONTANA BUSINESS ASSISTANCE CONNECTION
ADA ENTRY WAY ADDITION
1015 POPLAR STREET, HELENA, MT 59601
ELECTRICAL REMODEL PLANS

4291-01-04
DRAWN BY:TL
APPROVED:FK
DATE 3/9/2022
E2.0



**MONTANA BUSINESS ASSISTANCE CONNECTION
ADA ENTRY ADDITION**
1015 POPLAR STREET, HELENA, MT 59601

ADDENDUM B



North Face of the Poplar Incubator Building. The mural on this side of the building was completed by MAPS Media students in 2024. MBAC covered the cost of paint and materials for this project, and collaborated with the City of Helena and the Helena Public Arts Committee



South side/back of the building and utility boxes/utility access



West face of Poplar Building, and entrance to MAPS Media. This is where the ADA upgrades will take place



West face of Poplar Building and parking lot



East side of building and ADA accessible entrances

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

**A RESOLUTION DISTRIBUTING RAILROAD URBAN RENEWAL DISTRICT TAX
INCREMENT FINANCING FUNDS TO MONTANA BUSINESS ASSISTANCE
CONNECTION (MBAC)/GATEWAY ECONOMIC DEVELOPMENT CORPORATION, FOR
BUILDING ENTRANCE ACCESSIBILITY IMPROVEMENTS TO THE POPLAR STREET
BUSINESS INCUBATOR**

WHEREAS, on January 25, 2016, the City Commission adopted Ordinance No. 3214, which established the Railroad Urban Renewal District and its boundaries;

WHEREAS, the City Commission approved the Railroad Urban Renewal District Plan in connection with the adoption of Ordinance No. 3214;

WHEREAS, the Railroad Urban Renewal District Plan, adopted pursuant to Ordinance No. 3214, includes goals of "increase[ing] property utilization and function" and "expanding[ing] and diversify[ing] the district's economy", among other goals;

WHEREAS, Ordinance No. 3214 contains provisions for the segregation and application of tax increments within the Railroad Urban Renewal District;

WHEREAS, under §7-15-4288, MCA, costs "incurred in connection with redevelopment activities allowed under 7-15-4233[, MCA]" are

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

eligible for tax increment funds;

WHEREAS, tax increment funds received from the Railroad Urban Renewal District may be used to directly pay for costs of approved urban renewal projects and programs;

WHEREAS, the applicant, MBAC, proposes to make building accessibility improvements to their property, located at 1015 Popular Street ("Project");

WHEREAS, the total cost of the Project is estimated to be one hundred fifty thousand dollars (\$138,275); and

WHEREAS, the applicant has requested disbursement of fifty-nine thousand, seven hundred and seventy-five dollars (\$59,775) of Railroad Urban Renewal District tax increment funds for the Project.

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

Section 1. The Helena City Commission finds:

- A.** The Project is located within the established boundary of the Railroad Urban Renewal District.
- B.** The Project constitutes an allowable cost, pursuant to § 7-15-4288, MCA, eligible to be paid by tax increment financing funds.
- C.** The Project conforms to the goals and priorities stated

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

in the Railroad Urban Renewal District Plan.

Section 2. The City shall distribute fifty-nine thousand, seven hundred and seventy-five dollars (\$59,775) to MBAC, payable from the tax increment financing funds generated to date by the Railroad Urban Renewal District.

Section 3. Prior to distribution of funds, MBAC must enter into an agreement acceptable to the City conditioning disbursement of the funds.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 7th DAY OF JULY, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

06/24/2025

To:

Honorable Mayor Collins, Members of Helena City Commission

From:

Tim Burton, City Manager
Christopher Brink, Community Development Director

Subject:

Consider a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to YWCA Helena for façade improvements at 501 North Park Avenue.

Present Situation:

On May 22, 2025, YWCA Helena submitted an application for Downtown Tax Increment Financing funding in the amount of \$150,000 for façade improvements on the historic YWCA building located at 501 N. Park Avenue. The requested DTIF funding will specifically be leveraged for replacement of 60 windows across the first and second floors of the YWCA's 107-year old property. The agency had previously been awarded TIF funds that would, in part, assist with similar work on the third floor of the facility as well as other historic façade improvements, and was also successfully sponsored by the City for a Community Development Block Grant for HVAC and façade improvements. Inflationary forces have led to cost escalations since those awards, and the increased need for additional funding has precipitated the present DTIF request.

Due to the dissolution of the previously existing Downtown Tax Increment Financing Advisory Board on November 4, 2024, and the fact that the new city-wide Tax Increment Financing Board has not yet been fully constituted, the current YWCA DTIF application has not been reviewed by an advisory board for a formal recommendation. However, board consideration of TIF applications is not statutorily required, and Community Development staff instead recommend the application for full funding approval due to its conformance with the Downtown Urban Renewal District Plan. The total costs for the window replacement work on the façade totals \$474,201.03, making the DTIF request of \$150,000 approximately 32% of the total cost of TIF-eligible activities.

Background Information:

The Downtown Urban Renewal District Plan's intent is to eliminate "blight" and encourage redevelopment in the district using tax increment financing (TIF) as specified by State Law. Under MCA 7-15-4288, costs incurred in connection with the redevelopment activities (as allowed under 7-15-4233) are eligible for TIF funding when they clearly serve a public purpose in alignment with the Constitution of the State of Montana. MCA 7-15-4233(h), in turn, allows municipalities to "improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area," as in the present instance. Further, this project aligns with the DURD Plan, which has established goals to (1) "[u]pgrade underperforming properties" and (2) "[p]romote historic preservation to create a quality and unique experience." These goals set forth objectives that speak to facilitating façade improvements and capitalizing on the downtown's historic assets. As such, the proposed YWCA historic façade project wholly aligns with the goals and objectives of the DURD Plan.

<u>Proposal/Objective:</u>	To grant YWCA Helena \$150,000 in Downtown TIF financing toward façade improvements for the historic non-profit facility located at 501 N. Park Avenue.
<u>Advantage:</u>	The YWCA building rehabilitation will help preserve a key historic asset to the DURD, and, in so doing, maintain a key resource for housing and supportive services for women and families in need in the community.
<u>Notable Energy Impact:</u>	Renovation activities to the YWCA building will help assure the structure's longevity, whereas failing to address necessary upgrades may result in further deterioration of the facility and eventual impacts to YWCA programmatic offerings.
<u>Disadvantage:</u>	NA
<u>Quasi-Judicial Item:</u>	False
<u>Notice of Public Hearing:</u>	False
<u>Staff Recommendation/ Recommended Motion:</u>	Move to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to YWCA Helena for façade improvements at 501 North Park Avenue.



City of Helena
Downtown Urban Renewal District
TAX INCREMENT FINANCING APPLICATION FORM
Community Development Department
Phone (406) 447-8490 Fax (406) 447-8460
citycommunitydevelopment@helenamt.gov

Project Name: YWCA Helena Windows Date Submitted: _____

APPLICANT INFORMATION

Name (First & Last): YWCA Helena
Address: 501 N. Park
City: Helena State: MT Zip Code: 59601
Phone: 406-634-3487 Cell: 406-459-8224 Other: _____
Email: denise@ywcahelena.org

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of: State of Montana

- ☒ A non-profit or charitable institution/corporation
☐ A partnership or corporate entity known as _____
☐ District Resident
☐ Local Government
☐ Other (explain) _____

PROJECT INFORMATION

Building Address: 501 N. Park
Legal Description: Thompson Placer S30,T10N, R03W, Lot 15A, PM 26 COS#3162755

PROPERTY OWNER INFORMATION

If the property is not owned by the Applicant, written permission from the owner must be included to carry out the project and lease or other materials.

Property Owner (First & Last): YWCA Helena is the owner of the building
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____ Other: _____
Email: _____



City of Helena
Downtown Urban Renewal District
TAX INCREMENT FINANCING APPLICATION FORM
Community Development Department
Phone (406) 447-8490 Fax (406) 447-8460
citycommunitydevelopment@helenamt.gov

PROJECT COST & FINANCING SECTION

Summarize the project costs on the Project Cost Worksheet. Use general categories and include items that are in the assistance request. The total cost should include land costs and "soft costs" such as zoning processes, surveys, and permits to enable the DURD Advisory Board to evaluate the entire private investment. If in doubt about an item's eligibility, include it. Staff will review the items and help determine eligibility. Briefly describe how the project will be financed and be sure to include equity and other investments into the project. If financing commitment is contingent on grants or URD TIF commitment to the project, has multiple sources, or other complex factors, provide that information.

NOTE: The TIF Program requests which include demolition/deconstruction activities, public sidewalks, streets, alleys and other right-of-way improvements; and/or work on utility main transmission lines totaling over \$25,000 are subject to Montana Prevailing Wage Rates and must include that in the itemized costs.

PROJECT COST WORKSHEET

Professional Services

1. _____	\$ _____
2. _____	\$ _____
	Subtotal \$ _____

Construction/Rehabilitation Costs

1. Window Replacement	\$ 260,301.67
2. Carpentry & Finishing	\$ 8,500.00
3. Caulking & Painting	\$ 61,200.00
4. Supervising, Permits, Inspections, etc	\$ 93,950.18
5. Construction Cleaning	\$ 7,140.00
6. OH&P (10%)	\$ 43,109.18
	Subtotal \$ 474,201.03

Printing, Advertising, etc.

1. _____	\$ _____
2. _____	\$ _____
	Subtotal \$ _____

Other Miscellaneous Costs

1. _____	\$ _____
2. _____	\$ _____
	Subtotal \$ _____

TOTAL PROJECT DEVELOPMENT COSTS

Total \$ 474,201.03



City of Helena
Downtown Urban Renewal District
TAX INCREMENT FINANCING APPLICATION FORM
Community Development Department
Phone (406) 447-8490 Fax (406) 447-8460
citycommunitydevelopment@helenamt.gov

PROJECT FINANCING WORKSHEET

Owner/Developer Investment

Total applicant investment in the project \$ _____

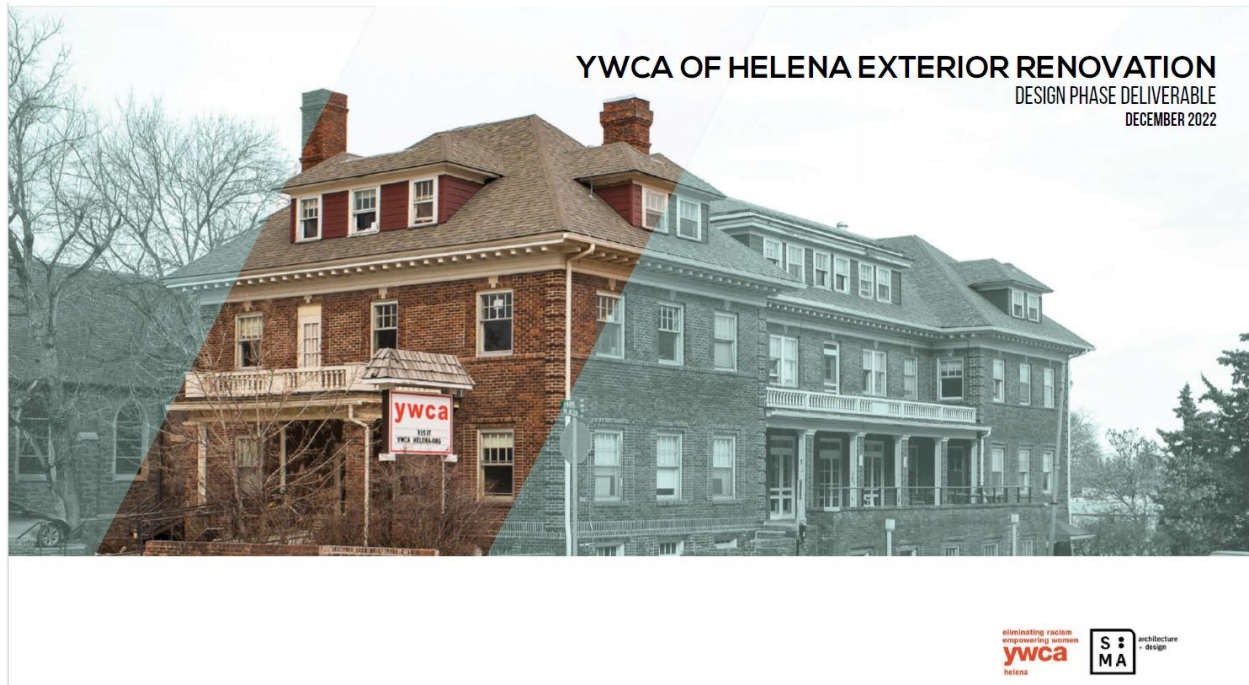
Listing of Other Funding Sources & Amounts (Continue on separate sheet if needed)

1. Treacy Foundation \$ 150,000
2. Wall Foundation \$ 174,201.03
3. _____ \$ _____

Request for Eligible items

Total TIF Request \$ 150,000

TOTAL PROJECT FINANCING \$ 474,201.03



Since its construction in 1918, the three-story masonry building located at 501 North Park Avenue has been home to the YWCA of Helena. The building is intrinsically tied to the history of Montana and the changing needs of the Helena community. Many Helena citizens have generously donated their time and tireless efforts to maintain the YWCA in its current building.

During the 1900's in Montana's history, aspiring women moved to Helena seeking opportunities for employment and higher levels of education. The YWCA provided, and continues to provide, guidance in accessing available resources, as well as safe, affordable transitional housing. However, today the profile of residents is dramatically different from 100 years ago, including the most destitute and vulnerable of our society. The stability and safe environment provided by the YWCA allows homeless women and their children the opportunity to face life's challenges and rejoin societal mainstream in a positive fashion, resulting in an economic benefit to the State.

YWCA Helena has three major programs now for women and children to help them move towards independent and healthy lives. These programs include:

WINGS – Women Initiating New Growth and Stability Program – Provides Substance use and mental health treatment and recovery programs.

Parenting Center – Provides Parenting Classes, Supervised Visitation, Safe Exchange Services and Peer Support for our residents and for families in the greater Helena community.

Shelter – Provides Transitional Housing for Homeless Women and Children

Through the coordination of these three programs, residents and their children can succeed at continuing to move toward positive and healthy lifestyles. Over 75 % of women who graduate from the YWCA Helena programs are still in recovery, free from substance use after three years.

Our integrated services effectively promote reunification of the women with their children and the development of healthy, positive parenting skills necessary to establish a healthy family culture. The families experience a parallel process of healing through the individual and family therapies provided.

YWCA Helena is Helena's only women's shelter and substance use disorder (SUD) treatment program that shelters adult women and their children (up to 18 years old) to live as a family. YWCA Helena serves extremely low-income families who are in, or are at immediate risk of, homelessness.

The services of YWCA Helena extend beyond housing and mental health services, though. The Parenting Center serves both residents of YWCA Helena and the community who are referred through community-based sources such as Montana Child and Family Services, Treatment Court, partner agencies, and Pediatric and OBGYN medical partners.

However, as with any historic structure, the building maintenance and repair costs are an ongoing concern. Board members and staff have strategies to address structural issues while continuing to serve as a homeless shelter. Long term sustainability of the YWCA Helena is threatened by a financial inability to rectify the needed building repairs and program improvements needed to maintain the historically and architecturally beautiful building.

The use for YWCA Helena is restricted by the property deed ("a home for women and girls"), as well as the building's floor plan (single rooms, communal bathrooms and shared kitchen facilities). The building houses a women-specific substance use recovery program that has a capacity to serve up to 20 women and up to 18 children on any given day. The 25,000 square foot building holds crucial programming for the community it serves, in an historic building that created legacies for many families.

In 2015, YWCA underwent a significant rehabilitation of the interior of the building. The building was accepted into the National Historic Registry and a capital campaign secured finances to ensure women who lived at YWCA Helena were safely housed. At that time, YWCA Helena was successful in improving some interior modifications for a 24-room residential shelter.

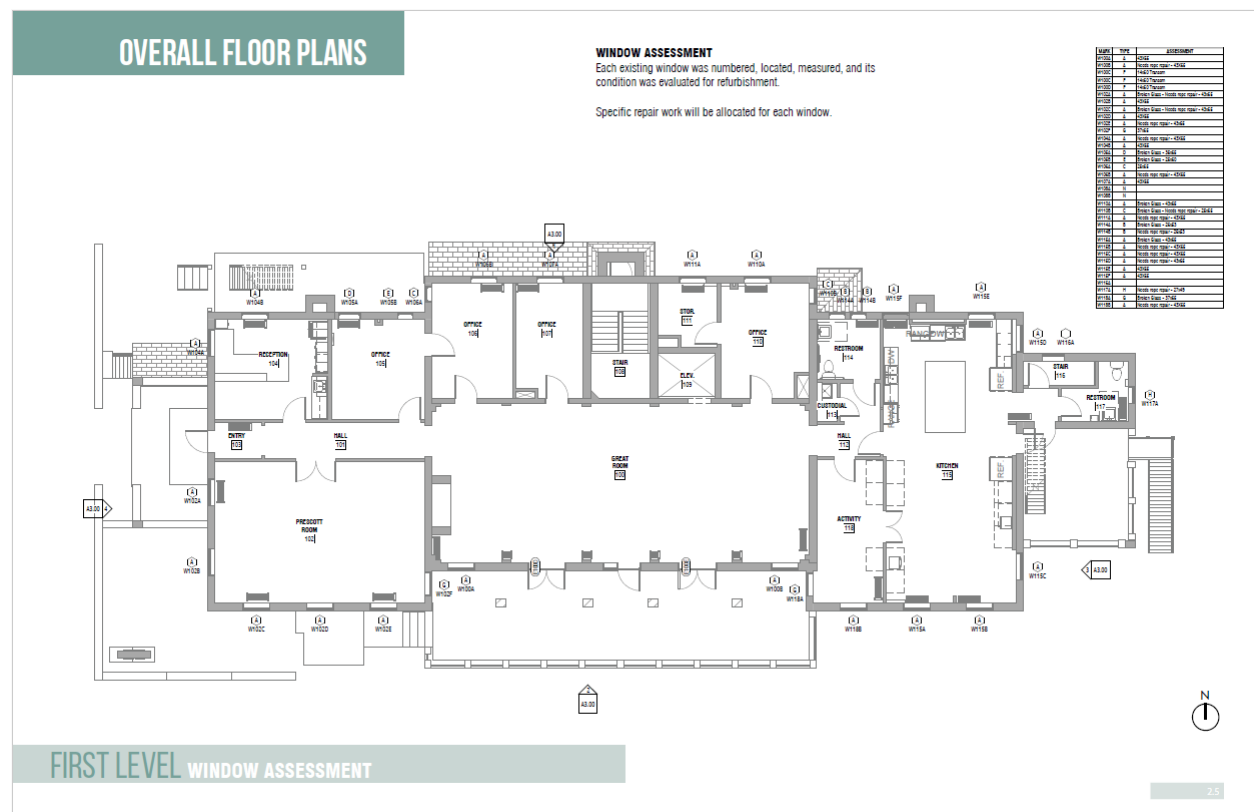
In 2021, YWCA Helena received a ARPA funded CBDG grant to address some of the outside structural concerns. A \$625,000 grant through the CARES funding as well as a \$118,160.22 grant through TIF and a \$70,127.80 grant from MT Department of Commerce were awarded to repair and replace windows for only the 3rd story and air conditioning for floors 1, 2 & 3.

Beginning in Fall 2022, SMA and Associated Construction Engineering partnered with YWCA and the City of Helena to determine the exterior renovation scope, approach, and design solution that responds to the site's unique features. Since the historic YWCA building still held the original windows that were installed in 1918, they need repair and replacement due to their age and condition. Also, exterior maintenance such as painting and other upkeep was neglected because of financial constraints.

A through energy audit of the building was completed by the National Center for Appropriate Technology (NCAT), that has provided a comprehensive analysis and recommendations for building improvements energy efficiency. This audit reports that while costly, restorative efforts will address energy inefficiencies, as well as significant health and safety threats. We believe that restoring new windows is a good start to address with the restoration needed to improve the structural integrity and long-term sustainability of the historical YWCA building.

As the YWCA building original construction consists of brick masonry and faces south, temperature control in the summer months is currently challenging, while winter months reveal the inadequacies of the current windows' conditions. In order to provide a better housing condition to the residents, providing fresh air in as many rooms is key with operable windows. The project goal is to improve day-to-day comfort, access to fresh air, and support for staff and residents at the YWCA.

The following sections of this report document the pragmatic, programmatic, and poetic decisions that have defined the renovation concept for the YWCA building. The Design Process section reveals the options and iterations that led to the Schematic Design drawings and renderings. Division-by-division specifications narrative and Engineer's narratives are provided to support the design solution.



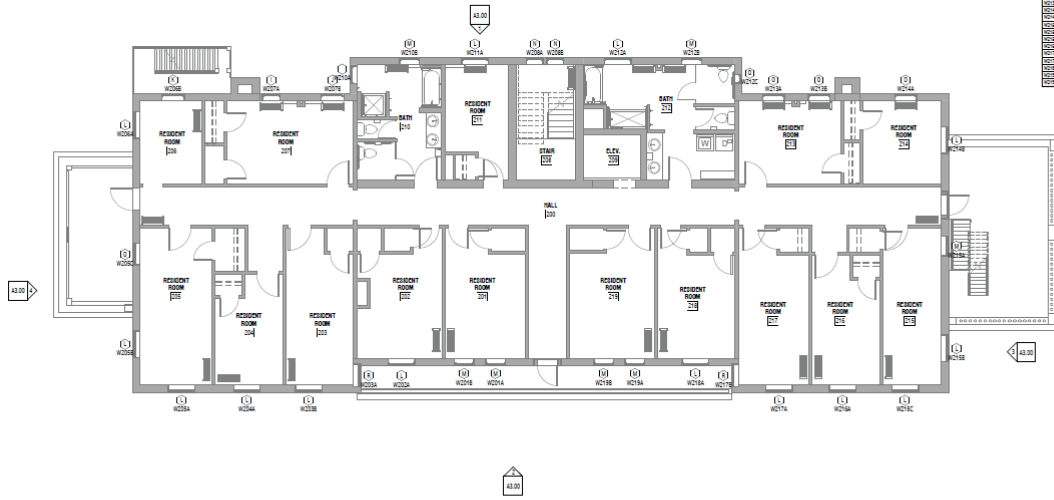
OVERALL FLOOR PLANS

WINDOW ASSESSMENT

Each existing window was numbered, located, measured, and its condition was evaluated for refurbishment.

Specific repair work will be allocated for each window.

UNIT	NO.	ASSESSMENT
101	1	Window 101-101
101	2	Window 101-102
101	3	Window 101-103
101	4	Window 101-104
101	5	Window 101-105
101	6	Window 101-106
101	7	Window 101-107
101	8	Window 101-108
101	9	Window 101-109
101	10	Window 101-110
101	11	Window 101-111
101	12	Window 101-112
101	13	Window 101-113
101	14	Window 101-114
101	15	Window 101-115
101	16	Window 101-116
101	17	Window 101-117
101	18	Window 101-118
101	19	Window 101-119
101	20	Window 101-120
101	21	Window 101-121
101	22	Window 101-122
101	23	Window 101-123
101	24	Window 101-124
101	25	Window 101-125
101	26	Window 101-126
101	27	Window 101-127
101	28	Window 101-128
101	29	Window 101-129
101	30	Window 101-130
101	31	Window 101-131
101	32	Window 101-132
101	33	Window 101-133
101	34	Window 101-134
101	35	Window 101-135
101	36	Window 101-136
101	37	Window 101-137
101	38	Window 101-138
101	39	Window 101-139
101	40	Window 101-140
101	41	Window 101-141
101	42	Window 101-142
101	43	Window 101-143
101	44	Window 101-144
101	45	Window 101-145
101	46	Window 101-146
101	47	Window 101-147
101	48	Window 101-148
101	49	Window 101-149
101	50	Window 101-150



SECOND LEVEL WINDOW ASSESSMENT

2.6

OVERALL FLOOR PLANS

WINDOW ASSESSMENT

Each existing window was numbered, located, measured, and its condition was evaluated for refurbishment.

Specific repair work will be allocated for each window.

UNIT	NO.	ASSESSMENT
101	1	Window 101-101
101	2	Window 101-102
101	3	Window 101-103
101	4	Window 101-104
101	5	Window 101-105
101	6	Window 101-106
101	7	Window 101-107
101	8	Window 101-108
101	9	Window 101-109
101	10	Window 101-110
101	11	Window 101-111
101	12	Window 101-112
101	13	Window 101-113
101	14	Window 101-114
101	15	Window 101-115
101	16	Window 101-116
101	17	Window 101-117
101	18	Window 101-118
101	19	Window 101-119
101	20	Window 101-120
101	21	Window 101-121
101	22	Window 101-122
101	23	Window 101-123
101	24	Window 101-124
101	25	Window 101-125
101	26	Window 101-126
101	27	Window 101-127
101	28	Window 101-128
101	29	Window 101-129
101	30	Window 101-130
101	31	Window 101-131
101	32	Window 101-132
101	33	Window 101-133
101	34	Window 101-134
101	35	Window 101-135
101	36	Window 101-136
101	37	Window 101-137
101	38	Window 101-138
101	39	Window 101-139
101	40	Window 101-140
101	41	Window 101-141
101	42	Window 101-142
101	43	Window 101-143
101	44	Window 101-144
101	45	Window 101-145
101	46	Window 101-146
101	47	Window 101-147
101	48	Window 101-148
101	49	Window 101-149
101	50	Window 101-150



THIRD LEVEL WINDOW ASSESSMENT

2.7

WINDOW TYPES



Built in 1918, the historic YWCA of Helena building was constructed and chartered solely to serve women and girls. An uninsulated masonry building, it faces south, which makes temperature control throughout the year a challenge. It features the original wood divided lite windows, which are in excellent condition, but are drafty and far from energy efficient. These windows will be refurbished, including repainting, glazing and putty repair, and the installation of new seals to reduce air infiltration.

WINDOW ASSESSMENT

2.13

This project follows the Downtown URD Plan by upgrading underperforming properties and encouraging the update and adaptive re-use of buildings for 21st century needs. Through the window project we will facilitate improvements to a 100-year-old building that will promote historic preservation.

This project capitalizes on the downtown historic assets. The benefits to the neighborhood are the new windows will replace very old and decaying window frames, improving the appearance of the outside and inside the building. The benefits to the community will be that we are replacing the windows with frames that look like the previous ones and addressing maintenance on one of the neighborhood's oldest structures. Upon completion, we will be able to continue to house up to 20 women and 18 children who would otherwise be homeless.

Current residents living at YWCA Helena will be relocated to the 3rd Floor until project is complete. We are keeping our census low currently to allow for minimal displacement of residents. They will live in the building but moved to a floor. Since the rooms are alike, there is little concern for placements.

LOGICAL CONSIDERATIONS

Project Feasibility: We have approached the Treacy Foundation for the \$150,000 TIF match but have also been invited to submit a full proposal to the Wall Foundation and Ash Grove for the additional \$174,201 to complete both the 1st and 2nd floor windows of the building. Since we are just beginning the 3rd floor window replacement, we do have an energy study, Architecture plans, and a contractor that is willing to put in a bid for the rest of the windows. We believe that window replacement can begin at anytime once the funding is secure.

Professional architectural and engineering services will be ongoing through the course of construction, providing observations, documentation, and advocating for the YWCA per the construction contract with the general contractor selected for the work.

Applicant's Ability to Perform: As YWCA Helena, the City of Helena and SMA Architects are involved with this grant, there is adequate oversight of the project. YWCA Helena has recent experience with a new addition of a bathroom in the basement, repairing brick work and gutters, and repairing and improving the Southside porch. Previously, the YWCA of Helena has coordinated a substantial interior renovation of the building for \$1.8 million dollars and has experience with complex projects.

Timely Completion: The project will be completed by the end of 2025.

Payment of Taxes: The YWCA of Helena is current on their payment of taxes.

ECONOMIC AND COMMUNITY DEVELOPMENT POTENTIAL:

Tax Generation: By improving the exterior of the YWCA building with repairs, the area surrounding the YWCA may see an increase in commercial activities. We have a downtown, permanent placement in our downtown area. Shoring up the exterior of a building that has been a cornerstone of our community for over a century will not only ensure another century of use for the building but allow the downtown corridor to shine to our community and tourists. Improving the building and addressing delayed maintenance is important to the esthetics of the neighborhood which should help increase the taxable valuation of the district.

Relationship of Public and Private Investment: This project is a prudent investment of public funds within the urban renewal district as the YWCA is already funded with both public and private funding for their programs. The YWCA is experienced in working with public dollars as public grants provide much of their funding; therefore, they are an appropriate entity to receive and properly manage public funding. Funding for the YWCA Helena comes to the tune of just under \$1 million annually, which means we are having a significant economic impact on the downtown area, bringing in federal, state and private dollars.

Job Creation: No new permanent jobs will be created. However, temporary construction jobs during the project will be created. Through the continued support of the YWCA of Helena, the funding would support the goals of the women living there. These goals include employment and community contribution in the workforce. Further, YWCA Helena employs 12 individuals, which makes the agency a significant downtown employer. The exterior project allows employees to operate the windows into private therapeutic offices and children's spaces. The economic impact of YWCA Helena is marked not

only by the programs that create self-sufficiency and independence for women and families, but by the long-term employment of staff working downtown.

Investment Spin Off: With additional funding for this project, the YWCA of Helena will be able to update other exterior components of their building, including historic wood trim repainting and brick repairs with repointing. However, the project priority remains for the window repairs which is included with YWCA Helena's commitment to protecting the legacy and future potential of our historic downtown space.

Cost Benefit Analysis of the Investment / Expenditure (for projects \$10,000 or more): The window replacement and repairs will enable the YWCA to catch up on deferred maintenance issues. There are 132 windows in the building that are over 100 years old and that need replacement. Most of these are windows in residents' rooms, the rest in common areas where YWCA Helena conducts business. The windows are original to the structure, so any replacement would increase the energy efficiency of each room. Annual maintenance and energy budgets will decrease due to the completion of this project.

Health and Safety Concerns: During construction, there will be construction equipment present on the surrounding exterior and sidewalks of the YWCA, which will require City of Helena permitting. The YWCA's exterior aesthetics will be positively improved. Residents of the building will be able to have safe, operable windows (a building code requirement) for natural air and ventilation.

Density, Infill, and Adaptative Reuse: Funding this project would maintain the current use of the YWCA of Helena building, which as single room occupancy provides critical density housing for 20 women and up to 18 children in the downtown district.

Cost of Public Services: The YWCA serves those in need in the community and provides access to public services. YWCA Helena is a licensed 2.1 Substance Use Disorder Recovery program, a licensed community Mental Health Center, and offers transitional and supportive housing to up to 38 individuals. These programs are instrumental to the success of families living independently in our family. YWCA Helena's programs are incredibly cost-effective. Improvements made to the exterior of the building, such as the windows, help this area of downtown Helena. It also provides safe, low-income housing for each of the 38 (women and children) who reside at YWCA Helena. The windows project is essential to continue programs and safely housing women and children.

Housing Component: The YWCA of Helena provides housing for women and children experiencing homelessness in our community. This building and its windows are critical to the Helena area's approach to addressing homelessness and providing critical support services. With funding for the exterior of the YWCA, Helena will continue to support low-income and homelessness relief efforts.

Conformance with Requirements for TIF Fund Expenditures per 7-15-4288, MCA: Eligible activities with this project include #11 - The provision of direct assistance to secondary value-adding industries to assist in meeting their infrastructure and land needs within the area or district. The project would improve the YWCA's infrastructure within the district.

YWCA Helena is funded by a variety of sources including federal, state, private grants and donations. While the programming is secure currently, it is always difficult to acquire funding for basic repairs and

infrastructure improvements. Both conversations with the Treacy Foundation and the Wall Foundation are positive and look forward to full funding from our grant requests. We are currently submitting a grant to the Treacy Foundation for \$150,000 that will serve as the match for a \$150,000 request for TIF funding.



Helena YWCA				5/19/2025
Based Upon:	2024-03-06 Permit Set / SMA #22-093			
	BUILDING			
DIVISION 1	GENERAL CONDITIONS			\$93,950.18
	INCLUSIONS:		BID BY	
	Superintendent			
	Project Manager			
	Administration			
	Dumpster			
	Phone			
	Toilet			
	Close-Out			
	Safety Supplies			
	EXCLUSIONS:			
	Builders Risk Insurance			
	Building Permit and Plan Review Fee			
	System Development or Impact Fees			
	Winter Conditions			
	Testing & Special Inspections			
DIVISION 2	CLEANING			\$7,140.00
	INCLUSIONS:		BID BY	
	Continues Construction Cleaning			
	EXCLUSIONS:			
DIVISION 2	DEMOLITION			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 3	CONCRETE			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
	Winter Conditions			
DIVISION 4	STONE/MASONRY			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
	Winter Conditions			
DIVISION 5	STEEL			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 6	CARPENTRY			\$7,083.33
	INCLUSIONS:		BID BY	
	window stop work			
	EXCLUSIONS:			
DIVISION 7	THERMAL/MOISTURE PROTECTION			\$1,416.67
	INCLUSIONS:		BID BY	
	Caulking			
	EXCLUSIONS:			

DIVISION 8	DOORS AND WINDOWS			\$260,301.67
	INCLUSIONS:		BID BY	
	new sashes remaining (96) windows			
	EXCLUSIONS:			
DIVISION 9	FINISHES			\$61,200.00
	INCLUSIONS:		BID BY	
	Painting - new window sashes. Window stop touch up			
	EXCLUSIONS:			
	Floor Leveling			
DIVISION 10	SPECIALTIES			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISIONS 11	EQUIPMENT			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
	Exterior Building Signs			
DIVISIONS 12	FURNISHINGS			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISIONS 13	SPECIAL CONSTRUCTION			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISIONS 14	COVEYING SYSTEMS			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 21	FIRE SUPPRESION			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 22	PLUMBING			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 23	MECHANICAL			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 26	ELECTRICAL			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
DIVISION 27	COMMUNICATIONS			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
	POS Systems			
DIVISION 28	ELECTRONIC SAFETY AND SECURITY			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			

DIVISION 31	EARTHWORK			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
	Deep Foundation System			
	Winter Conditions			
		TOTAL BUILDING		\$431,091.84
	SITE			
DIVISION 32	SITEWORK			\$0.00
	INCLUSIONS:		BID BY	
	EXCLUSIONS:			
	Utility Fees - Gas, Water, Power, Communications			
	Winter Conditions			
	Dewatering			
		TOTAL SITE		0.00
		BUILDING & SITE TOTALS		431,091.84
		BUSINESS INSURANCE		Inc. in OH&P
		BOND		0.00
		TOTAL COST OF WORK		431,091.84
		OH&P	10.00%	43,109.18
		TOTAL CONTRACT AMOUNT		474,201.03

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

A RESOLUTION DISTRIBUTING DOWNTOWN URBAN RENEWAL DISTRICT TAX INCREMENT FINANCING FUNDS TO YWCA HELENA FOR FAÇADE IMPROVEMENTS AT 501 NORTH PARK AVENUE

WHEREAS, on May 21, 2018, the City Commission adopted Resolution No. 20444 that found the Downtown Urban Renewal District a "blighted area" in need of rehabilitation and/or redevelopment in the interests of public health, safety, morals, and welfare of the residents of the City of Helena;

WHEREAS, on October 29, 2018, the City Commission passed Ordinance No. 3242, which adopted the Downtown Urban Renewal District along with the Downtown Urban Renewal District Plan to guide the redevelopment of the blighted area of the Downtown Urban Renewal District;

WHEREAS, the Downtown Urban Renewal Plan includes goals to (1) "upgrade underperforming properties" and (2) "promote historic preservation to create a quality and unique experience;"

WHEREAS, Ordinance Nos. 3242 authorized the segregation and application of tax increments received from within the Downtown Urban Renewal District to be used to directly pay for costs of approved urban renewal projects and programs consistent with §7-15-

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

4288, MCA;

WHEREAS, under § 7-15-4288, MCA, costs incurred in connection with redevelopment activities, defined by §7-15-4233, are eligible for tax increment funds, allowing municipalities to "improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area" under § 7-15-4233(i), MCA;

WHEREAS, the applicant, YWCA Helena, proposes a project that will improve real property by undertaking historic façade improvements for a non-profit-owned residential structure, specifically replacing sixty windows across two floors of the facility (the "Project");

WHEREAS, the total cost of the Project is estimated to be four hundred seventy-four thousand, two hundred one dollar and three cents (\$474,201.03); and

WHEREAS, YWCA Helena, has requested disbursement of one hundred fifty thousand dollars (\$150,000) of Downtown Urban Renewal District tax increment funds for the Project.

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

Section 1. The Helena City Commission finds:

A. The Project is located within the established boundary

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

of the Downtown Urban Renewal District.

B. The Project constitutes an allowable cost, pursuant to § 7-15-4288, MCA, eligible to be paid by tax increment financing funds.

C. The Project conforms to the goals and priorities stated in the Downtown Urban Renewal District Plan.

Section 2. The City shall distribute one hundred fifty thousand dollars (\$150,000) to YWCA Helena, payable from the tax increment financing funds generated to date by the Downtown Urban Renewal District.

Section 3. Prior to distribution of funds, YWCA Helena must enter into an agreement acceptable to the City.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 7th DAY OF JULY, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION