



City of Helena

CITY OF HELENA
City Commission Meeting
August 4, 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. 7-16-25 Admin Meeting
- B. 7-21-25 Commission Meeting

4. Proclamations

- A. Hands On Global Proclamation

5. Board & Committee Update

- A. Board Appointments

6. Consent Agenda

- A. Claims
- B. Authorize the City Manager to enter into an amended contract for professional services with Houseal Lavigne related to the Land Use Plan and Zoning and Subdivision Regulation Update

7. Bid Award

- A. Bid rejection for Broadway Storm Sewer Project #25-04
- B. Bid Award for The City of Helena West Main Eureka to Hale Connection Project #22-02.

8. Communication/Proposals from Commissioners

9. Report of the City Attorney

10. Report of the City Manager

11. Communications from the Helena Citizens Council

12. Regular Items

- A. Consideration of a resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to PJP Properties, LLC for costs associated with sidewalk improvements, ADA accessibility improvements, street and parking improvements, and landscaping at 648 Jackson Street (631 North Last Chance Gulch)
- B. Consideration of a resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the Montana High School Association (MHSA) for costs associated with sidewalk improvements, ADA accessibility improvements, and landscaping at 631 North Last Chance Gulch
- C. Consider Personnel Policies for Travel, Sick Leave, Overtime/Compensatory Time, and Time Reporting/Pay Periods
- D. Consider a Resolution of Intention to levy assessments for improvement of sidewalks, curbs, gutters and alley approaches in the City of Helena, Montana for Tax Year 2025
- E. Consider a Resolution Expanding the Boundaries of the Open Space Maintenance District No. 1 for Fiscal Year

2026.

- F. Consider a Resolution of Intention to specify the assessment option for the Open Space Maintenance District No. 1 for Fiscal Year 2026, levying an assessment on all property within the District.
- G. Consider A Resolution of Intention to Specify the Assessment Option for the Special Urban Forest Management District for Fiscal Year 2026 and Levy and Assess on all Property within the District.
- H. Consider a Resolution of Intention to specify the assessment option for the Stormwater Utility Service Area for Fiscal Year 2026 and levy and assess all property within the service.
- I. Consider a Resolution of Intention to specify the assessment option for the Landfill Monitoring and Maintenance District for Fiscal Year 2026 and levy and assess all property within the District.
- J. Consider a Resolution Expanding the Boundaries of the Street Maintenance and Improvement District No. 1 for Fiscal Year 2026.
- K. Consider a Resolution of Intention to specify the assessment option for the Street Maintenance and Improvements District No. 1 for Fiscal Year 2026 and levy and assess all property within the district.
- L. Consider A Resolution of Intention to Levy and Assess Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax year 2025
- M. Consider a Resolution of Intention to specify the assessment option for the collection and disposal of residential garbage and refuse for fiscal year 2026 and levy and assess all properties receiving residential solid waste collection
- N. Consider a Resolution of Intention to levy and assess properties to recover the cost of reimbursement for water and wastewater infrastructure installed by the City for Tax Year 2025.
- O. Consider a Resolution of Intention to specify the assessment option for the Special Street Lighting Districts for Fiscal Year 2026 and levy and assess all property within the District.
- P. Consider a Resolution of Intention to levy and assess properties to recover the cost of removal of snow and ice from sidewalks on the adjacent public rights-of-way for Tax Year 2025.

13. Public Hearings

- A. Consider A Resolution Levying an Assessment on Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax year 2025.

14. Public Communications

15. 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.



**City Commission Administrative Meeting
July 16, 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, July 16, 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

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

In Person

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

Via Zoom

None

The following were absent:

Commissioner Logan

Recommendations from the Helena Citizens Council

A. ArtWalk Public Engagement Feedback

(00:01:17) HCC Chair Kuiper and HCC Representative Hausrath presented Item A.

(00:03:00) Commissioner Reed asked Representative Hausrath about a plan for the public's access to the feedback report.

Report of the City Manager

(00:04:06) City Manager Burton had nothing to report.

Commission Comments, Questions

(00:04:10) There were no comments or questions from Commissioners.



Department Reports

A. Personnel Policies

(00:04:18) Human Resources Director McMahon presented Item A.

B. Discussion on a Resolution for the Commission to authorize the Execution and Delivery of a GO Bond for \$7,000,000 and to levy taxes for the payment thereof for the purpose of acquiring land and building a fire station and training center

(00:08:02) Finance Director Danielson, Manager Burton, and Community Development Director Brink presented Item B.

(00:24:05) Commissioner Dean thanked Staff for their work and expressed support for this Item.

(00:25:33) Commissioner Reed thanked Director Danielson for her work.

Public Comment

(00:26:11) Mayor Collins restated the public comment decorum expectations.

(00:27:46) Jessica Saxon provided public comment, discussing Constitution, State, and Local laws.

(00:30:30) Taylor Downing provided public comment, discussing Constitution, State, and Local laws.

(00:32:53) Kevin Hamm provided public comment, advocating for the adoption of the Pride Flag.

(00:33:55) Shani Henry provided public comment, expressing concerns about the Helena Police Department and Federal ICE.

Commission Discussion and Direction to the City Manager

Adjournment

(00:36:57) There being no further business before the Commission, the meeting adjourned at 4:37pm.



**City of Helena
City Commission Meeting
July 21, 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, July 21, 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

(00:05:21) The following responded present, either via zoom or in person:

In Person

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

Via Zoom

None

Pledge of Allegiance

(00:05:53) Mayor Collins asked attendees to please stand and join in the Pledge of Allegiance.

Minutes

A. 7-7-25 Commission Meeting

(00:06:18) There being no comments or questions from the Commission, Mayor Collins accepted Minutes A.

Bid Award

A. Bid Award for the City of Helena WWTP Boiler Project #25-11

(00:06:41) Public Works Director Leland presented Item A.



(00:07:50) Commissioner Logan made a motion to award the WWTP Boiler Project to the lowest responsible bidder Tri-County Mechanical and Electrical in the amount of \$231,603.00. Commissioner Dean seconded the motion.

(00:08:05) 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

- (00:08:26)** Commissioner Dean thanked Public Information Officer Garcin for his work and wished him well in his new job.
- (00:09:30)** Commissioner Reed thanked PIO Garcin and recognized Montana Women's Triathlon finisher Ann Gilbert.

Report of the City Attorney

- (00:17:29)** City Attorney Dockter had nothing to report.

Report of the City Manager

- (00:17:36)** City Manager Burton had nothing to report.

Communications from the Helena Citizens Council

- (00:17:50)** HCC Representative Katie Ryan discussed recent and upcoming meeting agenda items.

Regular Items

A. Consider a Resolution Relating to \$7,000,000 General Obligation Bonds, Series 2025; Determining the Form and Details, Authorizing the Execution and Delivery and Levying Taxes for the Payment Thereof

- (00:18:40)** Controller Salonga presented Item A.
- (00:19:32)** Commissioner Dean discussed bond ratings and thanked the Finance and Fire Department staff for their work.

(00:21:20) Commissioner Dean made a motion to approve a Resolution relating to \$7,000,000 General Obligation Bonds, Series 2025; Determining the Form and Details, Authorizing Execution and Delivery and Levying Taxes for the Payment Thereof. Commissioner Reed seconded the motion.

(00:21:42) 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 Exclusive Use Right-of-Way Permit for Lewis & Clark County to install a Back-Up Generator

(00:22:02) Director Knoepke presented Item B.

(00:22:49) Commissioner Shirliff made a motion to approve the Lewis & Clark County Exclusive Right-of-Way use permit of 119 sq.ft. at 1930 9th Ave with an annual fee of \$76.31. Commissioner Logan seconded the motion.

(00:23:06) 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.

C. Consider a new ten-year lease agreement with Broadwater Productions, Inc. for the lease of the Grandstreet Theatre located at 325 Park Avenue

(00:23:34) Community Facilities Manager Johnston presented Item C.

(00:24:05) Commissioner Reed asked Manager Johnston about sublease agreements.

- (00:24:52) Dan Whyte of the Grandstreet Theater Board provided public comment, advocating for the relationship between Grandstreet and the City.
- (00:28:33) Danielle Wineman, Managing Director of Grandstreet Theater, provided public comment, advocating for the relationship between Grandstreet and the City.
- (00:30:04) **Commissioner Reed made a motion to approve a ten-year lease with Broadwater Productions, Inc. for the Grandstreet Theatre Building and authorize the City Manager to sign the lease. Commissioner Shirliff seconded the motion.**
- (00:30:24) 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 Final Passage of 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**
- (00:31:10) Planner Alvarez presented Item A.
- (00:40:38) Jeff Larson of Larson Civil Engineering provided public comment, giving more information about Summit Optical.
- (00:43:05) **Commissioner Dean 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 Logan seconded the motion.**



- (00:43:38) Mayor Collins called for a vote.
- Commissioner Shirtliff voted: **Aye**
- Commissioner Logan voted: **Aye**
- Commissioner Reed voted: **Aye**
- Commissioner Dean voted: **Aye**
- Mayor Collins voted: **Aye**
- The motion carried 5:0.**

Public Communications

- (00:44:05) Jeremiah Johnson provided public comment, expressing concerns about traffic on Boulder Avenue.
- (00:47:22) A member of the public provided public comment, expressing concerns about traffic on Boulder Avenue. Mayor Collins and Manger Burton addressed public comment.
- (00:50:11) Maryanne Simms provided public comment, expressing concerns about traffic on Boulder Avenue.
- (00:52:27) Melissa Hibard provided public comment, expressing concerns about traffic on Boulder Avenue.
- (00:54:17) Debby Welsh provided public comment, expressing concerns about traffic on Boulder Avenue.
- (00:56:53) Brent Heitschusen provided public comment, expressing concerns about the Helena Police Department and ICE in Helena.
- (00:58:40) Cheney Henry provided public comment, advocating for Helena's disinvolvement with ICE.
- (01:00:00) Phoebe Howell provided public comment, expressing opposition to the City's response to a recent ICE related event.
- (01:02:27) Stephanie Heitschusen provided public comment, advocating for action from the City in response to a recent ICE related event.
- (01:04:38) Logan Swanson provided public comment, advocating for transparency in response to a recent ICE related event.

Adjournment

- (01:06:29) There being no further business before the Commission, the meeting adjourned at 7:07pm.



MAYOR

ATTEST:

CLERK OF THE CITY COMMISSION



City of Helena

Proclamation

- WHEREAS,** the City of Helena acknowledges the contributions of people who are immigrants to our community, economy, and well-being; and*
- WHEREAS,** recent political attacks across the nation, including in the city of Helena, pose serious threat to the civil rights and liberties of immigrant communities; and*
- WHEREAS,** the City of Helena is proud of its long and distinguished tradition of protecting the civil rights and civil liberties of its residents, and these rights and liberties extend to people who are immigrants; and*
- WHEREAS,** in the face of policies that threaten these values, the City of Helena continues to stand for the dignity of immigrant communities; and*
- WHEREAS,** immigrant communities in the City of Helena should be made aware of any service provided by a local organization, group, or entity aimed towards assisting people who are immigrants with legal services, community support, and other forms of aid; and*
- WHEREAS,** the Hands on Global started the HARRT (Helena Area Refugee Resettlement Team) in 2022 in response to the fall of the government in Afghanistan; and*
- WHEREAS,** since 2022 the HAART team has welcomed families from Afghanistan, Syria and the Democratic Republic of Congo into our community.*

***NOW, THEREFORE,** be it resolved that the Commission of the City of Helena, Montana affirms its support of the assistance to immigrant communities provided by Hands on Global, an organization with longstanding ties to the City of Helena and whose mission is to serve the disadvantaged and displaced, hand-to-hand and heart-to-heart by providing holistic and healthcare support through partnerships and collaboration. The Helena City Commission furthers affirms its support for immigrants in our community and celebrates their contributions to our city.*

***IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Helena, Montana, to be affixed this 4th day of August, 2025.*

Wilmot Collins, Mayor

ATTEST:

Dannai Clayborn, Clerk of the Commission

August 4, 2025

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

I am recommending the following board appointments:

Citizens Conservation Board	Appointment of Tyler Halligan to an interim term on the Citizens Conservation Board. Interim term expires February 28, 2026.
Tourism Business Improvement District	Appointment of Kris Hoelstad to an interim term on the Tourism Business Improvement District. Term expires June 30, 2026.
Urban Renewal TIF Advisory Board	Appointment of Luke Soper to a first term on the Urban Renewal TIF Advisory Board as a Capitol Hill Business Representative. Term expires December 31, 2026.

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



Commission Meeting

August 4, 2025

helenamt.gov

Motion: Move to approve claims paid from 5/29/25 through 7/25/25, checks numbered 205641 –206492 and ACH's numbered 594 - 632 for a grand total of \$7,988,040.13.

Action to be Considered by the Commission

Approval of Claims:

- Claims paid on 5/29/25 and 5/30/25, checks numbered 205641–205731 and ACH numbered 594 for \$223,215.09;
- Claims paid on 6/3/25 and 6/5/25, checks numbered 205732–205840 and ACHs numbered 595-601 for \$1,469,609.29;
- Claims paid on 6/10/25, 6/12/25, and 6/13/25, checks numbered 205841–205947 and ACHs numbered 602-607 for \$588,594.23;
- Claims paid on 6/18/25 and 6/20/25, checks numbered 205948–206063 and ACHs numbered 608-610 for \$808,125.73;
- Claims paid on 6/23/25, 6/25/25 and 6/27/25, checks numbered 206064-206247 and ACHs numbered 611-619 for \$2,435,279.22;
- Claims paid on 7/1/25, 7/2/25 and 7/3/25, checks numbered 206248-206251 for \$2,866.79;
- Claims paid on 7/9/25 and 7/10/25, checks numbered 206252-206315 and ACHs numbered 620-621 for \$1,309,819.03;
- Claims paid on 7/15/25, 7/17/25 and 7/18/25, checks numbered 206316-20390 and ACHs numbered 622-627 for \$685,902.22;
- Claims paid on 7/21/25, 7/22/25 and 7/25/25, checks numbered 206391-206492 and ACHs numbered 628-632 for \$464,628.53;

For a grand total of claims paid of \$7,988,040.13.

Respectfully submitted,

Sheila Danielson

Finance Director

Attachment Documents

5/30/25 Claims Memo

6/6/25 Claims Memo

6/13/25 Claims Memo

6/20/25 Claims Memo

6/27/25 Claims Memo

7/4/25 Claims Memo

7/11/25 Claims Memo

7/18/25 Claims Memo

7/25/25 Claims Memo



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

May 30, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 5/29/25 and 5/30/25 have been approved for claims in the amount of \$223,215.09. Checks numbered 205641-205731 and ACH numbered 594 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

05/29/2025 11:50 |City of Helena
3769jrensmon |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INV DATE	PO	CHECK RUN	NET
594	05/30/2025	EFT	2456 TYLER TECHNOLOGIES, INC.	05/22/2025	1012	052925jr	5,385.60
				CHECK		594 TOTAL:	5,385.60
205641	05/30/2025	PRTD	1045 2M COMPANY, INC.	05/06/2025		052925jr	596.93
			2M COMPANY, INC.	05/08/2025		052925jr	181.67
				CHECK		205641 TOTAL:	778.60
205642	05/30/2025	PRTD	1562 360 BUSINESS SOLUTIONS	05/22/2025		052925jr	61.76
				CHECK		205642 TOTAL:	61.76
205643	05/30/2025	PRTD	1539 A&I DISTRIBUTORS	01/23/2024		052925jr	-140.00
			A&I DISTRIBUTORS	01/25/2024		052925jr	-70.00
			A&I DISTRIBUTORS	02/22/2024		052925jr	-35.00
			A&I DISTRIBUTORS	02/13/2024		052925jr	-140.00
			A&I DISTRIBUTORS	03/13/2024		052925jr	-140.00
			A&I DISTRIBUTORS	09/12/2024		052925jr	-70.00
			A&I DISTRIBUTORS	11/30/2024		052925jr	-70.00
			A&I DISTRIBUTORS	12/18/2024		052925jr	156.39
			A&I DISTRIBUTORS	03/05/2025		052925jr	795.36
			A&I DISTRIBUTORS	04/30/2025		052925jr	-70.00
			A&I DISTRIBUTORS	04/30/2025		052925jr	383.47
				CHECK		205643 TOTAL:	600.22
205644	05/30/2025	PRTD	1067 ACTION PRINT	05/15/2025		052925jr	540.00
				CHECK		205644 TOTAL:	540.00
205645	05/30/2025	PRTD	1983 ADVANCED ENGINEERING AND ENVIRONMEN	05/22/2025		052925jr	9,791.25
				CHECK		205645 TOTAL:	9,791.25

05/29/2025 11:50 | City of Helena
3769jrensmon | A/P CASH DISBURSEMENTS JOURNAL

| P 2
| apcshdsb

CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

205646	05/30/2025	PRTD	1061	AL ROSE TOWING	05/20/2025	052925jr	165.00
				AL ROSE TOWING	05/20/2025	052925jr	165.00
					CHECK	205646 TOTAL:	330.00
205647	05/30/2025	PRTD	2060	ALL AROUND CONSTRUCTION	05/13/2025	052925jr	1,800.00
					CHECK	205647 TOTAL:	1,800.00
205648	05/30/2025	PRTD	1174	ALSCO	05/15/2025	052925jr	37.74
				ALSCO	05/22/2025	052925jr	37.74
					CHECK	205648 TOTAL:	75.48
205649	05/30/2025	PRTD	1545	AMERICAN WELDING & GAS	05/21/2025	052925jr	875.72
					CHECK	205649 TOTAL:	875.72
205650	05/30/2025	PRTD	1074	AUTO TRIM DESIGN OF MONTANA	05/14/2025	052925jr	255.00
					CHECK	205650 TOTAL:	255.00
205651	05/30/2025	PRTD	2479	BENEFIS	05/15/2025	052925jr	1,283.00
					CHECK	205651 TOTAL:	1,283.00
205652	05/30/2025	PRTD	1303	BIG SKY FIRE/AFFIRMED MEDICAL SERVI	05/14/2025	052925jr	3,934.00
					CHECK	205652 TOTAL:	3,934.00
205653	05/30/2025	PRTD	1346	BIG SKY PLUMBING	04/30/2025	052925jr	2,252.31
					CHECK	205653 TOTAL:	2,252.31
205654	05/30/2025	PRTD	1355	BROWN, BRONSON	05/19/2025	052925jr	48.00
					CHECK	205654 TOTAL:	48.00

05/29/2025 11:50 | City of Helena
3769jrensmon | A/P CASH DISBURSEMENTS JOURNAL

| P 3
| apcshdsb

CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205655	05/30/2025	PRTD	1007	BURDICKS LOCKSMITH	05/15/2025		052925jr	18.00
					CHECK	205655	TOTAL:	18.00
205656	05/30/2025	PRTD	1213	CAPITAL APPLIANCE	05/22/2025		052925jr	75.00
					CHECK	205656	TOTAL:	75.00
205657	05/30/2025	PRTD	1022	CAPITAL COMMUNICATIONS	05/14/2025		052925jr	55.00
					CHECK	205657	TOTAL:	55.00
205658	05/30/2025	PRTD	1601	CENTURYLINK	05/07/2025		052925jr	69.61
					CHECK	205658	TOTAL:	69.61
205659	05/30/2025	PRTD	1004	CITY OF HELENA UTILITY CUSTOMER SER	05/12/2025		052925jr	161.28
				CITY OF HELENA UTILITY CUSTOMER SER	05/22/2025		052925jr	100.00
				CITY OF HELENA UTILITY CUSTOMER SER	05/22/2025		052925jr	100.00
				CITY OF HELENA UTILITY CUSTOMER SER	05/22/2025		052925jr	238.64
					CHECK	205659	TOTAL:	599.92
205660	05/30/2025	PRTD	1465	CLEAR CHOICE AUTO GLASS, INC.	05/21/2025		052925jr	40.00
					CHECK	205660	TOTAL:	40.00
205661	05/30/2025	PRTD	1107	CLEARWATER PUMP & SUPPLY	05/19/2025		052925jr	759.15
				CLEARWATER PUMP & SUPPLY	05/19/2025		052925jr	291.00
				CLEARWATER PUMP & SUPPLY	05/19/2025		052925jr	78.40
					CHECK	205661	TOTAL:	1,128.55
205662	05/30/2025	PRTD	2624	COLUMN SOFTWARE	05/19/2025		052925jr	66.00
				COLUMN SOFTWARE	05/22/2025		052925jr	192.00
				COLUMN SOFTWARE	05/22/2025		052925jr	160.00

05/29/2025 11:50 |City of Helena
3769jrensmon |A/P CASH DISBURSEMENTS JOURNAL

|P 4
|apcshdsb

CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
COLUMN SOFTWARE					05/08/2025		052925jr	72.00
					CHECK	205662	TOTAL:	490.00
205663	05/30/2025	PRTD	1459	CORE & MAIN	05/09/2025		052925jr	1,420.58
					CHECK	205663	TOTAL:	1,420.58
205664	05/30/2025	PRTD	2870	CROSS, HUNTER	05/21/2025		052925jr	72.00
					CHECK	205664	TOTAL:	72.00
205665	05/30/2025	PRTD	1020	DAKOTA SUPPLY GROUP INC	05/15/2025		052925jr	909.66
							052925jr	655.36
							052925jr	173.78
							052925jr	1,472.70
							052925jr	410.00
					CHECK	205665	TOTAL:	3,621.50
205666	05/30/2025	PRTD	2812	DYKMAN, SAM	05/19/2025		052925jr	72.00
					CHECK	205666	TOTAL:	72.00
205667	05/30/2025	PRTD	1202	F.I.R.S.T.	05/14/2025		052925jr	94.85
					CHECK	205667	TOTAL:	94.85
205668	05/30/2025	PRTD	1094	FASTENAL COMPANY	05/09/2025		052925jr	101.78
					CHECK	205668	TOTAL:	101.78
205669	05/30/2025	PRTD	1330	FLYING M MACHINE & FABRICATION	05/21/2025		052925jr	73.70
					CHECK	205669	TOTAL:	73.70
205670	05/30/2025	PRTD	1424	GUSTO DISTRIBUTING	05/28/2025		052925jr	1,234.96

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	205670 TOTAL:	1,234.96
205671	05/30/2025	PRTD	1339	HARRINGTON BOTTLING COMPANY	02/27/2025	052925jr	285.87
				HARRINGTON BOTTLING COMPANY	05/15/2025	052925jr	465.84
				HARRINGTON BOTTLING COMPANY	05/15/2025	052925jr	-35.00
				HARRINGTON BOTTLING COMPANY	05/22/2025	052925jr	661.63
					CHECK	205671 TOTAL:	1,378.34
205672	05/30/2025	PRTD	1275	HDR INC	05/22/2025	052925jr	7,284.50
				HDR INC	05/22/2025	052925jr	1,965.00
				HDR INC	05/22/2025	052925jr	1,250.70
					CHECK	205672 TOTAL:	10,500.20
205673	05/30/2025	PRTD	1462	HELENA INK & TONER CO	05/12/2025	052925jr	277.50
					CHECK	205673 TOTAL:	277.50
205674	05/30/2025	PRTD	2137	HOFFMAN, TREVIN	05/19/2025	052925jr	72.00
					CHECK	205674 TOTAL:	72.00
205675	05/30/2025	PRTD	2643	HOLTZ INDUSTRIES	05/15/2025 1239	052925jr	7,364.10
					CHECK	205675 TOTAL:	7,364.10
205676	05/30/2025	PRTD	1047	HYDROMETRICS, INC	05/19/2025	052925jr	10,780.16
					CHECK	205676 TOTAL:	10,780.16
205677	05/30/2025	PRTD	1347	J&D TOWING & RECOVERY OF HELENA	05/20/2025	052925jr	165.00
				J&D TOWING & RECOVERY OF HELENA	05/21/2025	052925jr	165.00
					CHECK	205677 TOTAL:	330.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205678	05/30/2025	PRTD	2876 JULIE EDDY	05/29/2025	052925jr	1,000.00
				CHECK	205678 TOTAL:	1,000.00
205679	05/30/2025	PRTD	1222 KOIS BROTHERS EQUIPMENT	05/19/2025	052925jr	4,540.45
				CHECK	205679 TOTAL:	4,540.45
205680	05/30/2025	PRTD	1640 KOLAR TIRE & AUTO	05/20/2025	052925jr	45.00
			KOLAR TIRE & AUTO	05/21/2025	052925jr	165.00
			KOLAR TIRE & AUTO	05/21/2025	052925jr	15.00
			KOLAR TIRE & AUTO	05/13/2025	052925jr	1,611.66
				CHECK	205680 TOTAL:	1,836.66
205681	05/30/2025	PRTD	1087 L. N. CURTIS AND SONS	05/20/2025	052925jr	622.25
				CHECK	205681 TOTAL:	622.25
205682	05/30/2025	PRTD	1230 LEHRKIND'S COCA-COLA	05/23/2025	052925jr	305.80
			LEHRKIND'S COCA-COLA	05/28/2025	052925jr	1,065.80
				CHECK	205682 TOTAL:	1,371.60
205683	05/30/2025	PRTD	1230 LEHRKIND'S COCA-COLA	05/25/2025	052925jr	24.25
				CHECK	205683 TOTAL:	24.25
205684	05/30/2025	PRTD	1002 INFORMATION TECHNOLOGY & SERVICES	02/24/2025	052925jr	610.00
				CHECK	205684 TOTAL:	610.00
205685	05/30/2025	PRTD	1002 L&C COUNTY PUBLIC WORKS	04/30/2025	052925jr	887.10
			L&C COUNTY PUBLIC WORKS	04/30/2025	052925jr	260.16
				CHECK	205685 TOTAL:	1,147.26

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account

CHECK NO	CHK DATE	TYPE	VENDOR NAME
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	INV DATE	PO	CHECK RUN	NET
205686 05/30/2025 PRTD 1153 LEWIS & CLARK HUMANE SOCIETY	05/22/2025 1237		052925jr	18,526.25
	CHECK	205686	TOTAL:	18,526.25
205687 05/30/2025 PRTD 1605 LUMEN	05/12/2025		052925jr	25.76
	CHECK	205687	TOTAL:	25.76
205688 05/30/2025 PRTD 1947 MCEVERS, BRAD	05/19/2025		052925jr	48.00
	CHECK	205688	TOTAL:	48.00
205689 05/30/2025 PRTD 1083 MIDLAND IMPLEMENT CO INC	05/09/2025		052925jr	114.12
MIDLAND IMPLEMENT CO INC	05/05/2025		052925jr	44.18
	CHECK	205689	TOTAL:	158.30
205690 05/30/2025 PRTD 1048 MONTANA CITY TOWING LLC	05/20/2025		052925jr	165.00
MONTANA CITY TOWING LLC	05/21/2025		052925jr	165.00
	CHECK	205690	TOTAL:	330.00
205691 05/30/2025 PRTD 1674 MONTANA INTERNET CORPORATION	05/18/2025		052925jr	125.00
	CHECK	205691	TOTAL:	125.00
205692 05/30/2025 PRTD 2842 MONTANA MATERIALS & CONSTRUCTION	04/29/2025		052925jr	38.38
MONTANA MATERIALS & CONSTRUCTION	05/19/2025 598		052925jr	293.49
MONTANA MATERIALS & CONSTRUCTION	05/20/2025 598		052925jr	4,470.75
MONTANA MATERIALS & CONSTRUCTION	05/21/2025 598		052925jr	4,437.60
MONTANA MATERIALS & CONSTRUCTION	05/22/2025 598		052925jr	3,617.12
	CHECK	205692	TOTAL:	12,857.34
205693 05/30/2025 PRTD 1085 MONTANA PROPANE, INC.	05/14/2025		052925jr	20.08
MONTANA PROPANE, INC.	05/14/2025		052925jr	56.10

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	205693	TOTAL:	76.18
205694	05/30/2025	PRTD	1081	MORRISON-MAIERLE, INC.	05/22/2025		052925jr	33,585.45
				MORRISON-MAIERLE, INC.	05/22/2025		052925jr	23,949.69
					CHECK	205694	TOTAL:	57,535.14
205695	05/30/2025	PRTD	2179	MOUNTAIN ALARM	05/14/2025		052925jr	368.00
					CHECK	205695	TOTAL:	368.00
205696	05/30/2025	PRTD	1118	MURDOCH'S RANCH AND HOME SUPPLY	05/14/2025		052925jr	189.96
				MURDOCH'S RANCH AND HOME SUPPLY	05/15/2025		052925jr	44.99
				MURDOCH'S RANCH AND HOME SUPPLY	05/16/2025		052925jr	84.99
				MURDOCH'S RANCH AND HOME SUPPLY	05/21/2025		052925jr	253.98
				MURDOCH'S RANCH AND HOME SUPPLY	05/22/2025		052925jr	339.00
				MURDOCH'S RANCH AND HOME SUPPLY	05/22/2025		052925jr	7.49
				MURDOCH'S RANCH AND HOME SUPPLY	05/22/2025		052925jr	104.97
				MURDOCH'S RANCH AND HOME SUPPLY	05/16/2025		052925jr	19.99
				MURDOCH'S RANCH AND HOME SUPPLY	05/20/2025		052925jr	19.96
				MURDOCH'S RANCH AND HOME SUPPLY	05/16/2025		052925jr	86.96
				MURDOCH'S RANCH AND HOME SUPPLY	05/19/2025		052925jr	429.99
					CHECK	205696	TOTAL:	1,582.28
205697	05/30/2025	PRTD	1835	NAGELS NORTH AMERICA LLC	05/12/2025		052925jr	170.00
					CHECK	205697	TOTAL:	170.00
205698	05/30/2025	PRTD	2143	NAPA - HELENA	05/21/2025		052925jr	9.12
				NAPA - HELENA	04/24/2025		052925jr	40.30
				NAPA - HELENA	05/13/2025		052925jr	20.85
				NAPA - HELENA	05/21/2025		052925jr	51.93

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account

CHECK NO	CHK	DATE	TYPE	VENDOR NAME	INV DATE	PO	CHECK RUN	NET
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					CHECK	205698	TOTAL:	122.20
205699	05/30/2025	PRTD	2392	NATIONAL LAUNDRY CO.	05/19/2025		052925jr	93.74
				NATIONAL LAUNDRY CO.	05/20/2025		052925jr	15.35
				NATIONAL LAUNDRY CO.	05/12/2025		052925jr	111.59
				NATIONAL LAUNDRY CO.	05/19/2025		052925jr	142.68
				NATIONAL LAUNDRY CO.	05/21/2025		052925jr	10.14
					CHECK	205699	TOTAL:	373.50
205700	05/30/2025	PRTD	1158	PACIFIC STEEL AND RECYCLING	04/28/2025		052925jr	156.09
				PACIFIC STEEL AND RECYCLING	04/28/2025		052925jr	45.37
					CHECK	205700	TOTAL:	201.46
205701	05/30/2025	PRTD	1988	PASSPORT LABS, INC.	05/13/2025		052925jr	1,208.50
					CHECK	205701	TOTAL:	1,208.50
205702	05/30/2025	PRTD	1949	PERRODIN, KAIT	05/28/2025		052925jr	750.00
					CHECK	205702	TOTAL:	750.00
205703	05/30/2025	PRTD	2524	PINE STALLS	05/26/2025		052925jr	420.00
					CHECK	205703	TOTAL:	420.00
205704	05/30/2025	PRTD	1708	PITNEY BOWES GLOBAL FINANCIAL	05/22/2025		052925jr	1,930.86
					CHECK	205704	TOTAL:	1,930.86
205705	05/30/2025	PRTD	1451	PLATT ELECTRIC SUPPLY	04/30/2025	1214	052925jr	12.08
				PLATT ELECTRIC SUPPLY	04/25/2025		052925jr	117.31
				PLATT ELECTRIC SUPPLY	04/28/2025	1230	052925jr	268.92
				PLATT ELECTRIC SUPPLY	04/25/2025		052925jr	-110.14

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	205705 TOTAL:	288.17
205706	05/30/2025	PRTD	1119	POLLARDWATER	05/21/2025	052925jr	3,817.74
					CHECK	205706 TOTAL:	3,817.74
205707	05/30/2025	PRTD	1102	POWER TOWNSEND	05/21/2025	052925jr	65.97
				POWER TOWNSEND	05/14/2025	052925jr	10.07
				POWER TOWNSEND	05/16/2025	052925jr	3.99
					CHECK	205707 TOTAL:	80.03
205708	05/30/2025	PRTD	1260	R&R DIESEL REPAIR, INC.	05/20/2025	052925jr	165.00
					CHECK	205708 TOTAL:	165.00
205709	05/30/2025	PRTD	1748	RDO EQUIPMENT CO.	05/19/2025	052925jr	138.30
				RDO EQUIPMENT CO.	05/22/2025	052925jr	4,028.56
				RDO EQUIPMENT CO.	05/14/2025	052925jr	1,806.80
					CHECK	205709 TOTAL:	5,973.66
205710	05/30/2025	PRTD	1775	RENSMON, JAMIE	05/23/2025	052925jr	55.77
					CHECK	205710 TOTAL:	55.77
205711	05/30/2025	PRTD	1106	ROCK HAND HARDWARE	05/14/2025	052925jr	4.59
				ROCK HAND HARDWARE	05/15/2025	052925jr	48.18
				ROCK HAND HARDWARE	05/16/2025	052925jr	16.99
				ROCK HAND HARDWARE	05/19/2025	052925jr	28.28
				ROCK HAND HARDWARE	05/16/2025	052925jr	139.99
				ROCK HAND HARDWARE	05/21/2025	052925jr	6.99
				ROCK HAND HARDWARE	05/16/2025	052925jr	10.56
				ROCK HAND HARDWARE	05/20/2025	052925jr	65.97

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

				ROCK HAND HARDWARE	05/21/2025	052925jr	8.95
				ROCK HAND HARDWARE	05/19/2025	052925jr	23.58
				ROCK HAND HARDWARE	05/22/2025	052925jr	34.58
					CHECK	205711 TOTAL:	388.66
205712	05/30/2025	PRTD	1823	ROCKY MOUNTAIN SUPPLY, INC.	05/14/2025	052925jr	1,317.50
				ROCKY MOUNTAIN SUPPLY, INC.	05/13/2025	052925jr	992.21
				ROCKY MOUNTAIN SUPPLY, INC.	05/20/2025	052925jr	1,959.30
				ROCKY MOUNTAIN SUPPLY, INC.	05/27/2025	052925jr	16.47
				ROCKY MOUNTAIN SUPPLY, INC.	05/27/2025	052925jr	2,403.60
					CHECK	205712 TOTAL:	6,689.08
205713	05/30/2025	PRTD	1098	ROD TABBERT CONSTRUCTION, INC.	05/19/2025	052925jr	2,353.50
					CHECK	205713 TOTAL:	2,353.50
205714	05/30/2025	PRTD	1449	S.J. PERRY CO., INC.	05/13/2025	052925jr	68.43
					CHECK	205714 TOTAL:	68.43
205715	05/30/2025	PRTD	1111	SHERWIN WILLIAMS/COLUMBIA PAINT	05/14/2025	052925jr	73.01
					CHECK	205715 TOTAL:	73.01
205716	05/30/2025	PRTD	1899	SIGN SOLUTIONS USA	05/13/2025	052925jr	276.78
				SIGN SOLUTIONS USA	05/07/2025	052925jr	939.81
					CHECK	205716 TOTAL:	1,216.59
205717	05/30/2025	PRTD	1573	SIGNS NOW HELENA	02/28/2024	052925jr	225.00
				SIGNS NOW HELENA	04/30/2025	052925jr	70.00
					CHECK	205717 TOTAL:	295.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205718	05/30/2025	PRTD	2855	SNAP-ON CREDIT LLC	05/20/2025	052925jr	732.00
					CHECK	205718 TOTAL:	732.00
205719	05/30/2025	PRTD	2806	STAPLES INC.	05/21/2025	052925jr	19.18
				STAPLES INC.	05/01/2025	052925jr	169.43
				STAPLES INC.	05/01/2025	052925jr	87.47
				STAPLES INC.	05/01/2025	052925jr	37.37
				STAPLES INC.	05/02/2025	052925jr	55.91
				STAPLES INC.	05/17/2025	052925jr	108.28
				STAPLES INC.	05/17/2025	052925jr	17.39
				STAPLES INC.	05/24/2025	052925jr	402.00
				STAPLES INC.	05/24/2025	052925jr	34.76
					CHECK	205719 TOTAL:	931.79
205720	05/30/2025	PRTD	1001	DEPARTMENT OF ENVIRONMENTAL QUALITY	05/22/2025	052925jr	30.00
					CHECK	205720 TOTAL:	30.00
205721	05/30/2025	PRTD	1001	DEPARTMENT OF REVENUE	05/12/2025	052925jr	47.22
				DEPARTMENT OF REVENUE	05/12/2025	052925jr	549.37
				DEPARTMENT OF REVENUE	05/12/2025	052925jr	1,144.52
					CHECK	205721 TOTAL:	1,741.11
205722	05/30/2025	PRTD	2869	TABBERT, NATHAN	05/21/2025	052925jr	48.00
					CHECK	205722 TOTAL:	48.00
205723	05/30/2025	PRTD	1356	THE UPS STORE 4489	05/20/2025	052925jr	48.36
					CHECK	205723 TOTAL:	48.36

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
 CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205724	05/30/2025	PRTD	1272	TRACTOR & EQUIPMENT	05/19/2025	052925jr	163.14
					CHECK	205724 TOTAL:	163.14
205725	05/30/2025	PRTD	1980	TRIPLE TREE ENGINEERING, INC.	03/20/2025	052925jr	5,247.50
					CHECK	205725 TOTAL:	5,247.50
205726	05/30/2025	PRTD	2360	US FOODS, INC.	05/16/2025	052925jr	771.88
				US FOODS, INC.	05/19/2025	052925jr	82.55
				US FOODS, INC.	05/20/2025	052925jr	2,444.77
					CHECK	205726 TOTAL:	3,299.20
205727	05/30/2025	PRTD	1979	WALKER MOWERS OF HELENA, LLC	05/19/2025	052925jr	115.00
					CHECK	205727 TOTAL:	115.00
205728	05/30/2025	PRTD	1050	WILBUR-ELLIS COMPANY	05/23/2025 1234	052925jr	11,161.88
					CHECK	205728 TOTAL:	11,161.88
205729	05/30/2025	PRTD	1394	WILLIAMS, CARMEN	05/22/2025	052925jr	815.00
					CHECK	205729 TOTAL:	815.00

NUMBER OF CHECKS 90 *** CASH ACCOUNT TOTAL *** 221,639.55

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	89	216,253.95
TOTAL EFT'S	1	5,385.60

*** GRAND TOTAL *** 221,639.55

05/30/2025 12:37 |City of Helena
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205730 05/30/2025 PRD 1079 GEORGE'S DISTRIBUTING 05/28/2025 053025jr 967.78

CHECK 205730 TOTAL: 967.78

205731 05/30/2025 PRD 1230 LEHRKIND'S COCA-COLA 05/30/2025 053025jr 607.76

CHECK 205731 TOTAL: 607.76

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 1,575.54

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	1,575.54

*** GRAND TOTAL *** 1,575.54



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

June 6, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 6/3/25 and 6/5/25 have been approved for claims in the amount of \$1,469,609.29. Checks numbered 205732-205840 and ACH numbered 595-601 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

06/03/2025 13:00 | City of Helena
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

595	06/03/2025	EFT	1842	EAGLE BEVERAGE - HELENA	05/30/2025		060325jr	1,035.85
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CHECK	595	TOTAL:	1,035.85
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	1,035.85
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	COUNT	AMOUNT
TOTAL EFT'S	1	1,035.85

*** GRAND TOTAL ***	1,035.85
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

	INV DATE	PO	CHECK RUN	NET
596 06/06/2025 EFT 1898 FISHER'S TECHNOLOGY	05/29/2025	481	0605245j	62.74
	CHECK		596 TOTAL:	62.74
598 06/06/2025 EFT 2620 SPARE LABS INC.	06/02/2025		0605245j	3,300.00
	CHECK		598 TOTAL:	3,300.00
599 06/06/2025 EFT 1145 THATCHER COMPANY INC.	05/30/2025	1244	0605245j	14,019.22
THATCHER COMPANY INC.	04/21/2025	1243	0605245j	15,040.76
THATCHER COMPANY INC.	04/21/2025	1245	0605245j	9,301.19
	CHECK		599 TOTAL:	38,361.17
600 06/06/2025 EFT 2456 TYLER TECHNOLOGIES, INC.	05/29/2025	1012	0605245j	1,304.00
TYLER TECHNOLOGIES, INC.	05/29/2025	1012	0605245j	4,107.60
TYLER TECHNOLOGIES, INC.	05/29/2025	1012	0605245j	652.00
TYLER TECHNOLOGIES, INC.	05/29/2025	1012	0605245j	2,415.83
	CHECK		600 TOTAL:	8,479.43
601 06/06/2025 EFT 1157 WEX BANK	05/31/2025	658	0605245j	50,202.42
	CHECK		601 TOTAL:	50,202.42
205732 06/06/2025 PRD 1045 2M COMPANY, INC.	04/24/2025		0605245j	3,592.10
2M COMPANY, INC.	05/13/2025		0605245j	-3,592.10
2M COMPANY, INC.	05/13/2025		0605245j	971.76
2M COMPANY, INC.	05/15/2025		0605245j	65.88
2M COMPANY, INC.	05/22/2025		0605245j	76.20
2M COMPANY, INC.	05/23/2025		0605245j	63.76
	CHECK		205732 TOTAL:	1,177.60

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205733	06/06/2025	PRTD	1562 360 BUSINESS SOLUTIONS		05/30/2025		0605245j	61.76
					CHECK		205733 TOTAL:	61.76
205734	06/06/2025	PRTD	1003 A-1 RENTALS INC.		05/20/2025		0605245j	128.30
			A-1 RENTALS INC.		05/21/2025		0605245j	28.13
			A-1 RENTALS INC.		05/29/2025		0605245j	28.13
					CHECK		205734 TOTAL:	184.56
205735	06/06/2025	PRTD	1067 ACTION PRINT		05/05/2025	651	0605245j	10,401.23
			ACTION PRINT		05/21/2025		0605245j	41.00
			ACTION PRINT		05/21/2025		0605245j	41.00
			ACTION PRINT		05/06/2025	651	0605245j	373.98
			ACTION PRINT		05/15/2025		0605245j	540.00
					CHECK		205735 TOTAL:	11,397.21
205736	06/06/2025	PRTD	2060 ALL AROUND CONSTRUCTION		05/30/2025		0605245j	29,000.00
					CHECK		205736 TOTAL:	29,000.00
205737	06/06/2025	PRTD	2610 SPEEDY CPS		05/19/2025		0605245j	223.75
			SPEEDY CPS		05/27/2025		0605245j	523.38
			SPEEDY CPS		05/27/2025		0605245j	1,079.03
					CHECK		205737 TOTAL:	1,826.16
205738	06/06/2025	PRTD	1185 ALPINE ANALYTICAL, INC.		05/28/2025		0605245j	270.00
					CHECK		205738 TOTAL:	270.00
205739	06/06/2025	PRTD	1174 ALSCO		05/22/2025		0605245j	42.26
			ALSCO		05/29/2025		0605245j	37.74

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

				INV DATE	PO	CHECK RUN	NET
				CHECK	205739	TOTAL:	80.00
205740	06/06/2025	PRTD	1074 AUTO TRIM DESIGN OF MONTANA	05/28/2025		0605245j	500.00
				CHECK	205740	TOTAL:	500.00
205741	06/06/2025	PRTD	1348 BALCO UNIFORM CO., INC.	05/23/2025		0605245j	263.86
				CHECK	205741	TOTAL:	263.86
205742	06/06/2025	PRTD	2710 BIG SKY INSTALLATIONS	05/30/2025		0605245j	13,700.00
				CHECK	205742	TOTAL:	13,700.00
205743	06/06/2025	PRTD	2854 HAYDEN, BRENDA K	05/25/2025		0605245j	64.00
				CHECK	205743	TOTAL:	64.00
205744	06/06/2025	PRTD	2463 KAREN ISOLA MURPHY	05/23/2025		0605245j	227.00
			KAREN ISOLA MURPHY	05/23/2025		0605245j	381.00
			KAREN ISOLA MURPHY	05/23/2025		0605245j	41.00
				CHECK	205744	TOTAL:	649.00
205745	06/06/2025	PRTD	1127 CARQUEST AUTO PARTS STORES	05/23/2025		0605245j	161.92
				CHECK	205745	TOTAL:	161.92
205746	06/06/2025	PRTD	2089 CENTRALSQUARE TECHNOLOGIES, LLC	05/19/2025	1240	0605245j	845.00
				CHECK	205746	TOTAL:	845.00
205747	06/06/2025	PRTD	1601 CENTURYLINK	05/19/2025		0605245j	74.28
				CHECK	205747	TOTAL:	74.28
205748	06/06/2025	PRTD	1004 CITY OF HELENA UTILITY CUSTOMER SER	05/30/2025		0605245j	238.64
				CHECK	205748	TOTAL:	238.64

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205749	06/06/2025	PRTD	1550	COBRA PUMA GOLF INC	04/30/2025		0605245j	1,970.12
				COBRA PUMA GOLF INC	05/22/2025		0605245j	82.19
					CHECK	205749	TOTAL:	2,052.31
205750	06/06/2025	PRTD	1641	DANA SAFETY SUPPLY INC	05/22/2025	1241	0605245j	145.30
					CHECK	205750	TOTAL:	145.30
205751	06/06/2025	PRTD	2616	DEX IMAGING	05/24/2025		0605245j	149.35
					CHECK	205751	TOTAL:	149.35
205752	06/06/2025	PRTD	1075	DICK ANDERSON CONSTRUCTION, INC	05/31/2025		0605245j	25,189.73
					CHECK	205752	TOTAL:	25,189.73
205753	06/06/2025	PRTD	1121	DORSEY & WHITNEY LLP	06/04/2025		0605245j	10,000.00
				DORSEY & WHITNEY LLP	06/04/2025		0605245j	20,000.00
					CHECK	205753	TOTAL:	30,000.00
205754	06/06/2025	PRTD	1033	ENERGY LABORATORIES, INC.	05/28/2025		0605245j	172.00
				ENERGY LABORATORIES, INC.	05/28/2025		0605245j	1,532.00
				ENERGY LABORATORIES, INC.	05/28/2025		0605245j	248.00
					CHECK	205754	TOTAL:	1,952.00
205755	06/06/2025	PRTD	2822	MTEVENTURA, LLC	01/29/2025		0605245j	500.00
					CHECK	205755	TOTAL:	500.00
205756	06/06/2025	PRTD	1094	FASTENAL COMPANY	05/15/2025		0605245j	77.82
				FASTENAL COMPANY	05/13/2025		0605245j	128.89
					CHECK	205756	TOTAL:	206.71

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

205757	06/06/2025	PRTD	1005 FEDEX	05/21/2025		0605245j	18.94
				CHECK	205757	TOTAL:	18.94
205758	06/06/2025	PRTD	1832 FERGUSON WATERWORKS #1701	05/21/2025	1216	0605245j	69,199.77
				CHECK	205758	TOTAL:	69,199.77
205759	06/06/2025	PRTD	2228 FITZPATRICK, ERIN	05/21/2025		0605245j	24.99
				CHECK	205759	TOTAL:	24.99
205760	06/06/2025	PRTD	1960 FLOYD'S TRUCK CENTER - WYOMING	05/30/2025	1251	0605245j	355,675.00
			FLOYD'S TRUCK CENTER - WYOMING	05/30/2025	1252	0605245j	355,675.00
				CHECK	205760	TOTAL:	711,350.00
205761	06/06/2025	PRTD	2405 FORD OF HELENA	01/22/2025		0605245j	394.00
				CHECK	205761	TOTAL:	394.00
205762	06/06/2025	PRTD	1187 FRONTLINE GLASS	05/30/2025		0605245j	514.00
				CHECK	205762	TOTAL:	514.00
205763	06/06/2025	PRTD	1245 GALLS, LLC	05/23/2025		0605245j	441.37
			GALLS, LLC	05/23/2025		0605245j	341.20
			GALLS, LLC	05/28/2025		0605245j	1,015.59
				CHECK	205763	TOTAL:	1,798.16
205764	06/06/2025	PRTD	1079 GEORGE'S DISTRIBUTING	06/03/2025		0605245j	423.05
				CHECK	205764	TOTAL:	423.05
205765	06/06/2025	PRTD	2858 NELSON TIRE, LLC	05/22/2025		0605245j	587.00
				CHECK	205765	TOTAL:	587.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205766	06/06/2025	PRTD	1150	GRIZZLY DIESEL SERVICE	06/03/2025	1257	0605245j	5,705.14
					CHECK		205766 TOTAL:	5,705.14
205767	06/06/2025	PRTD	1424	GUSTO DISTRIBUTING	06/04/2025		0605245j	1,640.38
					CHECK		205767 TOTAL:	1,640.38
205768	06/06/2025	PRTD	1339	HARRINGTON BOTTLING COMPANY	05/29/2025		0605245j	440.96
					CHECK		205768 TOTAL:	440.96
205769	06/06/2025	PRTD	1132	HAWKINS, INC.	05/12/2025	1246	0605245j	7,258.78
					CHECK		205769 TOTAL:	7,258.78
205770	06/06/2025	PRTD	2077	HELENA SMALL ENGINE REPAIR	05/14/2025		0605245j	120.00
					CHECK		205770 TOTAL:	120.00
205771	06/06/2025	PRTD	2201	HIGH COUNTRY GROWERS	05/22/2025		0605245j	495.00
					CHECK		205771 TOTAL:	495.00
205772	06/06/2025	PRTD	1371	HOME DEPOT CREDIT SERVICES	05/15/2025		0605245j	49.98
					CHECK		205772 TOTAL:	49.98
205773	06/06/2025	PRTD	1883	IMPERIAL	05/14/2025		0605245j	613.19
				IMPERIAL	05/19/2025		0605245j	752.05
					CHECK		205773 TOTAL:	1,365.24
205774	06/06/2025	PRTD	1222	KOIS BROTHERS EQUIPMENT	05/23/2025	827	0605245j	159,795.00
					CHECK		205774 TOTAL:	159,795.00
205775	06/06/2025	PRTD	1640	KOLAR TIRE & AUTO	05/21/2025		0605245j	120.00
				KOLAR TIRE & AUTO	05/28/2025		0605245j	99.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
KOLAR TIRE & AUTO					05/23/2025		0605245j	684.00
KOLAR TIRE & AUTO					05/23/2025		0605245j	3,698.40
					CHECK	205775	TOTAL:	4,601.40
205776	06/06/2025	PRTD	1230	LEHRKIND'S COCA-COLA	05/27/2025		0605245j	12.00
LEHRKIND'S COCA-COLA					05/28/2025		0605245j	31.50
LEHRKIND'S COCA-COLA					06/02/2025		0605245j	42.00
					CHECK	205776	TOTAL:	85.50
205777	06/06/2025	PRTD	1230	LEHRKIND'S COCA-COLA	06/03/2025		0605245j	331.58
					CHECK	205777	TOTAL:	331.58
205778	06/06/2025	PRTD	1002	INFORMATION TECHNOLOGY & SERVICES	05/29/2025	1199	0605245j	169.58
INFORMATION TECHNOLOGY & SERVICES					05/29/2025		0605245j	1,092.00
INFORMATION TECHNOLOGY & SERVICES					05/29/2025	1232	0605245j	271.95
INFORMATION TECHNOLOGY & SERVICES					05/29/2025	1233	0605245j	550.61
					CHECK	205778	TOTAL:	2,084.14
205779	06/06/2025	PRTD	1002	INFORMATION TECHNOLOGY & SERVICES	05/29/2025	908	0605245j	9,464.75
					CHECK	205779	TOTAL:	9,464.75
205780	06/06/2025	PRTD	1002	INFORMATION TECHNOLOGY & SERVICES	05/29/2025	945	0605245j	91,961.88
					CHECK	205780	TOTAL:	91,961.88
205781	06/06/2025	PRTD	2138	LITTLE JOHN'S PORTABLES AND SEPTIC	05/29/2025		0605245j	1,190.00
LITTLE JOHN'S PORTABLES AND SEPTIC					05/31/2025		0605245j	110.00
					CHECK	205781	TOTAL:	1,300.00
205782	06/06/2025	PRTD	1464	MACON SUPPLY, INC.	05/29/2025		0605245j	37.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	205782	TOTAL:	37.00
205783	06/06/2025	PRTD	1201 MARKS LUMBER		05/23/2025		0605245j	148.80
					CHECK	205783	TOTAL:	148.80
205784	06/06/2025	PRTD	1389 MJC & MCCA		05/09/2025		0605245j	250.00
					CHECK	205784	TOTAL:	250.00
205785	06/06/2025	PRTD	1144 MONTANA HYDRAULICS LLC		05/20/2025		0605245j	804.40
					CHECK	205785	TOTAL:	804.40
205786	06/06/2025	PRTD	2842 MONTANA MATERIALS & CONSTRUCTION		05/24/2025	598	0605245j	302.42
					CHECK	205786	TOTAL:	302.42
205787	06/06/2025	PRTD	1130 MONTANA MUNICIPAL INTERLOCAL AUTHOR		06/04/2025	1259	0605245j	11,714.27
					CHECK	205787	TOTAL:	11,714.27
205788	06/06/2025	PRTD	1081 MORRISON-MAIERLE, INC.		05/28/2025		0605245j	24,393.00
					CHECK	205788	TOTAL:	24,393.00
205789	06/06/2025	PRTD	1118 MURDOCH'S RANCH AND HOME SUPPLY		05/22/2025		0605245j	73.49
			MURDOCH'S RANCH AND HOME SUPPLY		05/28/2025		0605245j	49.99
			MURDOCH'S RANCH AND HOME SUPPLY		05/23/2025		0605245j	17.99
			MURDOCH'S RANCH AND HOME SUPPLY		05/19/2025		0605245j	39.98
			MURDOCH'S RANCH AND HOME SUPPLY		05/23/2025		0605245j	89.99
			MURDOCH'S RANCH AND HOME SUPPLY		05/23/2025		0605245j	399.98
			MURDOCH'S RANCH AND HOME SUPPLY		05/29/2025		0605245j	33.98
			MURDOCH'S RANCH AND HOME SUPPLY		05/28/2025		0605245j	9.99
			MURDOCH'S RANCH AND HOME SUPPLY		05/29/2025		0605245j	24.99

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	205789	TOTAL:	740.38
205790	06/06/2025	PRTD	2143	NAPA - HELENA	05/23/2025		0605245j	46.52
					CHECK	205790	TOTAL:	46.52
205791	06/06/2025	PRTD	2143	NAPA - IBS	06/03/2025	1258	0605245j	25,242.34
					CHECK	205791	TOTAL:	25,242.34
205792	06/06/2025	PRTD	2823	NEWGEN STRATEGIES	05/28/2025		0605245j	2,715.00
					CHECK	205792	TOTAL:	2,715.00
205793	06/06/2025	PRTD	1264	NITRO GREEN	06/02/2025		0605245j	41.00
					CHECK	205793	TOTAL:	41.00
205794	06/06/2025	PRTD	999110	Vincent, Travis & Thomson, Trena	05/29/2025		0605245j	25,580.61
					CHECK	205794	TOTAL:	25,580.61
205795	06/06/2025	PRTD	999120	Larie Proul	06/04/2025		0605245j	272.00
					CHECK	205795	TOTAL:	272.00
205796	06/06/2025	PRTD	999120	Brianna Grantier	06/04/2025		0605245j	238.00
					CHECK	205796	TOTAL:	238.00
205797	06/06/2025	PRTD	999120	John Sharkey	06/04/2025		0605245j	218.00
					CHECK	205797	TOTAL:	218.00
205798	06/06/2025	PRTD	999120	Karen Putnam	06/04/2025		0605245j	179.00
					CHECK	205798	TOTAL:	179.00
205799	06/06/2025	PRTD	999120	Roxanne Shockley	06/04/2025		0605245j	156.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

					CHECK	205799 TOTAL:	156.00
205800	06/06/2025	PRTD	999160	Harmon, Charles or Diana	05/29/2025	0605245j	8.00
					CHECK	205800 TOTAL:	8.00
205801	06/06/2025	PRTD	1822	PELZER GOLF SUPPLIES	05/13/2025	0605245j	35.02
					CHECK	205801 TOTAL:	35.02
205802	06/06/2025	PRTD	2472	DALLAS CRANFORD	05/30/2025	0605245j	9,475.00
					CHECK	205802 TOTAL:	9,475.00
205803	06/06/2025	PRTD	2524	PINE STALLS	05/29/2025	0605245j	155.00
				PINE STALLS	05/30/2025	0605245j	105.00
					CHECK	205803 TOTAL:	260.00
205804	06/06/2025	PRTD	1429	PING	05/14/2025	0605245j	236.36
				PING	05/29/2025	0605245j	875.47
					CHECK	205804 TOTAL:	1,111.83
205805	06/06/2025	PRTD	1034	PRECISION EMBROIDERY	05/22/2025	0605245j	282.00
					CHECK	205805 TOTAL:	282.00
205806	06/06/2025	PRTD	1260	R&R DIESEL REPAIR, INC.	05/28/2025	0605245j	165.00
				R&R DIESEL REPAIR, INC.	05/28/2025	0605245j	165.00
					CHECK	205806 TOTAL:	330.00
205807	06/06/2025	PRTD	1018	R&R PUMP COMPANY	05/28/2025	0605245j	366.25
					CHECK	205807 TOTAL:	366.25
205808	06/06/2025	PRTD	1639	RAY, JOSH	05/28/2025	0605245j	34.61

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
					CHECK	205808	TOTAL:	34.61
205809	06/06/2025	PRTD	1450	RIES & ASSOCIATES P.C.	05/27/2025		0605245j	2,351.00
					CHECK	205809	TOTAL:	2,351.00
205810	06/06/2025	PRTD	1106	ROCK HAND HARDWARE	05/27/2025		0605245j	7.99
				ROCK HAND HARDWARE	05/22/2025		0605245j	18.96
				ROCK HAND HARDWARE	05/23/2025		0605245j	111.86
				ROCK HAND HARDWARE	05/22/2025		0605245j	10.36
				ROCK HAND HARDWARE	05/22/2025		0605245j	22.17
				ROCK HAND HARDWARE	05/23/2025		0605245j	39.96
				ROCK HAND HARDWARE	05/23/2025		0605245j	12.06
				ROCK HAND HARDWARE	05/27/2025		0605245j	11.97
				ROCK HAND HARDWARE	05/27/2025		0605245j	26.98
				ROCK HAND HARDWARE	05/27/2025		0605245j	43.76
				ROCK HAND HARDWARE	05/02/2025		0605245j	10.80
				ROCK HAND HARDWARE	05/28/2025		0605245j	96.14
				ROCK HAND HARDWARE	05/28/2025		0605245j	56.67
				ROCK HAND HARDWARE	06/02/2025		0605245j	57.15
				ROCK HAND HARDWARE	06/03/2025		0605245j	65.98
					CHECK	205810	TOTAL:	592.81
205811	06/06/2025	PRTD	1449	S.J. PERRY CO., INC.	05/22/2025		0605245j	27.30
					CHECK	205811	TOTAL:	27.30
205812	06/06/2025	PRTD	2575	SELKIRK CLEANING	06/02/2025		0605245j	1,035.00
					CHECK	205812	TOTAL:	1,035.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205813	06/06/2025	PRTD	2756	SERVICEMASTER CLEAN BY HM	05/30/2025	0605245j	2,050.00
					CHECK	205813 TOTAL:	2,050.00
205814	06/06/2025	PRTD	2475	SIMPLIVERIFIED	06/02/2025	0605245j	55.00
					CHECK	205814 TOTAL:	55.00
205815	06/06/2025	PRTD	2848	SLEEPING GIANT MECHANICAL, INC.	05/28/2025	0605245j	1,960.00
					CHECK	205815 TOTAL:	1,960.00
205816	06/06/2025	PRTD	2806	STAPLES INC.	05/09/2025	0605245j	157.49
				STAPLES INC.	05/27/2025	0605245j	128.49
				STAPLES INC.	05/20/2025	0605245j	67.06
				STAPLES INC.	05/23/2025	0605245j	307.88
				STAPLES INC.	05/10/2025	0605245j	528.70
				STAPLES INC.	05/15/2025	0605245j	79.16
					CHECK	205816 TOTAL:	1,268.78
205817	06/06/2025	PRTD	1001	DEPARTMENT OF ADMINISTRATION	05/30/2025	0605245j	153.17
					CHECK	205817 TOTAL:	153.17
205818	06/06/2025	PRTD	1001	MONTANA LAW ENFORCEMENT ACADEMY	05/28/2025	0605245j	3,888.00
					CHECK	205818 TOTAL:	3,888.00
205819	06/06/2025	PRTD	1413	SUN MOUNTAIN SPORTS	05/12/2025	0605245j	361.44
				SUN MOUNTAIN SPORTS	05/23/2025	0605245j	755.08
					CHECK	205819 TOTAL:	1,116.52
205820	06/06/2025	PRTD	2279	T-MOBILE	05/24/2025	0605245j	2,532.51

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	205820 TOTAL:	2,532.51
205821	06/06/2025	PRTD	2279	T-MOBILE	05/24/2025	0605245j	200.00
					CHECK	205821 TOTAL:	200.00
205822	06/06/2025	PRTD	1666	TAYLORMADE GOLF COMPANY	05/13/2025	0605245j	732.50
				TAYLORMADE GOLF COMPANY	05/27/2025	0605245j	1,150.77
					CHECK	205822 TOTAL:	1,883.27
205823	06/06/2025	PRTD	1670	TD&H ENGINEERING	05/23/2025	0605245j	4,920.00
				TD&H ENGINEERING	05/23/2025	0605245j	3,280.00
					CHECK	205823 TOTAL:	8,200.00
205824	06/06/2025	PRTD	2874	THE EARPHONE CONNECTION, INC.	05/07/2025	0605245j	1,718.49
					CHECK	205824 TOTAL:	1,718.49
205825	06/06/2025	PRTD	1843	THE THIRD ELEMENT, INC.	05/23/2025	0605245j	668.72
					CHECK	205825 TOTAL:	668.72
205826	06/06/2025	PRTD	1412	TITLEIST	05/07/2025	0605245j	245.42
				TITLEIST	05/20/2025	0605245j	125.56
				TITLEIST	05/20/2025	0605245j	394.06
					CHECK	205826 TOTAL:	765.04
205827	06/06/2025	PRTD	1856	TOP GUN AUTO BODY INC.	05/27/2025	0605245j	4,674.66
					CHECK	205827 TOTAL:	4,674.66
205828	06/06/2025	PRTD	2446	TRANSPORTATION SOLUTIONS	05/24/2025	0605245j	783.50
					CHECK	205828 TOTAL:	783.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205829	06/06/2025	PRTD	1046 TRI-COUNTY MECHANICAL & ELECTRICAL,	05/30/2025		0605245j	15,163.68
				CHECK	205829	TOTAL:	15,163.68
205830	06/06/2025	PRTD	2548 TRI-COUNTY FIRESAFE WORKING GROUP	05/29/2025	462	0605245j	1,259.97
				CHECK	205830	TOTAL:	1,259.97
205831	06/06/2025	PRTD	1980 TRIPLE TREE ENGINEERING, INC.	05/24/2025		0605245j	2,935.00
				CHECK	205831	TOTAL:	2,935.00
205832	06/06/2025	PRTD	2352 TUBBS, ALEX	05/25/2025		0605245j	900.00
				CHECK	205832	TOTAL:	900.00
205833	06/06/2025	PRTD	2360 US FOODS, INC.	05/22/2025		0605245j	180.00
			US FOODS, INC.	05/23/2025		0605245j	1,585.33
			US FOODS, INC.	05/29/2025		0605245j	107.78
			US FOODS, INC.	05/29/2025		0605245j	374.53
			US FOODS, INC.	05/29/2025		0605245j	180.00
			US FOODS, INC.	05/30/2025		0605245j	3,128.74
			US FOODS, INC.	06/02/2025		0605245j	404.06
			US FOODS, INC.	06/03/2025		0605245j	1,428.59
			US FOODS, INC.	06/03/2025		0605245j	717.99
				CHECK	205833	TOTAL:	8,107.02
205834	06/06/2025	PRTD	1543 HD SUPPLY, INC.	05/21/2025		0605245j	1,010.82
				CHECK	205834	TOTAL:	1,010.82
205835	06/06/2025	PRTD	1208 VACUUM CITY	05/27/2025		0605245j	27.00
				CHECK	205835	TOTAL:	27.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205836	06/06/2025	PRTD	1579	VERIZON WIRELESS	06/05/2025	0605245j	2,358.03
					CHECK	205836 TOTAL:	2,358.03
205837	06/06/2025	PRTD	1730	WAPLES, CHANEL	05/19/2025	0605245j	751.70
				WAPLES, CHANEL	05/21/2025	0605245j	12.01
					CHECK	205837 TOTAL:	763.71
205838	06/06/2025	PRTD	1394	WILLIAMS, CARMEN	05/23/2025	0605245j	515.00
					CHECK	205838 TOTAL:	515.00
205839	06/06/2025	PRTD	1517	WINDSWEPT WILDFIRE LLC	05/18/2025	0605245j	450.00
					CHECK	205839 TOTAL:	450.00
205840	06/06/2025	PRTD	2440	RMR PRODUCTIONS	06/02/2025	0605245j	2,073.20
					CHECK	205840 TOTAL:	2,073.20

NUMBER OF CHECKS 114 *** CASH ACCOUNT TOTAL *** 1,468,573.44

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	109	1,368,167.68
TOTAL EFT'S	5	100,405.76

*** GRAND TOTAL *** 1,468,573.44



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

June 13, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 6/10/25, 6/12/25 and 6/13/25 have been approved for claims in the amount of \$588,594.23. Checks numbered 205841-205947 and ACH numbered 602-607 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
603	06/12/2025	EFT	1510	ACCESSO SHOWARE	05/31/2025		061225jr	542.45
					CHECK		603 TOTAL:	542.45
604	06/12/2025	EFT	1068	HELENA BUSINESS IMPROVEMENT DISTRIC	06/06/2025		061225jr	180.00
					CHECK		604 TOTAL:	180.00
605	06/12/2025	EFT	1467	NORTHERN COMMUNICATIONS	06/01/2025		061225jr	198.34
					CHECK		605 TOTAL:	198.34
606	06/12/2025	EFT	1145	THATCHER COMPANY INC.	05/12/2025	1254	061225jr	9,319.53
				THATCHER COMPANY INC.	05/27/2025	1269	061225jr	9,225.77
					CHECK		606 TOTAL:	18,545.30
205843	06/12/2025	PRTD	1562	360 BUSINESS SOLUTIONS	06/05/2025		061225jr	99.90
					CHECK		205843 TOTAL:	99.90
205844	06/12/2025	PRTD	2708	ACI LEARNING	05/30/2025		061225jr	599.00
					CHECK		205844 TOTAL:	599.00
205845	06/12/2025	PRTD	2060	ALL AROUND CONSTRUCTION	06/05/2025		061225jr	10,197.00
				ALL AROUND CONSTRUCTION	06/06/2025	1268	061225jr	15,000.00
					CHECK		205845 TOTAL:	25,197.00
205846	06/12/2025	PRTD	2610	SPEEDY CPS	06/05/2025		061225jr	10.80
					CHECK		205846 TOTAL:	10.80
205847	06/12/2025	PRTD	1747	ANDERSON, KENT	06/05/2025		061225jr	366.83
					CHECK		205847 TOTAL:	366.83
205848	06/12/2025	PRTD	2224	AP MECHANICAL & CRANE SERVICE	04/15/2025		061225jr	2,000.00
				AP MECHANICAL & CRANE SERVICE	05/29/2025		061225jr	850.00

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	INV DATE	PO	CHECK RUN	NET
				CHECK	205848	TOTAL:	2,850.00
205849	06/12/2025	PRTD	1610 APPLIED CONCEPTS	06/05/2025	1265	061225jr	3,298.00
				CHECK	205849	TOTAL:	3,298.00
205850	06/12/2025	PRTD	1198 AUTO CONCEPTS	06/09/2025		061225jr	185.00
				CHECK	205850	TOTAL:	185.00
205851	06/12/2025	PRTD	1074 AUTO TRIM DESIGN OF MONTANA	06/05/2025		061225jr	255.00
			AUTO TRIM DESIGN OF MONTANA	05/30/2025	1266	061225jr	95.00
				CHECK	205851	TOTAL:	350.00
205852	06/12/2025	PRTD	1007 BURDICKS LOCKSMITH	06/06/2025		061225jr	15.00
				CHECK	205852	TOTAL:	15.00
205853	06/12/2025	PRTD	1957 CALE AMERICA INC.	05/28/2025		061225jr	4,380.67
				CHECK	205853	TOTAL:	4,380.67
205854	06/12/2025	PRTD	2359 CAPITAL CITY WATER CONDITIONING	05/19/2025		061225jr	237.00
				CHECK	205854	TOTAL:	237.00
205855	06/12/2025	PRTD	1022 CAPITAL COMMUNICATIONS	06/03/2025		061225jr	35.00
				CHECK	205855	TOTAL:	35.00
205856	06/12/2025	PRTD	1015 CAPITAL LAUNDRY	06/09/2025		061225jr	9.25
				CHECK	205856	TOTAL:	9.25
205857	06/12/2025	PRTD	1021 CAPITAL SPORTS	06/06/2025		061225jr	208.00
				CHECK	205857	TOTAL:	208.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205858	06/12/2025	PRTD	2089	CENTRALSQUARE TECHNOLOGIES, LLC	05/29/2025	1264	061225jr	3,190.14
					CHECK	205858	TOTAL:	3,190.14
205859	06/12/2025	PRTD	1004	CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		061225jr	1,660.54
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		061225jr	273.28
					CHECK	205859	TOTAL:	1,933.82
205860	06/12/2025	PRTD	1465	CLEAR CHOICE AUTO GLASS, INC.	06/05/2025		061225jr	592.98
					CHECK	205860	TOTAL:	592.98
205861	06/12/2025	PRTD	1107	CLEARWATER PUMP & SUPPLY	05/27/2025		061225jr	544.75
				CLEARWATER PUMP & SUPPLY	05/28/2025		061225jr	335.39
				CLEARWATER PUMP & SUPPLY	06/03/2025		061225jr	87.47
					CHECK	205861	TOTAL:	967.61
205862	06/12/2025	PRTD	2624	COLUMN SOFTWARE	05/14/2025		061225jr	128.00
				COLUMN SOFTWARE	05/21/2025		061225jr	66.00
				COLUMN SOFTWARE	06/04/2025		061225jr	66.00
					CHECK	205862	TOTAL:	260.00
205863	06/12/2025	PRTD	1459	CORE & MAIN	04/22/2025	1250	061225jr	10,356.90
					CHECK	205863	TOTAL:	10,356.90
205864	06/12/2025	PRTD	1769	CROOK, STEPHANIE	06/06/2025		061225jr	33.00
					CHECK	205864	TOTAL:	33.00
205865	06/12/2025	PRTD	1724	CURB MASTERS MAINTENANCE	06/06/2025		061225jr	600.00
					CHECK	205865	TOTAL:	600.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205866	06/12/2025	PRTD	1020 DAKOTA SUPPLY GROUP INC		04/28/2025		061225jr	4.95
					CHECK		205866 TOTAL:	4.95
205867	06/12/2025	PRTD	2616 DEX IMAGING		05/29/2025		061225jr	118.00
			DEX IMAGING		06/09/2025		061225jr	22.66
					CHECK		205867 TOTAL:	140.66
205868	06/12/2025	PRTD	2186 DOUBLETREE BY HILTON HELENA DOWNTOW		06/02/2025		061225jr	56.00
					CHECK		205868 TOTAL:	56.00
205869	06/12/2025	PRTD	2497 EPIC ELECTRIC, LLC		06/06/2025		061225jr	2,530.82
					CHECK		205869 TOTAL:	2,530.82
205870	06/12/2025	PRTD	2286 EZ LINER		04/15/2025	1163	061225jr	3,461.18
					CHECK		205870 TOTAL:	3,461.18
205871	06/12/2025	PRTD	1832 FERGUSON WATERWORKS #1701		04/29/2025	1216	061225jr	2,000.00
					CHECK		205871 TOTAL:	2,000.00
205872	06/12/2025	PRTD	1123 GENERAL DISTRIBUTING COMPANY		06/03/2025		061225jr	88.66
			GENERAL DISTRIBUTING COMPANY		06/03/2025		061225jr	85.80
					CHECK		205872 TOTAL:	174.46
205873	06/12/2025	PRTD	2878 GENZOLI, ROBYN		06/05/2025		061225jr	45.00
					CHECK		205873 TOTAL:	45.00
205874	06/12/2025	PRTD	1030 GRAINGER, INC.		05/15/2025		061225jr	535.30
					CHECK		205874 TOTAL:	535.30

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205875	06/12/2025	PRTD	2875	GRANT WRITING USA	06/05/2025		061225jr	445.00
					CHECK	205875	TOTAL:	445.00
205876	06/12/2025	PRTD	1339	HARRINGTON BOTTLING COMPANY	05/30/2025		061225jr	533.25
					CHECK	205876	TOTAL:	533.25
205877	06/12/2025	PRTD	1275	HDR INC	06/03/2025		061225jr	13,646.25
					CHECK	205877	TOTAL:	13,646.25
205878	06/12/2025	PRTD	1763	HELENA RECYCLING, LLC	06/05/2025	581	061225jr	24,948.00
					CHECK	205878	TOTAL:	24,948.00
205879	06/12/2025	PRTD	1439	HELENA VALLEY IRRIGATION DISTRICT	05/12/2025	1242	061225jr	37,246.45
					CHECK	205879	TOTAL:	37,246.45
205880	06/12/2025	PRTD	1371	HOME DEPOT CREDIT SERVICES	04/30/2025		061225jr	32.54
				HOME DEPOT CREDIT SERVICES	04/30/2025		061225jr	22.57
				HOME DEPOT CREDIT SERVICES	05/13/2025		061225jr	16.97
				HOME DEPOT CREDIT SERVICES	05/15/2025	1213	061225jr	24.67
				HOME DEPOT CREDIT SERVICES	05/14/2025		061225jr	43.41
				HOME DEPOT CREDIT SERVICES	05/19/2025		061225jr	29.94
				HOME DEPOT CREDIT SERVICES	05/22/2025		061225jr	39.94
				HOME DEPOT CREDIT SERVICES	05/19/2025		061225jr	79.40
				HOME DEPOT CREDIT SERVICES	05/20/2025		061225jr	32.97
				HOME DEPOT CREDIT SERVICES	05/20/2025		061225jr	22.74
				HOME DEPOT CREDIT SERVICES	05/20/2025		061225jr	278.54
				HOME DEPOT CREDIT SERVICES	05/21/2025		061225jr	99.69
				HOME DEPOT CREDIT SERVICES	06/03/2025		061225jr	43.41

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

				INV DATE	PO	CHECK RUN	NET
HOME DEPOT CREDIT SERVICES				06/03/2025		061225jr	108.97
HOME DEPOT CREDIT SERVICES				06/03/2025		061225jr	127.44
HOME DEPOT CREDIT SERVICES				05/29/2025		061225jr	19.98
				CHECK	205880	TOTAL:	1,023.18
205881	06/12/2025	PRTD	2698 HOUSEAL LAVIGNE ASSOCIATES, LLC	06/09/2025	321	061225jr	17,270.50
				CHECK	205881	TOTAL:	17,270.50
205882	06/12/2025	PRTD	1404 I-STATE TRUCK CENTER	06/03/2025		061225jr	877.36
				CHECK	205882	TOTAL:	877.36
205883	06/12/2025	PRTD	1347 J&D TOWING & RECOVERY OF HELENA	05/23/2025		061225jr	228.00
				CHECK	205883	TOTAL:	228.00
205884	06/12/2025	PRTD	2304 JOE JOHNSON EQUIPMENT, LLC	05/23/2025		061225jr	109.97
				CHECK	205884	TOTAL:	109.97
205885	06/12/2025	PRTD	1737 JOHNSTON, BRIDGET	06/06/2025		061225jr	27.75
				CHECK	205885	TOTAL:	27.75
205886	06/12/2025	PRTD	2301 KEEP COOL CONSULTING	05/23/2025		061225jr	455.00
				CHECK	205886	TOTAL:	455.00
205887	06/12/2025	PRTD	1640 KOLAR TIRE & AUTO	06/05/2025		061225jr	3,698.40
KOLAR TIRE & AUTO				06/05/2025		061225jr	62.95
KOLAR TIRE & AUTO				06/05/2025		061225jr	40.00
				CHECK	205887	TOTAL:	3,801.35
205888	06/12/2025	PRTD	2032 LANGUAGE LINE SERVICES, INC.	05/31/2025		061225jr	26.47

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

				INV DATE	PO	CHECK RUN	NET
				CHECK	205888	TOTAL:	26.47
205889	06/12/2025	PRTD	1230 LEHRKIND'S COCA-COLA	06/10/2025		061225jr	443.40
				CHECK	205889	TOTAL:	443.40
205890	06/12/2025	PRTD	1318 LES SCHWAB	06/05/2025		061225jr	103.98
				CHECK	205890	TOTAL:	103.98
205891	06/12/2025	PRTD	1002 INFORMATION TECHNOLOGY & SERVICES	06/04/2025	1253	061225jr	30.00
			INFORMATION TECHNOLOGY & SERVICES	05/29/2025	1221	061225jr	1,248.00
			INFORMATION TECHNOLOGY & SERVICES	06/11/2025		061225jr	1,046.40
				CHECK	205891	TOTAL:	2,324.40
205892	06/12/2025	PRTD	1002 L&C COUNTY PUBLIC WORKS	06/05/2025	580	061225jr	91,791.12
				CHECK	205892	TOTAL:	91,791.12
205893	06/12/2025	PRTD	1002 L&C COUNTY TREASURER	06/03/2025		061225jr	32.96
				CHECK	205893	TOTAL:	32.96
205894	06/12/2025	PRTD	1002 L&C COUNTY TREASURER	06/03/2025		061225jr	10.30
				CHECK	205894	TOTAL:	10.30
205895	06/12/2025	PRTD	1153 LEWIS & CLARK HUMANE SOCIETY	06/11/2025	1276	061225jr	18,526.25
				CHECK	205895	TOTAL:	18,526.25
205896	06/12/2025	PRTD	1227 LINCOLN TELEPHONE COMPANY INC.	06/01/2025		061225jr	42.00
				CHECK	205896	TOTAL:	42.00
205897	06/12/2025	PRTD	2138 LITTLE JOHN'S PORTABLES AND SEPTIC	06/05/2025		061225jr	110.00
				CHECK	205897	TOTAL:	110.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205898	06/12/2025	PRTD	1323	LOGISTIC SYSTEMS, INC.	03/25/2025	1263	061225jr	15,360.00
					CHECK	205898	TOTAL:	15,360.00
205899	06/12/2025	PRTD	1612	MONTANA ASSOCIATION OF CHIEFS OF PO	05/27/2025		061225jr	100.00
				MONTANA ASSOCIATION OF CHIEFS OF PO	05/27/2025		061225jr	100.00
					CHECK	205899	TOTAL:	200.00
205900	06/12/2025	PRTD	2798	MONTANA FIRST RESPONDER PSYCHOLOGIC	05/29/2025		061225jr	500.00
					CHECK	205900	TOTAL:	500.00
205901	06/12/2025	PRTD	1063	MONTANA LEAGUE OF CITIES & TOWNS	05/23/2025		061225jr	1,942.69
					CHECK	205901	TOTAL:	1,942.69
205902	06/12/2025	PRTD	2842	MONTANA MATERIALS & CONSTRUCTION	05/23/2025	598	061225jr	298.70
				MONTANA MATERIALS & CONSTRUCTION	05/29/2025	598	061225jr	1,777.28
				MONTANA MATERIALS & CONSTRUCTION	05/30/2025	598	061225jr	372.44
				MONTANA MATERIALS & CONSTRUCTION	06/02/2025	598	061225jr	304.66
				MONTANA MATERIALS & CONSTRUCTION	04/15/2025	598	061225jr	615.27
				MONTANA MATERIALS & CONSTRUCTION	04/15/2025	598	061225jr	1,651.39
				MONTANA MATERIALS & CONSTRUCTION	04/15/2025	598	061225jr	2,987.71
				MONTANA MATERIALS & CONSTRUCTION	06/06/2025	598	061225jr	303.91
					CHECK	205902	TOTAL:	8,311.36
205903	06/12/2025	PRTD	1085	MONTANA PROPANE, INC.	05/23/2025		061225jr	37.68
				MONTANA PROPANE, INC.	05/23/2025		061225jr	20.63
				MONTANA PROPANE, INC.	05/23/2025		061225jr	39.05
					CHECK	205903	TOTAL:	97.36

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205904	06/12/2025	PRTD	1583	MONTANA SHERIFFS & PEACE OFFICERS A	05/29/2025		061225jr	817.00
					CHECK	205904	TOTAL:	817.00
205905	06/12/2025	PRTD	1398	MOTOROLA SOLUTIONS	04/11/2025	1267	061225jr	35,640.00
					CHECK	205905	TOTAL:	35,640.00
205906	06/12/2025	PRTD	1931	MR. WISE DRY CLEANERS LLC	05/31/2025		061225jr	327.60
					CHECK	205906	TOTAL:	327.60
205907	06/12/2025	PRTD	1118	MURDOCH'S RANCH AND HOME SUPPLY	05/29/2025		061225jr	349.71
				MURDOCH'S RANCH AND HOME SUPPLY	05/31/2025		061225jr	23.99
				MURDOCH'S RANCH AND HOME SUPPLY	05/24/2025		061225jr	83.99
				MURDOCH'S RANCH AND HOME SUPPLY	05/31/2025		061225jr	47.00
				MURDOCH'S RANCH AND HOME SUPPLY	06/06/2025		061225jr	27.99
				MURDOCH'S RANCH AND HOME SUPPLY	06/10/2025		061225jr	11.99
					CHECK	205907	TOTAL:	544.67
205908	06/12/2025	PRTD	2143	NAPA - HELENA	06/06/2025		061225jr	22.18
				NAPA - HELENA	06/06/2025		061225jr	33.50
				NAPA - HELENA	05/28/2025		061225jr	65.57
				NAPA - HELENA	05/28/2025		061225jr	146.09
				NAPA - HELENA	05/28/2025		061225jr	84.96
					CHECK	205908	TOTAL:	352.30
205909	06/12/2025	PRTD	2392	NATIONAL LAUNDRY CO.	05/23/2025		061225jr	102.22
				NATIONAL LAUNDRY CO.	06/05/2025		061225jr	549.23
				NATIONAL LAUNDRY CO.	06/05/2025		061225jr	275.16
				NATIONAL LAUNDRY CO.	06/03/2025		061225jr	79.85

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
NATIONAL LAUNDRY CO.					06/06/2025		061225jr	92.09
					CHECK	205909	TOTAL:	1,098.55
205910	06/12/2025	PRTD	2871	NEVIN, TODD	05/15/2025		061225jr	343.60
					CHECK	205910	TOTAL:	343.60
205911	06/12/2025	PRTD	1092	NORTHWEST BATTERY & AUTOMOTIVE INC.	05/23/2025		061225jr	438.84
					CHECK	205911	TOTAL:	438.84
205912	06/12/2025	PRTD	1881	O'NEIL, JEFFRIE	05/25/2025		061225jr	84.00
					CHECK	205912	TOTAL:	84.00
205913	06/12/2025	PRTD	1392	O'REILLY AUTO PARTS	05/26/2025		061225jr	29.99
					CHECK	205913	TOTAL:	29.99
205914	06/12/2025	PRTD	999120	Ashleigh Zabel	06/09/2025		061225jr	115.00
					CHECK	205914	TOTAL:	115.00
205915	06/12/2025	PRTD	999160	Scansen, Isaac	05/29/2025		061225jr	402.74
					CHECK	205915	TOTAL:	402.74
205916	06/12/2025	PRTD	2363	PDQ.COM	05/30/2025		061225jr	1,575.00
					CHECK	205916	TOTAL:	1,575.00
205917	06/12/2025	PRTD	2713	PEABODY, ANNA	05/26/2025		061225jr	150.00
					CHECK	205917	TOTAL:	150.00
205918	06/12/2025	PRTD	1364	PICHETTE, ANNE	06/05/2025		061225jr	48.00
					CHECK	205918	TOTAL:	48.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205919	06/12/2025	PRTD	1451	PLATT ELECTRIC SUPPLY	05/28/2025		061225jr	83.62
				PLATT ELECTRIC SUPPLY	05/28/2025		061225jr	507.42
					CHECK	205919	TOTAL:	591.04
205920	06/12/2025	PRTD	1102	POWER TOWNSEND	05/15/2025		061225jr	34.92
				POWER TOWNSEND	05/15/2025		061225jr	13.58
				POWER TOWNSEND	05/29/2025		061225jr	87.97
				POWER TOWNSEND	05/27/2025		061225jr	119.54
					CHECK	205920	TOTAL:	256.01
205921	06/12/2025	PRTD	1034	PRECISION EMBROIDERY	05/26/2025		061225jr	34.00
					CHECK	205921	TOTAL:	34.00
205922	06/12/2025	PRTD	1018	R&R PUMP COMPANY	06/06/2025		061225jr	64.00
				R&R PUMP COMPANY	06/06/2025		061225jr	32.00
					CHECK	205922	TOTAL:	96.00
205923	06/12/2025	PRTD	2544	REPUBLIC SERVICES	05/31/2025		061225jr	2,754.00
					CHECK	205923	TOTAL:	2,754.00
205924	06/12/2025	PRTD	1106	ROCK HAND HARDWARE	05/28/2025		061225jr	14.99
				ROCK HAND HARDWARE	05/29/2025		061225jr	6.59
				ROCK HAND HARDWARE	05/30/2025		061225jr	6.77
				ROCK HAND HARDWARE	05/22/2025		061225jr	5.18
				ROCK HAND HARDWARE	06/06/2025		061225jr	8.37
				ROCK HAND HARDWARE	06/05/2025		061225jr	76.95
				ROCK HAND HARDWARE	05/21/2025		061225jr	57.98
				ROCK HAND HARDWARE	05/23/2025		061225jr	7.59

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account

CHECK NO	CHK	DATE	TYPE	VENDOR NAME
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					INV DATE	PO	CHECK RUN	NET
ROCK HAND HARDWARE					06/10/2025		061225jr	2.40
					CHECK	205924	TOTAL:	186.82
205925	06/12/2025	PRTD	1823	ROCKY MOUNTAIN SUPPLY, INC.	05/23/2025		061225jr	1,271.00
					CHECK	205925	TOTAL:	1,271.00
205926	06/12/2025	PRTD	1098	ROD TABBERT CONSTRUCTION, INC.	06/05/2025		061225jr	62,419.50
					CHECK	205926	TOTAL:	62,419.50
205927	06/12/2025	PRTD	1133	SELBYS REPROGRAPHICS, INC.	05/28/2025		061225jr	18.30
					CHECK	205927	TOTAL:	18.30
205928	06/12/2025	PRTD	2756	SERVICEMASTER CLEAN BY HM	06/05/2025		061225jr	325.00
					CHECK	205928	TOTAL:	325.00
205929	06/12/2025	PRTD	1611	SLATTERY, ZACH	06/05/2025		061225jr	258.40
					06/05/2025		061225jr	258.40
					CHECK	205929	TOTAL:	516.80
205930	06/12/2025	PRTD	1115	ST. PETER'S HEALTH	06/01/2025		061225jr	2,759.87
					CHECK	205930	TOTAL:	2,759.87
205931	06/12/2025	PRTD	1115	ST. PETER'S HEALTH	05/27/2025		061225jr	600.00
					CHECK	205931	TOTAL:	600.00
205932	06/12/2025	PRTD	2806	STAPLES INC.	05/29/2025		061225jr	246.75
					06/05/2025		061225jr	33.99
					04/12/2025		061225jr	233.14
					04/22/2025		061225jr	99.58
					03/06/2025		061225jr	47.19

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

			STAPLES INC.	04/30/2025		061225jr	21.99
			STAPLES INC.	06/06/2025		061225jr	1,293.68
			STAPLES INC.	06/06/2025		061225jr	198.69
			STAPLES INC.	03/04/2025		061225jr	1,152.46
			STAPLES INC.	03/04/2025		061225jr	99.27
			STAPLES INC.	03/04/2025		061225jr	226.68
			STAPLES INC.	03/04/2025		061225jr	108.19
			STAPLES INC.	06/03/2025		061225jr	197.60
			STAPLES INC.	06/07/2025		061225jr	5.09
			STAPLES INC.	06/06/2025		061225jr	25.50
			STAPLES INC.	06/06/2025		061225jr	25.64
			STAPLES INC.	06/11/2025		061225jr	-41.16
			STAPLES INC.	06/11/2025		061225jr	183.06
				CHECK	205932	TOTAL:	4,157.34
205933	06/12/2025	PRTD	2177 STARPLEX CORPORATION	06/02/2025		061225jr	1,084.48
				CHECK	205933	TOTAL:	1,084.48
205934	06/12/2025	PRTD	1001 DEPARTMENT OF REVENUE	05/30/2025		061225jr	153.17
			DEPARTMENT OF REVENUE	06/05/2025		061225jr	630.50
			DEPARTMENT OF REVENUE	06/05/2025		061225jr	103.00
			DEPARTMENT OF REVENUE	06/06/2025		061225jr	880.15
				CHECK	205934	TOTAL:	1,766.82
205935	06/12/2025	PRTD	1001 MONTANA LAW ENFORCEMENT ACADEMY	06/02/2025		061225jr	900.00
				CHECK	205935	TOTAL:	900.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205936	06/12/2025	PRTD	2073	SUMMIT ROOFING, INC	06/06/2025		061225jr	87,134.50
					CHECK	205936	TOTAL:	87,134.50
205937	06/12/2025	PRTD	1233	THE ANIMAL CENTER	05/27/2025		061225jr	58.34
					CHECK	205937	TOTAL:	58.34
205938	06/12/2025	PRTD	1681	THE MONTANA RADIO COMPANY LLC	05/31/2025		061225jr	260.00
					CHECK	205938	TOTAL:	260.00
205939	06/12/2025	PRTD	1356	THE UPS STORE 4489	06/03/2025		061225jr	76.23
					CHECK	205939	TOTAL:	76.23
205940	06/12/2025	PRTD	1314	TORGERSON'S LLC	05/23/2025		061225jr	162.41
					CHECK	205940	TOTAL:	162.41
205941	06/12/2025	PRTD	1543	HD SUPPLY, INC.	05/23/2025		061225jr	1,062.14
				HD SUPPLY, INC.	05/23/2025		061225jr	541.24
				HD SUPPLY, INC.	02/29/2024		061225jr	-303.90
				HD SUPPLY, INC.	03/24/2025		061225jr	738.07
				HD SUPPLY, INC.	05/12/2025	1270	061225jr	19,544.90
					CHECK	205941	TOTAL:	21,582.45
205942	06/12/2025	PRTD	1579	VERIZON WIRELESS	05/31/2025		061225jr	3,276.16
				VERIZON WIRELESS	05/31/2025		061225jr	502.71
					CHECK	205942	TOTAL:	3,778.87
205943	06/12/2025	PRTD	1730	WAPLES, CHANEL	06/05/2025		061225jr	45.00
					CHECK	205943	TOTAL:	45.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account

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CASH ACCOUNT: PTRA 101068 Cash in Primary Bank Account				INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME				
205944	06/12/2025	PRTD	2660 WESTON SOLUTIONS	06/03/2025		061225jr	416.61
				CHECK	205944	TOTAL:	416.61
205945	06/12/2025	PRTD	1925 WWC ENGINEERING	06/09/2025		061225jr	23,170.55
				CHECK	205945	TOTAL:	23,170.55
NUMBER OF CHECKS 107				*** CASH ACCOUNT TOTAL ***			583,013.94
				COUNT	AMOUNT		
TOTAL PRINTED CHECKS				103	563,547.85		
TOTAL EFT'S				4	19,466.09		
				*** GRAND TOTAL ***			583,013.94

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
 CHECK NO CHK DATE TYPE VENDOR NAME

		INV DATE	PO	CHECK RUN	NET
607	06/13/2025 EFT	1842 EAGLE BEVERAGE - HELENA	06/12/2025	061325jr	856.38
		CHECK	607	TOTAL:	856.38
205946	06/13/2025 PRD	1079 GEORGE'S DISTRIBUTING	06/10/2025	061325jr	1,295.38
		GEORGE'S DISTRIBUTING	06/10/2025	061325jr	-100.00
		GEORGE'S DISTRIBUTING	06/12/2025	061325jr	230.00
		GEORGE'S DISTRIBUTING	06/12/2025	061325jr	49.00
		GEORGE'S DISTRIBUTING	06/12/2025	061325jr	167.76
		CHECK	205946	TOTAL:	1,642.14
205947	06/13/2025 PRD	1424 GUSTO DISTRIBUTING	06/11/2025	061325jr	1,804.94
		CHECK	205947	TOTAL:	1,804.94
		NUMBER OF CHECKS	3	*** CASH ACCOUNT TOTAL ***	4,303.46
				COUNT	AMOUNT
				-----	-----
				TOTAL PRINTED CHECKS	2 3,447.08
				TOTAL EFT'S	1 856.38
				*** GRAND TOTAL ***	4,303.46



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

June 20, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 6/18/25 and 6/20/25 have been approved for claims in the amount of \$808,125.73. Checks numbered 205948-206063 and ACH numbered 608-610 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

	INV DATE	PO	CHECK RUN	NET
608 06/18/2025 EFT 2226 DOWLING ARCHITECTS	06/12/2025		061825jr	23,200.00
	CHECK		608 TOTAL:	23,200.00
609 06/18/2025 EFT 1597 SHELL ENERGY NORTH AMERICA	06/12/2025		061825jr	1,751.35
	CHECK		609 TOTAL:	1,751.35
205948 06/18/2025 PRTD 1045 2M COMPANY, INC.	05/29/2025		061825jr	7.24
	CHECK		205948 TOTAL:	7.24
205949 06/18/2025 PRTD 1238 3 RIVERS COMMUNICATIONS	06/01/2025		061825jr	18.03
	CHECK		205949 TOTAL:	18.03
205950 06/18/2025 PRTD 1211 A 1 TOWING	06/05/2025		061825jr	165.00
A 1 TOWING	06/05/2025		061825jr	165.00
	CHECK		205950 TOTAL:	330.00
205951 06/18/2025 PRTD 2879 RADIOTRONICS, INC.	06/06/2025		061825jr	339.19
	CHECK		205951 TOTAL:	339.19
205952 06/18/2025 PRTD 1067 ACTION PRINT	06/03/2025		061825jr	46.00
ACTION PRINT	06/17/2025 651		061825jr	10,443.30
ACTION PRINT	06/17/2025 651		061825jr	370.42
	CHECK		205952 TOTAL:	10,859.72
205953 06/18/2025 PRTD 1061 AL ROSE TOWING	06/04/2025		061825jr	120.00
	CHECK		205953 TOTAL:	120.00
205954 06/18/2025 PRTD 2060 ALL AROUND CONSTRUCTION	06/13/2025		061825jr	85,260.00
	CHECK		205954 TOTAL:	85,260.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

205955	06/18/2025	PRTD	1185	ALPINE ANALYTICAL, INC.	06/09/2025		061825jr	125.00
				ALPINE ANALYTICAL, INC.	06/09/2025		061825jr	175.00
				ALPINE ANALYTICAL, INC.	06/09/2025		061825jr	50.00
					CHECK	205955	TOTAL:	350.00
205956	06/18/2025	PRTD	1174	ALSCO	06/05/2025		061825jr	42.26
				ALSCO	06/05/2025		061825jr	37.74
				ALSCO	06/12/2025		061825jr	37.74
					CHECK	205956	TOTAL:	117.74
205957	06/18/2025	PRTD	2332	ANDERSON, LEEA	06/09/2025		061825jr	830.00
				ANDERSON, LEEA	06/09/2025		061825jr	1,424.40
					CHECK	205957	TOTAL:	2,254.40
205958	06/18/2025	PRTD	2224	AP MECHANICAL & CRANE SERVICE	06/12/2025		061825jr	1,200.00
					CHECK	205958	TOTAL:	1,200.00
205959	06/18/2025	PRTD	1610	APPLIED CONCEPTS	06/10/2025	1274	061825jr	198.00
					CHECK	205959	TOTAL:	198.00
205960	06/18/2025	PRTD	1300	B&H PHOTO-VIDEO, INC.	06/17/2025	1040	061825jr	139.40
					CHECK	205960	TOTAL:	139.40
205961	06/18/2025	PRTD	2690	BAKER, TODD	05/07/2025		061825jr	322.90
					CHECK	205961	TOTAL:	322.90
205962	06/18/2025	PRTD	2710	BIG SKY INSTALLATIONS	06/12/2025		061825jr	2,930.00
					CHECK	205962	TOTAL:	2,930.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
205963	06/18/2025	PRTD	2509	BIG SKY SEPTIC PUMPING & SERVICE	05/30/2025		061825jr	795.00
					CHECK	205963	TOTAL:	795.00
205964	06/18/2025	PRTD	2463	KAREN ISOLA MURPHY	06/17/2025		061825jr	207.00
				KAREN ISOLA MURPHY	06/17/2025		061825jr	208.00
					CHECK	205964	TOTAL:	415.00
205965	06/18/2025	PRTD	2396	CARLSON, TAMI	06/11/2025		061825jr	20.00
					CHECK	205965	TOTAL:	20.00
205966	06/18/2025	PRTD	2089	CENTRALSQUARE TECHNOLOGIES, LLC	05/29/2025	1272	061825jr	197,813.59
					CHECK	205966	TOTAL:	197,813.59
205967	06/18/2025	PRTD	1601	CENTURYLINK	05/19/2025		061825jr	348.90
				CENTURYLINK	05/19/2025		061825jr	335.70
				CENTURYLINK	05/19/2025		061825jr	75.32
				CENTURYLINK	05/19/2025		061825jr	61.82
				CENTURYLINK	05/19/2025		061825jr	123.24
				CENTURYLINK	06/01/2025		061825jr	117.42
				CENTURYLINK	05/25/2025		061825jr	260.64
				CENTURYLINK	06/01/2025		061825jr	73.67
				CENTURYLINK	06/01/2025		061825jr	3,267.10
					CHECK	205967	TOTAL:	4,663.81
205968	06/18/2025	PRTD	1716	CHARTER COMMUNICATIONS	06/12/2025		061825jr	485.98
					CHECK	205968	TOTAL:	485.98
205969	06/18/2025	PRTD	1716	CHARTER COMMUNICATIONS	06/12/2025		061825jr	485.98

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	205969 TOTAL:	485.98
205970	06/18/2025	PRTD	2536	CITIAN, INC	06/17/2025	061825jr	69,500.00
					CHECK	205970 TOTAL:	69,500.00
205971	06/18/2025	PRTD	1004	CITY OF HELENA UTILITY CUSTOMER SER	06/09/2025	061825jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	315.96
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	207.21
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	72.40
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	270.07
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	45.55
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	39.19
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	26.50
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	38.28
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	39.19
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	13.81
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	99.18
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	20.10
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	212.19
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	061825jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/11/2025	061825jr	44,679.82

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
					CHECK	205971	TOTAL:	46,181.53
205972	06/18/2025	PRTD	1760	CIVICPLUS	05/31/2025		061825jr	803.50
					CHECK	205972	TOTAL:	803.50
205973	06/18/2025	PRTD	1999	CLAYBORN, DANNAI	06/10/2025		061825jr	124.60
					CHECK	205973	TOTAL:	124.60
205974	06/18/2025	PRTD	1107	CLEARWATER PUMP & SUPPLY	06/05/2025		061825jr	37.20
					CHECK	205974	TOTAL:	37.20
205975	06/18/2025	PRTD	2857	CPR SAVERS AND FIRST AID SUPPLY	05/21/2025	1201	061825jr	720.00
					CHECK	205975	TOTAL:	720.00
205976	06/18/2025	PRTD	1939	D-C CONSTRUCTION	06/12/2025		061825jr	28,346.87
					CHECK	205976	TOTAL:	28,346.87
205977	06/18/2025	PRTD	1020	DAKOTA SUPPLY GROUP INC	05/29/2025		061825jr	394.92
					CHECK	205977	TOTAL:	394.92
205978	06/18/2025	PRTD	1641	DANA SAFETY SUPPLY INC	06/09/2025		061825jr	430.17
							061825jr	90.11
							061825jr	116.80
					CHECK	205978	TOTAL:	637.08
205979	06/18/2025	PRTD	1302	DIS TECHNOLOGIES	06/06/2025		061825jr	782.00
							061825jr	8,219.94
					CHECK	205979	TOTAL:	9,001.94
205980	06/18/2025	PRTD	2347	DOCKTER, REBECCA	06/02/2025		061825jr	123.91

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
					CHECK	205980	TOTAL:	123.91
205981	06/18/2025	PRTD	2881	DUNLAP, MIKE	06/13/2025		061825jr	84.00
					CHECK	205981	TOTAL:	84.00
205982	06/18/2025	PRTD	1241	EAGLE ELECTRIC, INC.	06/17/2025		061825jr	170.00
					CHECK	205982	TOTAL:	170.00
205983	06/18/2025	PRTD	2053	ECOLAB INC.	06/16/2025	621	061825jr	180.38
					CHECK	205983	TOTAL:	180.38
205984	06/18/2025	PRTD	1033	ENERGY LABORATORIES, INC.	04/29/2025		061825jr	2,141.00
					CHECK	205984	TOTAL:	2,141.00
205985	06/18/2025	PRTD	1094	FASTENAL COMPANY	06/03/2025		061825jr	56.40
						06/11/2025	061825jr	9.26
						05/21/2025	061825jr	32.60
						06/17/2025	061825jr	135.69
						06/04/2025	061825jr	20.34
					CHECK	205985	TOTAL:	254.29
205986	06/18/2025	PRTD	1692	FASTSIGNS OF HELENA	06/06/2025		061825jr	300.25
					CHECK	205986	TOTAL:	300.25
205987	06/18/2025	PRTD	2405	FORD OF HELENA	06/10/2025		061825jr	200.00
					CHECK	205987	TOTAL:	200.00
205988	06/18/2025	PRTD	1123	GENERAL DISTRIBUTING COMPANY	05/31/2025		061825jr	30.00
						05/31/2025	061825jr	17.05
						05/31/2025	061825jr	1.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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			GENERAL DISTRIBUTING COMPANY	05/12/2025		061825jr	265.18
			GENERAL DISTRIBUTING COMPANY	05/22/2025		061825jr	83.36
			GENERAL DISTRIBUTING COMPANY	04/30/2025		061825jr	16.50
			GENERAL DISTRIBUTING COMPANY	04/28/2025		061825jr	18.00
			GENERAL DISTRIBUTING COMPANY	06/11/2025		061825jr	70.21
			GENERAL DISTRIBUTING COMPANY	05/05/2025		061825jr	94.73
				CHECK	205988	TOTAL:	596.03
205989	06/18/2025	PRTD	1079 GEORGE'S DISTRIBUTING	06/17/2025		061825jr	634.89
			GEORGE'S DISTRIBUTING	06/17/2025		061825jr	-100.00
				CHECK	205989	TOTAL:	534.89
205990	06/18/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	06/05/2025		061825jr	832.66
			HARRINGTON BOTTLING COMPANY	06/05/2025		061825jr	-35.00
			HARRINGTON BOTTLING COMPANY	06/12/2025		061825jr	936.92
				CHECK	205990	TOTAL:	1,734.58
205991	06/18/2025	PRTD	2306 HAYDEN BEVERAGE COMPANY	06/12/2025		061825jr	32.16
				CHECK	205991	TOTAL:	32.16
205992	06/18/2025	PRTD	1371 HOME DEPOT CREDIT SERVICES	04/17/2025		061825jr	-31.40
			HOME DEPOT CREDIT SERVICES	04/29/2025		061825jr	26.97
			HOME DEPOT CREDIT SERVICES	05/12/2025		061825jr	3.40
			HOME DEPOT CREDIT SERVICES	05/12/2025		061825jr	10.98
			HOME DEPOT CREDIT SERVICES	05/12/2025		061825jr	19.46
			HOME DEPOT CREDIT SERVICES	06/06/2025		061825jr	23.02
			HOME DEPOT CREDIT SERVICES	06/06/2025		061825jr	14.96
			HOME DEPOT CREDIT SERVICES	06/06/2025		061825jr	36.63

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

			HOME DEPOT CREDIT SERVICES	06/06/2025		061825jr	99.96
			HOME DEPOT CREDIT SERVICES	05/16/2025		061825jr	14.22
			HOME DEPOT CREDIT SERVICES	05/12/2025		061825jr	7.58
			HOME DEPOT CREDIT SERVICES	05/14/2025		061825jr	19.98
				CHECK	205992	TOTAL:	245.76
205993	06/18/2025	PRTD	1568 IDEXX LABORATORIES	05/29/2025	1271	061825jr	5,713.31
				CHECK	205993	TOTAL:	5,713.31
205994	06/18/2025	PRTD	2599 INTEGRATED IMAGING SYSTEMS	06/05/2025		061825jr	70.00
			INTEGRATED IMAGING SYSTEMS	05/30/2025		061825jr	89.99
				CHECK	205994	TOTAL:	159.99
205995	06/18/2025	PRTD	1105 J&D TRUCK REPAIR	06/10/2025		061825jr	196.88
				CHECK	205995	TOTAL:	196.88
205996	06/18/2025	PRTD	2804 JOHNSON CRANE SERVICE LLC	06/03/2025		061825jr	550.00
				CHECK	205996	TOTAL:	550.00
205997	06/18/2025	PRTD	2511 KAHLER, HEATHER	06/05/2025		061825jr	52.65
				CHECK	205997	TOTAL:	52.65
205998	06/18/2025	PRTD	1914 KELLEY CONNECT CO.	06/04/2025		061825jr	591.65
				CHECK	205998	TOTAL:	591.65
205999	06/18/2025	PRTD	1749 KELLEY CREATE	06/12/2025	1280	061825jr	8,273.00
			KELLEY CREATE	06/12/2025	1281	061825jr	29,545.24
				CHECK	205999	TOTAL:	37,818.24

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206000	06/18/2025	PRTD	2015	KGR LLC	05/31/2025	1039	061825jr	890.00
					CHECK	206000	TOTAL:	890.00
206001	06/18/2025	PRTD	1640	KOLAR TIRE & AUTO	06/05/2025		061825jr	165.00
							061825jr	130.00
							061825jr	4,513.40
							061825jr	4,760.00
							061825jr	17.50
							061825jr	30.00
							061825jr	80.00
							061825jr	155.00
					CHECK	206001	TOTAL:	9,850.90
206002	06/18/2025	PRTD	1525	KR OFFICE INTERIORS INC.	06/11/2025		061825jr	699.00
					CHECK	206002	TOTAL:	699.00
206003	06/18/2025	PRTD	1087	L. N. CURTIS AND SONS	06/09/2025	1256	061825jr	1,149.44
					CHECK	206003	TOTAL:	1,149.44
206004	06/18/2025	PRTD	2873	LANGLAS & ASSOCIATES, INC.	06/18/2025		061825jr	5,464.60
					CHECK	206004	TOTAL:	5,464.60
206005	06/18/2025	PRTD	1230	LEHRKIND'S COCA-COLA	06/13/2025		061825jr	693.18
							061825jr	898.98
					CHECK	206005	TOTAL:	1,592.16
206006	06/18/2025	PRTD	1230	LEHRKIND'S COCA-COLA	06/12/2025		061825jr	24.00
					CHECK	206006	TOTAL:	24.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206007	06/18/2025	PRTD	1002	LEWIS & CLARK COUNTY	06/11/2025		061825jr	43,442.61
				LEWIS & CLARK COUNTY	06/11/2025		061825jr	27,737.58
					CHECK	206007	TOTAL:	71,180.19
206008	06/18/2025	PRTD	1002	INFORMATION TECHNOLOGY & SERVICES	06/17/2025		061825jr	9.60
					CHECK	206008	TOTAL:	9.60
206009	06/18/2025	PRTD	1002	L&C COUNTY PUBLIC WORKS	05/31/2025		061825jr	196.56
				L&C COUNTY PUBLIC WORKS	06/02/2025	963	061825jr	3,351.39
				L&C COUNTY PUBLIC WORKS	06/02/2025		061825jr	289.68
				L&C COUNTY PUBLIC WORKS	06/02/2025		061825jr	111.60
				L&C COUNTY PUBLIC WORKS	06/02/2025		061825jr	3.40
				L&C COUNTY PUBLIC WORKS	06/02/2025	1029	061825jr	5,022.70
					CHECK	206009	TOTAL:	8,975.33
206010	06/18/2025	PRTD	1002	L&C COUNTY SHERIFF DEPARTMENT	04/09/2025	1275	061825jr	11,574.00
					CHECK	206010	TOTAL:	11,574.00
206011	06/18/2025	PRTD	1471	LOWE'S	05/09/2025		061825jr	78.06
				LOWE'S	05/13/2025		061825jr	90.23
				LOWE'S	05/15/2025		061825jr	51.24
				LOWE'S	05/15/2025		061825jr	23.71
				LOWE'S	05/15/2025		061825jr	23.33
				LOWE'S	05/15/2025		061825jr	23.73
				LOWE'S	05/15/2025		061825jr	40.32
				LOWE'S	05/21/2025		061825jr	84.59
				LOWE'S	05/14/2025		061825jr	19.92
				LOWE'S	05/16/2025		061825jr	37.01

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
LOWE'S					05/12/2025		061825jr	92.93
LOWE'S					05/27/2025		061825jr	16.70
LOWE'S					05/28/2025		061825jr	268.69
LOWE'S					05/05/2025		061825jr	8.06
LOWE'S					05/27/2025		061825jr	141.55
LOWE'S					06/12/2025		061825jr	14.24
					CHECK	206011	TOTAL:	1,014.31
206012	06/18/2025	PRTD	1464	MACON SUPPLY, INC.	06/03/2025		061825jr	144.00
MACON SUPPLY, INC.					05/29/2025		061825jr	1,176.00
MACON SUPPLY, INC.					05/29/2025		061825jr	24.00
MACON SUPPLY, INC.					06/17/2025		061825jr	130.00
					CHECK	206012	TOTAL:	1,474.00
206013	06/18/2025	PRTD	1201	MARKS LUMBER	06/11/2025	934	061825jr	13,052.25
					CHECK	206013	TOTAL:	13,052.25
206014	06/18/2025	PRTD	1048	MONTANA CITY TOWING LLC	06/07/2025		061825jr	165.00
MONTANA CITY TOWING LLC					04/15/2025		061825jr	165.00
MONTANA CITY TOWING LLC					05/31/2025		061825jr	165.00
					CHECK	206014	TOTAL:	495.00
206015	06/18/2025	PRTD	2842	MONTANA MATERIALS & CONSTRUCTION	05/29/2025		061825jr	57.57
MONTANA MATERIALS & CONSTRUCTION					06/13/2025	598	061825jr	1,738.17
MONTANA MATERIALS & CONSTRUCTION					06/10/2025	598	061825jr	914.72
MONTANA MATERIALS & CONSTRUCTION					06/11/2025	598	061825jr	763.49
MONTANA MATERIALS & CONSTRUCTION					06/12/2025	598	061825jr	899.81

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INV DATE	PO	CHECK RUN	NET
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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				NATIONAL LAUNDRY CO.	06/03/2025		061825jr	54.17
				NATIONAL LAUNDRY CO.	06/10/2025		061825jr	25.47
				NATIONAL LAUNDRY CO.	06/10/2025		061825jr	96.52
				NATIONAL LAUNDRY CO.	06/10/2025		061825jr	109.13
				NATIONAL LAUNDRY CO.	06/09/2025		061825jr	99.19
				NATIONAL LAUNDRY CO.	06/12/2025		061825jr	92.09
					CHECK	206021	TOTAL:	845.08
206022	06/18/2025	PRTD	1264	NITRO GREEN	06/12/2025		061825jr	795.00
					CHECK	206022	TOTAL:	795.00
206023	06/18/2025	PRTD	1112	NORTHSIDE WELDING & FABRICATION	06/02/2025		061825jr	350.75
					CHECK	206023	TOTAL:	350.75
206024	06/18/2025	PRTD	2218	OTTO ENVIRONMENTAL SYSTEMS	06/18/2025	1285	061825jr	32,820.00
					CHECK	206024	TOTAL:	32,820.00
206025	06/18/2025	PRTD	999120	Compton, Carrie	06/13/2025		061825jr	50.00
					CHECK	206025	TOTAL:	50.00
206026	06/18/2025	PRTD	999160	Saxton, Berma	06/13/2025		061825jr	34.44
					CHECK	206026	TOTAL:	34.44
206027	06/18/2025	PRTD	1158	PACIFIC STEEL AND RECYCLING	05/28/2025		061825jr	68.62
					CHECK	206027	TOTAL:	68.62
206028	06/18/2025	PRTD	1988	PASSPORT LABS, INC.	05/31/2025		061825jr	637.50
					CHECK	206028	TOTAL:	637.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206029	06/18/2025	PRTD	2880	PGA OF AMERICA	06/13/2025		061825jr	824.00
				PGA OF AMERICA	06/13/2025		061825jr	756.00
					CHECK	206029	TOTAL:	1,580.00
206030	06/18/2025	PRTD	2472	DALLAS CRANFORD	06/12/2025		061825jr	1,400.00
					CHECK	206030	TOTAL:	1,400.00
206031	06/18/2025	PRTD	2524	PINE STALLS	06/10/2025		061825jr	105.00
					CHECK	206031	TOTAL:	105.00
206032	06/18/2025	PRTD	1451	PLATT ELECTRIC SUPPLY	06/05/2025		061825jr	29.78
				PLATT ELECTRIC SUPPLY	06/09/2025		061825jr	133.45
					CHECK	206032	TOTAL:	163.23
206033	06/18/2025	PRTD	2872	PORTLAND COMPRESSOR	06/17/2025	1261	061825jr	8,927.97
					CHECK	206033	TOTAL:	8,927.97
206034	06/18/2025	PRTD	1102	POWER TOWNSEND	06/09/2025		061825jr	646.34
				POWER TOWNSEND	06/09/2025		061825jr	279.98
					CHECK	206034	TOTAL:	926.32
206035	06/18/2025	PRTD	1923	PRESTIGE WORLDWIDE TECHNOLOGIES, LL	04/23/2025		061825jr	3,862.85
				PRESTIGE WORLDWIDE TECHNOLOGIES, LL	06/12/2025	1277	061825jr	8,993.15
					CHECK	206035	TOTAL:	12,856.00
206036	06/18/2025	PRTD	1479	PROFORCE LAW ENFORCEMENT	06/05/2025		061825jr	136.89
					CHECK	206036	TOTAL:	136.89
206037	06/18/2025	PRTD	1065	QWIK SIGNS & CLASSIC CREATIONS	06/02/2025		061825jr	120.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					CHECK	206037 TOTAL:	120.00
206038	06/18/2025	PRTD	1748	RDO EQUIPMENT CO.	05/23/2025	061825jr	807.49
				RDO EQUIPMENT CO.	06/03/2025	061825jr	490.00
				RDO EQUIPMENT CO.	05/23/2025	061825jr	732.00
				RDO EQUIPMENT CO.	05/27/2025	061825jr	1,901.48
					CHECK	206038 TOTAL:	3,930.97
206039	06/18/2025	PRTD	1978	RIVER OAKS COMMUNICATIONS CORP	06/05/2025	061825jr	1,533.50
					CHECK	206039 TOTAL:	1,533.50
206040	06/18/2025	PRTD	1106	ROCK HAND HARDWARE	06/04/2025	061825jr	6.38
				ROCK HAND HARDWARE	06/03/2025	061825jr	37.98
				ROCK HAND HARDWARE	06/09/2025	061825jr	26.37
				ROCK HAND HARDWARE	06/03/2025	061825jr	5.36
				ROCK HAND HARDWARE	06/09/2025	061825jr	35.77
				ROCK HAND HARDWARE	06/10/2025	061825jr	45.51
				ROCK HAND HARDWARE	06/02/2025	061825jr	52.01
				ROCK HAND HARDWARE	06/03/2025	061825jr	58.96
				ROCK HAND HARDWARE	06/06/2025	061825jr	44.98
				ROCK HAND HARDWARE	06/09/2025	061825jr	39.98
				ROCK HAND HARDWARE	06/09/2025	061825jr	19.99
				ROCK HAND HARDWARE	06/12/2025	061825jr	5.16
				ROCK HAND HARDWARE	06/12/2025	061825jr	6.38
				ROCK HAND HARDWARE	06/12/2025	061825jr	2.79
				ROCK HAND HARDWARE	06/12/2025	061825jr	8.99
				ROCK HAND HARDWARE	06/11/2025	061825jr	33.98
				ROCK HAND HARDWARE	06/10/2025	061825jr	41.98

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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			ROCK HAND HARDWARE	06/13/2025		061825jr	11.49
			ROCK HAND HARDWARE	06/11/2025		061825jr	14.99
				CHECK	206040	TOTAL:	499.05
206041	06/18/2025	PRTD	1823 ROCKY MOUNTAIN SUPPLY, INC.	06/10/2025		061825jr	2,142.00
			ROCKY MOUNTAIN SUPPLY, INC.	06/06/2025		061825jr	2,384.00
			ROCKY MOUNTAIN SUPPLY, INC.	06/11/2025		061825jr	1,683.00
				CHECK	206041	TOTAL:	6,209.00
206042	06/18/2025	PRTD	1098 ROD TABBERT CONSTRUCTION, INC.	06/11/2025		061825jr	2,656.00
				CHECK	206042	TOTAL:	2,656.00
206043	06/18/2025	PRTD	1779 RODDA PAINT CO.	06/04/2025		061825jr	84.00
				CHECK	206043	TOTAL:	84.00
206044	06/18/2025	PRTD	1449 S.J. PERRY CO., INC.	06/03/2025		061825jr	54.62
				CHECK	206044	TOTAL:	54.62
206045	06/18/2025	PRTD	1133 SELBYS REPROGRAPHICS, INC.	05/29/2025		061825jr	481.97
				CHECK	206045	TOTAL:	481.97
206046	06/18/2025	PRTD	1111 SHERWIN WILLIAMS/COLUMBIA PAINT	06/03/2025		061825jr	71.60
				CHECK	206046	TOTAL:	71.60
206047	06/18/2025	PRTD	1899 SIGN SOLUTIONS USA	06/12/2025		061825jr	118.35
				CHECK	206047	TOTAL:	118.35
206048	06/18/2025	PRTD	2108 SKYWEST COMMERCIAL CLEANING LLC	06/11/2025		061825jr	300.00
			SKYWEST COMMERCIAL CLEANING LLC	06/11/2025		061825jr	985.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					CHECK	206048	TOTAL:	1,285.00
206049	06/18/2025	PRTD	1897	SLATE ARCHITECTURE, INC.	06/11/2025		061825jr	10,668.75
				SLATE ARCHITECTURE, INC.	06/11/2025		061825jr	1,762.50
					CHECK	206049	TOTAL:	12,431.25
206050	06/18/2025	PRTD	1149	SMA ARCHITECTS	06/18/2025		061825jr	6,665.02
					CHECK	206050	TOTAL:	6,665.02
206051	06/18/2025	PRTD	2124	SNYDER INDUSTRIES	06/11/2025		061825jr	120.00
					CHECK	206051	TOTAL:	120.00
206052	06/18/2025	PRTD	2007	CHARTER COMMUNICATIONS HOLDINGS, LL	06/09/2025		061825jr	125.00
					CHECK	206052	TOTAL:	125.00
206053	06/18/2025	PRTD	2806	STAPLES INC.	05/30/2025		061825jr	20.59
				STAPLES INC.	05/30/2025		061825jr	29.69
				STAPLES INC.	05/30/2025		061825jr	68.17
				STAPLES INC.	05/30/2025		061825jr	101.37
				STAPLES INC.	04/17/2025		061825jr	129.00
				STAPLES INC.	04/17/2025		061825jr	281.17
				STAPLES INC.	04/17/2025		061825jr	81.54
				STAPLES INC.	06/06/2025		061825jr	384.60
				STAPLES INC.	04/15/2025		061825jr	11.59
				STAPLES INC.	06/02/2025		061825jr	576.00
				STAPLES INC.	06/10/2025		061825jr	38.99
				STAPLES INC.	01/29/2025		061825jr	18.38
				STAPLES INC.	02/06/2025		061825jr	6.64
				STAPLES INC.	12/21/2024		061825jr	47.85

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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STAPLES INC.	12/21/2024	061825jr	20.39
STAPLES INC.	03/20/2025	061825jr	82.88
STAPLES INC.	04/04/2025	061825jr	513.18
STAPLES INC.	05/10/2025	061825jr	568.28
STAPLES INC.	05/31/2025	061825jr	-68.02
STAPLES INC.	05/31/2025	061825jr	-68.02
STAPLES INC.	05/31/2025	061825jr	-68.02
STAPLES INC.	06/04/2025	061825jr	-153.06
STAPLES INC.	06/04/2025	061825jr	-19.79
STAPLES INC.	06/04/2025	061825jr	-19.79
STAPLES INC.	06/04/2025	061825jr	-171.58
STAPLES INC.	06/05/2025	061825jr	171.58
STAPLES INC.	06/05/2025	061825jr	31.58
STAPLES INC.	06/12/2025	061825jr	1,011.07
STAPLES INC.	06/12/2025	061825jr	346.14
STAPLES INC.	06/12/2025	061825jr	72.89
STAPLES INC.	06/12/2025	061825jr	16.73
STAPLES INC.	06/12/2025	061825jr	99.98
STAPLES INC.	06/12/2025	061825jr	33.92
STAPLES INC.	06/12/2025	061825jr	-221.80

CHECK 206053 TOTAL: 3,974.12

206054 06/18/2025 PRTD	1001 DEPARTMENT OF REVENUE	06/13/2025	061825jr	580.00
	DEPARTMENT OF REVENUE	06/13/2025	061825jr	290.00
	DEPARTMENT OF REVENUE	06/13/2025	061825jr	870.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

				INV DATE	PO	CHECK RUN	NET
				CHECK	206054	TOTAL:	1,740.00
206055	06/18/2025	PRTD	1001 MONTANA LAW ENFORCEMENT ACADEMY	06/10/2025		061825jr	1,350.00
				CHECK	206055	TOTAL:	1,350.00
206056	06/18/2025	PRTD	1313 SWS EQUIPMENT	05/30/2025		061825jr	212.13
				CHECK	206056	TOTAL:	212.13
206057	06/18/2025	PRTD	1383 SYSCO FOOD SERVICES OF MONTANA	05/15/2025		061825jr	156.17
				CHECK	206057	TOTAL:	156.17
206058	06/18/2025	PRTD	1233 THE ANIMAL CENTER	06/05/2025		061825jr	81.86
			THE ANIMAL CENTER	06/09/2025		061825jr	184.27
				CHECK	206058	TOTAL:	266.13
206059	06/18/2025	PRTD	1818 TOP GUN RECOVERY LLC	06/05/2025		061825jr	165.00
			TOP GUN RECOVERY LLC	06/05/2025		061825jr	165.00
				CHECK	206059	TOTAL:	330.00
206060	06/18/2025	PRTD	1272 TRACTOR & EQUIPMENT	06/11/2025		061825jr	3,058.89
			TRACTOR & EQUIPMENT	06/10/2025		061825jr	236.17
				CHECK	206060	TOTAL:	3,295.06
206061	06/18/2025	PRTD	2360 US FOODS, INC.	06/06/2025		061825jr	2,634.35
			US FOODS, INC.	06/04/2025		061825jr	133.40
			US FOODS, INC.	06/09/2025		061825jr	91.05
			US FOODS, INC.	06/09/2025		061825jr	41.82
			US FOODS, INC.	06/10/2025		061825jr	4,139.06
				CHECK	206061	TOTAL:	7,039.68

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206062	06/18/2025	PRTD	1148	UTILITIES UNDERGROUND LOCATION CENT	05/23/2025		061825jr	14.00
				UTILITIES UNDERGROUND LOCATION CENT	05/31/2025		061825jr	1,174.25
					CHECK	206062	TOTAL:	1,188.25

206063	06/18/2025	PRTD	1579	VERIZON WIRELESS	05/25/2025		061825jr	413.57
					CHECK	206063	TOTAL:	413.57

NUMBER OF CHECKS 118 *** CASH ACCOUNT TOTAL *** 793,125.73

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	116	768,174.38
TOTAL EFT'S	2	24,951.35

*** GRAND TOTAL *** 793,125.73

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

610 06/20/2025 EFT 2615 HELENA FOOD SHARE 06/20/2025 062025KM 15,000.00

CHECK 610 TOTAL: 15,000.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 15,000.00

	COUNT	AMOUNT
TOTAL EFT'S	1	15,000.00

*** GRAND TOTAL *** 15,000.00



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

June 27, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 6/23/25, 6/25/25 and 6/27/25 have been approved for claims in the amount of \$2,435,279.22. Checks numbered 206064-206247 and ACH numbered 611-619 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO				CHK DATE	TYPE	VENDOR NAME	INV DATE	PO	CHECK RUN	NET
611				06/23/2025	EFT	1842 EAGLE BEVERAGE - HELENA	06/19/2025		062325KM	941.98
						EAGLE BEVERAGE - HELENA	06/06/2025		062325KM	66.96
							CHECK		611 TOTAL:	1,008.94
206064				06/23/2025	PRTD	1424 GUSTO DISTRIBUTING	06/18/2025		062325KM	1,720.96
							CHECK		206064 TOTAL:	1,720.96
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		2,729.90
							COUNT		AMOUNT	
						TOTAL PRINTED CHECKS	1		1,720.96	
						TOTAL EFT'S	1		1,008.94	
						*** GRAND TOTAL ***				2,729.90

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

	INV DATE	PO	CHECK RUN	NET
206065 06/25/2025 PRTD 2306 HAYDEN BEVERAGE COMPANY	06/19/2025		062525jr	64.32
	CHECK	206065	TOTAL:	64.32
206066 06/25/2025 PRTD 2873 LANGLAS & ASSOCIATES, INC.	06/24/2025		062525jr	103,053.36
	CHECK	206066	TOTAL:	103,053.36
206067 06/25/2025 PRTD 1230 LEHRKIND'S COCA-COLA	06/23/2025		062525jr	528.96
	CHECK	206067	TOTAL:	528.96
206068 06/25/2025 PRTD 1149 SMA ARCHITECTS	06/24/2025		062525jr	4,290.00
	CHECK	206068	TOTAL:	4,290.00
NUMBER OF CHECKS 4	***	CASH ACCOUNT TOTAL	***	107,936.64
	COUNT	AMOUNT		
TOTAL PRINTED CHECKS	4	107,936.64		
	***	GRAND TOTAL	***	107,936.64

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

		INV DATE	PO	CHECK RUN	NET
612	06/27/2025 EFT	2562 EMPORIUM PRESENTS	06/25/2025	062625jr	66,259.63
		CHECK		612 TOTAL:	66,259.63
613	06/27/2025 EFT	1898 FISHER'S TECHNOLOGY	06/17/2025	062625jr	60.90
		FISHER'S TECHNOLOGY	06/24/2025 610	062625jr	600.87
		FISHER'S TECHNOLOGY	06/24/2025 474	062625jr	381.35
		CHECK		613 TOTAL:	1,043.12
614	06/27/2025 EFT	1068 HELENA BUSINESS IMPROVEMENT DISTRIC	06/24/2025	062625jr	200,164.79
		CHECK		614 TOTAL:	200,164.79
615	06/27/2025 EFT	1593 HELENA TOURISM BUSINESS IMPROVEMENT	06/24/2025	062625jr	252,446.94
		CHECK		615 TOTAL:	252,446.94
617	06/27/2025 EFT	1145 THATCHER COMPANY INC.	06/24/2025 1300	062625jr	9,189.10
		CHECK		617 TOTAL:	9,189.10
618	06/27/2025 EFT	2456 TYLER TECHNOLOGIES, INC.	06/24/2025 1012	062625jr	652.00
		TYLER TECHNOLOGIES, INC.	06/24/2025 1012	062625jr	652.00
		TYLER TECHNOLOGIES, INC.	06/24/2025 1012	062625jr	1,173.60
		CHECK		618 TOTAL:	2,477.60
206069	06/27/2025 PRD	1045 2M COMPANY, INC.	06/10/2025	062625jr	130.28
		2M COMPANY, INC.	06/05/2025	062625jr	38.58
		2M COMPANY, INC.	06/18/2025	062625jr	121.06
		2M COMPANY, INC.	06/11/2025	062625jr	359.89
		2M COMPANY, INC.	06/11/2025	062625jr	311.68
		2M COMPANY, INC.	06/13/2025	062625jr	512.30
		2M COMPANY, INC.	06/18/2025	062625jr	18.52

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206069	TOTAL:	1,492.31
206070	06/27/2025	PRTD	1554	3-V DISTRIBUTING INC	05/27/2025		062625jr	891.00
					CHECK	206070	TOTAL:	891.00
206071	06/27/2025	PRTD	1953	406 RECYCLING LLC	06/02/2025	718	062625jr	100.00
					CHECK	206071	TOTAL:	100.00
206072	06/27/2025	PRTD	1003	A-1 RENTALS INC.	06/13/2025		062625jr	142.59
							062625jr	28.13
							062625jr	28.13
					CHECK	206072	TOTAL:	198.85
206073	06/27/2025	PRTD	1067	ACTION PRINT	06/13/2025		062625jr	290.00
							062625jr	540.00
							062625jr	3,100.00
							062625jr	160.00
							062625jr	160.00
							062625jr	160.00
					CHECK	206073	TOTAL:	4,410.00
206074	06/27/2025	PRTD	1956	ADVANCED PUMP & EQUIPMENT	06/12/2025	1288	062625jr	20,592.59
					CHECK	206074	TOTAL:	20,592.59
206075	06/27/2025	PRTD	2060	ALL AROUND CONSTRUCTION	06/26/2025		062625jr	17,284.00
							062625jr	4,800.00
					CHECK	206075	TOTAL:	22,084.00
206076	06/27/2025	PRTD	1185	ALPINE ANALYTICAL, INC.	06/11/2025		062625jr	105.00
							062625jr	150.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

			ALPINE ANALYTICAL, INC.	05/12/2025		062625jr	55.00
			ALPINE ANALYTICAL, INC.	05/05/2025		062625jr	310.00
			ALPINE ANALYTICAL, INC.	04/16/2025		062625jr	80.00
			ALPINE ANALYTICAL, INC.	04/14/2025		062625jr	155.00
			ALPINE ANALYTICAL, INC.	04/11/2025		062625jr	50.00
			ALPINE ANALYTICAL, INC.	03/25/2025		062625jr	100.00
			ALPINE ANALYTICAL, INC.	04/24/2025		062625jr	150.00
			ALPINE ANALYTICAL, INC.	05/12/2025		062625jr	375.00
			ALPINE ANALYTICAL, INC.	06/23/2025		062625jr	1,180.00
			ALPINE ANALYTICAL, INC.	05/23/2025		062625jr	30.00
			ALPINE ANALYTICAL, INC.	05/23/2025		062625jr	240.00
			ALPINE ANALYTICAL, INC.	06/06/2025		062625jr	240.00
			ALPINE ANALYTICAL, INC.	05/30/2025		062625jr	240.00
			ALPINE ANALYTICAL, INC.	06/17/2025		062625jr	150.00
			ALPINE ANALYTICAL, INC.	06/16/2025		062625jr	110.00
			ALPINE ANALYTICAL, INC.	06/13/2025		062625jr	55.00
			ALPINE ANALYTICAL, INC.	06/16/2025		062625jr	150.00
			ALPINE ANALYTICAL, INC.	06/13/2025		062625jr	75.00
			ALPINE ANALYTICAL, INC.	06/13/2025		062625jr	150.00
			ALPINE ANALYTICAL, INC.	06/12/2025		062625jr	240.00
				CHECK	206076	TOTAL:	4,390.00
206077	06/27/2025	PRTD	1174 ALSCO	06/13/2025		062625jr	46.40
			ALSCO	06/19/2025		062625jr	37.74
			ALSCO	06/20/2025		062625jr	46.41

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206077	TOTAL:	130.55
206078	06/27/2025	PRTD	1545	AMERICAN WELDING & GAS	06/23/2025		062625jr	462.48
					CHECK	206078	TOTAL:	462.48
206079	06/27/2025	PRTD	1747	ANDERSON, KENT	06/17/2025		062625jr	181.80
					CHECK	206079	TOTAL:	181.80
206080	06/27/2025	PRTD	1684	ANTONICK, LOU	06/23/2025		062625jr	299.04
					CHECK	206080	TOTAL:	299.04
206081	06/27/2025	PRTD	1348	BALCO UNIFORM CO., INC.	06/23/2025		062625jr	685.85
						06/26/2025	062625jr	702.75
					CHECK	206081	TOTAL:	1,388.60
206082	06/27/2025	PRTD	2646	BNSF RAILWAY COMPANY	06/18/2025		062625jr	259.00
						06/18/2025	062625jr	100.00
					CHECK	206082	TOTAL:	359.00
206083	06/27/2025	PRTD	1927	BOBCAT OF HELENA	06/25/2025		062625jr	654.18
						06/25/2025	062625jr	1,419.20
					CHECK	206083	TOTAL:	2,073.38
206084	06/27/2025	PRTD	1293	BORDER STATES ELECTRIC SUPPLY	06/26/2025	1284	062625jr	4,940.00
					CHECK	206084	TOTAL:	4,940.00
206085	06/27/2025	PRTD	1007	BURDICKS LOCKSMITH	06/17/2025	1290	062625jr	6.00
						06/10/2025	062625jr	95.00
						06/18/2025	062625jr	4.50
						06/18/2025	062625jr	13.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206085	TOTAL:	119.00
206086	06/27/2025	PRTD	1062	BUREAU OF RECLAMATION	06/24/2025		062625jr	180.88
					CHECK	206086	TOTAL:	180.88
206087	06/27/2025	PRTD	1062	BUREAU OF RECLAMATION	06/25/2025	1303	062625jr	55,552.93
					CHECK	206087	TOTAL:	55,552.93
206088	06/27/2025	PRTD	1015	CAPITAL LAUNDRY	06/20/2025		062625jr	7.75
					CHECK	206088	TOTAL:	7.75
206089	06/27/2025	PRTD	1021	CAPITAL SPORTS	06/25/2025		062625jr	135.99
					CHECK	206089	TOTAL:	135.99
206090	06/27/2025	PRTD	1601	CENTURYLINK	06/07/2025		062625jr	139.22
					06/10/2025		062625jr	8.30
					CHECK	206090	TOTAL:	147.52
206091	06/27/2025	PRTD	1004	CITY OF HELENA	06/25/2025		062625jr	115.18
					CHECK	206091	TOTAL:	115.18
206092	06/27/2025	PRTD	1004	CITY OF HELENA	06/26/2025		062625jr	17.88
					CHECK	206092	TOTAL:	17.88
206093	06/27/2025	PRTD	1004	CITY OF HELENA	06/19/2025		062625jr	1,120.00
					CHECK	206093	TOTAL:	1,120.00
206094	06/27/2025	PRTD	1004	CITY OF HELENA UTILITY CUSTOMER SER	05/13/2025		062625jr	27.65
					05/13/2025		062625jr	9.58
					05/13/2025		062625jr	46.63
					05/13/2025		062625jr	26.46

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	6.00
			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	165.46
			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	162.81
			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	51.49
			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	9.58
			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	100.00
			CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025		062625jr	100.00
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	234.24
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	15.94
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	934.28
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	228.24
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	815.25
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	170.37
			CITY OF HELENA UTILITY CUSTOMER SER	06/19/2025		062625jr	332.25
				CHECK	206094	TOTAL:	3,436.23
206095	06/27/2025	PRTD	2251 CLEAN HEAT MT LLC	06/21/2025		062625jr	1,462.66
				CHECK	206095	TOTAL:	1,462.66
206096	06/27/2025	PRTD	1107 CLEARWATER PUMP & SUPPLY	06/23/2025		062625jr	231.85
				CHECK	206096	TOTAL:	231.85
206097	06/27/2025	PRTD	2624 COLUMN SOFTWARE	06/11/2025		062625jr	220.00
			COLUMN SOFTWARE	06/26/2025		062625jr	224.00
			COLUMN SOFTWARE	06/26/2025		062625jr	66.00
			COLUMN SOFTWARE	06/26/2025		062625jr	66.00
			COLUMN SOFTWARE	06/26/2025		062625jr	66.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

					CHECK	206097 TOTAL:	642.00
206098	06/27/2025	PRTD	2021	COMMUNICATION & MANAGEMENT SERVICES	06/25/2025	062625jr	227.50
					CHECK	206098 TOTAL:	227.50
206099	06/27/2025	PRTD	1459	CORE & MAIN	05/15/2025	062625jr	441.40
				CORE & MAIN	05/13/2025	062625jr	380.00
				CORE & MAIN	05/15/2025	062625jr	88.28
				CORE & MAIN	06/18/2025	062625jr	31.50
				CORE & MAIN	03/24/2025	062625jr	889.90
					CHECK	206099 TOTAL:	1,831.08
206100	06/27/2025	PRTD	1813	CORE CONTROL, INC.	06/19/2025	062625jr	2,760.70
				CORE CONTROL, INC.	06/19/2025	062625jr	1,337.88
				CORE CONTROL, INC.	06/19/2025	062625jr	8,729.19
				CORE CONTROL, INC.	06/19/2025	062625jr	1,104.38
					CHECK	206100 TOTAL:	13,932.15
206101	06/27/2025	PRTD	1129	CRESCENT ELECTRIC SUPPLY CO.	06/09/2025	062625jr	197.80
					CHECK	206101 TOTAL:	197.80
206102	06/27/2025	PRTD	1939	D-C CONSTRUCTION	05/10/2025	062625jr	4,926.27
					CHECK	206102 TOTAL:	4,926.27
206103	06/27/2025	PRTD	1020	DAKOTA SUPPLY GROUP INC	06/12/2025	062625jr	35.58
				DAKOTA SUPPLY GROUP INC	06/18/2025	062625jr	1,264.00
				DAKOTA SUPPLY GROUP INC	06/11/2025	062625jr	201.73
					CHECK	206103 TOTAL:	1,501.31

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
206104	06/27/2025	PRTD	1704	DALY, CHRIS	06/09/2025		062625jr	50.97
					CHECK	206104	TOTAL:	50.97
206105	06/27/2025	PRTD	1641	DANA SAFETY SUPPLY INC	04/28/2025	1279	062625jr	51.13
				DANA SAFETY SUPPLY INC	06/09/2025	1292	062625jr	1,500.00
				DANA SAFETY SUPPLY INC	06/24/2025		062625jr	53.55
				DANA SAFETY SUPPLY INC	06/24/2025		062625jr	79.22
					CHECK	206105	TOTAL:	1,683.90
206106	06/27/2025	PRTD	2622	DCI ENGINEERS	06/24/2025		062625jr	25,603.49
					CHECK	206106	TOTAL:	25,603.49
206107	06/27/2025	PRTD	2616	DEX IMAGING	06/16/2025		062625jr	137.11
				DEX IMAGING	06/24/2025	759	062625jr	33.59
				DEX IMAGING	06/24/2025		062625jr	26.10
					CHECK	206107	TOTAL:	196.80
206108	06/27/2025	PRTD	2180	DISCOUNTCELL, INC.	06/17/2025	1291	062625jr	1,821.50
					CHECK	206108	TOTAL:	1,821.50
206109	06/27/2025	PRTD	2347	DOCKTER, REBECCA	06/25/2025		062625jr	394.90
					CHECK	206109	TOTAL:	394.90
206110	06/27/2025	PRTD	2881	DUNLAP, MIKE	06/11/2025		062625jr	171.29
					CHECK	206110	TOTAL:	171.29
206111	06/27/2025	PRTD	1399	ECOLAB PEST ELIMINATION	06/16/2025		062625jr	138.49
					CHECK	206111	TOTAL:	138.49

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

206112	06/27/2025	PRTD	1033	ENERGY LABORATORIES, INC.	06/20/2025	062625jr	248.00
					CHECK	206112 TOTAL:	248.00
206113	06/27/2025	PRTD	2856	EQUIPMENT SHARE	06/16/2025	062625jr	3,503.19
					CHECK	206113 TOTAL:	3,503.19
206114	06/27/2025	PRTD	1343	EXPRESS SERVICES INC.	05/21/2025	062625jr	199.04
				EXPRESS SERVICES INC.	05/28/2025	062625jr	846.42
				EXPRESS SERVICES INC.	06/04/2025	062625jr	616.53
				EXPRESS SERVICES INC.	06/10/2025	062625jr	918.82
				EXPRESS SERVICES INC.	06/24/2025	062625jr	104.50
					CHECK	206114 TOTAL:	2,685.31
206115	06/27/2025	PRTD	1094	FASTENAL COMPANY	06/19/2025	062625jr	159.03
				FASTENAL COMPANY	06/19/2025	062625jr	782.55
				FASTENAL COMPANY	05/09/2025	062625jr	1,673.00
				FASTENAL COMPANY	06/26/2025	062625jr	185.03
					CHECK	206115 TOTAL:	2,799.61
206116	06/27/2025	PRTD	1692	FASTSIGNS OF HELENA	03/17/2025	062625jr	174.27
					CHECK	206116 TOTAL:	174.27
206117	06/27/2025	PRTD	1549	FENCECRAFTERS HELENA INC	06/14/2025	062625jr	100.00
					CHECK	206117 TOTAL:	100.00
206118	06/27/2025	PRTD	1524	FIREHOLE RIVER DISTRIBUTING	06/10/2025	062625jr	2,071.99
				FIREHOLE RIVER DISTRIBUTING	06/18/2025	062625jr	602.85
				FIREHOLE RIVER DISTRIBUTING	06/24/2025	062625jr	1,286.38

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

					CHECK	206118 TOTAL:	3,961.22
206119	06/27/2025	PRTD	1904	FOBERT, MICHAEL	06/25/2025	062625jr	113.94
					CHECK	206119 TOTAL:	113.94
206120	06/27/2025	PRTD	2405	FORD OF HELENA	06/13/2025	062625jr	689.45
					CHECK	206120 TOTAL:	689.45
206121	06/27/2025	PRTD	1269	GARDENWERKS	06/19/2025	062625jr	2,076.00
					CHECK	206121 TOTAL:	2,076.00
206122	06/27/2025	PRTD	1079	GEORGE'S DISTRIBUTING	06/24/2025	062625jr	1,028.51
					CHECK	206122 TOTAL:	1,028.51
206123	06/27/2025	PRTD	1372	GLOCK PROFESSIONAL INC.	06/11/2025	062625jr	300.00
				GLOCK PROFESSIONAL INC.	06/12/2025	062625jr	300.00
				GLOCK PROFESSIONAL INC.	06/11/2025	062625jr	300.00
					CHECK	206123 TOTAL:	900.00
206124	06/27/2025	PRTD	2884	ALLAN GOEBEL	06/02/2025	062625jr	2,398.00
					CHECK	206124 TOTAL:	2,398.00
206125	06/27/2025	PRTD	1055	GOVERNMENT FINANCE OFFICERS ASSOCIA	06/24/2025	062625jr	95.00
					CHECK	206125 TOTAL:	95.00
206126	06/27/2025	PRTD	2423	GRANICUS LLC	06/18/2025	062625jr	3,801.16
					CHECK	206126 TOTAL:	3,801.16
206127	06/27/2025	PRTD	2035	GUSTAFSON, JOHN	06/22/2025	062625jr	124.76
					CHECK	206127 TOTAL:	124.76

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

206128	06/27/2025	PRTD	1424 GUSTO DISTRIBUTING	06/25/2025		062625jr	1,930.28
				CHECK	206128	TOTAL:	1,930.28
206129	06/27/2025	PRTD	2348 HALL, JOHN	05/07/2025		062625jr	392.90
				CHECK	206129	TOTAL:	392.90
206130	06/27/2025	PRTD	2883 HAMMOND, PATRICK	06/11/2025		062625jr	46.50
				CHECK	206130	TOTAL:	46.50
206131	06/27/2025	PRTD	1363 HARD ROCK ROAD BUILDING & UTILITIES	06/26/2025		062625jr	214,579.78
				CHECK	206131	TOTAL:	214,579.78
206132	06/27/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	06/10/2025		062625jr	974.90
			HARRINGTON BOTTLING COMPANY	06/10/2025		062625jr	-35.00
			HARRINGTON BOTTLING COMPANY	06/13/2025		062625jr	352.28
			HARRINGTON BOTTLING COMPANY	06/20/2025		062625jr	23.88
				CHECK	206132	TOTAL:	1,316.06
206133	06/27/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	06/19/2025		062625jr	554.60
				CHECK	206133	TOTAL:	554.60
206134	06/27/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	06/26/2025		062625jr	521.35
				CHECK	206134	TOTAL:	521.35
206135	06/27/2025	PRTD	1132 HAWKINS, INC.	06/06/2025		062625jr	8,583.78
				CHECK	206135	TOTAL:	8,583.78
206136	06/27/2025	PRTD	1275 HDR INC	06/24/2025		062625jr	14,643.11
			HDR INC	06/25/2025		062625jr	4,762.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

					CHECK	206136 TOTAL:	19,405.61
206137	06/27/2025	PRTD	1191	HELENA REGIONAL AIRPORT	06/17/2025	062625jr	3,490.00
					CHECK	206137 TOTAL:	3,490.00
206138	06/27/2025	PRTD	1267	HOME BEAUTIFIERS	06/25/2025	062625jr	35.00
					CHECK	206138 TOTAL:	35.00
206139	06/27/2025	PRTD	1371	HOME DEPOT CREDIT SERVICES	06/02/2025	062625jr	6.21
				HOME DEPOT CREDIT SERVICES	06/03/2025	062625jr	19.87
				HOME DEPOT CREDIT SERVICES	06/06/2025	062625jr	17.56
				HOME DEPOT CREDIT SERVICES	06/06/2025	062625jr	39.98
				HOME DEPOT CREDIT SERVICES	06/06/2025	062625jr	9.48
				HOME DEPOT CREDIT SERVICES	06/09/2025	062625jr	39.94
				HOME DEPOT CREDIT SERVICES	06/10/2025	062625jr	241.97
				HOME DEPOT CREDIT SERVICES	06/10/2025	062625jr	244.88
				HOME DEPOT CREDIT SERVICES	05/29/2025	062625jr	19.96
				HOME DEPOT CREDIT SERVICES	06/12/2025	062625jr	10.94
				HOME DEPOT CREDIT SERVICES	06/11/2025	062625jr	33.00
				HOME DEPOT CREDIT SERVICES	06/09/2025	062625jr	14.97
				HOME DEPOT CREDIT SERVICES	06/12/2025	062625jr	103.72
				HOME DEPOT CREDIT SERVICES	06/12/2025	062625jr	7.97
				HOME DEPOT CREDIT SERVICES	06/16/2025	062625jr	4.38
				HOME DEPOT CREDIT SERVICES	06/17/2025	062625jr	19.94
				HOME DEPOT CREDIT SERVICES	06/18/2025	062625jr	88.91
				HOME DEPOT CREDIT SERVICES	06/18/2025	062625jr	21.97
				HOME DEPOT CREDIT SERVICES	06/18/2025	062625jr	79.40
				HOME DEPOT CREDIT SERVICES	06/17/2025	062625jr	239.76

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

			HOME DEPOT CREDIT SERVICES	06/18/2025		062625jr	41.48
			HOME DEPOT CREDIT SERVICES	06/23/2025		062625jr	5.57
			HOME DEPOT CREDIT SERVICES	06/24/2025		062625jr	107.32
			HOME DEPOT CREDIT SERVICES	06/24/2025		062625jr	134.87
				CHECK	206139	TOTAL:	1,554.05
206140	06/27/2025	PRTD	2886 BLUE SKY MOTORS LLC	06/20/2025		062625jr	395.00
				CHECK	206140	TOTAL:	395.00
206141	06/27/2025	PRTD	1805 HUGHES FIRE EQUIPMENT, INC.	06/11/2025		062625jr	434.96
				CHECK	206141	TOTAL:	434.96
206142	06/27/2025	PRTD	1047 HYDROMETRICS, INC	06/12/2025	1296	062625jr	2,900.24
				CHECK	206142	TOTAL:	2,900.24
206143	06/27/2025	PRTD	1408 JC GOLF ACCESSORIES	06/12/2025		062625jr	78.82
				CHECK	206143	TOTAL:	78.82
206144	06/27/2025	PRTD	2804 JOHNSON CRANE SERVICE LLC	06/11/2025		062625jr	555.00
				CHECK	206144	TOTAL:	555.00
206145	06/27/2025	PRTD	1749 KELLEY CREATE	06/20/2025		062625jr	500.00
				CHECK	206145	TOTAL:	500.00
206146	06/27/2025	PRTD	1640 KOLAR TIRE & AUTO	06/16/2025		062625jr	1,087.80
			KOLAR TIRE & AUTO	06/18/2025		062625jr	3,603.72
			KOLAR TIRE & AUTO	06/20/2025		062625jr	27.00
				CHECK	206146	TOTAL:	4,718.52

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

206147	06/27/2025	PRTD	1525	KR OFFICE INTERIORS INC.	06/17/2025		062625jr	590.00
				KR OFFICE INTERIORS INC.	06/17/2025		062625jr	295.00
				KR OFFICE INTERIORS INC.	06/24/2025		062625jr	295.00
				KR OFFICE INTERIORS INC.	06/24/2025		062625jr	259.00
					CHECK	206147	TOTAL:	1,439.00
206148	06/27/2025	PRTD	1087	L. N. CURTIS AND SONS	06/11/2025	1256	062625jr	2,686.04
					CHECK	206148	TOTAL:	2,686.04
206149	06/27/2025	PRTD	1230	LEHRKIND'S COCA-COLA	06/25/2025		062625jr	24.25
				LEHRKIND'S COCA-COLA	06/26/2025		062625jr	12.00
				LEHRKIND'S COCA-COLA	06/26/2025		062625jr	42.00
					CHECK	206149	TOTAL:	78.25
206150	06/27/2025	PRTD	1230	LEHRKIND'S COCA-COLA	06/24/2025		062625jr	505.40
					CHECK	206150	TOTAL:	505.40
206151	06/27/2025	PRTD	1318	LES SCHWAB	06/18/2025		062625jr	743.97
				LES SCHWAB	06/17/2025		062625jr	1,471.94
					CHECK	206151	TOTAL:	2,215.91
206152	06/27/2025	PRTD	1215	LESLIE'S HALLMARK	06/12/2025		062625jr	120.00
					CHECK	206152	TOTAL:	120.00
206153	06/27/2025	PRTD	1002	LEWIS & CLARK COUNTY	06/24/2025	1287	062625jr	5,497.50
					CHECK	206153	TOTAL:	5,497.50
206154	06/27/2025	PRTD	1002	INFORMATION TECHNOLOGY & SERVICES	06/11/2025		062625jr	46.40
				INFORMATION TECHNOLOGY & SERVICES	06/13/2025	1236	062625jr	307.03

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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				INV DATE	PO	CHECK RUN	NET
INFORMATION TECHNOLOGY & SERVICES				06/23/2025		062625jr	9.60
				CHECK	206154	TOTAL:	363.03
206155	06/27/2025	PRTD	1002 L&C COUNTY PUBLIC WORKS	06/02/2025		062625jr	2,245.10
				CHECK	206155	TOTAL:	2,245.10
206156	06/27/2025	PRTD	2138 LITTLE JOHN'S PORTABLES AND SEPTIC	06/20/2025		062625jr	180.00
				CHECK	206156	TOTAL:	180.00
206157	06/27/2025	PRTD	1471 LOWE'S	06/02/2025		062625jr	60.75
			LOWE'S	06/03/2025		062625jr	6.63
			LOWE'S	06/05/2025		062625jr	48.39
			LOWE'S	06/10/2025		062625jr	11.86
			LOWE'S	06/19/2025		062625jr	75.47
			LOWE'S	06/12/2025		062625jr	30.70
			LOWE'S	06/12/2025		062625jr	24.64
			LOWE'S	06/05/2025		062625jr	257.62
			LOWE'S	06/09/2025		062625jr	37.50
			LOWE'S	06/12/2025		062625jr	194.61
			LOWE'S	06/14/2025		062625jr	36.42
			LOWE'S	06/16/2025		062625jr	26.96
			LOWE'S	06/17/2025		062625jr	31.61
			LOWE'S	06/18/2025		062625jr	33.48
			LOWE'S	06/19/2025		062625jr	66.48
			LOWE'S	06/19/2025		062625jr	19.93
			LOWE'S	06/10/2025		062625jr	59.03
				CHECK	206157	TOTAL:	1,022.08

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206158	06/27/2025	PRTD	1605 LUMEN		06/12/2025		062625jr	25.68
					CHECK	206158	TOTAL:	25.68
206159	06/27/2025	PRTD	1464 MACON SUPPLY, INC.		06/19/2025		062625jr	45.00
					CHECK	206159	TOTAL:	45.00
206160	06/27/2025	PRTD	1709 MARRON, PATRICK C		06/13/2025		062625jr	56.38
					CHECK	206160	TOTAL:	56.38
206161	06/27/2025	PRTD	2887 MERSIVE TECHNOLOGIES, INC		06/19/2025		062625jr	1,232.20
					CHECK	206161	TOTAL:	1,232.20
206162	06/27/2025	PRTD	1083 MIDLAND IMPLEMENT CO INC		05/30/2025		062625jr	144.57
			MIDLAND IMPLEMENT CO INC		05/30/2025		062625jr	241.34
			MIDLAND IMPLEMENT CO INC		06/26/2025		062625jr	31.33
					CHECK	206162	TOTAL:	417.24
206163	06/27/2025	PRTD	1905 MILLER-FITZPATRICK, PAXTON		06/25/2025		062625jr	193.78
					CHECK	206163	TOTAL:	193.78
206164	06/27/2025	PRTD	1476 MIZUNO USA, INC.		06/11/2025		062625jr	636.80
			MIZUNO USA, INC.		06/13/2025		062625jr	755.50
			MIZUNO USA, INC.		06/16/2025		062625jr	142.65
					CHECK	206164	TOTAL:	1,534.95
206165	06/27/2025	PRTD	2793 MONTANA CIVIL CONTRACTORS INC.		06/23/2025		062625jr	44,144.95
					CHECK	206165	TOTAL:	44,144.95
206166	06/27/2025	PRTD	1474 MONTANA INTERACTIVE		06/11/2025		062625jr	11,154.23

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					CHECK	206166 TOTAL:	11,154.23
206167	06/27/2025	PRTD	1674	MONTANA INTERNET CORPORATION	06/18/2025	062625jr	125.00
					CHECK	206167 TOTAL:	125.00
206168	06/27/2025	PRTD	1063	MONTANA LEAGUE OF CITIES & TOWNS	06/24/2025	062625jr	121.24
					CHECK	206168 TOTAL:	121.24
206169	06/27/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	06/26/2025	062625jr	442,193.00
					CHECK	206169 TOTAL:	442,193.00
206170	06/27/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	06/26/2025	062625jr	30,339.00
					CHECK	206170 TOTAL:	30,339.00
206171	06/27/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	06/26/2025	062625jr	24,808.00
					CHECK	206171 TOTAL:	24,808.00
206172	06/27/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	06/26/2025	062625jr	14,973.00
					CHECK	206172 TOTAL:	14,973.00
206173	06/27/2025	PRTD	2098	MONTANA PRO AUDIO INFORMATION	06/19/2025	062625jr	2,774.00
					CHECK	206173 TOTAL:	2,774.00
206174	06/27/2025	PRTD	1085	MONTANA PROPANE, INC.	06/17/2025	062625jr	12.93
				MONTANA PROPANE, INC.	06/23/2025	062625jr	58.03
					CHECK	206174 TOTAL:	70.96
206175	06/27/2025	PRTD	1060	MONTANA STATE UNIVERSITY	06/20/2025	062625jr	270.80
					CHECK	206175 TOTAL:	270.80

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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206176	06/27/2025	PRTD	1081	MORRISON-MAIERLE, INC.	06/23/2025		062625jr	14,842.50
				MORRISON-MAIERLE, INC.	06/24/2025		062625jr	13,988.60
					CHECK	206176	TOTAL:	28,831.10
206177	06/27/2025	PRTD	1607	MOTOROLA SOLUTIONS	05/29/2025		062625jr	35,000.00
					CHECK	206177	TOTAL:	35,000.00
206178	06/27/2025	PRTD	1931	MR. WISE DRY CLEANERS LLC	06/06/2025		062625jr	12.00
					CHECK	206178	TOTAL:	12.00
206179	06/27/2025	PRTD	1118	MURDOCH'S RANCH AND HOME SUPPLY	05/22/2025		062625jr	59.99
				MURDOCH'S RANCH AND HOME SUPPLY	06/17/2025		062625jr	299.98
				MURDOCH'S RANCH AND HOME SUPPLY	06/14/2025		062625jr	44.99
				MURDOCH'S RANCH AND HOME SUPPLY	06/14/2025		062625jr	149.21
				MURDOCH'S RANCH AND HOME SUPPLY	06/18/2025		062625jr	339.96
				MURDOCH'S RANCH AND HOME SUPPLY	06/18/2025		062625jr	112.44
				MURDOCH'S RANCH AND HOME SUPPLY	06/13/2025		062625jr	13.15
				MURDOCH'S RANCH AND HOME SUPPLY	06/02/2025		062625jr	33.98
				MURDOCH'S RANCH AND HOME SUPPLY	06/05/2025		062625jr	5.99
				MURDOCH'S RANCH AND HOME SUPPLY	06/11/2025		062625jr	119.98
				MURDOCH'S RANCH AND HOME SUPPLY	06/18/2025		062625jr	353.80
				MURDOCH'S RANCH AND HOME SUPPLY	06/21/2025		062625jr	97.49
				MURDOCH'S RANCH AND HOME SUPPLY	06/13/2025		062625jr	17.99
				MURDOCH'S RANCH AND HOME SUPPLY	06/23/2025		062625jr	134.96
				MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	104.98
				MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	84.97
				MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	13.99

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			MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	25.48
			MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	-63.98
			MURDOCH'S RANCH AND HOME SUPPLY	11/22/2023		062625jr	-34.99
			MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	989.97
			MURDOCH'S RANCH AND HOME SUPPLY	06/04/2025		062625jr	15.99
			MURDOCH'S RANCH AND HOME SUPPLY	06/13/2025		062625jr	134.98
			MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	-81.49
			MURDOCH'S RANCH AND HOME SUPPLY	06/19/2025		062625jr	74.49
			MURDOCH'S RANCH AND HOME SUPPLY	06/22/2025		062625jr	7.99
			MURDOCH'S RANCH AND HOME SUPPLY	06/24/2025		062625jr	-60.00
			MURDOCH'S RANCH AND HOME SUPPLY	06/17/2025		062625jr	45.99
			MURDOCH'S RANCH AND HOME SUPPLY	06/23/2025		062625jr	24.99
			MURDOCH'S RANCH AND HOME SUPPLY	06/20/2025		062625jr	64.99
				CHECK	206179	TOTAL:	3,132.26
206180	06/27/2025	PRTD	1906 MURPHY, JEFFREY	06/25/2025		062625jr	340.00
				CHECK	206180	TOTAL:	340.00
206181	06/27/2025	PRTD	1787 NANCE, BILL	04/19/2025		062625jr	30.00
				CHECK	206181	TOTAL:	30.00
206182	06/27/2025	PRTD	2143 NAPA - HELENA	05/22/2025		062625jr	76.86
			NAPA - HELENA	05/29/2025		062625jr	-296.62
			NAPA - HELENA	06/13/2025		062625jr	57.83
			NAPA - HELENA	05/27/2025		062625jr	19.16
			NAPA - HELENA	06/19/2025		062625jr	9.68
			NAPA - HELENA	06/04/2025		062625jr	3.39
			NAPA - HELENA	06/05/2025		062625jr	7.18

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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				NAPA - HELENA	06/24/2025		062625jr	3.29
				NAPA - HELENA	06/23/2025		062625jr	-3.29
				NAPA - HELENA	06/20/2025		062625jr	75.74
				NAPA - HELENA	06/23/2025		062625jr	-75.74
				NAPA - HELENA	06/24/2025		062625jr	12.81
				NAPA - HELENA	06/25/2025		062625jr	142.32
				NAPA - HELENA	06/20/2025		062625jr	80.38
				NAPA - HELENA	06/18/2025		062625jr	10.49
				NAPA - HELENA	06/23/2025		062625jr	4.28
					CHECK	206182	TOTAL:	127.76
206183	06/27/2025	PRTD	1473	NASH ELECTRIC	06/22/2025		062625jr	1,964.35
				NASH ELECTRIC	06/20/2025	1297	062625jr	7,223.40
				NASH ELECTRIC	06/20/2025	1298	062625jr	10,214.00
				NASH ELECTRIC	06/24/2025	1301	062625jr	5,768.59
					CHECK	206183	TOTAL:	25,170.34
206184	06/27/2025	PRTD	2392	NATIONAL LAUNDRY CO.	06/17/2025		062625jr	17.06
				NATIONAL LAUNDRY CO.	06/17/2025		062625jr	130.28
				NATIONAL LAUNDRY CO.	06/18/2025		062625jr	10.14
				NATIONAL LAUNDRY CO.	06/23/2025		062625jr	99.19
				NATIONAL LAUNDRY CO.	06/19/2025		062625jr	92.09
				NATIONAL LAUNDRY CO.	06/20/2025		062625jr	103.03
					CHECK	206184	TOTAL:	451.79
206185	06/27/2025	PRTD	2823	NEWGEN STRATEGIES	06/16/2025		062625jr	9,352.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					CHECK	206185 TOTAL:	9,352.50
206186	06/27/2025	PRTD	1264	NITRO GREEN	06/19/2025	062625jr	122.00
					CHECK	206186 TOTAL:	122.00
206187	06/27/2025	PRTD	1334	NORTHWESTERN ENERGY	06/18/2025	062625jr	197,691.94
					CHECK	206187 TOTAL:	197,691.94
206188	06/27/2025	PRTD	2364	NW DEVELOPMENTS 3 LLC	06/19/2025	062625jr	320.00
				NW DEVELOPMENTS 3 LLC	06/19/2025	062625jr	600.00
					CHECK	206188 TOTAL:	920.00
206189	06/27/2025	PRTD	1392	O'REILLY AUTO PARTS	06/10/2025	062625jr	19.46
					CHECK	206189 TOTAL:	19.46
206190	06/27/2025	PRTD	2877	ONSITE ENERGY, INC.	06/24/2025	062625jr	41,152.46
				ONSITE ENERGY, INC.	06/24/2025	062625jr	136,521.10
					CHECK	206190 TOTAL:	177,673.56
206191	06/27/2025	PRTD	1793	ORIGINAL WATERMEN, INC.	06/26/2025	062625jr	3,501.22
					CHECK	206191 TOTAL:	3,501.22
206192	06/27/2025	PRTD	999150	AMP ELECTRICAL SERVICES	06/24/2025	062625jr	56.00
					CHECK	206192 TOTAL:	56.00
206193	06/27/2025	PRTD	999150	Jason Fadely	06/25/2025	062625jr	35.00
					CHECK	206193 TOTAL:	35.00
206194	06/27/2025	PRTD	999160	Bennett, Christine	06/13/2025	062625jr	49.00
					CHECK	206194 TOTAL:	49.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
206195	06/27/2025	PRTD	999160	Hauck, Russ	06/13/2025		062625jr	179.10
					CHECK	206195	TOTAL:	179.10
206196	06/27/2025	PRTD	999160	Mountain View Meadows	06/13/2025		062625jr	70.64
					CHECK	206196	TOTAL:	70.64
206197	06/27/2025	PRTD	1158	PACIFIC STEEL AND RECYCLING	06/18/2025		062625jr	34.27
				PACIFIC STEEL AND RECYCLING	06/17/2025		062625jr	4.43
					CHECK	206197	TOTAL:	38.70
206198	06/27/2025	PRTD	1988	PASSPORT LABS, INC.	06/26/2025		062625jr	3,255.66
					CHECK	206198	TOTAL:	3,255.66
206199	06/27/2025	PRTD	1669	PATTERSON, BRADLEY	06/23/2025		062625jr	152.69
					CHECK	206199	TOTAL:	152.69
206200	06/27/2025	PRTD	2524	PINE STALLS	06/23/2025		062625jr	820.00
				PINE STALLS	06/26/2025		062625jr	130.00
					CHECK	206200	TOTAL:	950.00
206201	06/27/2025	PRTD	2529	PINNED GOLF, LLC	06/11/2025		062625jr	1,124.93
					CHECK	206201	TOTAL:	1,124.93
206202	06/27/2025	PRTD	1715	PIONEER CHEMICAL SUPPLY L.L.C.	06/10/2025		062625jr	1,922.46
					CHECK	206202	TOTAL:	1,922.46
206203	06/27/2025	PRTD	1478	PITNEY BOWES, INC.	06/19/2025		062625jr	1,859.10
					CHECK	206203	TOTAL:	1,859.10

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
206204	06/27/2025	PRTD	1451	PLATT ELECTRIC SUPPLY	06/17/2025		062625jr	363.27
				PLATT ELECTRIC SUPPLY	06/24/2025	1302	062625jr	6,529.07
					CHECK	206204	TOTAL:	6,892.34
206205	06/27/2025	PRTD	2361	POMP'S TIRE SERVICE, INC.	06/18/2025		062625jr	3,161.54
					CHECK	206205	TOTAL:	3,161.54
206206	06/27/2025	PRTD	1102	POWER TOWNSEND	06/17/2025		062625jr	57.28
				POWER TOWNSEND	06/12/2025		062625jr	23.94
				POWER TOWNSEND	06/24/2025	1278	062625jr	5,152.56
				POWER TOWNSEND	06/23/2025		062625jr	43.59
					CHECK	206206	TOTAL:	5,277.37
206207	06/27/2025	PRTD	1106	ROCK HAND HARDWARE	06/11/2025		062625jr	23.98
				ROCK HAND HARDWARE	06/17/2025		062625jr	15.95
				ROCK HAND HARDWARE	06/12/2025		062625jr	1.05
				ROCK HAND HARDWARE	06/18/2025		062625jr	25.99
				ROCK HAND HARDWARE	06/19/2025		062625jr	6.99
				ROCK HAND HARDWARE	05/14/2025		062625jr	45.97
				ROCK HAND HARDWARE	06/05/2025		062625jr	22.99
				ROCK HAND HARDWARE	06/11/2025		062625jr	8.18
				ROCK HAND HARDWARE	06/12/2025		062625jr	44.97
				ROCK HAND HARDWARE	06/12/2025		062625jr	13.98
				ROCK HAND HARDWARE	06/12/2025		062625jr	16.99
				ROCK HAND HARDWARE	06/13/2025		062625jr	39.98
				ROCK HAND HARDWARE	06/23/2025		062625jr	13.99
				ROCK HAND HARDWARE	06/13/2025		062625jr	8.59

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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				ROCK HAND HARDWARE	06/16/2025		062625jr	26.95
				ROCK HAND HARDWARE	06/12/2025		062625jr	11.98
				ROCK HAND HARDWARE	06/12/2025		062625jr	61.55
				ROCK HAND HARDWARE	06/11/2025		062625jr	15.56
				ROCK HAND HARDWARE	06/25/2025		062625jr	22.58
				ROCK HAND HARDWARE	06/23/2025		062625jr	26.97
				ROCK HAND HARDWARE	06/11/2025		062625jr	56.09
				ROCK HAND HARDWARE	06/13/2025		062625jr	79.40
				ROCK HAND HARDWARE	06/13/2025		062625jr	39.98
				ROCK HAND HARDWARE	06/16/2025		062625jr	8.59
				ROCK HAND HARDWARE	06/16/2025		062625jr	31.99
				ROCK HAND HARDWARE	06/16/2025		062625jr	16.76
				ROCK HAND HARDWARE	06/18/2025		062625jr	70.68
				ROCK HAND HARDWARE	06/18/2025		062625jr	44.96
				ROCK HAND HARDWARE	06/23/2025		062625jr	23.97
					CHECK	206207	TOTAL:	827.61
206208	06/27/2025	PRTD	1823	ROCKY MOUNTAIN SUPPLY, INC.	06/12/2025		062625jr	1,718.14
				ROCKY MOUNTAIN SUPPLY, INC.	06/17/2025		062625jr	1,399.20
				ROCKY MOUNTAIN SUPPLY, INC.	06/20/2025		062625jr	1,680.00
					CHECK	206208	TOTAL:	4,797.34
206209	06/27/2025	PRTD	1449	S.J. PERRY CO., INC.	06/11/2025		062625jr	59.76
					CHECK	206209	TOTAL:	59.76
206210	06/27/2025	PRTD	2469	SANBELL - ROCKY MOUNTAIN	06/17/2025		062625jr	26,663.46
					CHECK	206210	TOTAL:	26,663.46

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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					INV DATE	PO	CHECK RUN	NET
206211	06/27/2025	PRTD	1133 SELBYS REPROGRAPHICS, INC.		06/26/2025		062625jr	241.20
					CHECK		206211 TOTAL:	241.20
206212	06/27/2025	PRTD	2756 SERVICEMASTER CLEAN BY HM		06/19/2025		062625jr	2,050.00
					CHECK		206212 TOTAL:	2,050.00
206213	06/27/2025	PRTD	2282 SHEEHAN, KURT		06/11/2025		062625jr	854.40
					CHECK		206213 TOTAL:	854.40
206214	06/27/2025	PRTD	1111 SHERWIN WILLIAMS/COLUMBIA PAINT		06/23/2025		062625jr	51.95
			SHERWIN WILLIAMS/COLUMBIA PAINT		06/05/2025		062625jr	506.32
			SHERWIN WILLIAMS/COLUMBIA PAINT		06/06/2025		062625jr	243.12
					CHECK		206214 TOTAL:	801.39
206215	06/27/2025	PRTD	1573 SIGNS NOW HELENA		05/20/2025		062625jr	260.00
			SIGNS NOW HELENA		06/23/2025		062625jr	215.00
					CHECK		206215 TOTAL:	475.00
206216	06/27/2025	PRTD	1897 SLATE ARCHITECTURE, INC.		06/19/2025	1305	062625jr	941.25
					CHECK		206216 TOTAL:	941.25
206217	06/27/2025	PRTD	1611 SLATTERY, ZACH		06/16/2025		062625jr	49.96
					CHECK		206217 TOTAL:	49.96
206218	06/27/2025	PRTD	2365 SMITH, DOUGLAS		06/26/2025		062625jr	1,696.61
					CHECK		206218 TOTAL:	1,696.61
206219	06/27/2025	PRTD	1333 SPARROW ENTERPRISES, INC		06/17/2025	1293	062625jr	8,239.30
			SPARROW ENTERPRISES, INC		06/19/2025		062625jr	2,423.73
			SPARROW ENTERPRISES, INC		06/11/2025	1294	062625jr	5,612.42

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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				CHECK	206219 TOTAL:	16,275.45
206220	06/27/2025	PRTD	1115 ST. PETER'S HEALTH	06/19/2025	062625jr	20.00
				CHECK	206220 TOTAL:	20.00
206221	06/27/2025	PRTD	2806 STAPLES INC.	05/16/2025	062625jr	50.35
			STAPLES INC.	06/10/2025	062625jr	197.40
			STAPLES INC.	02/06/2025	062625jr	44.68
			STAPLES INC.	02/28/2025	062625jr	15.29
			STAPLES INC.	02/28/2025	062625jr	39.89
			STAPLES INC.	02/28/2025	062625jr	1.57
			STAPLES INC.	06/05/2025	062625jr	174.33
			STAPLES INC.	06/18/2025	062625jr	225.30
			STAPLES INC.	06/18/2025	062625jr	29.99
			STAPLES INC.	06/18/2025	062625jr	8.85
			STAPLES INC.	06/16/2025	062625jr	2.59
			STAPLES INC.	03/31/2025	062625jr	274.20
			STAPLES INC.	04/30/2025	062625jr	320.29
			STAPLES INC.	04/30/2025	062625jr	147.91
			STAPLES INC.	06/18/2025	062625jr	20.68
			STAPLES INC.	06/18/2025	062625jr	7.59
			STAPLES INC.	06/19/2025	062625jr	90.64
			STAPLES INC.	06/19/2025	062625jr	159.07
			STAPLES INC.	06/19/2025	062625jr	2.33
			STAPLES INC.	06/18/2025	062625jr	11.49
			STAPLES INC.	06/18/2025	062625jr	20.39
			STAPLES INC.	06/24/2025	062625jr	139.98

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

STAPLES INC.	06/24/2025	062625jr	133.91
STAPLES INC.	03/09/2025	062625jr	29.09
STAPLES INC.	03/06/2025	062625jr	345.70
STAPLES INC.	03/15/2025	062625jr	-44.09
STAPLES INC.	03/15/2025	062625jr	-44.09
STAPLES INC.	03/15/2025	062625jr	-44.09
STAPLES INC.	03/15/2025	062625jr	-29.29
STAPLES INC.	03/15/2025	062625jr	-29.29
STAPLES INC.	03/15/2025	062625jr	-44.09
STAPLES INC.	03/18/2025	062625jr	-22.58
STAPLES INC.	03/18/2025	062625jr	-44.09
STAPLES INC.	03/18/2025	062625jr	-44.09
STAPLES INC.	06/19/2025	062625jr	1,190.29
STAPLES INC.	06/19/2025	062625jr	452.31
STAPLES INC.	06/19/2025	062625jr	65.60
STAPLES INC.	06/26/2025	062625jr	115.18
STAPLES INC.	06/17/2025	062625jr	161.15
STAPLES INC.	06/17/2025	062625jr	463.97
STAPLES INC.	06/17/2025	062625jr	159.04
STAPLES INC.	06/18/2025	062625jr	43.79
STAPLES INC.	06/17/2025	062625jr	63.78
STAPLES INC.	06/21/2025	062625jr	160.67

CHECK 206221 TOTAL: 5,023.59

206222 06/27/2025 PRTD 2177 STARPLEX CORPORATION

06/01/2025 062625jr 2,149.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206222	TOTAL:	2,149.00
206223	06/27/2025	PRTD	1001	STATE OF MONTANA	06/26/2025		062625jr	2,167.47
					CHECK	206223	TOTAL:	2,167.47
206224	06/27/2025	PRTD	1001	DEPARTMENT OF REVENUE	06/23/2025		062625jr	445.91
							062625jr	594.10
							062625jr	613.50
					CHECK	206224	TOTAL:	1,653.51
206225	06/27/2025	PRTD	1001	MOTOR VEHICLE DIVISION	06/25/2025		062625jr	20.60
					CHECK	206225	TOTAL:	20.60
206226	06/27/2025	PRTD	2073	SUMMIT ROOFING, INC	06/19/2025		062625jr	58,816.05
					CHECK	206226	TOTAL:	58,816.05
206227	06/27/2025	PRTD	1313	SWS EQUIPMENT	06/20/2025		062625jr	411.95
					CHECK	206227	TOTAL:	411.95
206228	06/27/2025	PRTD	2279	T-MOBILE	06/11/2025		062625jr	2,559.02
					CHECK	206228	TOTAL:	2,559.02
206229	06/27/2025	PRTD	1670	TD&H ENGINEERING	06/16/2025		062625jr	2,500.00
					CHECK	206229	TOTAL:	2,500.00
206230	06/27/2025	PRTD	1233	THE ANIMAL CENTER	06/14/2025		062625jr	370.60
							062625jr	65.12
					CHECK	206230	TOTAL:	435.72
206231	06/27/2025	PRTD	1356	THE UPS STORE 4489	06/23/2025		062625jr	24.46

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206231	TOTAL:	24.46
206232	06/27/2025	PRTD	1831	THOMAS, MADELYN R.	06/15/2025		062625jr	99.50
					CHECK	206232	TOTAL:	99.50
206233	06/27/2025	PRTD	1818	TOP GUN RECOVERY LLC	06/15/2025		062625jr	165.00
					CHECK	206233	TOTAL:	165.00
206234	06/27/2025	PRTD	1272	TRACTOR & EQUIPMENT	06/20/2025		062625jr	2,588.94
					CHECK	206234	TOTAL:	2,588.94
206235	06/27/2025	PRTD	2446	TRANSPORTATION SOLUTIONS	06/23/2025		062625jr	1,711.50
					06/23/2025		062625jr	6,821.25
					CHECK	206235	TOTAL:	8,532.75
206236	06/27/2025	PRTD	1046	TRI-COUNTY MECHANICAL & ELECTRICAL,	05/28/2025		062625jr	520.65
					05/29/2025		062625jr	1,215.00
					06/19/2025		062625jr	60,736.55
					CHECK	206236	TOTAL:	62,472.20
206237	06/27/2025	PRTD	2360	US FOODS, INC.	05/27/2025		062625jr	1,943.22
					06/13/2025		062625jr	1,300.61
					06/17/2025		062625jr	64.56
					06/19/2025		062625jr	419.36
					06/17/2025		062625jr	1,846.89
					06/20/2025		062625jr	2,157.22
					06/23/2025		062625jr	55.49
					06/24/2025		062625jr	119.82
					06/24/2025		062625jr	157.11

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

	INV DATE	PO	CHECK RUN	NET
US FOODS, INC.	06/24/2025		062625jr	60.31
	CHECK	206237	TOTAL:	8,124.59
206238 06/27/2025 PRTD 1543 HD SUPPLY, INC.	06/13/2025		062625jr	648.18
HD SUPPLY, INC.	06/16/2025		062625jr	432.87
HD SUPPLY, INC.	06/23/2025		062625jr	1,083.00
	CHECK	206238	TOTAL:	2,164.05
206239 06/27/2025 PRTD 2882 VALLEY ACE	06/12/2025		062625jr	1,599.99
	CHECK	206239	TOTAL:	1,599.99
206240 06/27/2025 PRTD 1442 VALLEY SAND & GRAVEL	06/11/2025		062625jr	62.05
	CHECK	206240	TOTAL:	62.05
206241 06/27/2025 PRTD 2784 WANER, CHRISTOPHER	06/16/2025		062625jr	46.50
	CHECK	206241	TOTAL:	46.50
206242 06/27/2025 PRTD 1039 WEF MEMBERSHIP RENEWALS	06/24/2025		062625jr	107.00
WEF MEMBERSHIP RENEWALS	06/24/2025		062625jr	107.00
	CHECK	206242	TOTAL:	214.00
206243 06/27/2025 PRTD 1712 WESTERN STATES AUTOMATION, LLC	06/08/2025		062625jr	519.65
WESTERN STATES AUTOMATION, LLC	06/09/2025	1286	062625jr	2,309.27
	CHECK	206243	TOTAL:	2,828.92
206244 06/27/2025 PRTD 1050 WILBUR-ELLIS COMPANY	06/04/2025		062625jr	53.13
WILBUR-ELLIS COMPANY	06/11/2025		062625jr	1,251.03
WILBUR-ELLIS COMPANY	06/04/2025		062625jr	1,141.32
	CHECK	206244	TOTAL:	2,445.48

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206245	06/27/2025	PRTD	1394 WILLIAMS, CARMEN	06/19/2025		062625jr	815.00
			WILLIAMS, CARMEN	06/22/2025		062625jr	515.00
				CHECK	206245	TOTAL:	1,330.00

206246	06/27/2025	PRTD	1309 XYLEM DEWATERING SOLUTIONS	06/25/2025		062625jr	1,315.76
				CHECK	206246	TOTAL:	1,315.76

NUMBER OF CHECKS 184 *** CASH ACCOUNT TOTAL *** 2,321,849.68

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	178	1,790,268.50
TOTAL EFT'S	6	531,581.18

*** GRAND TOTAL *** 2,321,849.68

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

619	06/27/2025	EFT	1842	EAGLE BEVERAGE - HELENA	06/26/2025	062725JR	595.53
					CHECK	619 TOTAL:	595.53

206247	06/27/2025	PRTD	1001	DEPARTMENT OF REVENUE	06/26/2025	062725JR	2,167.47
					CHECK	206247 TOTAL:	2,167.47

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 2,763.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	2,167.47
TOTAL EFT'S	1	595.53

*** GRAND TOTAL *** 2,763.00



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

July 4, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 7/1/25, 7/2/25 and 7/3/25 have been approved for claims in the amount of \$2,866.79. Checks numbered 206248-206251 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

07/01/2025 12:40 |City of Helena
3769kmcc|ain |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206248 07/01/2025 PRD 1079 GEORGE'S DISTRIBUTING 06/30/2025 070125ES 731.73

CHECK 206248 TOTAL: 731.73

206249 07/01/2025 PRD 1230 LEHRKIND'S COCA-COLA 06/27/2025 070125ES 318.60

CHECK 206249 TOTAL: 318.60

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 1,050.33

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	1,050.33

*** GRAND TOTAL *** 1,050.33

07/02/2025 12:01 |City of Helena
3769esalonga |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206250 07/02/2025 PRTD 1230 LEHRKIND'S COCA-COLA 07/01/2025 070225ES 814.40

CHECK 206250 TOTAL: 814.40

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 814.40

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	814.40

*** GRAND TOTAL *** 814.40

07/03/2025 12:07 | City of Helena
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206251	07/03/2025	PRTD	1424	GUSTO DISTRIBUTING	07/02/2025	070325ES	1,002.06
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CHECK	206251	TOTAL:	1,002.06
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	1,002.06
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	COUNT	AMOUNT
	-----	-----
TOTAL PRINTED CHECKS	1	1,002.06

*** GRAND TOTAL ***	1,002.06
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Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

July 11, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 7/9/25 and 7/10/25 have been approved for claims in the amount of \$1,309,819.03. Checks numbered 206252-206315 and ACH's numbered 620 -621 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

07/09/2025 12:57 |City of Helena
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
 CHECK NO CHK DATE TYPE VENDOR NAME

				INV DATE	PO	CHECK RUN	NET
620	07/09/2025	EFT	1842 EAGLE BEVERAGE - HELENA	07/03/2025		070925jr	1,309.52
				CHECK	620	TOTAL:	1,309.52
206252	07/09/2025	PRTD	1079 GEORGE'S DISTRIBUTING	07/08/2025		070925jr	442.65
			GEORGE'S DISTRIBUTING	07/08/2025		070925jr	-200.00
				CHECK	206252	TOTAL:	242.65
206253	07/09/2025	PRTD	1230 LEHRKIND'S COCA-COLA	07/04/2025		070925jr	658.84
			LEHRKIND'S COCA-COLA	07/08/2025		070925jr	419.40
				CHECK	206253	TOTAL:	1,078.24
206254	07/09/2025	PRTD	1230 LEHRKIND'S COCA-COLA	07/04/2025		070925jr	130.00
				CHECK	206254	TOTAL:	130.00
NUMBER OF CHECKS				4	*** CASH ACCOUNT TOTAL ***		2,760.41
				COUNT		AMOUNT	
TOTAL PRINTED CHECKS				-----		-----	
				3		1,450.89	
TOTAL EFT'S				1		1,309.52	
				*** GRAND TOTAL ***			2,760.41

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INV DATE	PO	CHECK RUN	NET
621	07/10/2025	EFT	2456 TYLER TECHNOLOGIES, INC.	06/18/2025	1012	071025jr	7,112.56
			TYLER TECHNOLOGIES, INC.	06/25/2025	1012	071025jr	2,468.06
				CHECK	621	TOTAL:	9,580.62
206255	07/10/2025	PRTD	1953 406 RECYCLING LLC	06/30/2025		071025jr	175.00
			406 RECYCLING LLC	07/02/2025	260003	071025jr	100.00
				CHECK	206255	TOTAL:	275.00
206256	07/10/2025	PRTD	1211 A 1 TOWING	06/30/2025		071025jr	165.00
				CHECK	206256	TOTAL:	165.00
206257	07/10/2025	PRTD	2610 SPEEDY CPS	06/27/2025		071025jr	690.88
				CHECK	206257	TOTAL:	690.88
206258	07/10/2025	PRTD	1174 ALSCO	06/26/2025		071025jr	37.74
			ALSCO	06/27/2025		071025jr	46.40
				CHECK	206258	TOTAL:	84.14
206259	07/10/2025	PRTD	1533 BECKMAN MUSIC	06/30/2025		071025jr	112.00
				CHECK	206259	TOTAL:	112.00
206260	07/10/2025	PRTD	2854 HAYDEN, BRENDA K	06/30/2025		071025jr	24.00
				CHECK	206260	TOTAL:	24.00
206261	07/10/2025	PRTD	2089 CENTRALSQUARE TECHNOLOGIES, LLC	06/30/2025		071025jr	52,336.99
				CHECK	206261	TOTAL:	52,336.99
206262	07/10/2025	PRTD	1601 CENTURYLINK	06/30/2025		071025jr	74.28
				CHECK	206262	TOTAL:	74.28

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206263	07/10/2025	PRTD	1004 CITY OF HELENA MUNICIPAL COURT	06/30/2025		071025jr	519.63
				CHECK	206263	TOTAL:	519.63
206264	07/10/2025	PRTD	2772 CMC DESIGN	06/23/2025		071025jr	375.90
				CHECK	206264	TOTAL:	375.90
206265	07/10/2025	PRTD	2096 CORNISH, STEVEN	06/30/2025		071025jr	252.00
				CHECK	206265	TOTAL:	252.00
206266	07/10/2025	PRTD	2133 DANIELSON, SHEILA	07/08/2025		071025jr	1,961.65
				CHECK	206266	TOTAL:	1,961.65
206267	07/10/2025	PRTD	2889 ERICKSON, TOBY	06/30/2025		071025jr	84.00
				CHECK	206267	TOTAL:	84.00
206268	07/10/2025	PRTD	1343 EXPRESS SERVICES INC.	06/17/2025		071025jr	262.48
				CHECK	206268	TOTAL:	262.48
206269	07/10/2025	PRTD	1524 FIREHOLE RIVER DISTRIBUTING	06/26/2025		071025jr	433.19
				CHECK	206269	TOTAL:	433.19
206270	07/10/2025	PRTD	1285 GOLDEN WEST INDUSTRIAL SUPPLY, INC.	04/18/2025		071025jr	579.71
				CHECK	206270	TOTAL:	579.71
206271	07/10/2025	PRTD	1424 GUSTO DISTRIBUTING	07/09/2025		071025jr	1,498.68
				CHECK	206271	TOTAL:	1,498.68
206272	07/10/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	06/27/2025		071025jr	230.50
				CHECK	206272	TOTAL:	230.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206273	07/10/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	07/02/2025		071025jr	468.08
				CHECK	206273	TOTAL:	468.08
206274	07/10/2025	PRTD	1057 HELENA STAMP WORKS & ENGRAVING	05/31/2025		071025jr	30.75
				CHECK	206274	TOTAL:	30.75
206275	07/10/2025	PRTD	2201 HIGH COUNTRY GROWERS	06/06/2025		071025jr	1,150.00
				CHECK	206275	TOTAL:	1,150.00
206276	07/10/2025	PRTD	1408 JC GOLF ACCESSORIES	06/20/2025		071025jr	585.82
			JC GOLF ACCESSORIES	06/27/2025		071025jr	132.50
				CHECK	206276	TOTAL:	718.32
206277	07/10/2025	PRTD	2740 LAST CHANCE TOURS	06/25/2025		071025jr	468.00
			LAST CHANCE TOURS	06/25/2025		071025jr	468.00
				CHECK	206277	TOTAL:	936.00
206278	07/10/2025	PRTD	2138 LITTLE JOHN'S PORTABLES AND SEPTIC	06/30/2025		071025jr	1,390.00
				CHECK	206278	TOTAL:	1,390.00
206279	07/10/2025	PRTD	1471 LOWE'S	06/02/2025		071025jr	60.75
			LOWE'S	06/03/2025		071025jr	6.63
			LOWE'S	06/05/2025		071025jr	48.39
			LOWE'S	06/10/2025		071025jr	11.86
			LOWE'S	06/19/2025		071025jr	75.47
			LOWE'S	06/12/2025		071025jr	30.70
			LOWE'S	06/12/2025		071025jr	24.64
			LOWE'S	06/05/2025		071025jr	257.62
			LOWE'S	06/09/2025		071025jr	37.50

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

				LOWE'S	06/12/2025		071025jr	194.61
				LOWE'S	06/16/2025		071025jr	26.96
				LOWE'S	06/17/2025		071025jr	31.61
				LOWE'S	06/18/2025		071025jr	33.48
				LOWE'S	06/19/2025		071025jr	66.48
				LOWE'S	06/19/2025		071025jr	19.93
				LOWE'S	06/10/2025		071025jr	59.03
					CHECK	206279	TOTAL:	985.66
206280	07/10/2025	PRTD	1201	MARKS LUMBER	06/26/2025		071025jr	62.00
					CHECK	206280	TOTAL:	62.00
206281	07/10/2025	PRTD	1476	MIZUNO USA, INC.	06/12/2025		071025jr	1,605.33
					CHECK	206281	TOTAL:	1,605.33
206282	07/10/2025	PRTD	1474	MONTANA INTERACTIVE	06/30/2025		071025jr	6,277.94
					CHECK	206282	TOTAL:	6,277.94
206283	07/10/2025	PRTD	1388	MONTANA MAGISTRATES ASSOCIATION	07/01/2025		071025jr	300.00
					CHECK	206283	TOTAL:	300.00
206284	07/10/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	07/03/2025		071025jr	476,801.75
					CHECK	206284	TOTAL:	476,801.75
206285	07/10/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	07/03/2025		071025jr	35,160.00
					CHECK	206285	TOTAL:	35,160.00
206286	07/10/2025	PRTD	1130	MONTANA MUNICIPAL INTERLOCAL AUTHOR	07/03/2025		071025jr	27,992.00

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INV DATE	PO	CHECK RUN	NET
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206294	07/10/2025	PRTD	999160	Sierra Custom Homes	07/09/2025		071025jr	45.37
					CHECK	206294	TOTAL:	45.37
206295	07/10/2025	PRTD	1158	PACIFIC STEEL AND RECYCLING	07/02/2025		071025jr	40.08
					CHECK	206295	TOTAL:	40.08
206296	07/10/2025	PRTD	1933	PAPER SHREDDERS LLC	06/30/2025		071025jr	32.50
					CHECK	206296	TOTAL:	32.50
206297	07/10/2025	PRTD	2524	PINE STALLS	06/27/2025		071025jr	105.00
					CHECK	206297	TOTAL:	105.00
206298	07/10/2025	PRTD	1429	PING	06/26/2025		071025jr	590.33
					CHECK	206298	TOTAL:	590.33
206299	07/10/2025	PRTD	1102	POWER TOWNSEND	07/01/2025		071025jr	125.60
					CHECK	206299	TOTAL:	125.60
206300	07/10/2025	PRTD	1018	R&R PUMP COMPANY	06/25/2025		071025jr	110.00
					CHECK	206300	TOTAL:	110.00
206301	07/10/2025	PRTD	1106	ROCK HAND HARDWARE	06/17/2025		071025jr	19.99
				ROCK HAND HARDWARE	06/18/2025		071025jr	45.12
				ROCK HAND HARDWARE	06/26/2025		071025jr	5.38
				ROCK HAND HARDWARE	06/27/2025		071025jr	27.77
					CHECK	206301	TOTAL:	98.26
206302	07/10/2025	PRTD	2442	ROCKY MOUNTAIN REFRIGERATION	06/30/2025		071025jr	596.00
					CHECK	206302	TOTAL:	596.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account

CHECK NO	CHK	DATE	TYPE	VENDOR NAME
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	INV DATE	PO	CHECK RUN	NET
206303 07/10/2025 PRTD 2863 ROCKY MOUNTAIN CAR WASH	07/02/2025		071025jr	16.98
	CHECK	206303	TOTAL:	16.98
206304 07/10/2025 PRTD 1735 SALTUS TECHNOLOGIES, LLC	07/01/2025		071025jr	2,725.00
	CHECK	206304	TOTAL:	2,725.00
206305 07/10/2025 PRTD 1133 SELBYS REPROGRAPHICS, INC.	07/02/2025		071025jr	65.04
SELBYS REPROGRAPHICS, INC.	07/02/2025		071025jr	390.24
	CHECK	206305	TOTAL:	455.28
206306 07/10/2025 PRTD 1111 SHERWIN WILLIAMS/COLUMBIA PAINT	06/26/2025		071025jr	87.68
	CHECK	206306	TOTAL:	87.68
206307 07/10/2025 PRTD 1611 SLATTERY, ZACH	06/30/2025		071025jr	302.90
SLATTERY, ZACH	06/30/2025		071025jr	162.40
SLATTERY, ZACH	06/30/2025		071025jr	745.36
SLATTERY, ZACH	06/30/2025		071025jr	375.00
	CHECK	206307	TOTAL:	1,585.66
206308 07/10/2025 PRTD 1115 ST. PETER'S HEALTH	06/30/2025		071025jr	3,000.00
	CHECK	206308	TOTAL:	3,000.00
206309 07/10/2025 PRTD 1413 SUN MOUNTAIN SPORTS	06/04/2025		071025jr	3,328.71
SUN MOUNTAIN SPORTS	07/01/2025		071025jr	1,065.36
	CHECK	206309	TOTAL:	4,394.07
206310 07/10/2025 PRTD 1666 TAYLORMADE GOLF COMPANY	06/27/2025		071025jr	1,166.04
	CHECK	206310	TOTAL:	1,166.04

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

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CASH ACCOUNT: TREA 101000 CASH TR Primary Bank Account					INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
206311	07/10/2025	PRTD	1412 TITLEIST		06/17/2025		071025jr	2,006.38
					CHECK	206311	TOTAL:	2,006.38
206312	07/10/2025	PRTD	1980 TRIPLE TREE ENGINEERING, INC.		05/22/2025		071025jr	4,932.50
					CHECK	206312	TOTAL:	4,932.50
206313	07/10/2025	PRTD	2360 US FOODS, INC.		06/27/2025		071025jr	2,282.13
			US FOODS, INC.		06/30/2025		071025jr	95.32
			US FOODS, INC.		07/01/2025		071025jr	2,086.29
			US FOODS, INC.		06/30/2025		071025jr	-33.19
					CHECK	206313	TOTAL:	4,430.55
206314	07/10/2025	PRTD	1579 VERIZON WIRELESS		06/30/2025		071025jr	990.05
					CHECK	206314	TOTAL:	990.05
206315	07/10/2025	PRTD	1979 WALKER MOWERS OF HELENA, LLC		06/26/2025		071025jr	36.00
			WALKER MOWERS OF HELENA, LLC		06/27/2025		071025jr	6.00
			WALKER MOWERS OF HELENA, LLC		07/01/2025		071025jr	36.00
					CHECK	206315	TOTAL:	78.00
NUMBER OF CHECKS 62					*** CASH ACCOUNT TOTAL ***			1,307,058.62
					COUNT	AMOUNT		
TOTAL PRINTED CHECKS					61	1,297,478.00		
TOTAL EFT'S					1	9,580.62		
					*** GRAND TOTAL ***			1,307,058.62



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

July 18, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 7/15/25, 7/17/25 and 7/18/25 have been approved for claims in the amount of \$685,902.22. Checks numbered 206316-206390 and ACH's numbered 622 -627 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206316 07/15/2025 PRD 1230 LEHRKIND'S COCA-COLA 07/11/2025 071525ES 445.80

CHECK 206316 TOTAL: 445.80

206317 07/15/2025 PRD 1130 MONTANA MUNICIPAL INTERLOCAL AUTHOR 07/14/2025 071525ES 216,092.50

CHECK 206317 TOTAL: 216,092.50

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 216,538.30

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	216,538.30

*** GRAND TOTAL *** 216,538.30

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
622	07/18/2025	EFT	1510	ACCESSO SHOWARE	06/30/2025		071725jr	713.15
					CHECK		622 TOTAL:	713.15
623	07/18/2025	EFT	1842	EAGLE BEVERAGE - HELENA	07/11/2025		071725jr	459.31
					CHECK		623 TOTAL:	459.31
624	07/18/2025	EFT	1898	FISHER'S TECHNOLOGY	06/23/2025	260015	071725jr	271.98
				FISHER'S TECHNOLOGY	06/30/2025	260021	071725jr	188.50
					CHECK		624 TOTAL:	460.48
625	07/18/2025	EFT	2620	SPARE LABS INC.	06/30/2025		071725jr	3,300.00
					CHECK		625 TOTAL:	3,300.00
626	07/18/2025	EFT	1157	WEX BANK	06/30/2025	260002	071725jr	51,141.69
					CHECK		626 TOTAL:	51,141.69
206318	07/18/2025	PRTD	1045	2M COMPANY, INC.	06/25/2025		071725jr	43.30
					CHECK		206318 TOTAL:	43.30
206319	07/18/2025	PRTD	1539	A&I DISTRIBUTORS	06/05/2025		071725jr	415.47
				A&I DISTRIBUTORS	06/11/2025		071725jr	-35.00
					CHECK		206319 TOTAL:	380.47
206320	07/18/2025	PRTD	2210	ADVANCED MECHANICAL SYSTEMS	06/25/2025		071725jr	488.50
					CHECK		206320 TOTAL:	488.50
206321	07/18/2025	PRTD	2060	ALL AROUND CONSTRUCTION	07/11/2025		071725jr	40,986.00
					CHECK		206321 TOTAL:	40,986.00
206322	07/18/2025	PRTD	1834	ALL BUSINESS CPR AND FIRST AID	06/25/2025		071725jr	261.92

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

						CHECK	206322 TOTAL:	261.92
206323	07/18/2025	PRTD	1185	ALPINE ANALYTICAL, INC.		06/18/2025	071725jr	240.00
				ALPINE ANALYTICAL, INC.		06/26/2025	071725jr	240.00
				ALPINE ANALYTICAL, INC.		06/23/2025	071725jr	55.00
						CHECK	206323 TOTAL:	535.00
206324	07/18/2025	PRTD	1174	ALSCO		07/03/2025	071725jr	37.73
				ALSCO		07/04/2025	071725jr	46.40
						CHECK	206324 TOTAL:	84.13
206325	07/18/2025	PRTD	2521	BATTERIES PLUS OF MONTANA		06/27/2025	071725jr	140.00
				BATTERIES PLUS OF MONTANA		07/08/2025	071725jr	188.00
						CHECK	206325 TOTAL:	328.00
206326	07/18/2025	PRTD	1927	BOBCAT OF HELENA		07/09/2025	071725jr	1,645.00
						CHECK	206326 TOTAL:	1,645.00
206327	07/18/2025	PRTD	2868	BOONE KARLBERG PC		06/09/2025	071725jr	80.80
						CHECK	206327 TOTAL:	80.80
206328	07/18/2025	PRTD	1416	CALLAWAY GOLF		07/02/2025	071725jr	2,471.13
				CALLAWAY GOLF		07/02/2025	071725jr	1,916.31
						CHECK	206328 TOTAL:	4,387.44
206329	07/18/2025	PRTD	1021	CAPITAL SPORTS		07/02/2025	071725jr	161.50
						CHECK	206329 TOTAL:	161.50
206330	07/18/2025	PRTD	1969	CINTAS FIRST AIDE & SAFETY		06/30/2025	071725jr	198.99

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

						INV DATE	PO	CHECK RUN	NET
						CHECK	206330	TOTAL:	198.99
206331	07/18/2025	PRTD	1004	CITY OF HELENA UTILITY CUSTOMER SER		06/30/2025		071725jr	100.00
				CITY OF HELENA UTILITY CUSTOMER SER		06/30/2025		071725jr	194.01
				CITY OF HELENA UTILITY CUSTOMER SER		07/03/2025		071725jr	1,596.91
				CITY OF HELENA UTILITY CUSTOMER SER		07/02/2025		071725jr	279.28
				CITY OF HELENA UTILITY CUSTOMER SER		06/30/2025		071725jr	100.00
				CITY OF HELENA UTILITY CUSTOMER SER		06/04/2025		071725jr	123.79
				CITY OF HELENA UTILITY CUSTOMER SER		06/04/2025		071725jr	56.11
				CITY OF HELENA UTILITY CUSTOMER SER		06/04/2025		071725jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER		06/04/2025		071725jr	20.10
				CITY OF HELENA UTILITY CUSTOMER SER		06/05/2025		071725jr	133.64
				CITY OF HELENA UTILITY CUSTOMER SER		06/05/2025		071725jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER		06/05/2025		071725jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER		06/05/2025		071725jr	324.61
				CITY OF HELENA UTILITY CUSTOMER SER		06/05/2025		071725jr	132.25
						CHECK	206331	TOTAL:	3,095.80
206332	07/18/2025	PRTD	1760	CIVICPLUS		06/30/2025		071725jr	343.07
						CHECK	206332	TOTAL:	343.07
206333	07/18/2025	PRTD	1107	CLEARWATER PUMP & SUPPLY		07/08/2025		071725jr	441.60
						CHECK	206333	TOTAL:	441.60
206334	07/18/2025	PRTD	2624	COLUMN SOFTWARE		07/01/2025		071725jr	36.00
						CHECK	206334	TOTAL:	36.00
206335	07/18/2025	PRTD	2616	DEX IMAGING		06/26/2025		071725jr	22.96
				DEX IMAGING		07/08/2025	260016	071725jr	33.38

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

				CHECK	206335 TOTAL:	56.34
206336	07/18/2025	PRTD	1093 DIAMOND PRODUCTS INC	07/08/2025	071725jr	184.50
				CHECK	206336 TOTAL:	184.50
206337	07/18/2025	PRTD	1103 EAGLE TIRE BRAKE & ALIGNMENT	07/07/2025	071725jr	35.00
				CHECK	206337 TOTAL:	35.00
206338	07/18/2025	PRTD	1202 F.I.R.S.T.	07/07/2025	071725jr	570.48
				CHECK	206338 TOTAL:	570.48
206339	07/18/2025	PRTD	1524 FIREHOLE RIVER DISTRIBUTING	07/01/2025	071725jr	928.31
			FIREHOLE RIVER DISTRIBUTING	07/02/2025	071725jr	723.86
			FIREHOLE RIVER DISTRIBUTING	07/03/2025	071725jr	161.64
			FIREHOLE RIVER DISTRIBUTING	07/08/2025	071725jr	881.30
			FIREHOLE RIVER DISTRIBUTING	07/07/2025	071725jr	613.85
				CHECK	206339 TOTAL:	3,308.96
206340	07/18/2025	PRTD	1970 FOR THE RECORD	07/02/2025	071725jr	795.00
				CHECK	206340 TOTAL:	795.00
206341	07/18/2025	PRTD	1339 HARRINGTON BOTTLING COMPANY	07/03/2025	071725jr	188.12
				CHECK	206341 TOTAL:	188.12
206342	07/18/2025	PRTD	1763 HELENA RECYCLING, LLC	07/01/2025	260020 071725jr	24,980.40
				CHECK	206342 TOTAL:	24,980.40
206343	07/18/2025	PRTD	1307 HELENA SYMPHONY SOCIETY	07/11/2025	260023 071725jr	10,000.00
				CHECK	206343 TOTAL:	10,000.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206344	07/18/2025	PRTD	1307	HELENA SYMPHONY SOCIETY	07/17/2025		071725jr	35,000.00
					CHECK	206344	TOTAL:	35,000.00
206345	07/18/2025	PRTD	1371	HOME DEPOT CREDIT SERVICES	07/07/2025		071725jr	82.38
					CHECK	206345	TOTAL:	82.38
206346	07/18/2025	PRTD	2698	HOUSEAL LAVIGNE ASSOCIATES, LLC	06/18/2025	321	071725jr	13,912.00
					CHECK	206346	TOTAL:	13,912.00
206347	07/18/2025	PRTD	1568	IDEXX LABORATORIES	06/26/2025		071725jr	975.00
					CHECK	206347	TOTAL:	975.00
206348	07/18/2025	PRTD	2599	INTEGRATED IMAGING SYSTEMS	06/30/2025		071725jr	29.01
					CHECK	206348	TOTAL:	29.01
206349	07/18/2025	PRTD	2895	INTERNATIONAL ALLIANCE OF	06/02/2025		071725jr	1,787.37
					CHECK	206349	TOTAL:	1,787.37
206350	07/18/2025	PRTD	2805	KNAFF, JEFF	06/30/2025		071725jr	1,920.80
					CHECK	206350	TOTAL:	1,920.80
206351	07/18/2025	PRTD	1640	KOLAR TIRE & AUTO	04/08/2025		071725jr	200.00
				KOLAR TIRE & AUTO	04/14/2025		071725jr	651.68
				KOLAR TIRE & AUTO	04/15/2025		071725jr	65.00
				KOLAR TIRE & AUTO	05/23/2025		071725jr	40.00
				KOLAR TIRE & AUTO	06/13/2025		071725jr	5,279.52
				KOLAR TIRE & AUTO	06/13/2025		071725jr	4,405.40
				KOLAR TIRE & AUTO	06/30/2025		071725jr	523.00
				KOLAR TIRE & AUTO	06/30/2025		071725jr	50.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

			KOLAR TIRE & AUTO	07/01/2025		071725jr	45.00
			KOLAR TIRE & AUTO	07/07/2025		071725jr	120.00
			KOLAR TIRE & AUTO	07/08/2025		071725jr	153.95
			KOLAR TIRE & AUTO	07/08/2025		071725jr	297.00
			KOLAR TIRE & AUTO	07/09/2025		071725jr	263.95
			KOLAR TIRE & AUTO	05/07/2025		071725jr	238.00
			KOLAR TIRE & AUTO	07/02/2025		071725jr	100.00
				CHECK	206351	TOTAL:	12,432.50
206352	07/18/2025	PRTD	1002 INFORMATION TECHNOLOGY & SERVICES	07/02/2025		071725jr	158.40
			INFORMATION TECHNOLOGY & SERVICES	06/27/2025		071725jr	-46.40
			INFORMATION TECHNOLOGY & SERVICES	07/14/2025		071725jr	474.00
				CHECK	206352	TOTAL:	586.00
206353	07/18/2025	PRTD	1002 L&C COUNTY PUBLIC WORKS	06/26/2025		071725jr	172.56
			L&C COUNTY PUBLIC WORKS	06/26/2025		071725jr	182.80
				CHECK	206353	TOTAL:	355.36
206354	07/18/2025	PRTD	2138 LITTLE JOHN'S PORTABLES AND SEPTIC	06/30/2025		071725jr	110.00
				CHECK	206354	TOTAL:	110.00
206355	07/18/2025	PRTD	1886 MONTANA MUNICIPAL CLERK TREASURERS	07/07/2025		071725jr	50.00
			MONTANA MUNICIPAL CLERK TREASURERS	07/07/2025		071725jr	50.00
			MONTANA MUNICIPAL CLERK TREASURERS	07/10/2025		071725jr	50.00
			MONTANA MUNICIPAL CLERK TREASURERS	07/10/2025		071725jr	50.00
			MONTANA MUNICIPAL CLERK TREASURERS	07/10/2025		071725jr	50.00
			MONTANA MUNICIPAL CLERK TREASURERS	07/10/2025		071725jr	50.00
			MONTANA MUNICIPAL CLERK TREASURERS	07/10/2025		071725jr	50.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206355	TOTAL:	350.00
206356	07/18/2025	PRTD	1085	MONTANA PROPANE, INC.	06/30/2025		071725jr	19.80
					CHECK	206356	TOTAL:	19.80
206357	07/18/2025	PRTD	2179	MOUNTAIN ALARM	07/01/2025		071725jr	1,190.28
					CHECK	206357	TOTAL:	1,190.28
206358	07/18/2025	PRTD	1118	MURDOCH'S RANCH AND HOME SUPPLY	06/26/2025		071725jr	89.97
							071725jr	55.95
							071725jr	410.93
							071725jr	164.98
							071725jr	214.97
							071725jr	44.99
							071725jr	189.99
					CHECK	206358	TOTAL:	1,171.78
206359	07/18/2025	PRTD	2143	NAPA - HELENA	06/25/2025		071725jr	157.51
							071725jr	299.84
							071725jr	8.38
					CHECK	206359	TOTAL:	465.73
206360	07/18/2025	PRTD	2392	NATIONAL LAUNDRY CO.	06/30/2025		071725jr	411.82
							071725jr	211.05
					CHECK	206360	TOTAL:	622.87
206361	07/18/2025	PRTD	1334	NORTHWESTERN ENERGY	07/16/2025		071725jr	196,468.15
					CHECK	206361	TOTAL:	196,468.15

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206362	07/18/2025	PRTD	999110	Cottingham, Elizabeth	06/30/2025		071725jr	11,705.00
					CHECK	206362	TOTAL:	11,705.00
206363	07/18/2025	PRTD	1158	PACIFIC STEEL AND RECYCLING	07/01/2025		071725jr	314.49
					CHECK	206363	TOTAL:	314.49
206364	07/18/2025	PRTD	1933	PAPER SHREDDERS LLC	06/23/2025		071725jr	70.00
				PAPER SHREDDERS LLC	06/26/2025		071725jr	70.00
					CHECK	206364	TOTAL:	140.00
206365	07/18/2025	PRTD	1988	PASSPORT LABS, INC.	04/30/2025		071725jr	459.00
					CHECK	206365	TOTAL:	459.00
206366	07/18/2025	PRTD	1949	PERRODIN, KAIT	06/09/2025		071725jr	87.96
				PERRODIN, KAIT	06/10/2025		071725jr	5.99
				PERRODIN, KAIT	06/10/2025		071725jr	6.90
					CHECK	206366	TOTAL:	100.85
206367	07/18/2025	PRTD	2524	PINE STALLS	06/30/2025		071725jr	320.00
				PINE STALLS	06/30/2025		071725jr	105.00
					CHECK	206367	TOTAL:	425.00
206368	07/18/2025	PRTD	1715	PIIONEER CHEMICAL SUPPLY L.L.C.	06/25/2025	260004	071725jr	15,407.50
				PIIONEER CHEMICAL SUPPLY L.L.C.	06/23/2025		071725jr	279.94
					CHECK	206368	TOTAL:	15,687.44
206369	07/18/2025	PRTD	1451	PLATT ELECTRIC SUPPLY	06/25/2025		071725jr	252.66
				PLATT ELECTRIC SUPPLY	06/25/2025		071725jr	45.56

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206369	TOTAL:	298.22
206370	07/18/2025	PRTD	2893	PRIDE MANUFACTURING COMPANY, LLC	04/18/2024		071725jr	1,880.00
					CHECK	206370	TOTAL:	1,880.00
206371	07/18/2025	PRTD	1018	R&R PUMP COMPANY	06/11/2025		071725jr	349.20
					CHECK	206371	TOTAL:	349.20
206372	07/18/2025	PRTD	1748	RDO EQUIPMENT CO.	05/23/2025		071725jr	1,240.00
							071725jr	980.00
					CHECK	206372	TOTAL:	2,220.00
206373	07/18/2025	PRTD	1106	ROCK HAND HARDWARE	06/25/2025		071725jr	9.90
							071725jr	73.07
							071725jr	13.98
							071725jr	8.90
							071725jr	123.10
							071725jr	15.98
							071725jr	76.48
							071725jr	22.48
							071725jr	30.52
							071725jr	32.27
							071725jr	13.55
							071725jr	25.99
							071725jr	13.77
					CHECK	206373	TOTAL:	459.99
206374	07/18/2025	PRTD	1098	ROD TABBERT CONSTRUCTION, INC.	06/30/2025		071725jr	1,334.25

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	206374 TOTAL:	1,334.25
206375	07/18/2025	PRTD	2756	SERVICEMASTER CLEAN BY HM	07/01/2025	071725jr	325.00
					CHECK	206375 TOTAL:	325.00
206376	07/18/2025	PRTD	1111	SHERWIN WILLIAMS/COLUMBIA PAINT	07/09/2025	071725jr	97.90
					CHECK	206376 TOTAL:	97.90
206377	07/18/2025	PRTD	2108	SKYWEST COMMERCIAL CLEANING LLC	06/30/2025	071725jr	985.00
					CHECK	206377 TOTAL:	985.00
206378	07/18/2025	PRTD	2806	STAPLES INC.	07/03/2025	071725jr	70.39
				STAPLES INC.	07/03/2025	071725jr	17.89
				STAPLES INC.	07/03/2025	071725jr	142.95
					CHECK	206378 TOTAL:	231.23
206379	07/18/2025	PRTD	1001	DEPARTMENT OF ENVIRONMENTAL QUALITY	07/01/2025	071725jr	1,260.00
					CHECK	206379 TOTAL:	1,260.00
206380	07/18/2025	PRTD	1001	DEPARTMENT OF REVENUE	07/14/2025	071725jr	414.00
					CHECK	206380 TOTAL:	414.00
206381	07/18/2025	PRTD	1666	TAYLORMADE GOLF COMPANY	07/01/2025	071725jr	1,182.11
					CHECK	206381 TOTAL:	1,182.11
206382	07/18/2025	PRTD	1356	THE UPS STORE 4489	06/30/2025	071725jr	883.58
					CHECK	206382 TOTAL:	883.58
206383	07/18/2025	PRTD	2548	TRI-COUNTY FIRESAFE WORKING GROUP	05/31/2025 462	071725jr	1,114.16
					CHECK	206383 TOTAL:	1,114.16

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206384	07/18/2025	PRTD	2731	TRUGREEN	06/30/2025	071725jr	45.00
				TRUGREEN	06/30/2025	071725jr	107.00
					CHECK	206384 TOTAL:	152.00
206385	07/18/2025	PRTD	2360	US FOODS, INC.	07/03/2025	071725jr	328.33
				US FOODS, INC.	07/04/2025	071725jr	1,376.88
				US FOODS, INC.	07/04/2025	071725jr	41.82
				US FOODS, INC.	07/08/2025	071725jr	2,763.85
				US FOODS, INC.	07/08/2025	071725jr	53.44
					CHECK	206385 TOTAL:	4,564.32
206386	07/18/2025	PRTD	1543	HD SUPPLY, INC.	06/25/2025	071725jr	1,327.03
				HD SUPPLY, INC.	07/08/2025	071725jr	709.09
					CHECK	206386 TOTAL:	2,036.12
206387	07/18/2025	PRTD	1148	UTILITIES UNDERGROUND LOCATION CENT	06/30/2025	071725jr	1,113.00
					CHECK	206387 TOTAL:	1,113.00
206388	07/18/2025	PRTD	1579	VERIZON WIRELESS	06/25/2025	071725jr	413.57
					CHECK	206388 TOTAL:	413.57

NUMBER OF CHECKS 76 *** CASH ACCOUNT TOTAL *** 467,315.41

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	71	411,240.78
TOTAL EFT'S	5	56,074.63

*** GRAND TOTAL *** 467,315.41

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

627	07/18/2025	EFT	1842 EAGLE BEVERAGE - HELENA	07/17/2025		071825jr	579.32
				CHECK	627	TOTAL:	579.32
206389	07/18/2025	PRTD	1079 GEORGE'S DISTRIBUTING	07/15/2025		071825jr	1,012.99
				CHECK	206389	TOTAL:	1,012.99
206390	07/18/2025	PRTD	1230 LEHRKIND'S COCA-COLA	07/15/2025		071825jr	456.20
				CHECK	206390	TOTAL:	456.20
NUMBER OF CHECKS 3				*** CASH ACCOUNT TOTAL ***			2,048.51

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	1,469.19
TOTAL EFT'S	1	579.32

*** GRAND TOTAL *** 2,048.51



Finance Dept.
316 North Park Avenue
Helena, MT 59623

: Phone: 406-447-8417
: Fax: 406-447-8434
: Email: jrensmon@helenamt.gov

helenamt.gov

July 25, 2025

To: Tim Burton, City Manager

From: Jamie Rensmon, Accounting Tech III-Accounts Payable

Subject: Claims Paid

The check registers for 7/21/25, 7/22/25 and 7/25/25 have been approved for claims in the amount of \$464,628.53. Checks numbered 206391-206492 and ACH's numbered 628 -632 have been issued for payment.

A list of all claims paid and supporting detail are available in the City Finance Department, Room 320, for anyone who wishes to review them.

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206391	07/21/2025	PRTD	1230	LEHRKIND'S COCA-COLA	07/18/2025		072125es	672.20
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CHECK	206391	TOTAL:	672.20
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	672.20
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	COUNT	AMOUNT
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TOTAL PRINTED CHECKS	1	672.20

*** GRAND TOTAL ***	672.20
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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

628	07/22/2025	EFT	1842	EAGLE BEVERAGE - HELENA	07/18/2025		072225es	191.88
					CHECK	628	TOTAL:	191.88

206392	07/22/2025	PRTD	1424	GUSTO DISTRIBUTING	07/16/2025		072225es	4,941.90
					CHECK	206392	TOTAL:	4,941.90

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 5,133.78

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	4,941.90
TOTAL EFT'S	1	191.88

*** GRAND TOTAL *** 5,133.78

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

	INV DATE	PO	CHECK RUN	NET
629 07/24/2025 EFT 2226 DOWLING ARCHITECTS	06/30/2025		072425jr	9,802.32
	CHECK		629 TOTAL:	9,802.32
630 07/24/2025 EFT 1898 FISHER'S TECHNOLOGY	05/16/2025		072425jr	60.90
	CHECK		630 TOTAL:	60.90
631 07/24/2025 EFT 1597 SHELL ENERGY NORTH AMERICA	06/30/2025		072425jr	1,471.54
	CHECK		631 TOTAL:	1,471.54
632 07/24/2025 EFT 1145 THATCHER COMPANY INC.	06/30/2025	260009	072425jr	9,170.76
	CHECK		632 TOTAL:	9,170.76
206393 07/24/2025 PRTD 1045 2M COMPANY, INC.	07/07/2025		072425jr	1,642.95
	CHECK		206393 TOTAL:	1,642.95
206394 07/24/2025 PRTD 1238 3 RIVERS COMMUNICATIONS	07/01/2025		072425jr	18.03
	CHECK		206394 TOTAL:	18.03
206395 07/24/2025 PRTD 1003 A-1 RENTALS INC.	07/11/2025		072425jr	43.65
A-1 RENTALS INC.	07/01/2025		072425jr	28.13
	CHECK		206395 TOTAL:	71.78
206396 07/24/2025 PRTD 1067 ACTION PRINT	07/15/2025		072425jr	41.00
ACTION PRINT	07/15/2025		072425jr	41.00
ACTION PRINT	07/15/2025		072425jr	41.00
ACTION PRINT	07/15/2025		072425jr	41.00
	CHECK		206396 TOTAL:	164.00
206397 07/24/2025 PRTD 1956 ADVANCED PUMP & EQUIPMENT	05/06/2025	260010	072425jr	1,370.64

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206397	TOTAL:	1,370.64
206398	07/24/2025	PRTD	2111	AIRPRO INCORPORATED	07/16/2025		072425jr	481.45
					CHECK	206398	TOTAL:	481.45
206399	07/24/2025	PRTD	2060	ALL AROUND CONSTRUCTION	07/18/2025		072425jr	14,406.48
					CHECK	206399	TOTAL:	14,406.48
206400	07/24/2025	PRTD	2610	SPEEDY CPS	06/13/2025		072425jr	24.50
					CHECK	206400	TOTAL:	24.50
206401	07/24/2025	PRTD	1185	ALPINE ANALYTICAL, INC.	06/05/2025		072425jr	310.00
							072425jr	105.00
							072425jr	240.00
					CHECK	206401	TOTAL:	655.00
206402	07/24/2025	PRTD	1174	ALSCO	05/08/2025		072425jr	42.26
							072425jr	37.74
					CHECK	206402	TOTAL:	80.00
206403	07/24/2025	PRTD	2521	BATTERIES PLUS OF MONTANA	06/16/2025		072425jr	118.00
					CHECK	206403	TOTAL:	118.00
206404	07/24/2025	PRTD	1927	BOBCAT OF HELENA	07/15/2025		072425jr	145.26
					CHECK	206404	TOTAL:	145.26
206405	07/24/2025	PRTD	1324	BOUND TREE MEDICAL, LLC	07/02/2025		072425jr	877.00
					CHECK	206405	TOTAL:	877.00
206406	07/24/2025	PRTD	1007	BURDICKS LOCKSMITH	06/30/2025		072425jr	36.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

					CHECK	206406 TOTAL:	36.00
206407	07/24/2025	PRTD	1957	CALE AMERICA INC.	06/27/2025	072425jr	3,624.42
					CHECK	206407 TOTAL:	3,624.42
206408	07/24/2025	PRTD	1601	CENTURYLINK	06/19/2025	072425jr	183.31
				CENTURYLINK	06/19/2025	072425jr	366.55
				CENTURYLINK	06/19/2025	072425jr	128.58
				CENTURYLINK	06/19/2025	072425jr	67.01
				CENTURYLINK	06/19/2025	072425jr	77.46
				CENTURYLINK	06/25/2025	072425jr	260.64
					CHECK	206408 TOTAL:	1,083.55
206409	07/24/2025	PRTD	1004	CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	207.21
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	161.43
				CITY OF HELENA UTILITY CUSTOMER SER	06/05/2025	072425jr	13.81
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	687.79
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	242.45
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	697.74
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025	072425jr	179.46
				CITY OF HELENA UTILITY CUSTOMER SER	06/05/2025	072425jr	20.10
				CITY OF HELENA UTILITY CUSTOMER SER	06/05/2025	072425jr	9.58
				CITY OF HELENA UTILITY CUSTOMER SER	06/05/2025	072425jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/05/2025	072425jr	126.45
				CITY OF HELENA UTILITY CUSTOMER SER	05/01/2025	072425jr	41.44
				CITY OF HELENA UTILITY CUSTOMER SER	06/02/2025	072425jr	138.14

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

				CITY OF HELENA UTILITY CUSTOMER SER	06/24/2025		072425jr	15.94
				CITY OF HELENA UTILITY CUSTOMER SER	06/30/2025		072425jr	13,473.42
					CHECK	206409	TOTAL:	16,062.78
206410	07/24/2025	PRTD	2251	CLEAN HEAT MT LLC	06/27/2025		072425jr	590.00
					CHECK	206410	TOTAL:	590.00
206411	07/24/2025	PRTD	1107	CLEARWATER PUMP & SUPPLY	07/15/2025		072425jr	1,675.00
					CHECK	206411	TOTAL:	1,675.00
206412	07/24/2025	PRTD	2624	COLUMN SOFTWARE	06/18/2025		072425jr	36.00
					CHECK	206412	TOTAL:	36.00
206413	07/24/2025	PRTD	1889	COWBOY SEPTIC SERVICE	04/30/2025	260006	072425jr	1,185.84
					CHECK	206413	TOTAL:	1,185.84
206414	07/24/2025	PRTD	1724	CURB MASTERS MAINTENANCE	06/30/2025		072425jr	600.00
					CHECK	206414	TOTAL:	600.00
206415	07/24/2025	PRTD	2836	CWG ARCHITECTURE, INC.	06/30/2025		072425jr	700.00
					CHECK	206415	TOTAL:	700.00
206416	07/24/2025	PRTD	2616	DEX IMAGING	06/30/2025		072425jr	4.66
					CHECK	206416	TOTAL:	4.66
206417	07/24/2025	PRTD	1028	DOOR SYSTEMS OF MONTANA INC	07/03/2025		072425jr	85.00
					CHECK	206417	TOTAL:	85.00
206418	07/24/2025	PRTD	1241	EAGLE ELECTRIC, INC.	06/30/2025		072425jr	165.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206418	TOTAL:	165.00
206419	07/24/2025	PRTD	1142	FIRE GUYS LEASING, INC.	07/01/2025		072425jr	235.00
				FIRE GUYS LEASING, INC.	01/01/2025		072425jr	210.00
					CHECK	206419	TOTAL:	445.00
206420	07/24/2025	PRTD	2527	FIRST DUE	07/01/2025		072425jr	27,507.38
					CHECK	206420	TOTAL:	27,507.38
206421	07/24/2025	PRTD	1245	GALLS, LLC	06/18/2025		072425jr	132.88
					CHECK	206421	TOTAL:	132.88
206422	07/24/2025	PRTD	1123	GENERAL DISTRIBUTING COMPANY	06/30/2025		072425jr	16.50
				GENERAL DISTRIBUTING COMPANY	07/01/2025		072425jr	345.00
					CHECK	206422	TOTAL:	361.50
206423	07/24/2025	PRTD	1079	GEORGE'S DISTRIBUTING	07/18/2025		072425jr	461.34
					CHECK	206423	TOTAL:	461.34
206424	07/24/2025	PRTD	1206	GREAT NORTHERN TOWN CENTER	07/01/2025		072425jr	13,483.58
					CHECK	206424	TOTAL:	13,483.58
206425	07/24/2025	PRTD	1150	GRIZZLY DIESEL SERVICE	06/30/2025		072425jr	2,233.50
					CHECK	206425	TOTAL:	2,233.50
206426	07/24/2025	PRTD	2344	GUARDIAN ALLIANCE TECHNOLOGIES	06/30/2025		072425jr	270.00
					CHECK	206426	TOTAL:	270.00
206427	07/24/2025	PRTD	1339	HARRINGTON BOTTLING COMPANY	07/10/2025		072425jr	627.19
				HARRINGTON BOTTLING COMPANY	07/10/2025		072425jr	-35.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
					CHECK	206427	TOTAL:	592.19
206428	07/24/2025	PRTD	2201 HIGH COUNTRY GROWERS		07/02/2025		072425jr	163.00
					CHECK	206428	TOTAL:	163.00
206429	07/24/2025	PRTD	1371 HOME DEPOT CREDIT SERVICES		06/18/2025		072425jr	35.97
					CHECK	206429	TOTAL:	35.97
206430	07/24/2025	PRTD	1805 HUGHES FIRE EQUIPMENT, INC.		07/03/2025		072425jr	352.24
					CHECK	206430	TOTAL:	352.24
206431	07/24/2025	PRTD	1594 IACP NET		06/16/2025		072425jr	875.00
					CHECK	206431	TOTAL:	875.00
206432	07/24/2025	PRTD	1316 IWORQ SYSTEMS		07/17/2025	260026	072425jr	13,000.00
					CHECK	206432	TOTAL:	13,000.00
206433	07/24/2025	PRTD	2888 KB EMBROIDERY LLC		07/14/2025		072425jr	273.00
			KB EMBROIDERY LLC		06/30/2025		072425jr	715.00
					CHECK	206433	TOTAL:	988.00
206434	07/24/2025	PRTD	1914 KELLEY CONNECT CO.		07/04/2025		072425jr	591.65
					CHECK	206434	TOTAL:	591.65
206435	07/24/2025	PRTD	2011 KNIGHT'S TOWING, INC.		05/20/2025		072425jr	330.00
					CHECK	206435	TOTAL:	330.00
206436	07/24/2025	PRTD	1640 KOLAR TIRE & AUTO		07/01/2025		072425jr	210.00
			KOLAR TIRE & AUTO		07/14/2025		072425jr	45.00
			KOLAR TIRE & AUTO		07/14/2025		072425jr	3,737.20
			KOLAR TIRE & AUTO		07/15/2025		072425jr	158.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
KOLAR TIRE & AUTO					07/14/2025		072425jr	165.00
					CHECK	206436	TOTAL:	4,315.20
206437	07/24/2025	PRTD	1087	L. N. CURTIS AND SONS	06/25/2025		072425jr	1,601.47
L. N. CURTIS AND SONS					07/03/2025		072425jr	687.47
					CHECK	206437	TOTAL:	2,288.94
206438	07/24/2025	PRTD	2032	LANGUAGE LINE SERVICES, INC.	06/30/2025		072425jr	68.90
					CHECK	206438	TOTAL:	68.90
206439	07/24/2025	PRTD	1230	LEHRKIND'S COCA-COLA	07/22/2025		072425jr	535.80
					CHECK	206439	TOTAL:	535.80
206440	07/24/2025	PRTD	1230	LEHRKIND'S COCA-COLA	07/14/2025		072425jr	21.00
					CHECK	206440	TOTAL:	21.00
206441	07/24/2025	PRTD	1002	INFORMATION TECHNOLOGY & SERVICES	07/02/2025		072425jr	1,721.88
INFORMATION TECHNOLOGY & SERVICES					07/14/2025		072425jr	313.08
					CHECK	206441	TOTAL:	2,034.96
206442	07/24/2025	PRTD	1002	L&C COUNTY PUBLIC WORKS	06/30/2025	260017	072425jr	3,805.41
L&C COUNTY PUBLIC WORKS					06/30/2025	260018	072425jr	2,523.60
					CHECK	206442	TOTAL:	6,329.01
206443	07/24/2025	PRTD	1002	L&C COUNTY TREASURER	07/01/2025		072425jr	65.92
					CHECK	206443	TOTAL:	65.92
206444	07/24/2025	PRTD	2436	LIMBLE SOLUTIONS	07/25/2025	260022	072425jr	5,130.00
					CHECK	206444	TOTAL:	5,130.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206445	07/24/2025	PRTD	1227	LINCOLN TELEPHONE COMPANY INC.	07/01/2025		072425jr	42.00
					CHECK	206445	TOTAL:	42.00
206446	07/24/2025	PRTD	1821	MITCHELL, MARK	06/30/2025		072425jr	86.70
					CHECK	206446	TOTAL:	86.70
206447	07/24/2025	PRTD	1468	MODERN MACHINERY COMPANY, INC.	06/30/2025		072425jr	49.50
					CHECK	206447	TOTAL:	49.50
206448	07/24/2025	PRTD	1048	MONTANA CITY TOWING LLC	07/14/2025		072425jr	165.00
				MONTANA CITY TOWING LLC	07/07/2025		072425jr	165.00
					CHECK	206448	TOTAL:	330.00
206449	07/24/2025	PRTD	1144	MONTANA HYDRAULICS LLC	07/07/2025	260007	072425jr	20,798.00
					CHECK	206449	TOTAL:	20,798.00
206450	07/24/2025	PRTD	1063	MONTANA LEAGUE OF CITIES & TOWNS	04/29/2025		072425jr	268.90
				MONTANA LEAGUE OF CITIES & TOWNS	07/17/2025	260031	072425jr	52,093.50
					CHECK	206450	TOTAL:	52,362.40
206451	07/24/2025	PRTD	2842	MONTANA MATERIALS & CONSTRUCTION	07/17/2025	260025	072425jr	333.79
				MONTANA MATERIALS & CONSTRUCTION	07/17/2025	260025	072425jr	294.97
				MONTANA MATERIALS & CONSTRUCTION	07/03/2025	260025	072425jr	298.70
				MONTANA MATERIALS & CONSTRUCTION	07/17/2025	260025	072425jr	949.72
				MONTANA MATERIALS & CONSTRUCTION	06/30/2025	260025	072425jr	937.06
				MONTANA MATERIALS & CONSTRUCTION	06/25/2025	260025	072425jr	911.73
				MONTANA MATERIALS & CONSTRUCTION	07/17/2025	260025	072425jr	2,325.58
					CHECK	206451	TOTAL:	6,051.55

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206452	07/24/2025	PRTD	1085	MONTANA PROPANE, INC.	07/15/2025		072425jr	22.83
				MONTANA PROPANE, INC.	07/15/2025		072425jr	22.53
				MONTANA PROPANE, INC.	07/15/2025		072425jr	37.68
				MONTANA PROPANE, INC.	07/15/2025		072425jr	20.63
				MONTANA PROPANE, INC.	06/30/2025		072425jr	16.22
				MONTANA PROPANE, INC.	07/16/2025		072425jr	31.08
				CHECK	206452	TOTAL:		150.97
206453	07/24/2025	PRTD	1916	MOUNT HELENA MOTORSPORTS	07/09/2025		072425jr	249.89
				CHECK	206453	TOTAL:		249.89
206454	07/24/2025	PRTD	1931	MR. WISE DRY CLEANERS LLC	06/23/2025		072425jr	13.00
				CHECK	206454	TOTAL:		13.00
206455	07/24/2025	PRTD	1118	MURDOCH'S RANCH AND HOME SUPPLY	06/28/2025		072425jr	50.96
				MURDOCH'S RANCH AND HOME SUPPLY	07/15/2025		072425jr	150.00
				MURDOCH'S RANCH AND HOME SUPPLY	07/10/2025		072425jr	73.49
				MURDOCH'S RANCH AND HOME SUPPLY	07/10/2025		072425jr	194.99
				MURDOCH'S RANCH AND HOME SUPPLY	07/16/2025		072425jr	399.98
				MURDOCH'S RANCH AND HOME SUPPLY	07/15/2025		072425jr	67.97
				MURDOCH'S RANCH AND HOME SUPPLY	07/15/2025		072425jr	23.99
				MURDOCH'S RANCH AND HOME SUPPLY	07/15/2025		072425jr	519.91
				MURDOCH'S RANCH AND HOME SUPPLY	07/10/2025		072425jr	923.83
				CHECK	206455	TOTAL:		2,405.12
206456	07/24/2025	PRTD	2143	NAPA - HELENA	07/01/2025		072425jr	31.38
				NAPA - HELENA	06/30/2025		072425jr	32.97
				NAPA - HELENA	06/30/2025		072425jr	12.72

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
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INV DATE PO CHECK RUN NET

			NAPA - HELENA	07/07/2025		072425jr	12.84
			NAPA - HELENA	07/11/2025		072425jr	51.34
			NAPA - HELENA	07/09/2025		072425jr	-94.43
				CHECK	206456	TOTAL:	46.82
206457	07/24/2025	PRTD	1473 NASH ELECTRIC	06/26/2025	260011	072425jr	3,197.00
				CHECK	206457	TOTAL:	3,197.00
206458	07/24/2025	PRTD	2392 NATIONAL LAUNDRY CO.	07/01/2025		072425jr	89.61
			NATIONAL LAUNDRY CO.	07/01/2025		072425jr	2.23
			NATIONAL LAUNDRY CO.	07/01/2025		072425jr	54.17
			NATIONAL LAUNDRY CO.	06/30/2025		072425jr	130.28
			NATIONAL LAUNDRY CO.	07/15/2025		072425jr	109.54
			NATIONAL LAUNDRY CO.	07/07/2025		072425jr	99.19
			NATIONAL LAUNDRY CO.	06/30/2025		072425jr	92.09
			NATIONAL LAUNDRY CO.	05/13/2025		072425jr	92.09
			NATIONAL LAUNDRY CO.	07/14/2025		072425jr	130.28
			NATIONAL LAUNDRY CO.	07/16/2025		072425jr	92.87
			NATIONAL LAUNDRY CO.	07/16/2025		072425jr	10.14
			NATIONAL LAUNDRY CO.	07/15/2025		072425jr	12.80
				CHECK	206458	TOTAL:	915.29
206459	07/24/2025	PRTD	999120 Baker, Reed & Joni	07/25/2025		072425jr	104.95
				CHECK	206459	TOTAL:	104.95
206460	07/24/2025	PRTD	999120 Fontenot, Daniel & Eggen, Amy	07/25/2025		072425jr	112.41
				CHECK	206460	TOTAL:	112.41

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

					INV DATE	PO	CHECK RUN	NET
206461	07/24/2025	PRTD	999120	Lighthouse Veterinary Services	07/18/2025		072425jr	100.00
					CHECK	206461	TOTAL:	100.00
206462	07/24/2025	PRTD	999120	Thompson, Mark or Marjorie	07/09/2025		072425jr	76.47
					CHECK	206462	TOTAL:	76.47
206463	07/24/2025	PRTD	999120	Winsor, Pearl	07/09/2025		072425jr	162.73
					CHECK	206463	TOTAL:	162.73
206464	07/24/2025	PRTD	1715	PIONEER CHEMICAL SUPPLY L.L.C.	07/01/2025		072425jr	1,872.30
				PIONEER CHEMICAL SUPPLY L.L.C.	07/02/2025	260027	072425jr	32,201.15
					CHECK	206464	TOTAL:	34,073.45
206465	07/24/2025	PRTD	2894	POINT EMBLEMS	07/07/2025		072425jr	1,265.00
					CHECK	206465	TOTAL:	1,265.00
206466	07/24/2025	PRTD	1260	R&R DIESEL REPAIR, INC.	07/02/2025		072425jr	165.00
				R&R DIESEL REPAIR, INC.	07/08/2025		072425jr	165.00
					CHECK	206466	TOTAL:	330.00
206467	07/24/2025	PRTD	1777	RAVE WIRELESS, INC.	07/10/2025		072425jr	11,705.46
					CHECK	206467	TOTAL:	11,705.46
206468	07/24/2025	PRTD	1748	RDO EQUIPMENT CO.	06/30/2025		072425jr	1,443.25
				RDO EQUIPMENT CO.	04/07/2025		072425jr	3,736.18
				RDO EQUIPMENT CO.	05/12/2025	260005	072425jr	1,091.40
					CHECK	206468	TOTAL:	6,270.83
206469	07/24/2025	PRTD	2544	REPUBLIC SERVICES	06/30/2025	260019	072425jr	2,664.00

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

						CHECK	206469	TOTAL:	2,664.00
206470	07/24/2025	PRTD	1106	ROCK HAND HARDWARE		07/08/2025		072425jr	28.57
				ROCK HAND HARDWARE		07/02/2025		072425jr	7.59
				ROCK HAND HARDWARE		06/30/2025		072425jr	7.59
				ROCK HAND HARDWARE		06/30/2025		072425jr	4.80
				ROCK HAND HARDWARE		06/30/2025		072425jr	31.58
				ROCK HAND HARDWARE		07/07/2025		072425jr	3.36
				ROCK HAND HARDWARE		07/10/2025		072425jr	54.99
				ROCK HAND HARDWARE		07/10/2025		072425jr	30.98
				ROCK HAND HARDWARE		07/10/2025		072425jr	9.59
				ROCK HAND HARDWARE		07/11/2025		072425jr	9.99
				ROCK HAND HARDWARE		07/11/2025		072425jr	51.98
				ROCK HAND HARDWARE		07/16/2025		072425jr	17.18
				ROCK HAND HARDWARE		07/17/2025		072425jr	13.77
				ROCK HAND HARDWARE		07/03/2025		072425jr	55.94
				ROCK HAND HARDWARE		07/07/2025		072425jr	87.98
				ROCK HAND HARDWARE		07/10/2025		072425jr	99.94
				ROCK HAND HARDWARE		07/10/2025		072425jr	18.36
				ROCK HAND HARDWARE		07/11/2025		072425jr	46.75
				ROCK HAND HARDWARE		07/12/2025		072425jr	13.58
				ROCK HAND HARDWARE		07/14/2025		072425jr	155.95
				ROCK HAND HARDWARE		07/15/2025		072425jr	29.97
				ROCK HAND HARDWARE		07/14/2025		072425jr	8.76
						CHECK	206470	TOTAL:	789.20

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206471	07/24/2025	PRTD	1823	ROCKY MOUNTAIN SUPPLY, INC.	07/15/2025		072425jr	1,471.50
				ROCKY MOUNTAIN SUPPLY, INC.	07/16/2025		072425jr	1,320.00
					CHECK	206471	TOTAL:	2,791.50
206472	07/24/2025	PRTD	2442	ROCKY MOUNTAIN REFRIGERATION	06/30/2025		072425jr	396.00
					CHECK	206472	TOTAL:	396.00
206473	07/24/2025	PRTD	2863	ROCKY MOUNTAIN CAR WASH	06/01/2025		072425jr	32.40
					CHECK	206473	TOTAL:	32.40
206474	07/24/2025	PRTD	1449	S.J. PERRY CO., INC.	07/11/2025		072425jr	336.92
					CHECK	206474	TOTAL:	336.92
206475	07/24/2025	PRTD	1908	SCANSEN, ISAAC	06/23/2025		072425jr	44.03
					CHECK	206475	TOTAL:	44.03
206476	07/24/2025	PRTD	1133	SELBYS REPROGRAPHICS, INC.	07/16/2025		072425jr	410.40
					CHECK	206476	TOTAL:	410.40
206477	07/24/2025	PRTD	2575	SELKIRK CLEANING	06/30/2025		072425jr	920.00
					CHECK	206477	TOTAL:	920.00
206478	07/24/2025	PRTD	1611	SLATTERY, ZACH	07/11/2025		072425jr	45.44
					CHECK	206478	TOTAL:	45.44
206479	07/24/2025	PRTD	2007	CHARTER COMMUNICATIONS HOLDINGS, LL	07/16/2025		072425jr	125.00
					CHECK	206479	TOTAL:	125.00
206480	07/24/2025	PRTD	2806	STAPLES INC.	07/12/2025		072425jr	79.89
				STAPLES INC.	06/26/2025		072425jr	221.15

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

			STAPLES INC.	07/16/2025		072425jr	40.29
			STAPLES INC.	07/16/2025		072425jr	133.87
			STAPLES INC.	07/15/2025		072425jr	273.62
			STAPLES INC.	07/16/2025		072425jr	29.66
			STAPLES INC.	07/17/2025		072425jr	159.08
				CHECK	206480	TOTAL:	937.56
206481	07/24/2025	PRTD	1001 DEPARTMENT OF REVENUE	07/18/2025		072425jr	145.52
				CHECK	206481	TOTAL:	145.52
206482	07/24/2025	PRTD	2279 T-MOBILE	06/24/2025		072425jr	200.00
				CHECK	206482	TOTAL:	200.00
206483	07/24/2025	PRTD	2526 TIMECLOCK PLUS, LLC	06/25/2025		072425jr	2,224.80
				CHECK	206483	TOTAL:	2,224.80
206484	07/24/2025	PRTD	1412 TITLEIST	06/28/2025		072425jr	505.04
			TITLEIST	07/01/2025		072425jr	3,014.86
				CHECK	206484	TOTAL:	3,519.90
206485	07/24/2025	PRTD	1272 TRACTOR & EQUIPMENT	07/15/2025		072425jr	1,370.57
			TRACTOR & EQUIPMENT	07/10/2025		072425jr	-36.07
				CHECK	206485	TOTAL:	1,334.50
206486	07/24/2025	PRTD	2360 US FOODS, INC.	07/11/2025		072425jr	2,153.90
				CHECK	206486	TOTAL:	2,153.90
206487	07/24/2025	PRTD	1543 HD SUPPLY, INC.	07/07/2025		072425jr	2,566.08
				CHECK	206487	TOTAL:	2,566.08

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CASH ACCOUNT: TREA 101000 Cash in Primary Bank Account
CHECK NO CHK DATE TYPE VENDOR NAME

INV DATE PO CHECK RUN NET

206488	07/24/2025	PRTD	1148 UTILITIES UNDERGROUND LOCATION CENT	06/30/2025		072425jr	31.50
				CHECK	206488	TOTAL:	31.50
206489	07/24/2025	PRTD	1579 VERIZON WIRELESS	06/30/2025		072425jr	515.03
			VERIZON WIRELESS	07/09/2025		072425jr	2,358.19
				CHECK	206489	TOTAL:	2,873.22
206490	07/24/2025	PRTD	1566 WESTECH ENGINEERING	06/30/2025	260008	072425jr	3,829.92
				CHECK	206490	TOTAL:	3,829.92
206491	07/24/2025	PRTD	1712 WESTERN STATES AUTOMATION, LLC	05/29/2025	260013	072425jr	10,291.65
			WESTERN STATES AUTOMATION, LLC	05/30/2025	260012	072425jr	57,511.75
				CHECK	206491	TOTAL:	67,803.40
206492	07/24/2025	PRTD	2403 YELLOWSTONE PAVEMENT SOLUTIONS	06/30/2025		072425jr	59,754.00
			YELLOWSTONE PAVEMENT SOLUTIONS	06/30/2025		072425jr	12,972.00
				CHECK	206492	TOTAL:	72,726.00

NUMBER OF CHECKS 104 *** CASH ACCOUNT TOTAL *** 458,822.55

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	100	438,317.03
TOTAL EFT'S	4	20,505.52

*** GRAND TOTAL *** 458,822.55

City of Helena, Montana

07/24/2025

To: Honorable Mayor Collins and Members of the City Commission

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

Subject: Authorize the City Manager to enter into an amended contract for professional services with Houseal Lavigne related to the Land Use Plan and Zoning and Subdivision Regulation Update

Present Situation: The City's Community Development Department desires to amend the existing professional services contract with Houseal Lavigne, who is currently working on the City's new Land Use Plan, to expand the original scope of work, to include additional data analysis and recommendations relative to housing and to expand the scope of work to include a review and update to the City's Zoning ordinance and Subdivision regulations for compliance with the Montana Land Use Planning Act (aka SB 382). This additional analysis and ordinance update will be reimbursed utilizing the City of Helena's share of the State of Montana's allocation from an awarded HUD PRO Housing grant.

Background Information: In March 2024, after an RFQ process and ultimate consultant selection, the City began contract negotiations with Houseal Lavigne. A contract for professional services with a scope of work was signed on March 13th, 2024; with a contract value of \$249,945. To keep contract cost below that which was allocated for the FY24 budget, a few items were omitted from the original scope of work, namely a Land Use Per Acre Analysis, a GIS analysis of sites and constraints relative to potential housing and visualizing several housing scenarios in the identified locations, and a complete neighborhood index evaluating the City's current access to essential quality of life amenities. These analysis, along with Zoning and Subdivision regulation analysis, is proposed in an amended contract for services.

Proposal/Objective: That the City Commission authorize the City Manager to enter into an amended contract for professional services with Houseal Lavigne related to the Land Use Plan and Zoning and Subdivision Regulation Update.

Advantage: This amended contract and associated scope of work will provide the City with a better understanding on sites that may be constrained relative to housing development or sites that will be better suited for such development and then provide a tool to visualize what this development could look like. Further, an amended contract and scope of work will provide for full SB 382 (aka Montana Land Use Planning Act - or MLUPA) compliance by reviewing existing zoning and subdivision regulations, recommending changes that need to be made for full compliance, and providing for a deeper dive into these regulations for changes and revisioning that would serve the City of Helena for decades to come.

Notable Energy Impact: N/A

Disadvantage: Additional analysis and work on the zoning and subdivision regulations would require existing staff to complete such tasks. While this work would also be supported by the awarded PRO Housing funds, the existing staffing levels could not support such a large and involved project at this time.

Quasi-Judicial Item: False

Notice of Public Hearing: False

Staff Recommendation/Recommended Motion: Staff recommends that the City Commission move to authorize the City Manager to enter into an amended contract for professional services with Houseal Lavigne related to the Land Use Plan and Zoning and Subdivision Regulation Update.

AGREEMENT AMENDMENT

THIS AGREEMENT AMENDMENT NO. 1 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 **HOUSEAL LAVIGNE ASSOCIATES, LLC**, 188 W. Randolph Street, Suite 200, Chicago, IL 60601 hereinafter referred to as “Service Provider,” collectively referred to as “Parties.”

RECITALS

1. On March 12, 2024, the Parties entered into an agreement whereby Service Provider agreed to perform the following services for the City (hereinafter “Agreement”):
The Service Provider shall complete a 5-year review of the existing 2019 City of Helena Growth Policy, which was drafted (2019) and adopted (2020) in conformance with Section 76-01-601, Montana Code Annotated. As part of this effort, the consultant will then analyze the need for edits to the document to incorporate data, narrative, and maps required of a Land Use Plan as detailed in Montana Senate Bill 382, passed May 17, 2023, and known as the Montana Land Use Planning Act. The Service Provider, with the assistance of City staff, as needed, will determine areas needing minor updates or the full incorporation of new components to the LUP to complete the update and conversion of the Growth Policy. Where there are new, recommended material edits within the LUP, it is expected that new goals and outcomes will be established and accompanied by a specific policy or policies to be implemented upon adoption of the LUP.
2. Per the terms of the Agreement, City agreed to pay Service Provider a sum of Two Hundred Forty Nine Thousand Nine Hundred Forty Five Dollars (\$249,945.00) for the services rendered.
3. Parties now desire to amend the Agreement as set forth in this Agreement Amendment.
4. Deletions from the Agreement language are indicated by strikethroughs; additions to the Agreement language are indicated by underline.

AMENDMENT

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. **Effective Date:** This Agreement Amendment is effective upon execution by all Parties to the Agreement.
2. **Effect on Agreement Language:** All terms and conditions of the Agreement remain in full force and effect except as provided in this Agreement Amendment.

3. **Effect on Prior Amendments:** If there is any conflict between the terms of this amendment and those of any prior amendment to the Agreement, the terms of this amendment will control.

4. **Amendments:** The Agreement is amended as follows:

1. **Purpose:** The Service Provider shall complete a 5-year review of the existing 2019 City of Helena Growth Policy, which was drafted (2019) and adopted (2020) in conformance with Section 76-01-601, Montana Code Annotated. As part of this effort, the consultant will then analyze the need for edits to the document to incorporate data, narrative, and maps required of a Land Use Plan as detailed in Montana Senate Bill 382, passed May 17, 2023, and known as the Montana Land Use Planning Act. The Service Provider, with the assistance of City staff, as needed, will determine areas needing minor updates or the full incorporation of new components to the LUP to complete the update and conversion of the Growth Policy. Where there are new, recommended material edits within the LUP, it is expected that new goals and outcomes will be established and accompanied by a specific policy or policies to be implemented upon adoption of the LUP.

The Service Provider shall include in the above project a “Land Use Per Acre Analysis” as outlined in the attached amended scope of work.

The Service Provider shall include in the above project an enhanced analysis utilizing Geographic Information System (GIS) of sites and constraints and a visualization of land use/housing scenarios.

The Service Provider shall, under the Housing Element of the above project, include a “Complete Neighborhood Index” or an analysis evaluating the community’s current access to essential quality of life amenities, such as but not limited to food access, parks, open spaces, and transit stops. This analysis will be used to formulate an index based on close proximity of these amenities, identifying areas within walking and biking distance, and highlight underserved neighborhoods in Helena.

The Service Provider shall add to the initial project, as amended above, a review of the City of Helena’s Zoning and Subdivision regulations. Said review will be conducted in two parts. The first being an expedited review and draft amendments of the city’s zoning and subdivision regulations to comply with SB 382 prior to the implementation deadline of May 2026. The second phase of this project will be a more thorough and comprehensive review and update to the city’s zoning and subdivision regulations, including robust community engagement and education; data driven analysis; iterative regulations drafting, review, and refinement; and clear communication of all proposed changes.

2. **Effective Date and Term:** This Agreement is effective upon execution by both parties and will terminate ~~eighteen (18) months~~ twenty-four (24) months after the date of

Agreement execution. Any extension of the term of this Agreement must be set forth in writing and signed by both parties.

3. **Scope of Services:** Service Provider will perform the work and provide the services in accordance with the specifications and requirements as follows:

Amended Scope of Work – Land Use Plan + Zoning and Subdivision Regulations Update

Our scope of work and the final plan deliverable will meet or exceed all state requirements and guidelines as outlined in the Montana Land Use Planning Act, Montana Code Annotated, Title 76, Chapter 25, and all other applicable state statutes for Land Use Plans.

Helena Forward Land Use Plan Step 1: Project Initiation

To “kick-off” the planning process on the right foot, we will conduct meetings with City staff, the Planning Commission, and the City Commission before undertaking other community outreach activities. This approach allows the Project Team (consultant team) and the various City-designated individuals to discuss roles, responsibilities, scope, and community issues and opportunities, to ensure the project gets off to a good start.

Guiding the Process: A “Joint Helena Citizen’s Council/Planning Commission” as Comprehensive Plan Steering Committee

We recommend the City establish a steering committee made up of a selection of members of Helena’s Citizen’s Council (at least one per ward) and Planning Commission (a total of 10-15 members). The Joint Citizen’s Council/Planning Commission will provide a public face to the planning process and demonstrate a commitment on behalf of the City to seek meaningful input. The Joint Citizen’s Council/Planning Commission should serve as a community sounding board, meeting at key points along the process to discuss issues and overall planning direction and provide feedback for consideration prior to adoption.

1a: Staff Coordination Call and Progress Reporting (Web Meeting)

The Project Team will host a web meeting/conference call with City staff to confirm dates and times for the official staff kickoff and department heads meetings. On this call, we will also discuss data needs and clarify any outstanding matters. The Project Team will work with City staff to schedule meetings in Step 1 (1d-1g) during the same meeting/conference call. To ensure consistent communication and coordination the project manager will conduct “as-needed” conference calls and/or web progress meetings with the City’s designated project manager throughout the planning process. These may become more regular as each step leads to a specific deliverable.

1b: Community Education – Branding the Process

As part of project initiation, branding the Land Use Plan will garner support for the

planning process and pique public interest in the Plan. The graphic design and communications experts on the Project Team will use their expertise in community-based marketing to create an “identity” for the planning process as well as the plan document. Collateral such as postcards, short-form surveys, and informational posters can be developed for use by City staff at pop-up engagement events to better promote the plan and inform and engage the community.

1c: Data Collection

As part of the project initiation step, the Project Team will coordinate with the City’s GIS provider to collect a variety of datasets related to land use and development. The data collection task focuses on GIS data needs including, but not limited to parcels, building footprints, zoning districts and overlays, community facilities, parks, traffic volumes, sidewalk inventory, traffic signals, bike routes, environmental features, and trails.

1d: Staff Kick-off Meeting and Orientation Tour of the City

We intend to function as a unified and integrated team alongside City staff and officials and to establish this, a kick-off meeting will be held with City staff assigned to the Comprehensive Plan project. This first face-to-face meeting will allow us to 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures, upcoming meetings, and events; and 5) clarify any outstanding matters. This meeting will include a staff-led tour of the City, setting an initial understanding of existing conditions and the context of Helena.

1e: Department Heads Meeting

Following the staff kick-off meeting, the Project Team will host a meeting with key members of City departments and divisions, including Community Development, Planning, the Building, Housing, Parks Recreation and Open Lands, Transportation, the Police and Fire Departments, Public Works and Administrative Services. Land Use Plan recommendations will impact a wide variety of City policies, and support from all departments will be essential to the Plan's implementation.

1f: Kickoff with the Joint Citizen’s Council/Planning Commission

An initiation meeting will be held with the Joint Citizen’s Council/Planning Commission to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. This meeting can be held separately or in a joint setting to (a) discuss each committee’s role in the Land Use Plan; (b) review overall project objectives and work program; (c) review a preliminary schedule for the project; and (d) begin the process of identifying key stakeholders.

1g: City Leadership Roundtable

The Project Team will facilitate a roundtable discussion with the Mayor and City Commission to introduce the Project Team and solicit their concerns and aspirations for the community. As the community’s policymakers, it is important that the City

Commission has a chance to communicate and discuss their issues and concerns with the Project Team, as well as each other, at the beginning of the process.

The primary purpose of this work session is to gather ideas from City officials, ensuring that the Plan accurately captures the shared sentiments of community leaders. This work session will provide a unique opportunity to jointly discuss the foundation of the Land Use Plan process, the overall direction and policy issues facing the community, and their future vision for Helena.

Step 2: Public Engagement and Communications Plan

Anticipating high levels of participation from an active and engaged community, our proposed outreach process for the Land Use Plan includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation possible. Taking an educational approach, outreach activities will provide robust dialogue providing residents and stakeholders a chance to provide input, while allowing the City and Project Team the opportunity to educate and inform the public about the planning process. Our team will track all outreach efforts over the course of the project and clearly demonstrate the impact of public engagement on the final Land Use Plan.

2a: Project Website

At the onset of the project, we will design and host an interactive project website linked to the City's website. We are committed to using the internet to maximize the participation and communication between the City and its residents. An interactive project website provides a home base for information regarding the Land Use Plan. The website will promote and popularize the planning process; post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community questionnaire.

2b: Online Community Questionnaire

We will prepare an online questionnaire for the residents and business owners in Helena to offer their opinions on a range of topics and issues. The business component of the questionnaire will include the opportunity to provide specific input on those issues and concerns most important to the City's business community. The online community questionnaire will be easily accessible on the project website. At the close of the questionnaire response period, we will review and provide the results as a gauge of community issues, key themes, and principles.

2c: map.social (Online Map-based Engagement Platform)

The project website will feature map.social, a web-based community issues mapping tool. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued community amenities. map.social simplifies the mapping process and familiarizes users with all areas of the Helena community in a manner that is exciting, interactive, and effective. Input from users allows us to create a composite map of community issues to assist with the establishment of community goals and policies.

2d: Key Stakeholder Interviews and Focus Groups (up to 16)

Key stakeholder interviews and focus group discussions allow us to gain deeper insight into the community that we might otherwise not be able to obtain. Up to 16 confidential interviews/focus groups will be conducted to obtain additional information regarding local issues and potentials. The Project Team will work with City staff and elected officials to identify those to be interviewed. We recommend a broad sampling of interviewees and focus group participants who may possess unique perspectives or special insights into the community. Interviewees and stakeholder groups could include selected property owners, new or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. It is anticipated that focus groups will include representatives from the City's various boards and commissions – the Open Lands Management Advisory Committee, Housing Task Force, Heritage Preservation and Tourism Council, Zoning Commission, Joint Citizen's Council/Planning Commission, Downtown Business Improvement District, and others.

The interviews and focus group discussions will be conducted in-person during scheduled visits related to other outreach events or via telephone/virtual conference as needed.

2e: Do-It-Yourself (DIY) Workshop Kits

The Project Team will provide DIY workshop kits available to City staff, who will assist with distribution to community groups (e.g., chamber organizations, homeowners' associations, places of worship, community organizations, neighborhood groups) throughout Helena. DIY workshop kits allow City staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. City staff will play a role in helping distribute DIY workshop materials to target groups and then provide summary information to the Project Team. DIY Workshops can either be conducted by staff or volunteers as in-person events or hosted online using a small group virtual event format such as Zoom or Microsoft Teams.

Summaries of feedback received will be provided for up to 10 DIY workshop kits. Summaries needed for additional DIY workshops can be provided at an additional cost separate from the overall planning process.

2f: Community Engagement Key Themes and Takeaways Summary

This task will conclude in a memo that summarizes the key themes and takeaways from all community outreach events. The memo will provide focus and direction for subsequent update activities and serve as the cornerstone of the consensus building process. The memo will be incorporated into the Existing Conditions Memorandum delivered as part of Step 3.

Step 3: Existing Conditions Analysis

This step will include the preparation of an Existing Conditions Memorandum that will provide an inventory and summarize our analysis of existing conditions, document existing land uses, identify key thoroughfares and community facilities, and provide an economic and demographic profile. It will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the City and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this step efficiently, reserving project budget and resources for visioning, planning, and action.

3a: Past Plans and Studies Review

To inform the development of the Helena Growth Policy Update/Land Use Plan Conversion, as part of the existing conditions analysis, we will review existing plans and policies, including:

- City of Helena Growth Policy (2019)
- Downtown Helena Master Plan (2016)
- Downtown Renewal Vision for Cruse Avenue (2020)
- Parks and Recreation Master Plan (2018)
- Greater Helena Area Long Range Transportation Plan Update (2014)
- Disaster Mitigation Plan (2017)
- ADA Transition Plan (2017)
- Zoning Ordinance (2016)
- Subdivision Regulations (2013)
- Capital Improvements Plan (2013)
- Floodplain Ordinance (2012)
- Annexation Policy (2008)

Additionally, we will review the following City projects which will also be active/updating during the same timeframe from 2023 to 2025:

- Joint City/County Infrastructure Study
- Long Range Transportation Plan
- Lewis and Clark County Growth Policy Update
- Sixth Ward/Railroad District/Midtowne Neighborhood Plan

This review process will help determine 1) recently adopted City policies that need to be reflected in the Land Use Plan; 2) change within the community that has occurred since the adoption of previous plans; 3) conflicts between or deficiencies within existing plans; and 4) the validity of previously collected data. We will work with City staff to gather the status of implementation of each study, the key takeaways from each study, and to identify any additional current studies and reports that should be reviewed as part of this task.

3b: Demographic Overview and Market Snapshot

The project team will prepare a demographic analysis of the Helena community that

will include a summary of population, households, income, age characteristics, racial and ethnic composition, and labor force and employment. This analysis will be summarized, and a profile will be formulated that will provide an overview of trends for residential, retail, office, and industrial land uses. We will use U.S. Census data as well as proprietary data sources for this analysis.

3c: Existing Conditions Analysis

We will inventory existing conditions for all parcels within Helena to establish a foundational understanding of the Helena community. The Existing Conditions analysis will include an evaluation of the following components, each presented in the Existing Conditions Memorandum with text, maps, and graphics where appropriate.

- Land Use. Reconnaissance and inventory of Helena and its planning area will be completed, and an Existing Land Use Map prepared, along with the identification of issue areas, incompatible arrangements, and opportunities. Natural Resources, Environment, and areas of Natural Hazards will be identified within the Existing Land Use Map.
- Housing. Analysis will be completed including household characteristics, housing type and tenure, housing value, people experiencing homelessness, and cost burden.
- Economic Development. Economic development and competitiveness will be examined including household income, employment and major employment sectors, workforce characteristics, economic development trends, and labor shed.
- Annexation and Growth. Existing boundary agreements and planning efforts will be assessed and areas for possible future growth will be examined to determine opportunities, constraints, and obstacles regarding the growth of the community.
- Zoning and Development Regulations. A preliminary diagnosis of current zoning as identified in Titles 11 and 12 2of the Helena City Code will be conducted to identify alignment with existing land use and needed areas of improvement.
- Transportation and Mobility. Working with City staff and the various City departments and gathering information from MDOT and Lewis and Clark County, and others, we will undertake an analysis of the transportation network. This will encompass the existing street system, bike and pedestrian facilities, and public transportation. Issues, concerns, and opportunities for improvement will be identified. Our assessment will focus on vehicular, bicycle, pedestrian, and transit, and how they relate.
- Public Services, Facilities, Infrastructure. Public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, and future needs. Data provided by the City and its service providers will be used along with fieldwork and other research, to prepare a planning-level assessment of existing infrastructure.
- Natural Resources, Environmental Features, and Hazards. Local and regional recreational facilities and amenities will be inventoried and assessed, including service area analysis and programming for the City's parks and recreational facilities, and valuable habitat, ecosystems, wetlands, creeks, environmental features, and

natural areas will also be inventoried and assessed to determine current assets, conservation areas, and environmental resources.

3d: Existing Conditions Memorandum

The Project Team will compile the results from community engagement activities and the existing conditions analysis into an Existing Conditions Memorandum. The memorandum will include existing conditions, issues, and opportunities that will be addressed in the new Land Use Plan. The Existing Conditions Memorandum is an interim deliverable collecting and presenting data and information gathered in steps 1-3 under a single memorandum to City staff.

3e: Staff Review and Discussion (Web Meeting)

City staff and the Project Team will review the Existing Conditions Memorandum ahead of its distribution to the Joint Citizen's Council/Planning Commission. We will work to ensure that substantive comments provided by City staff integrate into the Plan's development in steps 4-6.

3f: Joint Citizen's Council/Planning Commission Meeting – Existing Conditions Review

The Project Team will meet with and present the Existing Conditions Memorandum to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 4: Vision, Goals, and Preliminary Land Use Element

The Land Use Plan will establish an overall “vision statement” for the future of Helena with goals based on analysis and themes identified during community outreach. The vision and goals, combined with a Preliminary Land Use Element to direct place-based recommendations, will serve as the “cornerstone” of the consensus-building process and provide focus and direction for subsequent planning activities. Development of the Vision, Goals, and Preliminary Land Use Element will be based on two community-wide outreach events: a business-focused community workshop and a community visioning workshop.

It is anticipated that tasks 4a and 4b will be conducted during the same trip.

4a: Business Community Workshop

This public workshop will be targeted specifically to business owners and managers, developers, and Helena's entrepreneurs as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose stewardship and involvement are crucial to the Plan's ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts to business owners or as part of a regularly scheduled event (such as a regular meeting of the local chamber of commerce) where property owners and business owners are typically in attendance. A virtual format is also an option if in-person engagement cannot be timed with a previously scheduled visit or is not desired.

4b: Community Visioning Workshop

The purpose of a Community Visioning Workshop is to allow residents and stakeholders to tell the Project Team what they think before policies and recommendations are crafted. The Community Visioning Workshop will involve the Project Team, elected officials, City staff, the Joint Citizen's Council/Planning Commission, and members of the community.

The workshop will begin with a large group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then "break out" into small groups for a mapping exercise where they will put pen to paper and work to develop their "vision" for the future of the community. The workshop will conclude with a general agreement regarding the community's issues and opportunities, key planning themes and principles, the long-term role and character of Helena, and the projects and improvements that will be desirable in the future.

4c: Vision Statement and Goals

The Project Team will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement and goals for the City. The vision statement will be prepared based on feedback from the community visioning workshop, community outreach activities, and observations reflected in the existing conditions memorandum. Plan goals will also be developed to provide a more specific focus and direction for planning recommendations.

As a starting point, we will work with City staff to review the 2019 Helena Growth Policy Community Vision and Values, Goals and Actions, updating and refining those that are still relevant and applicable to the new planning process.

4d: Preliminary Land Use Element

Based on the outcome of the previous tasks, the Preliminary Land Use Element, including the draft future land use map, will provide recommendations and policies for the City's residential areas and neighborhoods, commercial and industrial areas, recreation areas, natural and environmentally sensitive areas, and public and quasi-public uses.

The Land Use Element will form the core of the Land Use Plan and will identify and address a range of land use topics such as desired development patterns, new growth and expansion areas, growth management strategies, and land use incompatibility mitigation strategies. This first core element will establish the draft future land use map and provide overarching guidance to all other land use related components of the Land Use Plan, including the draft elements developed in Step 5.

Land Value Per Acre Analysis

Based on existing land use and current zoning patterns, the team will utilize the county tax assessor's latest GIS data to visualize the assessed value per acre on a census tract or block group level for all properties across the City. Due to the current zoning pattern in the City, the team recommends aggregating the assessed value per parcel by the said geography to capture the mix of land uses and the value it

generates. The analysis will be used to compare and contrast similar development patterns in different parts of the City and will show the revenue generated based on existing land use patterns. The task will inform the Land Use Element and ensure the Future Land Use Plan will be more fiscally responsible. It will illuminate how land uses and zoning districts contribute to the taxable value of the property to allow the City to best plan for how to financially support the infrastructure and services required for sustainable growth and development.

Enhanced GIS to analyze sites, constraints, and visualize land use/housing scenarios

We will implement an enhanced GIS tool to support analyses related to land use and housing including site inventory, constraints, and potential land use scenarios. The tool will integrate with the City's GIS capabilities to assist in implementing the Land Use Plan and any updated land use regulations including review of development proposals. It will allow the City to analyze site suitability and constraints on land uses to identify the most effective ways to meet Helena's housing needs in line with the the City's vision and goals and in compliance with Montana's statutory requirements.

4e: Staff Review and Discussion (Web Meeting)

Staff and the Project Team will review the Vision, Goals, and Preliminary Land Use Element prior to its distribution to the Joint Citizen's Council/Planning Commission. Comments provided by City staff will be integrated and distributed to the Joint Citizen's Council/Planning Commission for their review.

4f: Joint Citizen's Council/Planning Commission Meeting (Web Meeting)

The Project Team will meet with and present the Vision, Goals, and Preliminary Land Use Element to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 5: Preliminary Plan Elements

This step will entail the preparation of preliminary policies and recommendations for key topic areas.

5a: Preliminary Elements

Collectively, the following elements will identify trends that should be considered in planning for the future and address issues identified by the community, City staff, and stakeholders. Although the elements will accommodate appropriate and desirable development and improvements, each element will be respectful and supportive of the community's vision and goals. All elements will be highly illustrative and graphically compelling. Maps, illustrations, and concept visualizations will be utilized to convey planning and development concepts and recommendations.

Based on our preliminary understanding of the Helena community, the requirements of the State of Montana, and the information outlined in the RFP, the following elements will be prepared, either as a standalone chapter, or as appropriate, combined or woven throughout the plan:

- **Housing.** The Neighborhoods and Housing Element will consider location, types, age, and condition of housing; owner and renter occupancy; affordability of housing; strategies and partnerships for the population of people experiencing homelessness in the community; and constraints on housing development. This element will identify the amount, character, density, and recommended location for different housing products and dwelling types to meet the current and future needs of Helena's residents and include policies and recommendations to meet projected housing needs while addressing affordability and infill.

- o Complete Neighborhood Index

Houseal Lavigne will conduct a service area analysis to evaluate the community's current access to essential quality-of-life amenities. Inputs can include healthy food access, parks, open spaces, and transit stops, based on available data. The team will create an index based on proximity to these amenities, identifying areas within walking and biking distance, and highlight underserved neighborhoods in the community.

Using ArcGIS Pro, the team will map the distribution and accessibility of amenities, services, and infrastructure across neighborhoods. The map will be used to support a narrative explaining how "complete" different parts of the community are. The analysis will help assess current development patterns and guide future land use and policy decisions.

- **Economic Development.** The Economic Development Element will provide analysis and potential for retail, office, and industrial areas to serve as a foundation for land use recommendations and implementation strategies to strengthen employment, job creation, and to provide and grow a diverse and thriving tax base for the City. This element will include an analysis of job composition and trends, local characteristics and assets and the adequacy of local facilities and services to support or constrain existing or potential enterprises, an inventory of sites for potential development and redevelopment, and an assessment of the financial feasibility of and fiscal impacts and resources required for anticipated economic growth of the City.
- **Transportation and Mobility.** Based on the preceding steps, the Transportation and Mobility Element will be prepared. Much of the existing street system is well established, but system recommendations and future improvements can improve overall circulation. This element will focus on the coordination and optimization of all modes of travel within the City, including vehicular, bicycle, walking, and transit services. "Complete Streets" principles will be incorporated throughout the Transportation and Mobility Element to ensure effective mobility environments for pedestrians, cyclists, motorists, and persons using public transportation.
- **Public Facilities, Utilities, Infrastructure, and Community Services.** The Public Facilities, Utilities, Infrastructure, and Community Services Element will identify and inventory all community facilities and service providers in the City, and include recommendations and policies for municipal facilities and services and intergovernmental coordination and cooperation.
- **Parks, Open Space, and Natural Resources.** The Parks, Open Space, and Natural Resources Element will identify linkages, environmental protection areas, open space,

and unique and sensitive natural resources. This element will consider riparian corridors and wetlands - including Ten Mile Creek, and Spring Meadow Lake – forested land, parks and recreation areas including Helena’s extensive trail system, and other environmental features and ecological systems.

- Cultural Resources and Tourism. The Cultural Resources and Tourism Element will consider Helena’s cultural resources and provide strategies to encourage local arts and culture and further incorporate historical preservation in the community. This element will seek to strengthen the City’s cultural resources as key amenities for the community and provide support for local and regional tourism as required by state statutes.
- Community Character and Design. The Community Character and Design Element will include policies and recommendations that address community gateways and community image, place-making, and urban design. Community character recommendations will be included in other plan elements, ensuring that plan elements of the plan appropriately address and incorporate urban design.

5b: Web Meeting Series

The Project Team will conduct a series of two web meetings focusing on the Preliminary Elements listed above. Each web meeting will provide an opportunity for the City staff and the Joint Citizen’s Council/Planning Commission to discuss preliminary policies, plan recommendations, and initial maps and graphics. Web meetings will be hosted by the Project Team and recorded for City staff and Joint Citizen’s Council/Planning Commission members unable to attend.

The use of web meetings will increase the number of touch points between the Project Team, City staff, and the Joint Citizen’s Council/Planning Commission. This will provide for a more responsive and efficient workflow that minimizes potential for issues and time-consuming revisions, maximizing Project Team resources spent on plan development. This process will also enable incremental review of draft plan content by City staff and the Joint Citizen’s Council/Planning Commission, rather than wholesale review, which can be arduous and dilute the quality of input.

This approach allows City staff and the Joint Citizen’s Council/Planning Commission to effectively monitor the progress of the work program at a manageable scale.

Step 6: Draft and Final Land Use Plan

Based on the previous tasks in the planning process, the draft and final Land Use Plan will be prepared and presented to the City official, staff, residents, and stakeholders, before being finalized for City approval and adoption.

6a: Draft Land Use Plan Document

Based on feedback received in Step 5 the Project Team will prepare the draft Land Use Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan’s policies and recommendations. The new Helena Land Use Plan will meet

or exceed all state statutory requirements for Land Use Planning, including all required elements as identified in the City's RFP, and align with the Montana Land Use Planning Act.

6b: Implementation Element (Action Plan)

The new Land Use Plan will include an Implementation Element that lists the actions required to bring the Land Use Plan's goals and policies to fruition. Implementation tools will include short-, medium-, and long-range strategies and actions related to the City's zoning regulations, priority improvement projects, potential capital improvement projects, funding sources and implementation methods, timing and prioritization, and general administration, management, and a clear process for timely updates to the Land Use Plan. The Project Team will work with staff to ensure that the implementation plan is practical and actionable.

Land Use Plan and Zoning Alignment Framework

Updates to the City's zoning and development regulations will be one of the first steps toward implementing the City's new Land Use Plan. This step will include an assessment of the alignment between the new Land Use Plan and the City's current zoning ordinance and map to provide a regulatory framework for moving forward with the plan's implementation. The alignment assessment and framework will identify where land use and zoning align, where they do not, what zoning districts currently exist to regulate the land use plan, and what new districts may need to be created or amended to successfully implement the plan's recommendations.

6c: Staff Review (Web Meeting)

The Project Team will submit the draft Land Use Plan to City staff in PDF format for final review. It is anticipated that the plan will be subjected to a two- or three-stage review process.

6d: Joint Citizen's Council/Planning Commission Review Session

A final meeting will be conducted with the Joint Citizen's Council/Planning Commission to review and reach an agreement on the draft Land Use Plan document before proceeding to the public review and adoption process. Appropriate revisions to the draft Plan will be made based on feedback from the Joint Citizen's Council/Planning Commission, and the final Land Use Plan will be prepared for the Community Open House presentation.

6e: Community Open House

Members of the Project Team, along with City staff, will be present for a community open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the draft Comprehensive Plan. The Project Team will be available throughout the community open house to present material, answer questions, and get feedback before initiating the approval process.

6f: Final Draft Plan for Public Hearing and Adoption

Following the community open house and presentations, the Project Team will work with City staff to revise the draft Land Use Plan and incorporate any final changes. The final draft Land Use Plan will be prepared for a Planning Commission public hearing. Based on the review, discussion, and public feedback during the public hearing, the Project Team will revise the document if needed and prepare the Land Use Plan for final consideration and adoption.

The Project Team will present the draft Land Use Plan document at one (1) Planning Commission meeting (public hearing) and one (1) City Council meeting.

Land Use Plan (LUP) Budget Amendment

<u>Step 4d. Land Value Per Acre Analysis</u>	<u>\$12,000</u>
<u>Step 4d. Enhanced GIS to analyze sites, constraints, and visualize land use/housing scenarios</u>	<u>\$20,000</u>
<u>Step 5a. Complete Neighborhood Index</u>	<u>\$18,000</u>
<u>LUP Scope Amendment Amount</u>	<u>\$50,000</u>

ZONING AND SUBDIVISION REGULATION UPDATE

Phase 1: Expedited Amendments

Our proposed Scope of Work for Phase 1 of the Zoning and Subdivision Regulations Update will amend Helena's current Regulations to comply with State legislation. For the sake of efficiency with the goal of meeting State deadlines for the Regulations amendment, meetings are proposed to be conducted virtually, and Helena staff are proposed to lead the adoption process with support from Houseal Lavigne.

Task 1: Legislative Research and Compliance Memo

This task will include the preparation of a memo outlining how Helena's current regulations will be amended to comply with Montana state legislation.

1a: Legislation Research

Houseal Lavigne will review development code related state legislation as well as legislative guidance and identify sections of Helena's Zoning and Subdivision Regulations to be amended for compliance.

1b: Legislative Compliance Memo

The findings from the legislation research will be compiled into a Legislative Compliance Memo. The Memo will include detailed recommendations on how to amend identified Regulations to bring regulations into compliance with Montana state legislation.

1c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the Memo available for public review and meeting with the Planning Commission and City Commission. Appropriate revisions will be made based on City staff feedback.

1d: Planning Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the Planning Commission to review the findings and recommendations of the Legislative Compliance Memo. Feedback received from the Planning Commission will be summarized and shared with the City Commission for consideration.

1e: City Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the City Commission to review the findings and recommendations of the Legislative Compliance Memo and feedback received from the Planning Commission. Feedback received from the City Commission will inform the amendments made in Task 2.

Task 2: Targeted Regulations Amendments

2a: Draft Targeted Regulations Amendments

Existing language from Helena's current Regulations will be redlined per the feedback received from the City Commission on the Legislative Compliance Memo.

2b: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff the Targeted Regulations Amendments are made available for public review and meeting with the Planning Commission and City Commission. Appropriate revisions will be made based on City staff feedback.

2c: Planning Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the Planning Commission to review the draft Targeted Regulations Amendments. Feedback received from the Planning Commission will be summarized and shared with the City Commission for consideration.

2d: City Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the Planning Commission to review the draft Targeted Regulations Amendments and feedback received from the Planning Commission. Feedback received from the City Commission will be incorporated into the final Targeted Regulations Amendments brought forward for adoption consideration.

2e: Adoption Support

Houseal Lavigne will prepare presentations for City staff to present as they lead the Targeted Regulations Amendments through Helena's adoption process.

Phase 2: Comprehensive Regulations Update

Our proposed Scope of Work for Phase 2 of the Zoning and Subdivision Regulations Update reflects the process Houseal Lavigne has established to effectively prepare comprehensive regulation updates, including robust community education and engagement; data driven analysis; iterative regulations drafting, review, and refinement; and clear communication of proposed changes. Should the City favor our proposed approach, we will work closely with Helena staff and officials to further refine our proposed Scope of Work and community engagement process, ensuring that all local needs and requirements are met.

Task 3: Project Initiation

To “kick-off” the update process on the right foot, meetings will be conducted with City Staff and the Zoning Policy Advisory Committee before undertaking other community outreach activities. This approach allows Houseal Lavigne and the various City-designated individuals to discuss roles, responsibilities, scope, and issues and opportunities with existing regulations, to ensure the project gets off to a good start.

3a: City Staff Coordination Call

Houseal Lavigne will host a web meeting/conference call with the City’s Community Development Department, and other key City staff, to discuss the formation of the ZPAC and ZTAC and confirm dates and times for the kick off trip. On this call, we will also discuss data needs and clarify any outstanding matters. To ensure consistent communication and coordination, the Project Manager will conduct regular and “as-needed” conference calls and/or web meetings with City Staff throughout the update process.

3b: Zoning Policy Advisory Committee (ZPAC) and Zoning Technical Advisory Committee (ZTAC) Formation

Houseal Lavigne recommends establishing a Zoning Policy Advisory Committee to provide policy direction throughout the Update process. The ZPAC should include elected and appointed City representatives including City Commission members, Planning Commission member, and representatives of other Helena boards, commissions, and committees. Houseal Lavigne also recommends establishing a Zoning Technical Advisory Committee to provide industry expertise and technical feedback throughout the Update process. The ZTAC should include community and business leaders such as neighborhood association presidents, the president of the chamber of commerce, and engineers, architects, and developers with experience in Helena.

3c: Staff Kick-off Meeting and Orientation “Tour” of the City

A kick-off meeting will be held with the Community Development Department and other key City staff. This first face-to-face meeting will allow us to: 1) review the

project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures; and 5) clarify any outstanding matters. This meeting will conclude with a staff-led tour of the community to better understand the existing conditions and context of the various areas of Helena. We intend to function as a unified and integrated team alongside City staff and officials.

3d: Department Representatives Meeting

Immediately following the staff kick-off meeting, Houseal Lavigne will host a meeting with the Department representatives from all the different City Departments. Since many City departments are responsible for the administration and/or enforcement of various portions of zoning it is essential to receive feedback from these users on what is working and what needs to be updated.

3e: ZTAC Meeting #1 (in-person)

Houseal Lavigne will facilitate a meeting with the ZTAC to introduce Houseal Lavigne and the project and solicit their concerns and aspirations for the Zoning and Subdivision Regulations Update. As the technical advisory committee for the project, it is important that the ZTAC have a chance to communicate and discuss their issues and concerns with existing regulations with Houseal Lavigne, as well as each other, at the beginning of the process.

3f: ZPAC Meeting #1 (in-person)

Houseal Lavigne will facilitate a meeting with the ZPAC to introduce Houseal Lavigne and the project and solicit their concerns and aspirations for the Zoning and Subdivision Regulations Update. As the policy advisory committee for the project, it is important that the ZPAC have a chance to communicate and discuss their issues and concerns with existing regulations with Houseal Lavigne, as well as each other, at the beginning of the process.

Task 4: Community Engagement

A Zoning and Subdivision Regulations Update requires a unique approach to community outreach. Outreach for a planning process should encourage ambitious thinking and broad community input. For Zoning and Subdivision Regulations Updates, outreach must consider the impact of ordinance changes on property owners, development rights, and investment in current development in the community. Zoning and Subdivision Regulations Update engagement will also bring community members to the table who can shed light on local market realities, the level of tolerance for increased regulation, first-hand experience with development review and entitlement, and gauge public response to the introduction of new standards and regulations, in order to accomplish the long-term goals of the Helena community as established in the Helena Forward Land Use Plan.

4a: Project Hub Site

At the onset of the project, Houseal Lavigne will transition the ArcGIS Hub website developed for the Helena Forward Land Use Plan to support the Zoning and

Subdivision Regulations Update. This online platform will seamlessly connect all ArcGIS technologies proposed to be utilized throughout the project as well as host a description of the project process, a timeline, information clarifying the relationship between the City's Helena Forward Land Use Plan and zoning, as well as educational resources. Throughout the project, information about meetings, draft documents, and other project related materials will be posted on the project hub site to keep the community informed and engaged.

4b: Online Community Questionnaire

To provide another means for community participation, we will prepare an online questionnaire for Helena's residents and business owners to offer community-wide opinions on the City's current Regulations. The online community questionnaire will be easily accessible on the project hub site. Once closed, a summary of the feedback received will be developed, posted on the project hub site for public review, and utilized as background information for the Preliminary Recommendations Report.

4c: Focus Group Discussion (in-person and virtual)

Focus group discussions allow us to gain insight into the community that we might otherwise not be able to obtain. Up to five focus groups will be conducted to obtain additional information regarding issues with the existing Regulations. Houseal Lavigne will work with Helena staff to identify those to involve. We recommend a broad sampling of participants who have experience going through a zoning or subdivision approval process in the community. Focus groups should include 3- 10 individuals with a similar background such as selected property owners, developers, architects, real estate agents, and business owners. The focus groups will be scheduled by City staff and conducted in-person during scheduled visits related to other outreach events or via telephone/teleconference as needed.

4d: Communications Campaign #1

Communications campaigns are integrated throughout the scope of work and are timed with outreach efforts and major project milestones. This ensures that the community understands the project and is continually engaged and informed throughout the project process. The first campaign will focus on public education and introducing the project, its goals, and process to the community. It will work to build support for the initiative and counter perceptions and misinformation identified in the early stages of the project and include a call-to-action to provide feedback at the upcoming open house and via the online questionnaire. Materials will include social media and website posts, flyers, intercept signs at key locations with a QR code to the project website, and a press release. Communications will be pushed to community leaders and others identified by City staff to help engage hard-to-reach populations.

4e: Project Kick Off Open House (in-person)

The purpose of the Project Kick Off Open House is to move from the general vision and ideas of the City's Helena Forward Land Use Plan, and into the primary objectives of the Zoning and Subdivision Regulations Update. The goal of the open house will be to educate members of the public about the Regulations and purpose of

the Zoning and Subdivision Regulations Update as well as to form a consensus among participants concerning the primary objectives of the Zoning and Subdivision Regulations Update as identified by City staff. After the event, a summary of the feedback received will be developed, posted on the project hub site for public review, and utilized as background information for the Preliminary Recommendations Report.

Task 5: Existing Regulations Analysis and Preliminary Recommendations

This task will include the preparation of a Preliminary Recommendations Report that will be informed by a detailed assessment of the City's current Regulations and provide Houseal Lavigne's recommendations for the Zoning and Subdivision Regulations Update. It will be based on issues and opportunities identified in outreach, alignment with Helena Forward Land Use Plan, information provided by the City and partner agencies, and the experience and expertise of Houseal Lavigne.

5a: Assessment of Current Regulations and Recent Development Proposals

The review and assessment of the current Regulations will entail a detailed chapter-by-chapter, section-by-section review of the City's current Regulations. The assessment will highlight areas where the existing regulations, standards, procedures, processes, and other requirements are problematic, when measured against national best practices and effectively accommodating property investment while safeguarding and ensuring community character and sense of place. During this step, the City will provide a summary of recent history of development proposals and applications for zoning relief, identifying "pain points" in bringing forward development.

5b: Lot Standards Applicability Analysis

Houseal Lavigne will conduct a lot standards applicability analysis using ArcGIS Pro to evaluate existing development conditions against the lot area and width standards of the City's residential zoning districts. The analysis will include both a nonconformities analysis and a subdivision opportunities analysis. The nonconformities analysis compares the existing minimum lot area and width requirements of a district with existing development within that district and tests alternate standards. The analysis provides insight on whether regulations reflect existing development patterns or if they should be adjusted to ease the burden on landowners as they seek to reinvest in their property and on staff and elected/appointed officials as they consider variance requests. The subdivision opportunity analysis tests the alternate standards to determine whether they would create new subdivision opportunities that do not exist with the current standards.

5c: Helena Forward Land Use Plan and Zoning Map Alignment

If Helena is interested in pursuing proactive rezoning to align its zoning map with its land use plan, a land use plan and zoning map alignment analysis can be conducted. The analysis compares and scores the level of alignment between the land use plan category descriptions and zoning district purpose and intent statements, uses identified as desirable in the land use plan category and uses allowed by-right or conditionally in the zoning district, as well as the envisioned development pattern of the land use plan category and the existing development pattern of the zoning district.

The resulting map helps to identify key rezoning opportunities as well as how existing districts can be updated to better align with land use plan categories.

5d: Helena Forward Land Use Plan and Regulations Text Alignment

Regardless of whether Helena is interested in pursuing proactive rezoning to align its zoning map with its land use plan, a comparative analysis between the vision, goals, and implementation actions of a Helena Forward Land Use Plan and the text of Regulations will be conducted. This level of analysis is essential to identifying regulatory barriers to realization of the community's vision for its future.

5e: Best Practices and Comparative Community Research

Houseal Lavigne will conduct best practices and comparative community research on up to three key topics to inform the City about approaches other communities have taken to address similar issues.

5f: Alternatives Testing and Visualization

Utilizing 3D visualization software, Houseal Lavigne will test up to three alternative regulatory approaches to visualize how zoning can impact the built environment. Testing and visualizing alternative regulatory approaches, will allow the community to see how different zoning codes and policies could shape the City's future. By creating baseline models and simulating alternative scenarios, the platform provides a clear, visual comparison of the potential impacts of each approach. This helps in making informed decisions by illustrating how regulatory changes could affect community character, density, public spaces, and overall urban form. The integration with tools like City Engine, SketchUp, and Rhino enhances this capability, offering detailed, realistic simulations that are easily understandable by both planners and the public. The alternative scenarios and visualizations will be paired with narrative descriptions, recommendations, and policy direction questions.

5g: Preliminary Recommendations Report

Finally, the findings of tasks 5a-5f will be packaged into a Preliminary Recommendations Report. The report will describe the issues with current regulations based on feedback received during Tasks 1 and 2, alignment with Helena Forward Land Use Plan, and our expertise and analysis. The report will also include an overall recommended organization of the updated Regulations as well as identify strategies for how to proceed, what to prioritize, and case studies and best practice approaches to be considered to resolve identified issues.

5h: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the report available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

5i: Communications Campaign #2

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the Preliminary Recommendations Report

will be posted on the project website and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the report for public review and comment as well as the Preliminary Recommendations Open House. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to- reach populations.

5j: ZTAC Meeting #2 (virtual)

Houseal Lavigne will meet with and present the Preliminary Recommendations Report to the ZTAC to gather feedback and input. Feedback received will be shared with the ZPAC for consideration.

5k: ZPAC Meeting #2 (in-person)

Houseal Lavigne will present the Preliminary Recommendations Report to the ZPAC. The intent will be to review and discuss recommendations, and the feedback received from the public in sufficient detail to provide Houseal Lavigne with the necessary direction to begin the development of draft Regulations sections. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

5l: Preliminary Recommendations Open House (in-person)

A public open house will be conducted during the same trip as the second ZPAC meeting to obtain feedback from the public on the key Zoning and Subdivision Regulations Update themes identified in the Preliminary Recommendations Report. Feedback from the open house will be summarized and posted to the project hub site.

Task 6: District and Use Standards

This task will entail the preparation of the first third of the Regulations including base and overlay district specific standards and use standards. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, and ZPAC review.

6a: District Standards

This task will include revisions to district purpose and intent statements to align with the City's Helena Forward Land Use Plan. Bulk and dimensional standards will also be revised during this step based on the results of the conformity analysis conducted as a part of Task 3. Zoning map amendments will also be made during this step if recommended in the Preliminary Recommendations Report.

6b: Use Standards

This task will include the drafting of a consolidated use table with modernized uses aligned to the updated districts. Supplemental use regulations that incorporate design principles and use limitations (such as hours of operation) relevant to specific uses will also be developed at this stage.

6c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City Staff before making the drafts available for public review and meeting with the ZTAC and ZPAC. Appropriate revisions will be made based on City staff feedback.

6d: Communications Campaign #3

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the draft District and Use Standards will be posted on the project hub site and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment and the Districts and Uses Open House. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

6e: ZTAC Meeting #3 (virtual)

Houseal Lavigne will present the draft district and use standards to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

6f: ZPAC Meeting #3 (in-person)

Houseal Lavigne will present the draft district and use standards to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public in sufficient detail to provide Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

6g: Districts and Uses Open House (in-person)

Immediately following the third meeting of the ZPAC, a public open house will be conducted to obtain feedback from the public on the draft District and Use Standards. Feedback from the open house will be summarized and posted to the project hub site.

Task 7: Development, Building, and Design Standards

This task will entail the preparation of the heart of the Regulations including general development standards, building, and design standards. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, and ZPAC review.

7a: General Development Standards

This task will include objective, understandable standards, and regulations for development throughout the City including landscape and buffering standards, parking and loading standards, outdoor lighting standards, and fence/wall standards.

7b: Building and Objective Design Standards

This task will include the development of building and development design standards

for residential and nonresidential building types to clarify the application of standards, delineate differences between building types, and ensure objectivity to promote fair certainty.

7c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the drafts available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

7d: Communications Campaign #4

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the draft Development, Building, and Design Standards will be posted on the project hub site and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment and the Development, Building, and Design Standards Open House.

Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

7e: ZTAC Meeting #4 (virtual)

Houseal Lavigne will present the draft Development, Building, and Design Standards to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

7f: ZPAC Meeting #4 (in-person)

Houseal Lavigne will present the draft Development, Building, and Design Standards to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public, in sufficient detail to provide Houseal

Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

7g: Development, Building, and Design Standards Open House (in-person)

Immediately following the fourth meeting of the ZPAC, a public open house will be conducted to obtain feedback from the public on the draft Development, Building, and Design Standards. Feedback from the open house will be summarized and posted to the project hub site.

Task 8: Sign Standards and Decision-Making Procedures

This task will entail the preparation of the latter third of the updated Regulations including sign standards and decision-making procedures. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, ZTAC, and

ZPAC review.

8a: Sign Standards

This task will modernize the City's sign ordinance, ensuring it complies with relevant case law, is content neutral, and furthers the City's goals for the appearance of the community.

8b: Decision-Making Procedures

This task will establish efficient and flexible decision-making procedures that increase transparency between City staff, elected and appointed officials, applicants, and the public. This section will also update the City's nonconformities standards.

8c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the drafts available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

8d: Communications Campaign #5

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the draft Sign Standards and Decision-Making Procedures will be posted on the project hub site, and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment. Communications will be pushed to community leaders, residents, focus group participants, and others identified as by City staff to help engage hard-to-reach populations.

8e: ZTAC Meeting #5 (virtual)

Houseal Lavigne will present the draft Sign Standards and Decision-Making Procedures to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

8f: Sign Contractors and Business Owners Focus Group (in-person)

Changes to sign standards have the potential to most acutely impact sign contractors and business owners in the City. To ensure any updates to the sign standards balance being business friendly with the desire to improve the appearance of signs and commercial areas over time, a focus group will be conducted immediately prior to the fifth meeting of the ZPAC to review and discuss the draft sign standards with sign contractors and local business owners. Feedback received from the focus group will be shared with the ZPAC at their fifth meeting.

8g: ZPAC Meeting #5 (in-person)

Houseal Lavigne will present the draft Sign Standards and Decision-Making Procedures to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public, in sufficient detail to provide

Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

Task 9: Draft and Final Regulations

Based on the previous tasks in the update process, the full draft and final Regulations will be prepared and presented for local consideration and adoption.

9a: Draft Regulations Document

Houseal Lavigne will prepare the draft Regulations document based on direction received from the ZPAC. A consolidated chapter of definitions as well as diagrams and flowcharts will be embedded in the document at this stage.

9b: Final Legal Review and City Staff Review Calls (up to 5)

The draft Regulations will be brought for final legal review to the City Attorney. Although the City Attorney may be involved throughout the process of developing the updated Regulations, final legal review is necessary before the full draft document is made public.

Houseal Lavigne will facilitate up to 5 review calls with City staff to discuss the comments of the City Attorney and other City staff before making the document available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City Attorney and other City staff feedback.

9c: ZTAC Meeting #6 (virtual)

Houseal Lavigne will present the full draft Regulations to the ZTAC. The intent will be to review and discuss the technical merits of additional changes made to proposed Regulations sections based on the feedback previously received from the ZPAC. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

9d: ZPAC Meeting #6 (in-person)

A final meeting will be conducted with the ZPAC to review and reach agreement on the full draft Regulations document before proceeding with the public review and adoption process. Appropriate revisions to the draft Regulations will be made based on feedback received and the final draft Regulations will be prepared for public consideration.

9e: Final Draft Regulations with Custom Layout and Hyperlinking

Houseal Lavigne will prepare the draft Regulations document based on the final direction received from the ZPAC. If Helena plans to utilize the PDF of the Regulations after adoption, rather than uploading the Regulations to an online code publisher (such as MuniCode), Houseal Lavigne can enhance the overall appearance of the document by working with City staff to develop a custom layout. Additionally, Houseal Lavigne can improve the PDF with hyperlinks to ensure cross references embedded throughout the Regulations are interactive and user-friendly.

9f: Major Changes Overview StoryMap

To summarize the proposed changes to the Regulations clearly and concisely, a Major Changes Overview StoryMap will be developed. The StoryMap will include answers to frequently asked questions, provide an overview of the Zoning and Subdivision Regulations Update process, highlight and provide the reasoning behind major proposed changes, and include parcel specific information and an opportunity to provide feedback. The StoryMap will be embedded on the project hub site and can be emailed to key community members engaged throughout the process.

9g: Communications Campaign #6

This final communications campaign will share the Informational Brochure and include a call-to-action to provide feedback at upcoming open houses. Language for press releases and social media posts will highlight the importance of the process for the future of Helena. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

9h: Pre-Adoption Open House

Members of Houseal Lavigne, along with City staff, will be present an in-person open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the final draft Regulations document. Houseal Lavigne will be available throughout the community open houses to present materials, answer questions, and get feedback before initiating the approval process. Feedback from the open houses will be shared with the Planning Commission and City Council during adoption meetings to inform their decision making.

9i: Planning Commission Public Hearing (in-person)

Houseal Lavigne will present the final Regulations at the Planning Commission public hearing.

9j: City Commission Adoption (in-person)

Houseal Lavigne will present the final Regulations to City Commission for consideration and adoption.

9k: Final Regulations Document

Following the adoption of the Regulations, Houseal Lavigne will share the final document and components with the City in fully editable documents including word, pdf, jpeg, and png files.

Task 10: Implementation

After the adoption of the Regulations, it is essential that the City invest in implementation to ensure a streamlined and stress-free transition. Houseal Lavigne's proposed approach involves virtual training sessions which can be recorded for future staff and elected/appointed officials, and an outreach/marketing video that will continue to serve the Helena community members into the future.

10a: Staff Training Sessions (virtual)

Houseal Lavigne will facilitate two virtual training sessions with City staff members to orient them to the new Regulations, describe the organization of the regulations, and detail which sections their respective departments would be responsible for administering.

10b: Elected and Appointed Officials Training Sessions (virtual)

Houseal Lavigne will facilitate three virtual training sessions with the City's Boards and Commissions to provide training on the new Regulations. The training sessions will be designed to educate elected and appointed officials about their roles in the administration of new regulations and how new standards and review criteria should be utilized to better inform decision making.

10c: User Guide and Applications Manual

Houseal Lavigne will develop a User Guide to help ensure that all people, regardless of age, ability, or online expertise are able to easily access and utilize City's new Regulations. An Applications Manual will also be prepared to support the updated Regulations and provide City staff with an easily updated document detailing all processes and application requirements.

Any Alteration or deviation from the above described work that involves extra costs will be permitted only upon written request by the City to Provider and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

4. **Payment (check one):** The City agrees to pay Service Provider ~~Two Hundred Forty Nine Thousand Nine Hundred Forty Five Dollars (\$249,945)~~ Six Hundred Thirty Eight Thousand Fifty Seven Dollars (\$638,057) for performance of this Agreement. Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the City to Service Provider and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

~~City agrees to pay the Service Provider according to the following fee schedule with the total amount due under this Agreement not to exceed Two Hundred Forty Nine Thousand Nine Hundred Forty Five Dollars (\$249,945):~~

The Service Provider will submit monthly invoices for services performed and directly related to job expenses incurred on the PROJECT during the billed period.

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

FOR THE CITY OF HELENA MONTANA

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

Dated: _____

FOR THE SERVICE PROVIDER

Signed: _____
By: **John Houseal, Partner**

Dated: _____

APPROVED AS TO FORM:

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

Dated: _____

Amended Scope of Work – Land Use Plan + Zoning and Subdivision Regulations Update

Our scope of work and the final plan deliverable will meet or exceed all state requirements and guidelines as outlined in the Montana Land Use Planning Act, Montana Code Annotated, Title 76, Chapter 25, and all other applicable state statutes for Land Use Plans.

Helena Forward Land Use Plan

Step 1: Project Initiation

To “kick-off” the planning process on the right foot, we will conduct meetings with City staff, the Planning Commission, and the City Commission before undertaking other community outreach activities. This approach allows the Project Team (consultant team) and the various City-designated individuals to discuss roles, responsibilities, scope, and community issues and opportunities, to ensure the project gets off to a good start.

Guiding the Process: A “Joint Helena Citizen’s Council/Planning Commission” as Comprehensive Plan Steering Committee

We recommend the City establish a steering committee made up of a selection of members of Helena’s Citizen’s Council (at least one per ward) and Planning Commission (a total of 10-15 members). The Joint Citizen’s Council/Planning Commission will provide a public face to the planning process and demonstrate a commitment on behalf of the City to seek meaningful input. The Joint Citizen’s Council/Planning Commission should serve as a community sounding board, meeting at key points along the process to discuss issues and overall planning direction and provide feedback for consideration prior to adoption.

1a: Staff Coordination Call and Progress Reporting (Web Meeting)

The Project Team will host a web meeting/conference call with City staff to confirm dates and times for the official staff kickoff and department heads meetings. On this call, we will also discuss data needs and clarify any outstanding matters. The Project Team will work with City staff to schedule meetings in Step 1 (1d-1g) during the same meeting/conference call.

To ensure consistent communication and coordination the project manager will conduct “as-needed” conference calls and/or web progress meetings with the City’s designated project manager throughout the planning process. These may become more regular as each step leads to a specific deliverable.

1b: Community Education – Branding the Process

As part of project initiation, branding the Land Use Plan will garner support for the planning process and pique public interest in the Plan. The graphic design and communications experts on the Project Team will use their expertise in community-based marketing to create an “identity” for the planning process as well as the plan document. Collateral such as postcards, short-form surveys, and informational posters can be developed for use by City staff at pop-up engagement events to better promote the plan and inform and engage the community.

1c: Data Collection

As part of the project initiation step, the Project Team will coordinate with the City's GIS provider to collect a variety of datasets related to land use and development. The data collection task focuses on GIS data needs including, but not limited to parcels, building footprints, zoning districts and overlays, community facilities, parks, traffic volumes, sidewalk inventory, traffic signals, bike routes, environmental features, and trails.

1d: Staff Kick-off Meeting and Orientation Tour of the City

We intend to function as a unified and integrated team alongside City staff and officials and to establish this, a kick-off meeting will be held with City staff assigned to the Comprehensive Plan project. This first face-to-face meeting will allow us to 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures, upcoming meetings, and events; and 5) clarify any outstanding matters. This meeting will include a staff-led tour of the City, setting an initial understanding of existing conditions and the context of Helena.

1e: Department Heads Meeting

Following the staff kick-off meeting, the Project Team will host a meeting with key members of City departments and divisions, including Community Development, Planning, the Building, Housing, Parks Recreation and Open Lands, Transportation, the Police and Fire Departments, Public Works and Administrative Services. Land Use Plan recommendations will impact a wide variety of City policies, and support from all departments will be essential to the Plan's implementation.

1f: Kickoff with the Joint Citizen's Council/Planning Commission

An initiation meeting will be held with the Joint Citizen's Council/Planning Commission to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. This meeting can be held separately or in a joint setting to (a) discuss each committee's role in the Land Use Plan; (b) review overall project objectives and work program; (c) review a preliminary schedule for the project; and (d) begin the process of identifying key stakeholders.

1g: City Leadership Roundtable

The Project Team will facilitate a roundtable discussion with the Mayor and City Commission to introduce the Project Team and solicit their concerns and aspirations for the community. As the community's policymakers, it is important that the City Commission has a chance to communicate and discuss their issues and concerns with the Project Team, as well as each other, at the beginning of the process.

The primary purpose of this work session is to gather ideas from City officials, ensuring that the Plan accurately captures the shared sentiments of community leaders. This work session will provide a unique opportunity to jointly discuss the foundation of the Land Use Plan process, the overall direction and policy issues facing the community, and their future vision for Helena.

Step 2: Public Engagement and Communications Plan

Anticipating high levels of participation from an active and engaged community, our proposed outreach process for the Land Use Plan includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation possible. Taking an educational approach, outreach activities will provide robust dialogue providing residents and stakeholders a chance to provide input, while allowing the City and Project Team the opportunity to educate and inform the public about the planning process. Our team will track all outreach efforts over the course of the project and clearly demonstrate the impact of public engagement on the final Land Use Plan.

2a: Project Website

At the onset of the project, we will design and host an interactive project website linked to the City's website. We are committed to using the internet to maximize the participation and communication between the City and its residents. An interactive project website provides a home base for information regarding the Land Use Plan. The website will promote and popularize the planning process; post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community questionnaire.

2b: Online Community Questionnaire

We will prepare an online questionnaire for the residents and business owners in Helena to offer their opinions on a range of topics and issues. The business component of the questionnaire will include the opportunity to provide specific input on those issues and concerns most important to the City's business community. The online community questionnaire will be easily accessible on the project website. At the close of the questionnaire response period, we will review and provide the results as a gauge of community issues, key themes, and principles.

2c: map.social (Online Map-based Engagement Platform)

The project website will feature map.social, a web-based community issues mapping tool. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued community amenities. map.social simplifies the mapping process and familiarizes users with all areas of the Helena community in a manner that is exciting, interactive, and effective. Input from users allows us to create a composite map of community issues to assist with the establishment of community goals and policies.

2d: Key Stakeholder Interviews and Focus Groups (up to 16)

Key stakeholder interviews and focus group discussions allow us to gain deeper insight into the community that we might otherwise not be able to obtain. Up to 16 confidential interviews/focus groups will be conducted to obtain additional information regarding local issues and potentials. The Project Team will work with City staff and elected officials to identify those to be interviewed. We recommend a broad sampling of interviewees and focus group participants who may possess unique perspectives or special insights into the community. Interviewees and stakeholder groups could include selected property owners, new or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. It is anticipated that focus groups will include representatives from the City's various boards and commissions – the Open Lands Management Advisory Committee, Housing Task Force, Heritage Preservation and Tourism Council, Zoning Commission, Joint Citizen's Council/Planning Commission, Downtown Business Improvement District, and others.

The interviews and focus group discussions will be conducted in-person during scheduled visits related to other outreach events or via telephone/virtual conference as needed.

2e: Do-It-Yourself (DIY) Workshop Kits

The Project Team will provide DIY workshop kits available to City staff, who will assist with distribution to community groups (e.g., chamber organizations, homeowners' associations, places of worship, community organizations, neighborhood groups) throughout Helena. DIY workshop kits allow City staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. City staff will play a role in helping distribute DIY workshop materials to target groups and then provide summary information to the Project Team. DIY Workshops can either be conducted by staff or volunteers as in-person events or hosted online using a small group virtual event format such as Zoom or Microsoft Teams.

Summaries of feedback received will be provided for up to 10 DIY workshop kits. Summaries needed for additional DIY workshops can be provided at an additional cost separate from the overall planning process.

2f: Community Engagement Key Themes and Takeaways Summary

This task will conclude in a memo that summarizes the key themes and takeaways from all community outreach events. The memo will provide focus and direction for subsequent update activities and serve as the cornerstone of the consensus building process. The memo will be incorporated into the Existing Conditions Memorandum delivered as part of Step 3.

Step 3: Existing Conditions Analysis

This step will include the preparation of an Existing Conditions Memorandum that will provide an inventory and summarize our analysis of existing conditions, document existing land uses, identify key thoroughfares and community facilities, and provide an economic and demographic profile. It will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the City and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this step efficiently, reserving project budget and resources for visioning, planning, and action.

3a: Past Plans and Studies Review

To inform the development of the Helena Growth Policy Update/Land Use Plan Conversion, as part of the existing conditions analysis, we will review existing plans and policies, including:

- City of Helena Growth Policy (2019)
- Downtown Helena Master Plan (2016)
- Downtown Renewal Vision for Cruse Avenue (2020)
- Parks and Recreation Master Plan (2018)
- Greater Helena Area Long Range Transportation Plan Update (2014)
- Disaster Mitigation Plan (2017)
- ADA Transition Plan (2017)
- Zoning Ordinance (2016)
- Subdivision Regulations (2013)
- Capital Improvements Plan (2013)
- Floodplain Ordinance (2012)
- Annexation Policy (2008)

Additionally, we will review the following City projects which will also be active/updating during the same timeframe from 2023 to 2025:

- Joint City/County Infrastructure Study
- Long Range Transportation Plan
- Lewis and Clark County Growth Policy Update
- Sixth Ward/Railroad District/Midtowne Neighborhood Plan

This review process will help determine 1) recently adopted City policies that need to be reflected in the Land Use Plan; 2) change within the community that has occurred since the adoption of previous plans; 3) conflicts between or deficiencies within existing plans; and 4) the validity of previously collected data. We will work with City staff to gather the status of implementation of each study, the key takeaways from each study, and to identify any additional current studies and reports that should be reviewed as part of this task.

3b: Demographic Overview and Market Snapshot

The project team will prepare a demographic analysis of the Helena community that will include a summary of population, households, income, age characteristics, racial and ethnic composition, and labor force and employment. This analysis will be summarized, and a profile will be formulated that will provide an overview of trends for residential, retail, office, and industrial land uses. We will use U.S. Census data as well as proprietary data sources for this analysis.

3c: Existing Conditions Analysis

We will inventory existing conditions for all parcels within Helena to establish a foundational understanding of the Helena community. The Existing Conditions analysis will include an evaluation of the following components, each presented in the Existing Conditions Memorandum with text, maps, and graphics where appropriate.

- **Land Use.** Reconnaissance and inventory of Helena and its planning area will be completed, and an Existing Land Use Map prepared, along with the identification of issue areas, incompatible arrangements, and opportunities. Natural Resources, Environment, and areas of Natural Hazards will be identified within the Existing Land Use Map.
- **Housing.** Analysis will be completed including household characteristics, housing type and tenure, housing value, people experiencing homelessness, and cost burden.
- **Economic Development.** Economic development and competitiveness will be examined including household income, employment and major employment sectors, workforce characteristics, economic development trends, and labor shed.
- **Annexation and Growth.** Existing boundary agreements and planning efforts will be assessed and areas for possible future growth will be examined to determine opportunities, constraints, and obstacles regarding the growth of the community.
- **Zoning and Development Regulations.** A preliminary diagnosis of current zoning as identified in Titles 11 and 12 of the Helena City Code will be conducted to identify alignment with existing land use and needed areas of improvement.
- **Transportation and Mobility.** Working with City staff and the various City departments and gathering information from MDOT and Lewis and Clark County, and others, we will undertake an analysis of the transportation network. This will encompass the existing street system, bike and pedestrian facilities, and public transportation. Issues, concerns, and opportunities for improvement will be identified. Our assessment will focus on vehicular, bicycle, pedestrian, and transit, and how they relate.
- **Public Services, Facilities, Infrastructure.** Public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, and future needs. Data provided by the City and its service providers will be used along with fieldwork and other research, to prepare a planning-level assessment of existing infrastructure.
- **Natural Resources, Environmental Features, and Hazards.** Local and regional recreational facilities and amenities will be inventoried and assessed, including service area analysis and programming for the City's parks and recreational facilities, and valuable habitat, ecosystems, wetlands, creeks, environmental features, and natural areas will also be inventoried and assessed to determine current assets, conservation areas, and environmental resources.

3d: Existing Conditions Memorandum

The Project Team will compile the results from community engagement activities and the existing conditions analysis into an Existing Conditions Memorandum. The memorandum will include existing conditions, issues, and opportunities that will be addressed in the new Land Use Plan. The Existing Conditions Memorandum is an interim deliverable collecting and presenting data and information gathered in steps 1-3 under a single memorandum to City staff.

3e: Staff Review and Discussion (Web Meeting)

City staff and the Project Team will review the Existing Conditions Memorandum ahead of its distribution to the Joint Citizen's Council/Planning Commission. We will work to ensure that substantive comments provided by City staff integrate into the Plan's development in steps 4-6.

3f: Joint Citizen's Council/Planning Commission Meeting – Existing Conditions Review

The Project Team will meet with and present the Existing Conditions Memorandum to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 4: Vision, Goals, and Preliminary Land Use Element

The Land Use Plan will establish an overall “vision statement” for the future of Helena with goals based on analysis and themes identified during community outreach. The vision and goals, combined with a Preliminary Land Use Element to direct place-based recommendations, will serve as the “cornerstone” of the consensus-building process and provide focus and direction for subsequent planning activities. Development of the Vision, Goals, and Preliminary Land Use Element will be based on two community-wide outreach events: a business-focused community workshop and a community visioning workshop.

It is anticipated that tasks 4a and 4b will be conducted during the same trip.

4a: Business Community Workshop

This public workshop will be targeted specifically to business owners and managers, developers, and Helena's entrepreneurs as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose stewardship and involvement are crucial to the Plan's ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts to business owners or as part of a regularly scheduled event (such as a regular meeting of the local chamber of commerce) where property owners and business owners are typically in attendance. A virtual format is also an option if in-person engagement cannot be timed with a previously scheduled visit or is not desired.

4b: Community Visioning Workshop

The purpose of a Community Visioning Workshop is to allow residents and stakeholders to tell the Project Team what they think before policies and recommendations are crafted. The Community Visioning Workshop will involve the Project Team, elected officials, City staff, the Joint Citizen's Council/Planning Commission, and members of the community.

The workshop will begin with a large group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then “break out” into small groups for a mapping exercise where they will put pen to paper and work to develop their “vision” for the future of the community. The workshop will conclude with a general agreement regarding the community's issues and opportunities, key planning themes and principles, the long-term role and character of Helena, and the projects and improvements that will be desirable in the future.

4c: Vision Statement and Goals

The Project Team will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement and goals for the City. The vision statement will be prepared based on feedback from the community visioning workshop, community outreach activities, and observations reflected in the existing conditions memorandum. Plan goals will also be developed to provide a more specific focus and direction for planning recommendations.

As a starting point, we will work with City staff to review the 2019 Helena Growth Policy Community Vision and Values, Goals and Actions, updating and refining those that are still relevant and applicable to the new planning process.

4d: Preliminary Land Use Element

Based on the outcome of the previous tasks, the Preliminary Land Use Element, including the draft future land use map, will provide recommendations and policies for the City's residential areas and neighborhoods, commercial and industrial areas, recreation areas, natural and environmentally sensitive areas, and public and quasi-public uses.

The Land Use Element will form the core of the Land Use Plan and will identify and address a range of land use topics such as desired development patterns, new growth and expansion areas, growth management strategies, and land use incompatibility mitigation strategies. This first core element will establish the draft future land use map and provide overarching guidance to all other land use related components of the Land Use Plan, including the draft elements developed in Step 5.

Land Value Per Acre Analysis

Based on existing land use and current zoning patterns, the team will utilize the county tax assessor's latest GIS data to visualize the assessed value per acre on a census tract or block group level for all properties across the City. Due to the current zoning pattern in the City, the team recommends aggregating the assessed value per parcel by the said geography to capture the mix of land uses and the value it generates. The analysis will be used to compare and contrast similar development patterns in different parts of the City and will show the revenue generated based on existing land use patterns. The task will inform the Land Use Element and ensure the Future Land Use Plan will be more fiscally responsible. It will illuminate how land uses and zoning districts contribute to the taxable value of the property to allow the City to best plan for how to financially support the infrastructure and services required for sustainable growth and development.

Enhanced GIS to analyze sites, constraints, and visualize land use/housing scenarios

We will implement an enhanced GIS tool to support analyses related to land use and housing including site inventory, constraints, and potential land use scenarios. The tool will integrate with the City's GIS capabilities to assist in implementing the Land Use Plan and any updated land use regulations including review of development proposals. It will allow the City to analyze site suitability and constraints on land uses to identify the most effective ways to meet Helena's housing needs in line with the the City's vision and goals and in compliance with Montana's statutory requirements.

4e: Staff Review and Discussion (Web Meeting)

Staff and the Project Team will review the Vision, Goals, and Preliminary Land Use Element prior to its distribution to the Joint Citizen's Council/Planning Commission. Comments provided by City staff will be integrated and distributed to the Joint Citizen's Council/Planning Commission for their review.

4f: Joint Citizen's Council/Planning Commission Meeting (Web Meeting)

The Project Team will meet with and present the Vision, Goals, and Preliminary Land Use Element to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 5: Preliminary Plan Elements

This step will entail the preparation of preliminary policies and recommendations for key topic areas.

5a: Preliminary Elements

Collectively, the following elements will identify trends that should be considered in planning for the future and address issues identified by the community, City staff, and stakeholders. Although the elements will accommodate appropriate and desirable development and improvements, each element will be respectful and supportive of the

community's vision and goals. All elements will be highly illustrative and graphically compelling. Maps, illustrations, and concept visualizations will be utilized to convey planning and development concepts and recommendations. Based on our preliminary understanding of the Helena community, the requirements of the State of Montana, and the information outlined in the RFP, the following elements will be prepared, either as a standalone chapter, or as appropriate, combined or woven throughout the plan:

- **Housing.** The Neighborhoods and Housing Element will consider location, types, age, and condition of housing; owner and renter occupancy; affordability of housing; strategies and partnerships for the population of people experiencing homelessness in the community; and constraints on housing development. This element will identify the amount, character, density, and recommended location for different housing products and dwelling types to meet the current and future needs of Helena's residents and include policies and recommendations to meet projected housing needs while addressing affordability and infill.
 - **Complete Neighborhood Index**
Houseal Lavigne will conduct a service area analysis to evaluate the community's current access to essential quality-of-life amenities. Inputs can include healthy food access, parks, open spaces, and transit stops, based on available data. The team will create an index based on proximity to these amenities, identifying areas within walking and biking distance, and highlight underserved neighborhoods in the community.

Using ArcGIS Pro, the team will map the distribution and accessibility of amenities, services, and infrastructure across neighborhoods. The map will be used to support a narrative explaining how "complete" different parts of the community are. The analysis will help assess current development patterns and guide future land use and policy decisions.
- **Economic Development.** The Economic Development Element will provide analysis and potential for retail, office, and industrial areas to serve as a foundation for land use recommendations and implementation strategies to strengthen employment, job creation, and to provide and grow a diverse and thriving tax base for the City. This element will include an analysis of job composition and trends, local characteristics and assets and the adequacy of local facilities and services to support or constrain existing or potential enterprises, an inventory of sites for potential development and redevelopment, and an assessment of the financial feasibility of and fiscal impacts and resources required for anticipated economic growth of the City.
- **Transportation and Mobility.** Based on the preceding steps, the Transportation and Mobility Element will be prepared. Much of the existing street system is well established, but system recommendations and future improvements can improve overall circulation. This element will focus on the coordination and optimization of all modes of travel within the City, including vehicular, bicycle, walking, and transit services. "Complete Streets" principles will be incorporated throughout the Transportation and Mobility Element to ensure effective mobility environments for pedestrians, cyclists, motorists, and persons using public transportation.
- **Public Facilities, Utilities, Infrastructure, and Community Services.** The Public Facilities, Utilities, Infrastructure, and Community Services Element will identify and inventory all community facilities and service providers in the City, and include recommendations and policies for municipal facilities and services and intergovernmental coordination and cooperation.
- **Parks, Open Space, and Natural Resources.** The Parks, Open Space, and Natural Resources Element will identify linkages, environmental protection areas, open space, and unique and sensitive natural resources. This element will consider riparian corridors and wetlands - including Ten Mile Creek, and Spring Meadow Lake – forested land, parks and recreation areas including Helena's extensive trail system, and other environmental features and ecological systems.
- **Cultural Resources and Tourism.** The Cultural Resources and Tourism Element will consider Helena's cultural resources and provide strategies to encourage local arts and culture and further incorporate historical preservation in the community. This element will seek to strengthen the City's cultural resources as key amenities for the community and provide support for local and regional tourism as required by state statutes.
- **Community Character and Design.** The Community Character and Design Element will include policies and recommendations that address community gateways and community image, place-making, and urban design. Community character recommendations will be included in other plan elements, ensuring that plan elements of the plan appropriately address and incorporate urban design.

5b: Web Meeting Series

The Project Team will conduct a series of two web meetings focusing on the Preliminary Elements listed above. Each web meeting will provide an opportunity for the City staff and the Joint Citizen's Council/Planning Commission to discuss preliminary policies, plan recommendations, and initial maps and graphics. Web meetings will be hosted by the Project Team and recorded for City staff and Joint Citizen's Council/Planning Commission members unable to attend.

The use of web meetings will increase the number of touch points between the Project Team, City staff, and the Joint Citizen's Council/Planning Commission. This will provide for a more responsive and efficient workflow that minimizes potential for issues and time-consuming revisions, maximizing Project Team resources spent on plan development. This process will also enable incremental review of draft plan content by City staff and the Joint Citizen's Council/Planning Commission, rather than wholesale review, which can be arduous and dilute the quality of input. This approach allows City staff and the Joint Citizen's Council/Planning Commission to effectively monitor the progress of the work program at a manageable scale.

Step 6: Draft and Final Land Use Plan

Based on the previous tasks in the planning process, the draft and final Land Use Plan will be prepared and presented to the City official, staff, residents, and stakeholders, before being finalized for City approval and adoption.

6a: Draft Land Use Plan Document

Based on feedback received in Step 5 the Project Team will prepare the draft Land Use Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations. The new Helena Land Use Plan will meet or exceed all state statutory requirements for Land Use Planning, including all required elements as identified in the City's RFP, and align with the Montana Land Use Planning Act.

6b: Implementation Element (Action Plan)

The new Land Use Plan will include an Implementation Element that lists the actions required to bring the Land Use Plan's goals and policies to fruition. Implementation tools will include short-, medium-, and long-range strategies and actions related to the City's zoning regulations, priority improvement projects, potential capital improvement projects, funding sources and implementation methods, timing and prioritization, and general administration, management, and a clear process for timely updates to the Land Use Plan. The Project Team will work with staff to ensure that the implementation plan is practical and actionable.

Land Use Plan and Zoning Alignment Framework

Updates to the City's zoning and development regulations will be one of the first steps toward implementing the City's new Land Use Plan. This step will include an assessment of the alignment between the new Land Use Plan and the City's current zoning ordinance and map to provide a regulatory framework for moving forward with the plan's implementation. The alignment assessment and framework will identify where land use and zoning align, where they do not, what zoning districts currently exist to regulate the land use plan, and what new districts may need to be created or amended to successfully implement the plan's recommendations.

6c: Staff Review (Web Meeting)

The Project Team will submit the draft Land Use Plan to City staff in PDF format for final review. It is anticipated that the plan will be subjected to a two- or three-stage review process.

6d: Joint Citizen's Council/Planning Commission Review Session

A final meeting will be conducted with the Joint Citizen's Council/Planning Commission to review and reach an agreement on the draft Land Use Plan document before proceeding to the public review and adoption process. Appropriate revisions to the draft Plan will be made based on feedback from the Joint Citizen's Council/Planning Commission, and the final Land Use Plan will be prepared for the Community Open House presentation.

6e: Community Open House

Members of the Project Team, along with City staff, will be present for a community open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the draft Comprehensive Plan. The Project Team will be available throughout the community open house to present material, answer questions, and get feedback before initiating the approval process.

6f: Final Draft Plan for Public Hearing and Adoption

Following the community open house and presentations, the Project Team will work with City staff to revise the draft Land Use Plan and incorporate any final changes. The final draft Land Use Plan will be prepared for a Planning Commission public hearing. Based on the review, discussion, and public feedback during the public hearing, the Project Team will revise the document if needed and prepare the Land Use Plan for final consideration and adoption.

The Project Team will present the draft Land Use Plan document at one (1) Planning Commission meeting (public hearing) and one (1) City Council meeting.

Land Use Plan (LUP) Budget Amendment

Step 4d. Land Value Per Acre Analysis	\$12,000
Step 4d. Enhanced GIS to analyze sites, constraints, and visualize land use/housing scenarios	\$20,000
Step 5a. Complete Neighborhood Index	\$18,000
LUP Scope Amendment Amount	\$50,000
Total LUP Amount	\$298,267

ZONING AND SUBDIVISION REGULATION UPDATE

Phase 1: Expedited Amendments

Our proposed Scope of Work for Phase 1 of the Zoning and Subdivision Regulations Update will amend Helena's current Regulations to comply with State legislation. For the sake of efficiency with the goal of meeting State deadlines for the Regulations amendment, meetings are proposed to be conducted virtually, and Helena staff are proposed to lead the adoption process with support from Houseal Lavigne.

Task 1: Legislative Research and Compliance Memo

This task will include the preparation of a memo outlining how Helena's current regulations will be amended to comply with Montana state legislation.

1a: Legislation Research

Houseal Lavigne will review development code related state legislation as well as legislative guidance and identify sections of Helena's Zoning and Subdivision Regulations to be amended for compliance.

1b: Legislative Compliance Memo

The findings from the legislation research will be compiled into a Legislative Compliance Memo. The Memo will include detailed recommendations on how to amend identified Regulations to bring regulations into compliance with Montana state legislation.

1c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the Memo available for public review and meeting with the Planning Commission and City Commission. Appropriate revisions will be made based on City staff feedback.

1d: Planning Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the Planning Commission to review the findings and recommendations of the Legislative Compliance Memo. Feedback received from the Planning Commission will be summarized and shared with the City Commission for consideration.

1e: City Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the City Commission to review the findings and recommendations of the Legislative Compliance Memo and feedback received from the Planning Commission. Feedback received from the City Commission will inform the amendments made in Task 2.

Task 2: Targeted Regulations Amendments

2a: Draft Targeted Regulations Amendments

Existing language from Helena's current Regulations will be redlined per the feedback received from the City Commission on the Legislative Compliance Memo.

2b: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff the Targeted Regulations Amendments are made available for public review and meeting with the Planning Commission and City Commission. Appropriate revisions will be made based on City staff feedback.

2c: Planning Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the Planning Commission to review the draft Targeted Regulations Amendments. Feedback received from the Planning Commission will be summarized and shared with the City Commission for consideration.

2d: City Commission Meeting (virtual)

Houseal Lavigne will facilitate a virtual meeting with the Planning Commission to review the draft Targeted Regulations Amendments and feedback received from the Planning Commission. Feedback received from the City Commission will be incorporated into the final Targeted Regulations Amendments brought forward for adoption consideration.

2e: Adoption Support

Houseal Lavigne will prepare presentations for City staff to present as they lead the Targeted Regulations Amendments through Helena's adoption process.

Phase 2: Comprehensive Regulations Update

Our proposed Scope of Work for Phase 2 of the Zoning and Subdivision Regulations Update reflects the process Houseal Lavigne has established to effectively prepare comprehensive regulation updates, including robust community education and engagement; data driven analysis; iterative regulations drafting, review, and refinement; and clear communication of proposed changes. Should the City favor our proposed approach, we will work closely with Helena staff and officials to further refine our proposed Scope of Work and community engagement process, ensuring that all local needs and requirements are met.

Task 3: Project Initiation

To "kick-off" the update process on the right foot, meetings will be conducted with City Staff and the Zoning Policy Advisory Committee before undertaking other community outreach activities. This approach allows Houseal Lavigne and the various City-designated individuals to discuss roles, responsibilities, scope, and issues and opportunities with existing regulations, to ensure the project gets off to a good start.

3a: City Staff Coordination Call

Houseal Lavigne will host a web meeting/conference call with the City's Community Development Department, and other key City staff, to discuss the formation of the ZPAC and ZTAC and confirm dates and times for the kick off trip. On this call, we will also discuss data needs and clarify any outstanding matters. To ensure consistent communication and coordination, the Project Manager will conduct regular and "as-needed" conference calls and/or web meetings with City Staff throughout the update process.

3b: Zoning Policy Advisory Committee (ZPAC) and Zoning Technical Advisory Committee (ZTAC) Formation

Houseal Lavigne recommends establishing a Zoning Policy Advisory Committee to provide policy direction throughout the Update process. The ZPAC should include elected and appointed City representatives including City Commission members, Planning Commission member, and representatives of other Helena boards, commissions, and committees. Houseal Lavigne also recommends establishing a Zoning Technical Advisory Committee to provide industry expertise and technical feedback throughout the Update process. The ZTAC should include community and business leaders such as neighborhood

association presidents, the president of the chamber of commerce, and engineers, architects, and developers with experience in Helena.

3c: Staff Kick-off Meeting and Orientation “Tour” of the City

A kick-off meeting will be held with the Community Development Department and other key City staff. This first face-to-face meeting will allow us to: 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures; and 5) clarify any outstanding matters. This meeting will conclude with a staff-led tour of the community to better understand the existing conditions and context of the various areas of Helena. We intend to function as a unified and integrated team alongside City staff and officials.

3d: Department Representatives Meeting

Immediately following the staff kick-off meeting, Houseal Lavigne will host a meeting with the Department representatives from all the different City Departments. Since many City departments are responsible for the administration and/or enforcement of various portions of zoning it is essential to receive feedback from these users on what is working and what needs to be updated.

3e: ZTAC Meeting #1 (in-person)

Houseal Lavigne will facilitate a meeting with the ZTAC to introduce Houseal Lavigne and the project and solicit their concerns and aspirations for the Zoning and Subdivision Regulations Update. As the technical advisory committee for the project, it is important that the ZTAC have a chance to communicate and discuss their issues and concerns with existing regulations with Houseal Lavigne, as well as each other, at the beginning of the process.

3f: ZPAC Meeting #1 (in-person)

Houseal Lavigne will facilitate a meeting with the ZPAC to introduce Houseal Lavigne and the project and solicit their concerns and aspirations for the Zoning and Subdivision Regulations Update. As the policy advisory committee for the project, it is important that the ZPAC have a chance to communicate and discuss their issues and concerns with existing regulations with Houseal Lavigne, as well as each other, at the beginning of the process.

Task 4: Community Engagement

A Zoning and Subdivision Regulations Update requires a unique approach to community outreach. Outreach for a planning process should encourage ambitious thinking and broad community input. For Zoning and Subdivision Regulations Updates, outreach must consider the impact of ordinance changes on property owners, development rights, and investment in current development in the community. Zoning and Subdivision Regulations Update engagement will also bring community members to the table who can shed light on local market realities, the level of tolerance for increased regulation, first-hand experience with development review and entitlement, and gauge public response to the introduction of new standards and regulations, in order to accomplish the long-term goals of the Helena community as established in the Helena Forward Land Use Plan.

4a: Project Hub Site

At the onset of the project, Houseal Lavigne will transition the ArcGIS Hub website developed for the Helena Forward Land Use Plan to support the Zoning and Subdivision Regulations Update. This online platform will seamlessly connect all ArcGIS technologies proposed to be utilized throughout the project as well as host a description of the project process, a timeline, information clarifying the relationship between the City’s Helena Forward Land Use Plan and zoning, as well as educational resources. Throughout the project, information about meetings, draft documents, and other project related materials will be posted on the project hub site to keep the community informed and engaged.

4b: Online Community Questionnaire

To provide another means for community participation, we will prepare an online questionnaire for Helena’s residents and business owners to offer community-wide opinions on the City’s current Regulations. The online community questionnaire

will be easily accessible on the project hub site. Once closed, a summary of the feedback received will be developed, posted on the project hub site for public review, and utilized as background information for the Preliminary Recommendations Report.

4c: Focus Group Discussion (in-person and virtual)

Focus group discussions allow us to gain insight into the community that we might otherwise not be able to obtain. Up to five focus groups will be conducted to obtain additional information regarding issues with the existing Regulations.

Houseal Lavigne will work with Helena staff to identify those to involve. We recommend a broad sampling of participants who have experience going through a zoning or subdivision approval process in the community. Focus groups should include 3-10 individuals with a similar background such as selected property owners, developers, architects, real estate agents, and business owners. The focus groups will be scheduled by City staff and conducted in-person during scheduled visits related to other outreach events or via telephone/teleconference as needed.

4d: Communications Campaign #1

Communications campaigns are integrated throughout the scope of work and are timed with outreach efforts and major project milestones. This ensures that the community understands the project and is continually engaged and informed throughout the project process. The first campaign will focus on public education and introducing the project, its goals, and process to the community. It will work to build support for the initiative and counter perceptions and misinformation identified in the early stages of the project and include a call-to-action to provide feedback at the upcoming open house and via the online questionnaire. Materials will include social media and website posts, flyers, intercept signs at key locations with a QR code to the project website, and a press release. Communications will be pushed to community leaders and others identified by City staff to help engage hard-to-reach populations.

4e: Project Kick Off Open House (in-person)

The purpose of the Project Kick Off Open House is to move from the general vision and ideas of the City's Helena Forward Land Use Plan, and into the primary objectives of the Zoning and Subdivision Regulations Update. The goal of the open house will be to educate members of the public about the Regulations and purpose of the Zoning and Subdivision Regulations Update as well as to form a consensus among participants concerning the primary objectives of the Zoning and Subdivision Regulations Update as identified by City staff. After the event, a summary of the feedback received will be developed, posted on the project hub site for public review, and utilized as background information for the Preliminary Recommendations Report.

Task 5: Existing Regulations Analysis and Preliminary Recommendations

This task will include the preparation of a Preliminary Recommendations Report that will be informed by a detailed assessment of the City's current Regulations and provide Houseal Lavigne's recommendations for the Zoning and Subdivision Regulations Update. It will be based on issues and opportunities identified in outreach, alignment with Helena Forward Land Use Plan, information provided by the City and partner agencies, and the experience and expertise of Houseal Lavigne.

5a: Assessment of Current Regulations and Recent Development Proposals

The review and assessment of the current Regulations will entail a detailed chapter-by-chapter, section-by-section review of the City's current Regulations. The assessment will highlight areas where the existing regulations, standards, procedures, processes, and other requirements are problematic, when measured against national best practices and effectively accommodating property investment while safeguarding and ensuring community character and sense of place. During this step, the City will provide a summary of recent history of development proposals and applications for zoning relief, identifying "pain points" in bringing forward development.

5b: Lot Standards Applicability Analysis

Houseal Lavigne will conduct a lot standards applicability analysis using ArcGIS Pro to evaluate existing development

conditions against the lot area and width standards of the City’s residential zoning districts. The analysis will include both a nonconformities analysis and a subdivision opportunities analysis. The nonconformities analysis compares the existing minimum lot area and width requirements of a district with existing development within that district and tests alternate standards. The analysis provides insight on whether regulations reflect existing development patterns or if they should be adjusted to ease the burden on landowners as they seek to reinvest in their property and on staff and elected/appointed officials as they consider variance requests. The subdivision opportunity analysis tests the alternate standards to determine whether they would create new subdivision opportunities that do not exist with the current standards.

5c: Helena Forward Land Use Plan and Zoning Map Alignment

If Helena is interested in pursuing proactive rezoning to align its zoning map with its land use plan, a land use plan and zoning map alignment analysis can be conducted. The analysis compares and scores the level of alignment between the land use plan category descriptions and zoning district purpose and intent statements, uses identified as desirable in the land use plan category and uses allowed by-right or conditionally in the zoning district, as well as the envisioned development pattern of the land use plan category and the existing development pattern of the zoning district. The resulting map helps to identify key rezoning opportunities as well as how existing districts can be updated to better align with land use plan categories.

5d: Helena Forward Land Use Plan and Regulations Text Alignment

Regardless of whether Helena is interested in pursuing proactive rezoning to align its zoning map with its land use plan, a comparative analysis between the vision, goals, and implementation actions of a Helena Forward Land Use Plan and the text of Regulations will be conducted. This level of analysis is essential to identifying regulatory barriers to realization of the community’s vision for its future.

5e: *Best Practices and Comparative Community Research*

Houseal Lavigne will conduct best practices and comparative community research on up to three key topics to inform the City about approaches other communities have taken to address similar issues.

5f: Alternatives Testing and Visualization

Utilizing 3D visualization software, Houseal Lavigne will test up to three alternative regulatory approaches to visualize how zoning can impact the built environment. Testing and visualizing alternative regulatory approaches, will allow the community to see how different zoning codes and policies could shape the City’s future. By creating baseline models and simulating alternative scenarios, the platform provides a clear, visual comparison of the potential impacts of each approach. This helps in making informed decisions by illustrating how regulatory changes could affect community character, density, public spaces, and overall urban form. The integration with tools like CityEngine, SketchUp, and Rhino enhances this capability, offering detailed, realistic simulations that are easily understandable by both planners and the public. The alternative scenarios and visualizations will be paired with narrative descriptions, recommendations, and policy direction questions.

5g: Preliminary Recommendations Report

Finally, the findings of tasks 5a-5f will be packaged into a Preliminary Recommendations Report. The report will describe the issues with current regulations based on feedback received during Tasks 1 and 2, alignment with Helena Forward Land Use Plan, and our expertise and analysis. The report will also include an overall recommended organization of the updated Regulations as well as identify strategies for how to proceed, what to prioritize, and case studies and best practice approaches to be considered to resolve identified issues.

5h: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the report available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

5i: Communications Campaign #2

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the

Preliminary Recommendations Report will be posted on the project website and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the report for public review and comment as well as the Preliminary Recommendations Open House. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

5j: ZTAC Meeting #2 (virtual)

Houseal Lavigne will meet with and present the Preliminary Recommendations Report to the ZTAC to gather feedback and input. Feedback received will be shared with the ZPAC for consideration.

5k: ZPAC Meeting #2 (in-person)

Houseal Lavigne will present the Preliminary Recommendations Report to the ZPAC. The intent will be to review and discuss recommendations, and the feedback received from the public in sufficient detail to provide Houseal Lavigne with the necessary direction to begin the development of draft Regulations sections. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

5l: Preliminary Recommendations Open House (in-person)

A public open house will be conducted during the same trip as the second ZPAC meeting to obtain feedback from the public on the key Zoning and Subdivision Regulations Update themes identified in the Preliminary Recommendations Report. Feedback from the open house will be summarized and posted to the project hub site.

Task 6: District and Use Standards

This task will entail the preparation of the first third of the Regulations including base and overlay district specific standards and use standards. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, and ZPAC review.

6a: District Standards

This task will include revisions to district purpose and intent statements to align with the City's Helena Forward Land Use Plan. Bulk and dimensional standards will also be revised during this step based on the results of the conformity analysis conducted as a part of Task 3. Zoning map amendments will also be made during this step if recommended in the Preliminary Recommendations Report.

6b: Use Standards

This task will include the drafting of a consolidated use table with modernized uses aligned to the updated districts. Supplemental use regulations that incorporate design principles and use limitations (such as hours of operation) relevant to specific uses will also be developed at this stage.

6c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City Staff before making the drafts available for public review and meeting with the ZTAC and ZPAC. Appropriate revisions will be made based on City staff feedback.

6d: Communications Campaign #3

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the draft District and Use Standards will be posted on the project hub site and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment and the Districts and Uses Open House. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

6e: ZTAC Meeting #3 (virtual)

Houseal Lavigne will present the draft district and use standards to the ZTAC. The intent will be to review and discuss the

technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

6f: ZPAC Meeting #3 (in-person)

Houseal Lavigne will present the draft district and use standards to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public in sufficient detail to provide Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

6g: Districts and Uses Open House (in-person)

Immediately following the third meeting of the ZPAC, a public open house will be conducted to obtain feedback from the public on the draft District and Use Standards. Feedback from the open house will be summarized and posted to the project hub site.

Task 7: Development, Building, and Design Standards

This task will entail the preparation of the heart of the Regulations including general development standards, building, and design standards. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, and ZPAC review.

7a: General Development Standards

This task will include objective, understandable standards, and regulations for development throughout the City including landscape and buffering standards, parking and loading standards, outdoor lighting standards, and fence/wall standards.

7b: Building and Objective Design Standards

This task will include the development of building and development design standards for residential and nonresidential building types to clarify the application of standards, delineate differences between building types, and ensure objectivity to promote fair certainty.

7c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the drafts available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

7d: Communications Campaign #4

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the draft Development, Building, and Design Standards will be posted on the project hub site and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment and the Development, Building, and Design Standards Open House. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

7e: ZTAC Meeting #4 (virtual)

Houseal Lavigne will present the draft Development, Building, and Design Standards to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

7f: ZPAC Meeting #4 (in-person)

Houseal Lavigne will present the draft Development, Building, and Design Standards to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public, in sufficient detail to provide Houseal

Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

7g: Development, Building, and Design Standards Open House (in-person)

Immediately following the fourth meeting of the ZPAC, a public open house will be conducted to obtain feedback from the public on the draft Development, Building, and Design Standards. Feedback from the open house will be summarized and posted to the project hub site.

Task 8: Sign Standards and Decision-Making Procedures

This task will entail the preparation of the latter third of the updated Regulations including sign standards and decision-making procedures. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, ZTAC, and ZPAC review.

8a: Sign Standards

This task will modernize the City's sign ordinance, ensuring it complies with relevant case law, is content neutral, and furthers the City's goals for the appearance of the community.

8b: Decision-Making Procedures

This task will establish efficient and flexible decision-making procedures that increase transparency between City staff, elected and appointed officials, applicants, and the public. This section will also update the City's nonconformities standards.

8c: City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to three review calls with City staff before making the drafts available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

8d: Communications Campaign #5

To keep the community engaged and informed throughout the Zoning and Subdivision Regulations Update process, the draft Sign Standards and Decision-Making Procedures will be posted on the project hub site, and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment. Communications will be pushed to community leaders, residents, focus group participants, and others identified as by City staff to help engage hard-to-reach populations.

8e: ZTAC Meeting #5 (virtual)

Houseal Lavigne will present the draft Sign Standards and Decision-Making Procedures to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

8f: Sign Contractors and Business Owners Focus Group (in-person)

Changes to sign standards have the potential to most acutely impact sign contractors and business owners in the City. To ensure any updates to the sign standards balance being business friendly with the desire to improve the appearance of signs and commercial areas over time, a focus group will be conducted immediately prior to the fifth meeting of the ZPAC to review and discuss the draft sign standards with sign contractors and local business owners. Feedback received from the focus group will be shared with the ZPAC at their fifth meeting.

8g: ZPAC Meeting #5 (in-person)

Houseal Lavigne will present the draft Sign Standards and Decision-Making Procedures to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public, in sufficient detail to provide

Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

Task 9: Draft and Final Regulations

Based on the previous tasks in the update process, the full draft and final Regulations will be prepared and presented for local consideration and adoption.

9a: Draft Regulations Document

Houseal Lavigne will prepare the draft Regulations document based on direction received from the ZPAC. A consolidated chapter of definitions as well as diagrams and flowcharts will be embedded in the document at this stage.

9b: Final Legal Review and City Staff Review Calls (up to 5)

The draft Regulations will be brought for final legal review to the City Attorney. Although the City Attorney may be involved throughout the process of developing the updated Regulations, final legal review is necessary before the full draft document is made public.

Houseal Lavigne will facilitate up to 5 review calls with City staff to discuss the comments of the City Attorney and other City staff before making the document available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City Attorney and other City staff feedback.

9c: ZTAC Meeting #6 (virtual)

Houseal Lavigne will present the full draft Regulations to the ZTAC. The intent will be to review and discuss the technical merits of additional changes made to proposed Regulations sections based on the feedback previously received from the ZPAC. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

9d: ZPAC Meeting #6 (in-person)

A final meeting will be conducted with the ZPAC to review and reach agreement on the full draft Regulations document before proceeding with the public review and adoption process. Appropriate revisions to the draft Regulations will be made based on feedback received and the final draft Regulations will be prepared for public consideration.

9e: Final Draft Regulations with Custom Layout and Hyperlinking

Houseal Lavigne will prepare the draft Regulations document based on the final direction received from the ZPAC. If Helena plans to utilize the PDF of the Regulations after adoption, rather than uploading the Regulations to an online code publisher (such as MuniCode), Houseal Lavigne can enhance the overall appearance of the document by working with City staff to develop a custom layout. Additionally, Houseal Lavigne can improve the PDF with hyperlinks to ensure cross references embedded throughout the Regulations are interactive and user-friendly.

9f: Major Changes Overview StoryMap

To summarize the proposed changes to the Regulations clearly and concisely, a Major Changes Overview StoryMap will be developed. The StoryMap will include answers to frequently asked questions, provide an overview of the Zoning and Subdivision Regulations Update process, highlight and provide the reasoning behind major proposed changes, and include parcel specific information and an opportunity to provide feedback. The StoryMap will be embedded on the project hub site and can be emailed to key community members engaged throughout the process.

9g: Communications Campaign #6

This final communications campaign will share the Informational Brochure and include a call-to-action to provide feedback at upcoming open houses. Language for press releases and social media posts will highlight the importance of the process for the future of Helena. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

9h: Pre-Adoption Open House

Members of Houseal Lavigne, along with City staff, will be present an in-person open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the final draft Regulations document. Houseal Lavigne will be available throughout the community open houses to present materials, answer questions, and get feedback before initiating the approval process. Feedback from the open houses will be shared with the Planning Commission and City Council during adoption meetings to inform their decision making.

9i: Planning Commission Public Hearing (in-person)

Houseal Lavigne will present the final Regulations at the Planning Commission public hearing.

9j: City Commission Adoption (in-person)

Houseal Lavigne will present the final Regulations to City Commission for consideration and adoption.

9k: Final Regulations Document

Following the adoption of the Regulations, Houseal Lavigne will share the final document and components with the City in fully editable documents including word, pdf, jpeg, and png files.

Task 10: Implementation

After the adoption of the Regulations, it is essential that the City invest in implementation to ensure a streamlined and stress-free transition. Houseal Lavigne's proposed approach involves virtual training sessions which can be recorded for future staff and elected/appointed officials, and an outreach/marketing video that will continue to serve the Helena community members into the future.

10a: Staff Training Sessions (virtual)

Houseal Lavigne will facilitate two virtual training sessions with City staff members to orient them to the new Regulations, describe the organization of the regulations, and detail which sections their respective departments would be responsible for administering.

10b: Elected and Appointed Officials Training Sessions (virtual)

Houseal Lavigne will facilitate three virtual training sessions with the City's Boards and Commissions to provide training on the new Regulations. The training sessions will be designed to educate elected and appointed officials about their roles in the administration of new regulations and how new standards and review criteria should be utilized to better inform decision making.

10c: User Guide and Applications Manual

Houseal Lavigne will develop a User Guide to help ensure that all people, regardless of age, ability, or online expertise are able to easily access and utilize City's new Regulations. An Applications Manual will also be prepared to support the updated Regulations and provide City staff with an easily updated document detailing all processes and application requirements.

Zoning and Subdivision Regulation Update Budget

Houseal Lavigne proposes a not-to-exceed fee of \$339,790 for the City of Helena Zoning and Subdivision Regulations Update, including all professional fees and directly related project expenses. If the City favors our basic approach, we will work with staff to amend our scope of work as necessary to meet any budgetary constraints.

Task 1: Legislative Research and Compliance Memo	\$14,500.00
Task 2: Targeted Regulations Amendments	\$14,980.00
Task 3: Phase 2 Initiation	\$9,730.00
Task 4: Community Engagement	\$19,790.00
Task 5: Existing Regulations Analysis and Preliminary Recommendations	\$76,810.00
Task 6: District and Use Standards	\$40,850.00
Task 7: Development, Building, and Design Standards	\$40,850.00
Task 8: Sign Standards and Decision-Making Procedures	\$26,800.00
Task 9: Draft and Final Regulations	\$89,700.00
Task 10: Implementation	\$35,260.00
Total Zoning and Subdivision Regulation Update	\$339,790.00

Amended LUP Scope Total Amount	\$298,267.00
Zoning and Subdivision Regulation Update	\$339,790.00
Total Budget, Amended Scope (Not-to-Exceed Amount):	\$638,057.00

Direct expenses attributable to the project include per diem, printing, lodging, and transportation. Each step is inclusive of direct expenses. The only not-to-exceed cost is the total sum of professional fees. If optional steps and subtasks are desired, Houseal Lavigne will work with staff to outline an approach and identify a budget.

~~Land Use Plan Optional Add-ons~~

~~Bicycling-Pedestrian Analysis (\$12,000)~~

Using GIS, we will analyze all of the potential new bicycle pedestrian infrastructure that could be built within existing roadway widths and rights-of-way. This analysis creates a powerful tool for planning for expanded active transportation and connections across the city.

~~Interactive Web-based Executive Summary (\$10,000)~~

The planning process will yield a traditional “long-for” plan for printing, on-screen viewing, and easy distribution, searching, and navigation. In addition, we can leverage ArcGIS Online StoryMaps to create an “app,” providing an interactive “executive summary” version of the Land Use Plan. Combined with photos, text, websites, and other media, ArcGIS Online will power interactive maps that can be queried and explored, providing an engaging way to experience summary content from the Land Use Plan. Content will be interwoven with maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the plan. This step would take place after the Land Use Plan is adopted.

~~EuclidHL (\$20,000)~~

EuclidHL is an AI-powered tool tailored to Helena that will quickly query the City's land use codes and regulations when they are updated and provide accurate information to public inquiries requiring what can be built where. This new product frees planning staff to do the actual work of planning and implementing the Land Use Plan by reducing the amount of time they have to spend answering questions from the public and developers regarding the City's codes and regulations. When deployed, it can speed up implementation of the Land Use Plan's goals by providing 24/7 guidance to the public and developers on land use and housing development questions reducing the response times between city employees and the public and streamline implementation. EuclidHL would be customized to fit Helena and deployed after the Land Use Plan and Zoning Code and Subdivision Regulation Updates are completed.

AGREEMENT COVERSHEET

(All City agreements and documents routed outside your department are required to have a coversheet):

Agreement Type: **Professional Services**

Department: **Community Development**

Division: **Planning / Zoning**

Creator: Chris Brink, Community Development Director

Date Created: **3/1/2024**

Contractor / Service Provider: Houseal Lavigne Associates, LLC

Agreement Amount / Value: \$249,945

Budget Funding Source: **General Fund**

Finance Project Number:

Agreement Number: Click or tap here to enter text.

Purpose / Additional Notes: Agreement for Professional Services to be executed for the conversion of the 2019 City of Helena Growth Policy into a Land Use Plan, in conformance with the 2023 Montana Land Use Planning Act (Title 76, Chapter 25, Part 2, Montana Code Annotated).

City Attorney Received

RECEIVED

MAR 04 2024

CITY ATTORNEY'S OFFICE

City Manager Received

RECEIVED

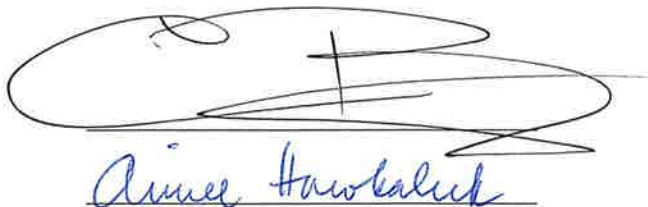
12th
MAR 06 REC'D

CITY MANAGER

City Clerk Received

Department Approval:

Attorney Review:



Please return digital executed agreement to: **Chris Brink**

AGREEMENT FOR PROFESSIONAL SERVICES

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 **HOUSEAL LAVIGNE ASSOCIATES, LLC.**, 188 W. Randolph Street, Suite 200, Chicago, IL 60601 hereinafter referred to as “Service Provider,” collectively referred to as “Parties.”

RECITALS

1. This is an agreement for professional, technical, architectural, engineering, land surveying, or legal services.
2. Pursuant to § 7-5-4301(2), MCA, these types of agreements are exempt from the §§ 7-5-4302 through 7-5-4304, § 7-5-4306, and §7-5-4307, MCA, including bidding requirements.

AGREEMENT

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. **Purpose:**

The Service Provider shall complete a 5-year review of the existing 2019 City of Helena Growth Policy, which was drafted (2019) and adopted (2020) in conformance with Section 76-01-601, Montana Code Annotated. As part of this effort, the consultant will then analyze the need for edits to the document to incorporate data, narrative, and maps required of a Land Use Plan as detailed in Montana Senate Bill 382, passed May 17, 2023, and known as the Montana Land Use Planning Act. The Service Provider, with the assistance of City staff, as needed, will determine areas needing minor updates or the full incorporation of new components to the LUP to complete the update and conversion of the Growth Policy. Where there are new, recommended material edits within the LUP, it is expected that new goals and outcomes will be established and accompanied by a specific policy or policies to be implemented upon adoption of the LUP.

2. **Effective Date and Term:** This Agreement is effective upon execution by both parties and will terminate eighteen (18) months after the date of Agreement execution. Any extension of the term of this Agreement must be set forth in writing and signed by both parties.

3. **Scope of Services:** Service Provider will perform the work and provide the services in accordance with the specifications and requirements as follows:

Step 1: Project Initiation

To “kick-off” the planning process on the right foot, we will conduct meetings with City staff, the

Planning Commission, and the City Commission before undertaking other community outreach activities. This approach allows the Project Team (consultant team) and the various City-designated individuals to discuss roles, responsibilities, scope, and community issues and opportunities, to ensure the project gets off to a good start.

Guiding the Process: A “Joint Helena Citizen’s Council/Planning Commission” as Comprehensive Plan Steering Committee

We recommend the City establish a steering committee made up of a selection of members of Helena’s Citizen’s Council (at least one per ward) and Planning Commission (a total of 10-15 members). The Joint Citizen’s Council/Planning Commission will provide a public face to the planning process and demonstrate a commitment on behalf of the City to seek meaningful input. The Joint Citizen’s Council/Planning Commission should serve as a community sounding board, meeting at key points along the process to discuss issues and overall planning direction and provide feedback for consideration prior to adoption.

1a: Staff Coordination Call and Progress Reporting (Web Meeting)

The Project Team will host a web meeting/conference call with City staff to confirm dates and times for the official staff kickoff and department heads meetings. On this call, we will also discuss data needs and clarify any outstanding matters. The Project Team will work with City staff to schedule meetings in Step 1 (1d-1g) during the same meeting/conference call. To ensure consistent communication and coordination the project manager will conduct “as-needed” conference calls and/or web progress meetings with the City’s designated project manager throughout the planning process. These may become more regular as each step leads to a specific deliverable.

1b: Community Education – Branding the Process

As part of project initiation, branding the Land Use Plan will garner support for the planning process and pique public interest in the Plan. The graphic design and communications experts on the Project Team will use their expertise in community-based marketing to create an “identity” for the planning process as well as the plan document. Collateral such as postcards, short-form surveys, and informational posters can be developed for use by City staff at pop-up engagement events to better promote the plan and inform and engage the community.

1c: Data Collection

As part of the project initiation step, the Project Team will coordinate with the City’s GIS provider to collect a variety of datasets related to land use and development. The data collection task focuses on GIS data needs including, but not limited to parcels, building footprints, zoning districts and overlays, community facilities, parks, traffic volumes, sidewalk inventory, traffic signals, bike routes, environmental features, and trails.

1d: Staff Kick-off Meeting and Orientation Tour of the City

We intend to function as a unified and integrated team alongside City staff and officials and to

establish this, a kick-off meeting will be held with City staff assigned to the Comprehensive Plan project. This first face-to-face meeting will allow us to 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures, upcoming meetings, and events; and 5) clarify any outstanding matters. This meeting will include a staff-led tour of the City, setting an initial understanding of existing conditions and the context of Helena.

1e: Department Heads Meeting

Following the staff kick-off meeting, the Project Team will host a meeting with key members of City departments and divisions, including Community Development, Planning, the Building, Housing, Parks Recreation and Open Lands, Transportation, the Police and Fire Departments, Public Works and Administrative Services. Land Use Plan recommendations will impact a wide variety of City policies, and support from all departments will be essential to the Plan's implementation.

1f: Kickoff with the Joint Citizen's Council/Planning Commission

An initiation meeting will be held with the Joint Citizen's Council/Planning Commission to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. This meeting can be held separately or in a joint setting to (a) discuss each committee's role in the Land Use Plan; (b) review overall project objectives and work program; (c) review a preliminary schedule for the project; and (d) begin the process of identifying key stakeholders.

1g: City Leadership Roundtable

The Project Team will facilitate a roundtable discussion with the Mayor and City Commission to introduce the Project Team and solicit their concerns and aspirations for the community. As the community's policymakers, it is important that the City Commission has a chance to communicate and discuss their issues and concerns with the Project Team, as well as each other, at the beginning of the process.

The primary purpose of this work session is to gather ideas from City officials, ensuring that the Plan accurately captures the shared sentiments of community leaders. This work session will provide a unique opportunity to jointly discuss the foundation of the Land Use Plan process, the overall direction and policy issues facing the community, and their future vision for Helena.

Step 2: Public Engagement and Communications Plan

Anticipating high levels of participation from an active and engaged community, our proposed outreach process for the Land Use Plan includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation possible. Taking an educational approach, outreach activities will provide robust dialogue providing residents and stakeholders a chance to provide input, while allowing the City and Project Team the opportunity to educate and inform the public about the planning process. Our team will track all outreach efforts over the course of the project and clearly demonstrate the impact of public engagement on the final Land Use

Plan.

2a: Project Website

At the onset of the project, we will design and host an interactive project website linked to the City's website. We are committed to using the internet to maximize the participation and communication between the City and its residents. An interactive project website provides a home base for information regarding the Land Use Plan. The website will promote and popularize the planning process; post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community questionnaire.

2b: Online Community Questionnaire

We will prepare an online questionnaire for the residents and business owners in Helena to offer their opinions on a range of topics and issues. The business component of the questionnaire will include the opportunity to provide specific input on those issues and concerns most important to the City's business community. The online community questionnaire will be easily accessible on the project website. At the close of the questionnaire response period, we will review and provide the results as a gauge of community issues, key themes, and principles.

2c: map.social (Online Map-based Engagement Platform)

The project website will feature map.social, a web-based community issues mapping tool. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued community amenities. map.social simplifies the mapping process and familiarizes users with all areas of the Helena community in a manner that is exciting, interactive, and effective. Input from users allows us to create a composite map of community issues to assist with the establishment of community goals and policies.

2d: Key Stakeholder Interviews and Focus Groups (up to 16)

Key stakeholder interviews and focus group discussions allow us to gain deeper insight into the community that we might otherwise not be able to obtain. Up to 16 confidential interviews/focus groups will be conducted to obtain additional information regarding local issues and potentials. The Project Team will work with City staff and elected officials to identify those to be interviewed. We recommend a broad sampling of interviewees and focus group participants who may possess unique perspectives or special insights into the community. Interviewees and stakeholder groups could include selected property owners, new or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. It is anticipated that focus groups will include representatives from the City's various boards and commissions – the Open Lands Management Advisory Committee, Housing Task Force, Heritage Preservation and Tourism Council, Zoning Commission, Joint Citizen's Council/Planning Commission, Downtown Business Improvement District, and others.

The interviews and focus group discussions will be conducted in-person during scheduled visits

related to other outreach events or via telephone/virtual conference as needed.

2e: Do-It-Yourself (DIY) Workshop Kits

The Project Team will provide DIY workshop kits available to City staff, who will assist with distribution to community groups (e.g., chamber organizations, homeowners' associations, places of worship, community organizations, neighborhood groups) throughout Helena. DIY workshop kits allow City staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. City staff will play a role in helping distribute DIY workshop materials to target groups and then provide summary information to the Project Team. DIY Workshops can either be conducted by staff or volunteers as in-person events or hosted online using a small group virtual event format such as Zoom or Microsoft Teams.

Summaries of feedback received will be provided for up to 10 DIY workshop kits. Summaries needed for additional DIY workshops can be provided at an additional cost separate from the overall planning process.

2f: Community Engagement Key Themes and Takeaways Summary

This task will conclude in a memo that summarizes the key themes and takeaways from all community outreach events. The memo will provide focus and direction for subsequent update activities and serve as the cornerstone of the consensus building process. The memo will be incorporated into the Existing Conditions Memorandum delivered as part of Step 3.

Step 3: Existing Conditions Analysis

This step will include the preparation of an Existing Conditions Memorandum that will provide an inventory and summarize our analysis of existing conditions, document existing land uses, identify key thoroughfares and community facilities, and provide an economic and demographic profile. It will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the City and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this step efficiently, reserving project budget and resources for visioning, planning, and action.

3a: Past Plans and Studies Review

To inform the development of the Helena Growth Policy Update/Land Use Plan Conversion, as part of the existing conditions analysis, we will review existing plans and policies, including:

- City of Helena Growth Policy (2019)
- Downtown Helena Master Plan (2016)
- Downtown Renewal Vision for Cruse Avenue (2020)
- Parks and Recreation Master Plan (2018)
- Greater Helena Area Long Range Transportation Plan Update (2014)
- Disaster Mitigation Plan (2017)
- ADA Transition Plan (2017)

- Zoning Ordinance (2016)
- Subdivision Regulations (2013)
- Capital Improvements Plan (2013)
- Floodplain Ordinance (2012)
- Annexation Policy (2008)

Additionally, we will review the following City projects which will also be active/updating during the same timeframe from 2023 to 2025:

- Joint City/County Infrastructure Study
- Long Range Transportation Plan
- Lewis and Clark County Growth Policy Update
- Sixth Ward/Railroad District/Midtowne Neighborhood Plan

This review process will help determine 1) recently adopted City policies that need to be reflected in the Land Use Plan; 2) change within the community that has occurred since the adoption of previous plans; 3) conflicts between or deficiencies within existing plans; and 4) the validity of previously collected data. We will work with City staff to gather the status of implementation of each study, the key takeaways from each study, and to identify any additional current studies and reports that should be reviewed as part of this task.

3b: Demographic Overview and Market Snapshot

The project team will prepare a demographic analysis of the Helena community that will include a summary of population, households, income, age characteristics, racial and ethnic composition, and labor force and employment. This analysis will be summarized, and a profile will be formulated that will provide an overview of trends for residential, retail, office, and industrial land uses. We will use U.S. Census data as well as proprietary data sources for this analysis.

3c: Existing Conditions Analysis

We will inventory existing conditions for all parcels within Helena to establish a foundational understanding of the Helena community. The Existing Conditions analysis will include an evaluation of the following components, each presented in the Existing Conditions Memorandum with text, maps, and graphics where appropriate.

- Land Use. Reconnaissance and inventory of Helena and its planning area will be completed, and an Existing Land Use Map prepared, along with the identification of issue areas, incompatible arrangements, and opportunities. Natural Resources, Environment, and areas of Natural Hazards will be identified within the Existing Land Use Map.
- Housing. Analysis will be completed including household characteristics, housing type and tenure, housing value, people experiencing homelessness, and cost burden.
- Economic Development. Economic development and competitiveness will be examined including household income, employment and major employment sectors, workforce characteristics, economic development trends, and labor shed.

- **Annexation and Growth.** Existing boundary agreements and planning efforts will be assessed and areas for possible future growth will be examined to determine opportunities, constraints, and obstacles regarding the growth of the community.
- **Zoning and Development Regulations.** A preliminary diagnosis of current zoning as identified in Titles 11 and 12 of the Helena City Code will be conducted to identify alignment with existing land use and needed areas of improvement.
- **Transportation and Mobility.** Working with City staff and the various City departments and gathering information from MDOT and Lewis and Clark County, and others, we will undertake an analysis of the transportation network. This will encompass the existing street system, bike and pedestrian facilities, and public transportation. Issues, concerns, and opportunities for improvement will be identified. Our assessment will focus on vehicular, bicycle, pedestrian, and transit, and how they relate.
- **Public Services, Facilities, Infrastructure.** Public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, and future needs. Data provided by the City and its service providers will be used along with fieldwork and other research, to prepare a planning-level assessment of existing infrastructure.
- **Natural Resources, Environmental Features, and Hazards.** Local and regional recreational facilities and amenities will be inventoried and assessed, including service area analysis and programming for the City's parks and recreational facilities, and valuable habitat, ecosystems, wetlands, creeks, environmental features, and natural areas will also be inventoried and assessed to determine current assets, conservation areas, and environmental resources.

3d: Existing Conditions Memorandum

The Project Team will compile the results from community engagement activities and the existing conditions analysis into an Existing Conditions Memorandum. The memorandum will include existing conditions, issues, and opportunities that will be addressed in the new Land Use Plan. The Existing Conditions Memorandum is an interim deliverable collecting and presenting data and information gathered in steps 1-3 under a single memorandum to City staff.

3e: Staff Review and Discussion (Web Meeting)

City staff and the Project Team will review the Existing Conditions Memorandum ahead of its distribution to the Joint Citizen's Council/Planning Commission. We will work to ensure that substantive comments provided by City staff integrate into the Plan's development in steps 4-6.

3f: Joint Citizen's Council/Planning Commission Meeting – Existing Conditions Review

The Project Team will meet with and present the Existing Conditions Memorandum to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 4: Vision, Goals, and Preliminary Land Use Element

The Land Use Plan will establish an overall "vision statement" for the future of Helena with goals based on analysis and themes identified during community outreach. The vision and goals, combined with a Preliminary Land Use Element to direct place-based recommendations, will

serve as the “cornerstone” of the consensus-building process and provide focus and direction for subsequent planning activities. Development of the Vision, Goals, and Preliminary Land Use Element will be based on two community-wide outreach events: a business-focused community workshop and a community visioning workshop.

It is anticipated that tasks 4a and 4b will be conducted during the same trip.

4a: Business Community Workshop

This public workshop will be targeted specifically to business owners and managers, developers, and Helena’s entrepreneurs as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose stewardship and involvement are crucial to the Plan’s ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts to business owners or as part of a regularly scheduled event (such as a regular meeting of the local chamber of commerce) where property owners and business owners are typically in attendance. A virtual format is also an option if in-person engagement cannot be timed with a previously scheduled visit or is not desired.

4b: Community Visioning Workshop

The purpose of a Community Visioning Workshop is to allow residents and stakeholders to tell the Project Team what they think before policies and recommendations are crafted. The Community Visioning Workshop will involve the Project Team, elected officials, City staff, the Joint Citizen’s Council/Planning Commission, and members of the community.

The workshop will begin with a large group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then “break out” into small groups for a mapping exercise where they will put pen to paper and work to develop their “vision” for the future of the community. The workshop will conclude with a general agreement regarding the community’s issues and opportunities, key planning themes and principles, the long-term role and character of Helena, and the projects and improvements that will be desirable in the future.

4c: Vision Statement and Goals

The Project Team will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement and goals for the City. The vision statement will be prepared based on feedback from the community visioning workshop, community outreach activities, and observations reflected in the existing conditions memorandum. Plan goals will also be developed to provide a more specific focus and direction for planning recommendations. As a starting point, we will work with City staff to review the 2019 Helena Growth Policy Community Vision and Values, Goals and Actions, updating and refining those that are still relevant and applicable to the new planning process.

4d: Preliminary Land Use Element

Based on the outcome of the previous tasks, the Preliminary Land Use Element, including the draft future land use map, will provide recommendations and policies for the City's residential areas and neighborhoods, commercial and industrial areas, recreation areas, natural and environmentally sensitive areas, and public and quasi-public uses.

The Land Use Element will form the core of the Land Use Plan and will identify and address a range of land use topics such as desired development patterns, new growth and expansion areas, growth management strategies, and land use incompatibility mitigation strategies. This first core element will establish the draft future land use map and provide overarching guidance to all other land use related components of the Land Use Plan, including the draft elements developed in Step 5.

4e: Staff Review and Discussion (Web Meeting)

Staff and the Project Team will review the Vision, Goals, and Preliminary Land Use Element prior to its distribution to the Joint Citizen's Council/Planning Commission. Comments provided by City staff will be integrated and distributed to the Joint Citizen's Council/Planning Commission for their review.

4f: Joint Citizen's Council/Planning Commission Meeting (Web Meeting)

The Project Team will meet with and present the Vision, Goals, and Preliminary Land Use Element to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 5: Preliminary Plan Elements

This step will entail the preparation of preliminary policies and recommendations for key topic areas.

5a: Preliminary Elements

Collectively, the following elements will identify trends that should be considered in planning for the future and address issues identified by the community, City staff, and stakeholders. Although the elements will accommodate appropriate and desirable development and improvements, each element will be respectful and supportive of the community's vision and goals. All elements will be highly illustrative and graphically compelling. Maps, illustrations, and concept visualizations will be utilized to convey planning and development concepts and recommendations. Based on our preliminary understanding of the Helena community, the requirements of the State of Montana, and the information outlined in the RFP, the following elements will be prepared, either as a standalone chapter, or as appropriate, combined or woven throughout the plan:

- **Housing.** The Neighborhoods and Housing Element will consider location, types, age, and condition of housing; owner and renter occupancy; affordability of housing; strategies and partnerships for the population of people experiencing homelessness in the community; and constraints on housing development. This element will identify the amount, character, density, and recommended location for different housing products and dwelling types to meet the

current and future needs of Helena’s residents and include policies and recommendations to meet projected housing needs while addressing affordability and infill.

- **Economic Development.** The Economic Development Element will provide analysis and potential for retail, office, and industrial areas to serve as a foundation for land use recommendations and implementation strategies to strengthen employment, job creation, and to provide and grow a diverse and thriving tax base for the City. This element will include an analysis of job composition and trends, local characteristics and assets and the adequacy of local facilities and services to support or constrain existing or potential enterprises, an inventory of sites for potential development and redevelopment, and an assessment of the financial feasibility of and fiscal impacts and resources required for anticipated economic growth of the City.
- **Transportation and Mobility.** Based on the preceding steps, the Transportation and Mobility Element will be prepared. Much of the existing street system is well established, but system recommendations and future improvements can improve overall circulation. This element will focus on the coordination and optimization of all modes of travel within the City, including vehicular, bicycle, walking, and transit services. “Complete Streets” principles will be incorporated throughout the Transportation and Mobility Element to ensure effective mobility environments for pedestrians, cyclists, motorists, and persons using public transportation.
- **Public Facilities, Utilities, Infrastructure, and Community Services.** The Public Facilities, Utilities, Infrastructure, and Community Services Element will identify and inventory all community facilities and service providers in the City, and include recommendations and policies for municipal facilities and services and intergovernmental coordination and cooperation.
- **Parks, Open Space, and Natural Resources.** The Parks, Open Space, and Natural Resources Element will identify linkages, environmental protection areas, open space, and unique and sensitive natural resources. This element will consider riparian corridors and wetlands - including Ten Mile Creek, and Spring Meadow Lake – forested land, parks and recreation areas including Helena’s extensive trail system, and other environmental features and ecological systems.
- **Cultural Resources and Tourism.** The Cultural Resources and Tourism Element will consider Helena’s cultural resources and provide strategies to encourage local arts and culture and further incorporate historical preservation in the community. This element will seek to strengthen the City’s cultural resources as key amenities for the community and provide support for local and regional tourism as required by state statutes.
- **Community Character and Design.** The Community Character and Design Element will include policies and recommendations that address community gateways and community

image, place-making, and urban design. Community character recommendations will be included in other plan elements, ensuring that plan elements of the plan appropriately address and incorporate urban design.

5b: Web Meeting Series

The Project Team will conduct a series of two web meetings focusing on the Preliminary Elements listed above. Each web meeting will provide an opportunity for the City staff and the Joint Citizen's Council/Planning Commission to discuss preliminary policies, plan recommendations, and initial maps and graphics. Web meetings will be hosted by the Project Team and recorded for City staff and Joint Citizen's Council/Planning Commission members unable to attend.

The use of web meetings will increase the number of touch points between the Project Team, City staff, and the Joint Citizen's Council/Planning Commission. This will provide for a more responsive and efficient workflow that minimizes potential for issues and time-consuming revisions, maximizing Project Team resources spent on plan development. This process will also enable incremental review of draft plan content by City staff and the Joint Citizen's Council/Planning Commission, rather than wholesale review, which can be arduous and dilute the quality of input. This approach allows City staff and the Joint Citizen's Council/Planning Commission to effectively monitor the progress of the work program at a manageable scale.

Step 6: Draft and Final Land Use Plan

Based on the previous tasks in the planning process, the draft and final Land Use Plan will be prepared and presented to the City official, staff, residents, and stakeholders, before being finalized for City approval and adoption.

6a: Draft Land Use Plan Document

Based on feedback received in Step 5 the Project Team will prepare the draft Land Use Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations. The new Helena Land Use Plan will meet or exceed all state statutory requirements for Land Use Planning, including all required elements as identified in the City's RFP, and align with the Montana Land Use Planning Act.

6b: Implementation Element (Action Plan)

The new Land Use Plan will include an Implementation Element that lists the actions required to bring the Land Use Plan's goals and policies to fruition. Implementation tools will include short-, medium-, and long-range strategies and actions related to the City's zoning regulations, priority improvement projects, potential capital improvement projects, funding sources and implementation methods, timing and prioritization, and general administration, management, and a clear process for timely updates to the Land Use Plan. The Project Team will work with staff to ensure that the implementation plan is practical and actionable.

Land Use Plan and Zoning Alignment Framework

Updates to the City's zoning and development regulations will be one of the first steps toward implementing the City's new Land Use Plan. This step will include an assessment of the alignment between the new Land Use Plan and the City's current zoning ordinance and map to provide a regulatory framework for moving forward with the plan's implementation. The alignment assessment and framework will identify where land use and zoning align, where they do not, what zoning districts currently exist to regulate the land use plan, and what new districts may need to be created or amended to successfully implement the plan's recommendations.

6c: Staff Review (Web Meeting)

The Project Team will submit the draft Land Use Plan to City staff in PDF format for final review. It is anticipated that the plan will be subjected to a two- or three-stage review process.

6d: Joint Citizen's Council/Planning Commission Review Session

A final meeting will be conducted with the Joint Citizen's Council/Planning Commission to review and reach an agreement on the draft Land Use Plan document before proceeding to the public review and adoption process. Appropriate revisions to the draft Plan will be made based on feedback from the Joint Citizen's Council/Planning Commission, and the final Land Use Plan will be prepared for the Community Open House presentation.

6e: Community Open House

Members of the Project Team, along with City staff, will be present for a community open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the draft Comprehensive Plan. The Project Team will be available throughout the community open house to present material, answer questions, and get feedback before initiating the approval process.

6f: Final Draft Plan for Public Hearing and Adoption

Following the community open house and presentations, the Project Team will work with City staff to revise the draft Land Use Plan and incorporate any final changes. The final draft Land Use Plan will be prepared for a Planning Commission public hearing. Based on the review, discussion, and public feedback during the public hearing, the Project Team will revise the document if needed and prepare the Land Use Plan for final consideration and adoption. The Project Team will present the draft Land Use Plan document at one (1) Planning Commission meeting (public hearing) and one (1) City Council meeting.

Any alteration or deviation from the above described work that involves extra costs will be permitted only upon written request by the City to Service Provider and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

4. **Payment (check one):**

☐ City agrees to pay Service Provider Two Hundred Forty Nine Thousand Nine Hundred Forty Five Dollars (\$249,945) for performance of this Agreement. Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the City to Service Provider and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

☐ City agrees to pay the Service Provider according to the following fee schedule with the total amount due under this Agreement not to exceed Two Hundred Forty Nine Thousand Nine Hundred Forty Five Dollars (\$249,945):

The Service Provider will submit monthly invoices for services performed and directly related job expenses incurred on the PROJECT during the billing period.

5. **Receipt of Payment (check one)**

To receive payment, Service Provider must submit a record of expenditures incurred for the performance and completion of this Agreement in the form acceptable to the City. The City may request supporting documentation to verify any expenditure prior to making payment. For any services delivered under this Agreement, the City may request inspection to assure said services meet City specifications prior to tendering payment.

☐ **30 Days After Receipt of Invoice, Verification, and Inspection:** The City has thirty (30) days to make payment after the later of the date of delivery of services, the City's receipt of a properly executed invoice, or the successful passage of a City-requested inspection.

☐ **Payment will be according to following schedule:**

The Service Provider will submit monthly invoices for services performed and directly related job expenses incurred on the PROJECT during the billing period.

6. **Professional Services:** Service Provider agrees that the services provided will conform to the Agreement requirements, including all descriptions, specifications, and attachments made part of this Agreement. Service Provider agrees that all services will be performed in a good workman-like, professional manner, and according to all applicable industry standards. City's acceptance of any non-conforming services does not relieve the Service Provider from its obligation under this paragraph and does not waive any remedy available to the City. In addition to the remedies available to the City under this Agreement, at law

or in equity, the City may require prompt correction, at Service Provider's expense, of any services failing to meet the standard of care contained in this paragraph.

7. **Independent Contractor Status:** The parties agree that Service Provider is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Service Provider 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. Service Provider is not authorized to represent the City or otherwise bind the City in any dealings between Service Provider and any third parties.

Service Provider must comply with the provisions of the Montana Workers' Compensation Act. Proof of compliance must be in the form of workers' compensation insurance, an independent Service Provider's exemption, or documentation of corporate officer status. This insurance/exemption must be valid for the entire term of this Agreement and any renewal. Upon expiration, Service Provider must send a proof of renewal to the City.

8. **Hold Harmless and Indemnification:** To the fullest extent permitted by law, Service Provider agrees to indemnify and hold the City harmless against claims, demands, suits, damages, losses, and expenses, including reasonable defense attorney fees, to the extent caused by the negligence or willful misconduct of the Service Provider or Service Provider's agents or employees.
9. **Liquidated Damages:** Service Provider is not liable for any liquidated damages.
10. **Insurance:** Service Provider will provide City with proof of Service Provider's liability insurance issued by a reliable company or companies for personal injury and property damage, in an amount not less than \$1.0 million per occurrence and \$2.0 million aggregate per year for bodily injury, personal injury, and property damage. The Service Provider must also provide proof of professional liability insurance in an amount no less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

The insurance must be in a form suitable to City and must name the City as an additional insured as to commercial general liability. Service Provider must immediately notify the City of any changes to the Service Provider's insurance policy during the term of this Agreement.

The Service Provider's insurance coverage shall be primary insurance with respect to City, its elected and appointed officials, officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officials, officers, agents, employees, and volunteers shall be in excess of the Service Provider's

insurance and shall not contribute with it.

11. **No Assignment, Transfer, Delegation, or Subcontracting:** Service Provider 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.
12. **Compliance with Laws:** Service Provider 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. Service Provider agrees to purchase a City business license if Service Provider does not currently have one.
13. **Nondiscrimination:** Service Provider agrees that Service Provider 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. Service Provider 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.
14. **Website Privacy Policy:** Service Provider 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.
15. **Records Access and Retention:** Service Provider agrees to create and retain records supporting the services rendered in connection with this Agreement. Service Provider agrees, to the extent permitted by law, to provide the City, or the City's authorized agent, access to any such records at the City's request. The City may terminate this Agreement without incurring liability if the Service Provider refuses to allow access to records as provided in this section. Service Provider agrees to retain any records concerning this Agreement for eight (8) years after the Agreement termination date. The obligation to maintain records required by this section survives the termination or the expiration of this Agreement.
16. **Ownership and Publication of Materials:** If any reports, information, data, or other materials are prepared by the Service Provider pursuant to this Agreement these reports, information, data, or other materials become the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use of these materials by the City without written

verification or adaptation by the Service Provider for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Service Provider. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

17. **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: Christopher J. Brink, Community Development Director
Address: 316 N. Park Avenue, Room 445, Helena, MT 59601
Phone: 406-447-8445
E-Mail: cbrink@helenamt.gov

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

Name: John Houseal
Address: 188 W. Randolph Street, Suite 200, Chicago, IL 60601
Phone: 312-372-1008
E-Mail: jhouseal@hlplanning.com

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

18. **Default:** If either party to this Agreement defaults in the performance of any term or condition of this Agreement, the other party may give the defaulting party notice of the default. The notice shall specify the action required to correct the default and a period of time, not less than thirty (30) days, within which to correct the default. If the default is not corrected within the time specified in the notice, the party not in default may terminate this Agreement without further obligation under this Agreement, other than obligations incurred or accrued up to the date of termination. The non-defaulting party may also bring suit for damages, specific performance, and any other remedy available by law.
19. **Termination for City's Convenience:** City may terminate this Agreement at any time by giving Service Provider thirty (30) days' written notice if, in the sole opinion and discretion of the City, this Agreement is no longer in the best interest of the City or if funding for this Agreement becomes unavailable. Except for the prorated amount owing to the Service Provider for the services already provided as of the date of termination, City is not liable

to Service Provider for any damages arising from termination of this Agreement pursuant to this section.

20. **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.
21. **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.
22. **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.
23. **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:

Scope of Work and Fee Schedule

24. **Amendments in Writing:** All amendments to this Agreement must be in writing and executed by all parties to this Agreement.
25. **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.
26. **Headings:** The section headings contained in this Agreement are for reference purposes only and do not affect the meaning or interpretation of the Agreement.
27. **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: _____
By: **Tim Burton, City Manager**

Dated: _____

FOR THE SERVICE PROVIDER

Signed: _____
By: **John Houseal, Partner**

Dated: 3/11/24

APPROVED AS TO FORM:

Signed: Rebecca Dockter for
By: **Rebecca Dockter, City Attorney**

Dated: 3/6/24

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

FOR THE CITY OF HELENA MONTANA

Signed: 
By: Tim Burton, City Manager

Dated: 3-12-24

FOR THE SERVICE PROVIDER

Signed: _____
By: John Houseal, Partner

Dated: _____

APPROVED AS TO FORM:

Signed: 
By: Rebecca Dockter, City Attorney

Dated: 3/6/24



MEMORANDUM

VIA EMAIL

CHICAGO

188 W Randolph Street Suite 200
Chicago, IL 60601
312-372-1008

LOS ANGELES

360 E 2nd Street Suite 800
Los Angeles, CA 90012
213-259-1008

SEATTLE

999 3rd Ave Suite 700
Seattle, WA 98104
206-828-1008

TO: Christopher Brink, Community Development Director, City of Helena

FROM: Houseal Lavigne
John Houseal, FAICP, Partner and Co-Founder
Josh Koonce, AICP, Project Manager
Cody Ferguson, PhD, New Market Lead

DATE: Friday, February 9, 2024

RE: Revised Scope and Fee Proposal
City of Helena Growth Policy Update/Land Use Plan Conversion

Houseal Lavigne is thrilled to soon be working with the City of Helena on its Growth Policy Update/Land Use Plan Conversion. Based on discussion in the interview, we have revised our scope of work and cost to reflect additional tasks and changes. We have identified the scope changes below and provide a detailed scope of work on the following pages that reflect full integration of all changes.

Based on our conversation during the interview and the City's desired optional tasks, we are recommending the following revisions to the preliminary scope and fee as follows:

Project Initiation: We recommend moving Community Education – Branding the Process from Step 2 to Step 1 to better facilitate public engagement in Step 2.

Public Engagement: We recommend including the Do-It-Yourself (DIY) Workshop Kits as part of the base cost, now in Step 2 (optional in the original scope of work). Upon further discussion with our team, the DIY Kits seem a much more effective public engagement tool for Helena and are likely to deliver a greater value to the planning process than the "Planning TED Talk" Community Kick-off Event in Step 1 which we recommend removing.

Existing Condition Analysis: After further consideration, we recommend re-organizing Step 3 into an "Existing Conditions Analysis," and moving the Implementation Plan in Step 3 to Step 6 and drafting it with the Draft Land Use Plan. The revised Step 3 will establish existing conditions for all elements required by the Montana Land Use and Planning Act and lay the foundation for the Land Use Plan.

New Step 4: Vision, Goals, and Preliminary Land Use Element: Given the re-organization described above, we recommend creating a new Step 4, "Vision, Goals, and Preliminary Land Use Element," which includes each step required to move from gathering data and information to forming a draft vision, goals, and the preliminary land use element including the Future Land Use Map.

New Step 5: Preliminary Plan Elements: In-line with the recommended re-organization of the scope of work, this new Step will examine and make preliminary recommendations for each of the elements included in the Land Use Plan including maps, illustration, and concept visualizations.

New Step 6: Draft and Final Land Use Plan: We recommend the creation of a new Step 6 that incorporates the final process of reviewing the Draft Land Use Plan and Implementation Element (Action Plan) and preparing the Final Land Use Plan for final consideration and adoption.

Step 6: Implementation Element (Action Plan): We recommend adding a zoning alignment analysis to the Implementation Element to identify where current zoning does and does not align with land use recommendations and to meet projected housing needs. This section will make recommendations for zoning changes where current zoning does not align.

Cost savings: \$22,604.50. Our initial proposed project cost was \$272,549.50 and our revised not-to-exceed project cost is \$249,945.00, which includes the additional tasks and changes as discussed.

Our team is looking forward to the next steps and working with the City of Helena on its Growth Policy Update/Land Use Plan Conversion.

Revised Project Fee by Step

Step	Fee
Step 1: Project Initiation	\$26,140
Step 2: Public Engagement and Communications Plan	\$39,515
Step 3: Existing Conditions Analysis	\$48,230
Step 4: Vision, Goals, and Preliminary Land Use Element	\$36,180
Step 5: Preliminary Plan Elements	\$54,170
Step 6: Draft and Final Comprehensive Plan	\$45,710
Total Professional Fees (Not to Exceed Cost)	\$249,945

Scope of Work

Our scope of work and the final plan deliverable will meet or exceed all state requirements and guidelines as outlined in the Montana Land Use Planning Act, Montana Code Annotated, Title 76, Chapter 25, and all other applicable state statutes for Land Use Plans.

Step 1: Project Initiation

To “kick-off” the planning process on the right foot, we will conduct meetings with City staff, the Planning Commission, and the City Commission before undertaking other community outreach activities. This approach allows the Project Team (consultant team) and the various City-designated individuals to discuss roles, responsibilities, scope, and community issues and opportunities, to ensure the project gets off to a good start.

Guiding the Process: A “Joint Helena Citizen’s Council/Planning Commission” as Comprehensive Plan Steering Committee

We recommend the City establish a steering committee made up of a selection of members of Helena’s Citizen’s Council (at least one per ward) and Planning Commission (a total of 10-15 members). The Joint Citizen’s Council/Planning Commission will provide a public face to the planning process and demonstrate a commitment on behalf of the City to seek meaningful input. The Joint Citizen’s Council/Planning Commission should serve as a community sounding board, meeting at key points along the process to discuss issues and overall planning direction and provide feedback for consideration prior to adoption.

1a: Staff Coordination Call and Progress Reporting (Web Meeting)

The Project Team will host a web meeting/conference call with City staff to confirm dates and times for the official staff kickoff and department heads meetings. On this call, we will also discuss data needs and clarify any outstanding matters. The Project Team will work with City staff to schedule meetings in Step 1 (1d-1g) during the same meeting/conference call.

To ensure consistent communication and coordination the project manager will conduct “as-needed” conference calls and/or web progress meetings with the City’s designated project manager throughout the planning process. These may become more regular as each step leads to a specific deliverable.

1b: Community Education – Branding the Process

As part of project initiation, branding the Land Use Plan will garner support for the planning process and pique public interest in the Plan. The graphic design and communications experts on the Project Team will use their expertise in community-based marketing to create an “identity” for the planning process as well as the plan document. Collateral such as postcards, short-form surveys, and informational posters can be developed for use by City staff at pop-up engagement events to better promote the plan and inform and engage the community.

1c: Data Collection

As part of the project initiation step, the Project Team will coordinate with the City’s GIS provider to collect a variety of datasets related to land use and development. The data collection task focuses on GIS data needs including, but not limited to parcels, building footprints, zoning districts and overlays, community facilities, parks, traffic volumes, sidewalk inventory, traffic signals, bike routes, environmental features, and trails.

1d: Staff Kick-off Meeting and Orientation Tour of the City

We intend to function as a unified and integrated team alongside City staff and officials and to establish this, a kick-off meeting will be held with City staff assigned to the Comprehensive Plan project. This first face-to-face meeting will

allow us to 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures, upcoming meetings, and events; and 5) clarify any outstanding matters. This meeting will include a staff-led tour of the City, setting an initial understanding of existing conditions and the context of Helena.

1e: Department Heads Meeting

Following the staff kick-off meeting, the Project Team will host a meeting with key members of City departments and divisions, including Community Development, Planning, the Building, Housing, Parks Recreation and Open Lands, Transportation, the Police and Fire Departments, Public Works and Administrative Services. Land Use Plan recommendations will impact a wide variety of City policies, and support from all departments will be essential to the Plan's implementation.

1f: Kickoff with the Joint Citizen's Council/Planning Commission

An initiation meeting will be held with the Joint Citizen's Council/Planning Commission to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. This meeting can be held separately or in a joint setting to (a) discuss each committee's role in the Land Use Plan; (b) review overall project objectives and work program; (c) review a preliminary schedule for the project; and (d) begin the process of identifying key stakeholders.

1g: City Leadership Roundtable

The Project Team will facilitate a roundtable discussion with the Mayor and City Commission to introduce the Project Team and solicit their concerns and aspirations for the community. As the community's policymakers, it is important that the City Commission has a chance to communicate and discuss their issues and concerns with the Project Team, as well as each other, at the beginning of the process.

The primary purpose of this work session is to gather ideas from City officials, ensuring that the Plan accurately captures the shared sentiments of community leaders. This work session will provide a unique opportunity to jointly discuss the foundation of the Land Use Plan process, the overall direction and policy issues facing the community, and their future vision for Helena.

Step 2: Public Engagement and Communications Plan

Anticipating high levels of participation from an active and engaged community, our proposed outreach process for the Land Use Plan includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation possible. Taking an educational approach, outreach activities will provide robust dialogue providing residents and stakeholders a chance to provide input, while allowing the City and Project Team the opportunity to educate and inform the public about the planning process. Our team will track all outreach efforts over the course of the project and clearly demonstrate the impact of public engagement on the final Land Use Plan.

2a: Project Website

At the onset of the project, we will design and host an interactive project website linked to the City's website. We are committed to using the internet to maximize the participation and communication between the City and its residents. An interactive project website provides a home base for information regarding the Land Use Plan. The website will promote and popularize the planning process; post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community questionnaire.

2b: Online Community Questionnaire

We will prepare an online questionnaire for the residents and business owners in Helena to offer their opinions on a range of topics and issues. The business component of the questionnaire will include the opportunity to provide specific input on those issues and concerns most important to the City's business community. The online community questionnaire will be easily accessible on the project website. At the close of the questionnaire response period, we will review and provide the results as a gauge of community issues, key themes, and principles.

2c: map.social (Online Map-based Engagement Platform)

The project website will feature map.social, a web-based community issues mapping tool. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued community amenities. map.social simplifies the mapping process and familiarizes users with all areas of the Helena community in a manner that is exciting, interactive, and effective. Input from users allows us to create a composite map of community issues to assist with the establishment of community goals and policies.

2d: Key Stakeholder Interviews and Focus Groups (up to 16)

Key stakeholder interviews and focus group discussions allow us to gain deeper insight into the community that we might otherwise not be able to obtain. Up to 16 confidential interviews/focus groups will be conducted to obtain additional information regarding local issues and potentials. The Project Team will work with City staff and elected officials to identify those to be interviewed. We recommend a broad sampling of interviewees and focus group participants who may possess unique perspectives or special insights into the community. Interviewees and stakeholder groups could include selected property owners, new or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. It is anticipated that focus groups will include representatives from the City's various boards and commissions – the Open Lands Management Advisory Committee, Housing Task Force, Heritage Preservation and Tourism Council, Zoning Commission, Joint Citizen's Council/Planning Commission, Downtown Business Improvement District, and others.

The interviews and focus group discussions will be conducted in-person during scheduled visits related to other outreach events or via telephone/virtual conference as needed.

2e: Do-It-Yourself (DIY) Workshop Kits

The Project Team will provide DIY workshop kits available to City staff, who will assist with distribution to community groups (e.g., chamber organizations, homeowners' associations, places of worship, community organizations, neighborhood groups) throughout Helena. DIY workshop kits allow City staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. City staff will play a role in helping distribute DIY workshop materials to target groups and then provide summary information to the Project Team. DIY Workshops can either be conducted by staff or volunteers as in-person events or hosted online using a small group virtual event format such as Zoom or Microsoft Teams.

Summaries of feedback received will be provided for up to 10 DIY workshop kits. Summaries needed for additional DIY workshops can be provided at an additional cost separate from the overall planning process.

2f: Community Engagement Key Themes and Takeaways Summary

This task will conclude in a memo that summarizes the key themes and takeaways from all community outreach events. The memo will provide focus and direction for subsequent update activities and serve as the cornerstone of the consensus building process. The memo will be incorporated into the Existing Conditions Memorandum delivered as part of Step 3.

Step 3: Existing Conditions Analysis

This step will include the preparation of an Existing Conditions Memorandum that will provide an inventory and summarize our analysis of existing conditions, document existing land uses, identify key thoroughfares and community facilities, and provide an economic and demographic profile. It will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the City and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this step efficiently, reserving project budget and resources for visioning, planning, and action.

3a: Past Plans and Studies Review

To inform the development of the Helena Growth Policy Update/Land Use Plan Conversion, as part of the existing conditions analysis, we will review existing plans and policies, including:

- City of Helena Growth Policy (2019)
- Downtown Helena Master Plan (2016)
- Downtown Renewal Vision for Cruse Avenue (2020)
- Parks and Recreation Master Plan (2018)
- Greater Helena Area Long Range Transportation Plan Update (2014)
- Disaster Mitigation Plan (2017)
- ADA Transition Plan (2017)
- Zoning Ordinance (2016)
- Subdivision Regulations (2013)
- Capital Improvements Plan (2013)
- Floodplain Ordinance (2012)
- Annexation Policy (2008)

Additionally, we will review the following City projects which will also be active/updating during the same timeframe from 2023 to 2025:

- Joint City/County Infrastructure Study
- Long Range Transportation Plan
- Lewis and Clark County Growth Policy Update
- Sixth Ward/Railroad District/Midtowne Neighborhood Plan

This review process will help determine 1) recently adopted City policies that need to be reflected in the Land Use Plan; 2) change within the community that has occurred since the adoption of previous plans; 3) conflicts between or deficiencies within existing plans; and 4) the validity of previously collected data. We will work with City staff to gather the status of implementation of each study, the key takeaways from each study, and to identify any additional current studies and reports that should be reviewed as part of this task.

3b: Demographic Overview and Market Snapshot

The project team will prepare a demographic analysis of the Helena community that will include a summary of population, households, income, age characteristics, racial and ethnic composition, and labor force and employment. This analysis will be summarized, and a profile will be formulated that will provide an overview of trends for residential, retail, office, and industrial land uses. We will use U.S. Census data as well as proprietary data sources for this analysis.

3c: Existing Conditions Analysis

We will inventory existing conditions for all parcels within Helena to establish a foundational understanding of the Helena community. The Existing Conditions analysis will include an evaluation of the following components, each presented in the Existing Conditions Memorandum with text, maps, and graphics where appropriate.

- **Land Use.** Reconnaissance and inventory of Helena and its planning area will be completed, and an Existing Land Use Map prepared, along with the identification of issue areas, incompatible arrangements, and opportunities. Natural Resources, Environment, and areas of Natural Hazards will be identified within the Existing Land Use Map.
- **Housing.** Analysis will be completed including household characteristics, housing type and tenure, housing value, people experiencing homelessness, and cost burden.
- **Economic Development.** Economic development and competitiveness will be examined including household income, employment and major employment sectors, workforce characteristics, economic development trends, and labor shed.
- **Annexation and Growth.** Existing boundary agreements and planning efforts will be assessed and areas for possible future growth will be examined to determine opportunities, constraints, and obstacles regarding the growth of the community.
- **Zoning and Development Regulations.** A preliminary diagnosis of current zoning as identified in Titles 11 and 12 of the Helena City Code will be conducted to identify alignment with existing land use and needed areas of improvement.
- **Transportation and Mobility.** Working with City staff and the various City departments and gathering information from MDOT and Lewis and Clark County, and others, we will undertake an analysis of the transportation network. This will encompass the existing street system, bike and pedestrian facilities, and public transportation. Issues, concerns, and opportunities for improvement will be identified. Our assessment will focus on vehicular, bicycle, pedestrian, and transit, and how they relate.
- **Public Services, Facilities, Infrastructure.** Public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, and future needs. Data provided by the City and its service providers will be used along with fieldwork and other research, to prepare a planning-level assessment of existing infrastructure.
- **Natural Resources, Environmental Features, and Hazards.** Local and regional recreational facilities and amenities will be inventoried and assessed, including service area analysis and programming for the City's parks and recreational facilities, and valuable habitat, ecosystems, wetlands, creeks, environmental features, and natural areas will also be inventoried and assessed to determine current assets, conservation areas, and environmental resources.

3d: Existing Conditions Memorandum

The Project Team will compile the results from community engagement activities and the existing conditions analysis into an Existing Conditions Memorandum. The memorandum will include existing conditions, issues, and opportunities that will be addressed in the new Land Use Plan. The Existing Conditions Memorandum is an interim deliverable collecting and presenting data and information gathered in steps 1-3 under a single memorandum to City staff.

3e: Staff Review and Discussion (Web Meeting)

City staff and the Project Team will review the Existing Conditions Memorandum ahead of its distribution to the Joint Citizen's Council/Planning Commission. We will work to ensure that substantive comments provided by City staff integrate into the Plan's development in steps 4-6.

3f: Joint Citizen's Council/Planning Commission Meeting – Existing Conditions Review

The Project Team will meet with and present the Existing Conditions Memorandum to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 4: Vision, Goals, and Preliminary Land Use Element

The Land Use Plan will establish an overall "vision statement" for the future of Helena with goals based on analysis and themes identified during community outreach. The vision and goals, combined with a Preliminary Land Use Element to direct place-based recommendations, will serve as the "cornerstone" of the consensus-building process and provide focus and direction for subsequent planning activities. Development of the Vision, Goals, and Preliminary Land Use Element will be based on two community-wide outreach events: a business-focused community workshop and a community visioning workshop.

It is anticipated that tasks 4a and 4b will be conducted during the same trip.

4a: Business Community Workshop

This public workshop will be targeted specifically to business owners and managers, developers, and Helena's entrepreneurs as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose stewardship and involvement are crucial to the Plan's ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts to business owners or as part of a regularly scheduled event (such as a regular meeting of the local chamber of commerce) where property owners and business owners are typically in attendance. A virtual format is also an option if in-person engagement cannot be timed with a previously scheduled visit or is not desired.

4b: Community Visioning Workshop

The purpose of a Community Visioning Workshop is to allow residents and stakeholders to tell the Project Team what they think before policies and recommendations are crafted. The Community Visioning Workshop will involve the Project Team, elected officials, City staff, the Joint Citizen's Council/Planning Commission, and members of the community.

The workshop will begin with a large group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then "break out" into small groups for a mapping exercise where they will put pen to paper and work to develop their "vision" for the future of the community. The workshop will conclude with a general agreement regarding the community's issues and opportunities, key planning themes and principles, the long-term role and character of Helena, and the projects and improvements that will be desirable in the future.

4c: Vision Statement and Goals

The Project Team will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement and goals for the City. The vision statement will be prepared based on feedback from the community visioning workshop, community outreach activities, and observations reflected in the existing conditions memorandum. Plan goals will also be developed to provide a more specific focus and direction for planning recommendations.

As a starting point, we will work with City staff to review the 2019 Helena Growth Policy Community Vision and Values, Goals and Actions, updating and refining those that are still relevant and applicable to the new planning process.

4d: Preliminary Land Use Element

Based on the outcome of the previous tasks, the Preliminary Land Use Element, including the draft future land use map, will provide recommendations and policies for the City's residential areas and neighborhoods, commercial and industrial areas, recreation areas, natural and environmentally sensitive areas, and public and quasi-public uses.

The Land Use Element will form the core of the Land Use Plan and will identify and address a range of land use topics such as desired development patterns, new growth and expansion areas, growth management strategies, and land use incompatibility mitigation strategies. This first core element will establish the draft future land use map and provide overarching guidance to all other land use related components of the Land Use Plan, including the draft elements developed in Step 5.

4e: Staff Review and Discussion (Web Meeting)

Staff and the Project Team will review the Vision, Goals, and Preliminary Land Use Element prior to its distribution to the Joint Citizen's Council/Planning Commission. Comments provided by City staff will be integrated and distributed to the Joint Citizen's Council/Planning Commission for their review.

4f: Joint Citizen's Council/Planning Commission Meeting (Web Meeting)

The Project Team will meet with and present the Vision, Goals, and Preliminary Land Use Element to the Joint Citizen's Council/Planning Commission to gather feedback and input.

Step 5: Preliminary Plan Elements

This step will entail the preparation of preliminary policies and recommendations for key topic areas.

5a: Preliminary Elements

Collectively, the following elements will identify trends that should be considered in planning for the future and address issues identified by the community, City staff, and stakeholders. Although the elements will accommodate appropriate and desirable development and improvements, each element will be respectful and supportive of the community's vision and goals. All elements will be highly illustrative and graphically compelling. Maps, illustrations, and concept visualizations will be utilized to convey planning and development concepts and recommendations. Based on our preliminary understanding of the Helena community, the requirements of the State of Montana, and the information outlined in the RFP, the following elements will be prepared, either as a standalone chapter, or as appropriate, combined or woven throughout the plan:

- **Housing.** The Neighborhoods and Housing Element will consider location, types, age, and condition of housing; owner and renter occupancy; affordability of housing; strategies and partnerships for the population of people experiencing homelessness in the community; and constraints on housing development. This element will identify the amount, character, density, and recommended location for different housing products and dwelling types to meet the current and future needs of Helena's residents and include policies and recommendations to meet projected housing needs while addressing affordability and infill.
- **Economic Development.** The Economic Development Element will provide analysis and potential for retail, office, and industrial areas to serve as a foundation for land use recommendations and implementation strategies to strengthen employment, job creation, and to provide and grow a diverse and thriving tax base for the City. This element will include an analysis of job composition and trends, local characteristics and assets and the adequacy of local facilities and services to support or constrain existing or potential enterprises, an inventory of sites for potential development

and redevelopment, and an assessment of the financial feasibility of and fiscal impacts and resources required for anticipated economic growth of the City.

- **Transportation and Mobility.** Based on the preceding steps, the Transportation and Mobility Element will be prepared. Much of the existing street system is well established, but system recommendations and future improvements can improve overall circulation. This element will focus on the coordination and optimization of all modes of travel within the City, including vehicular, bicycle, walking, and transit services. "Complete Streets" principles will be incorporated throughout the Transportation and Mobility Element to ensure effective mobility environments for pedestrians, cyclists, motorists, and persons using public transportation.
- **Public Facilities, Utilities, Infrastructure, and Community Services.** The Public Facilities, Utilities, Infrastructure, and Community Services Element will identify and inventory all community facilities and service providers in the City, and include recommendations and policies for municipal facilities and services and intergovernmental coordination and cooperation.
- **Parks, Open Space, and Natural Resources.** The Parks, Open Space, and Natural Resources Element will identify linkages, environmental protection areas, open space, and unique and sensitive natural resources. This element will consider riparian corridors and wetlands - including Ten Mile Creek, and Spring Meadow Lake – forested land, parks and recreation areas including Helena's extensive trail system, and other environmental features and ecological systems.
- **Cultural Resources and Tourism.** The Cultural Resources and Tourism Element will consider Helena's cultural resources and provide strategies to encourage local arts and culture and further incorporate historical preservation in the community. This element will seek to strengthen the City's cultural resources as key amenities for the community and provide support for local and regional tourism as required by state statutes.
- **Community Character and Design.** The Community Character and Design Element will include policies and recommendations that address community gateways and community image, place-making, and urban design. Community character recommendations will be included in other plan elements, ensuring that plan elements of the plan appropriately address and incorporate urban design.

5b: Web Meeting Series

The Project Team will conduct a series of two web meetings focusing on the Preliminary Elements listed above. Each web meeting will provide an opportunity for the City staff and the Joint Citizen's Council/Planning Commission to discuss preliminary policies, plan recommendations, and initial maps and graphics. Web meetings will be hosted by the Project Team and recorded for City staff and Joint Citizen's Council/Planning Commission members unable to attend.

The use of web meetings will increase the number of touch points between the Project Team, City staff, and the Joint Citizen's Council/Planning Commission. This will provide for a more responsive and efficient workflow that minimizes potential for issues and time-consuming revisions, maximizing Project Team resources spent on plan development. This process will also enable incremental review of draft plan content by City staff and the Joint Citizen's Council/Planning Commission, rather than wholesale review, which can be arduous and dilute the quality of input. This approach allows City staff and the Joint Citizen's Council/Planning Commission to effectively monitor the progress of the work program at a manageable scale.

Step 6: Draft and Final Land Use Plan

Based on the previous tasks in the planning process, the draft and final Land Use Plan will be prepared and presented to the City official, staff, residents, and stakeholders, before being finalized for City approval and adoption.

6a: Draft Land Use Plan Document

Based on feedback received in Step 5 the Project Team will prepare the draft Land Use Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations. The new Helena Land Use Plan will meet or exceed all state statutory requirements for Land Use Planning, including all required elements as identified in the City's RFP, and align with the Montana Land Use Planning Act.

6b: Implementation Element (Action Plan)

The new Land Use Plan will include an Implementation Element that lists the actions required to bring the Land Use Plan's goals and policies to fruition. Implementation tools will include short-, medium-, and long-range strategies and actions related to the City's zoning regulations, priority improvement projects, potential capital improvement projects, funding sources and implementation methods, timing and prioritization, and general administration, management, and a clear process for timely updates to the Land Use Plan. The Project Team will work with staff to ensure that the implementation plan is practical and actionable.

Land Use Plan and Zoning Alignment Framework

Updates to the City's zoning and development regulations will be one of the first steps toward implementing the City's new Land Use Plan. This step will include an assessment of the alignment between the new Land Use Plan and the City's current zoning ordinance and map to provide a regulatory framework for moving forward with the plan's implementation. The alignment assessment and framework will identify where land use and zoning align, where they do not, what zoning districts currently exist to regulate the land use plan, and what new districts may need to be created or amended to successfully implement the plan's recommendations.

6c: Staff Review (Web Meeting)

The Project Team will submit the draft Land Use Plan to City staff in PDF format for final review. It is anticipated that the plan will be subjected to a two- or three-stage review process.

6d: Joint Citizen's Council/Planning Commission Review Session

A final meeting will be conducted with the Joint Citizen's Council/Planning Commission to review and reach an agreement on the draft Land Use Plan document before proceeding to the public review and adoption process. Appropriate revisions to the draft Plan will be made based on feedback from the Joint Citizen's Council/Planning Commission, and the final Land Use Plan will be prepared for the Community Open House presentation.

6e: Community Open House

Members of the Project Team, along with City staff, will be present for a community open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the draft Comprehensive Plan. The Project Team will be available throughout the community open house to present material, answer questions, and get feedback before initiating the approval process.

6f: Final Draft Plan for Public Hearing and Adoption

Following the community open house and presentations, the Project Team will work with City staff to revise the draft Land Use Plan and incorporate any final changes. The final draft Land Use Plan will be prepared for a Planning Commission public hearing. Based on the review, discussion, and public feedback during the public hearing, the Project Team will revise the document if needed and prepare the Land Use Plan for final consideration and adoption.

The Project Team will present the draft Land Use Plan document at one (1) Planning Commission meeting (public hearing) and one (1) City Council meeting.

6g: Interactive Executive Summary – Web-based Plan (Optional)

The planning process will yield a traditional “long-form” plan for printing, on-screen viewing, and easy distribution, searching, and navigation. In addition, we can leverage ArcGIS Online StoryMaps to create an “app,” providing an interactive “executive summary” version of the Land Use Plan. Combined with photos, text, websites, and other media, ArcGIS Online will power interactive maps that can be queried and explored, providing an engaging way to experience the Land Use Plan. Content will be interwoven with maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the plan. This step will take place after the Land Use Plan is adopted, as it cannot be completed before adoption.

NOTE: Providing the StoryMap requires that the City have a license for ArcGIS Online and the ability to provide Houseal Lavigne access to design the StoryMap hosted on the City's account.

City of Helena, Montana

07/28/2025

To: Honorable Mayor Collins and Members of the City Commission

From: Tim Burton, City Manager
Ryan Leland, Public Works Director
Jamie Clark, City Engineer

Subject: Bid Rejection for Broadway Storm Sewer Project #25-04

Present Situation:

The City of Helena Engineering and Utility Maintenance Divisions have worked with several homeowners on Broadway Street to design alterations to the existing stormwater conveyance system. High intensity storms have created flooding conditions at 1032 & 1038 Broadway due to their location at the bottom of a three-way hill. This is further exacerbated by an outdated, aging stormwater inlet system located at the corner of East Broadway and Stabern Street and traffic on Broadway pushing pooled water to the north over the curb and into yards during large storm events. The overall goal of the project is to reduce and/or eliminate the adverse impacts of high intensity precipitation events by replacing one existing single inlet with a double combination inlet and to add roughly 80 feet of new 18" storm main with an additional single storm water inlet and manhole to the east on the north side of Broadway. The planned improvements were designed to meet the City of Helena Engineering Standards and the design selected was based on calculated hydrology for the drainage area.

Bids were opened for the Broadway Storm Sewer Project on July 8th, 2025. The City received 1 responsive bid for the project from Montana Materials & Construction of Helena MT for a total price of \$266,700.00. The bid received significantly exceeds the allocated project budget of \$150,000.00 and the engineers estimate of \$136,325.00

Background Information:

The City of Helena Engineering and Utility Maintenance divisions have worked with several homeowners on Broadway Street to design alterations to the existing stormwater conveyance system. High intensity storms have created flooding conditions at 1032 & 1038 Broadway due to their location at the bottom of a three-way hill. This is further exacerbated by an outdated, aging stormwater inlet system located at the corner of East Broadway and Stabern Street and traffic on Broadway pushing pooled water to the north over the curb and into yards during large storm events. The overall goal of the project is to reduce and/or eliminate the adverse impacts of high intensity precipitation events by replacing one existing single inlet with a double combination inlet and to add roughly 80 feet of new 18" storm main with an additional single storm water inlet and manhole to the east on the north side of Broadway. The planned improvements were designed to meet the City of Helena Engineering Standards and the design selected was based on calculated hydrology for the drainage area.

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Proposal/Objective:

Consider rejection of the bid from Montana Materials and Construction Incorporated. who submitted the lowest responsive bid in the amount of \$266,700.00.

Advantage:

Rejection of the bid submitted by Montana Materials & Construction will allow the City to rebid the project at a later date and possibly receive

additional more competitive bids. Recently the City has advertised multiple other projects for bid, likely limiting contractor availability to bid this project. By rejecting the bid and waiting to readvertise after construction season we believe more contractors may be available, generating additional and more competitive bids for the project.

Notable Energy Impact:

n/a

Disadvantage:

No disadvantages to this bid rejection are expected

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to reject the bid received from Montana Materials and Construction totaling \$266,700.00 for the Broadway Storm Sewer Project #25-04.



<div>  <div> Bid Tabulations Broadway Storm Sewer Project City of Helena Project #25-04 Bid Opening: July 8th, 2025 </div> </div>				Engineers Estimate City of Helena, MT			Montana Materials & Construction Helena, MT		
Item No.	Est. Quantity	Unit	Description	\$	Unit Price	Total Price	\$	Unit Price	Total Price
1	1	LS	MOBILIZATION	\$	15,000.00	\$ 15,000.00	\$	26,000.00	\$ 26,000.00
2	1	LS	REMOVE INLET STRUCTURE	\$	6,000.00	\$ 6,000.00	\$	4,500.00	\$ 4,500.00
3	1	LS	RELOCATE EXISTING GAS SERVICE	\$	3,000.00	\$ 3,000.00	\$	3,650.00	\$ 3,650.00
4	85	LF	18-INCH CONCRETE PIPE	\$	150.00	\$ 12,750.00	\$	275.00	\$ 23,375.00
5	1	EA	96-INCH MANHOLE WITH DOUBLE COMBINATION INLET	\$	38,000.00	\$ 38,000.00	\$	78,000.00	\$ 78,000.00
6	1	EA	48-INCH MANHOLE WITH COMBINATION INLET	\$	8,000.00	\$ 8,000.00	\$	13,500.00	\$ 13,500.00
7	1	EA	ADA CONCRETE RAMP REPLACEMENT	\$	5,000.00	\$ 5,000.00	\$	7,000.00	\$ 7,000.00
8	50	LF	STANDARD 4-INCH THICK 5-FEET WIDE CONCRETE SIDEWALK REPLACEMENT	\$	50.00	\$ 2,500.00	\$	220.00	\$ 11,000.00
9	110	LF	STANDARD CURB AND GUTTER REPLACEMENT (INCLUDING LAYDOWN CURB)	\$	85.00	\$ 9,350.00	\$	115.00	\$ 12,650.00
10	30	CY	6-INCH THICKNESS OF 1-1/2 INCH MINUS CRUSHED BASE COURSE	\$	60.00	\$ 1,800.00	\$	350.00	\$ 10,500.00
11	15	CY	ASPHALT PAVEMENT RESTORATION, 3-INCH THICKNESS OF HOT PLANT MIX ASPHALT SURFACE COURSE & TACK COAT - PG 58-28	\$	375.00	\$ 5,625.00	\$	669.00	\$ 10,035.00
12	1	LS	PAVEMENT MARKING LINES	\$	1,000.00	\$ 1,000.00	\$	835.00	\$ 835.00
13	1	LS	CONCRETE CURB PAINT	\$	1,500.00	\$ 1,500.00	\$	1,333.00	\$ 1,333.00
14	1	LS	CONSTRUCTION TRAFFIC CONTROL	\$	5,000.00	\$ 5,000.00	\$	19,328.00	\$ 19,328.00
15	1	LS	TREE & ROOT REMOVAL	\$	2,000.00	\$ 2,000.00	\$	15,959.00	\$ 15,959.00
16	1	LS	SITE RESTORATION	\$	7,500.00	\$ 7,500.00	\$	18,985.00	\$ 18,985.00
17	16	HR	EXPORATORY EXCAVATION	\$	300.00	\$ 4,800.00	\$	300.00	\$ 4,800.00
18	15	CY	ROCK EXCAVATION	\$	500.00	\$ 7,500.00	\$	350.00	\$ 5,250.00
Broadway Storm Sewer Total				\$136,325.00			\$266,700.00		

Broadway Storm Sewer
City of Helena Project
#25-04

Description	Estimate or Cost
ENGINEERING	
Survey, Design, Bidding and Advertising - Done in House	\$ 160.00
Construction Management	
Total Engineering Cost	\$ 160.00
CONSTRUCTION COSTS	
Estimated Construction Cost	\$ 266,700.00
10% Contingency & Testing	\$ 26,670.00
Total Construction Cost	\$ 293,370.00
Misc Cost	\$ -
Total Project Estimate	\$293,530.00

Description	Costs
Budget	
Storm Water Utility Maintenance - SD26xxxx	\$ 150,000.00
Totals	\$ 150,000.00

City of Helena, Montana

07/30/2025

To: Honorable Mayor Collins and Members of the City Commission

From: Tim Burton, City Manager
Ryan Leland, Public Works Director
Jamie Clark, City Engineer

Subject: Bid Award for The City of Helena West Main – Eureka to Hale Connection Project #22-02.

Present Situation:

Currently, the Reeder's Village and West Main Street neighborhoods are water service areas that are served by pump stations only and not by water storage tanks. Reeder's Village is served by a pump station located on Adams Street and Main Street South of Reeder's Village Drive is served by the Eureka well and pump station located on Main Street within the Claim Stake Condominiums. Both pump stations require significant ongoing operation and maintenance, using City financial and manpower resources. Operation of a pumped service zone does not allow for water service in times of extended power outage. At present, the Reeder's Village system has a backup generator for backup power, and the Eureka pump station requires the transport and use of a portable generator to operate during power outage. Both the Main Street and Reeder's Village have only pumped fire flows, with or without power. Reeder's Village fire flows should be sufficient, but West Main's pumped fire flows are insufficient at the present time due to existing pump size.

The proposed West Main – Eureka to Hale Connection project will tie the existing Hale water storage tank, located on Sparta Street/Rodney Ridge to the Main Street and Reeder's Village pressure zones, allowing for the decommissioning of the Reeder's Village pump station and for Eureka Pump station to pump directly to storage. This project will put both West Main Street and Reeder's Village into the Hale tank service zone by connecting the tank to West Main Street and Reeder's Village. This will allow for increased and adequate fire flows and service to the areas without the need for pumps or power. This will be accomplished by constructing two new 8 and 12-inch pipelines from the Hale Tank down to the Eureka Pump Station and a new 12-inch water main connecting West Main to Reeder's Village. A new control valve for installation at the Woolston water storage tank located above Reeder's Village was also designed to allow for improved use of its stored water.

The City advertised the project for bid on June 14th, 21st, and 28th, 2025 with a base bid including the pipelines to West Main St from Hale Tank, an additive alternate 1 for the connection of West Main St to Reeder's Village and an additive alternate 2 for a new control valve for the Woolston water storage tank. Bids were opened on July 15th, 2025. The City received one bid for the West Main – Eureka to Hale Connection Project from Mike Coleman Construction Inc. of Dillon, MT. The apparent low responsive bidder for the project is Mike Coleman Construction Inc. of Dillon, MT with a base bid of \$1,731,227.75, additive alternate 1 bid of \$176,126.93, and additive alternate 2 bid of \$102,707.98.

Background Information:

Currently, the Reeder's Village and West Main Street neighborhoods are water service areas that are served by pump stations only and not by water storage tanks. Reeder's Village is served by a pump station located on Adams Street and Main Street South of Reeder's Village Drive is served by the Eureka well and pump station located on Main Street within the Claim Stake Condominiums. Both pump stations require significant ongoing operation and maintenance, using City financial and manpower resources.

Operation of a pumped service zone does not allow for water service in times of extended power outage. At present, the Reeder's Village system has a backup generator for backup power, and the Eureka pump station requires the transport and use of a portable generator to operate during power outage. Both the Main Street and Reeder's Village have only pumped fire flows, with or without power. Reeder's Village fire flows should be sufficient, but West Main's pumped fire flows are insufficient at the present time due to existing pump size.

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The City advertised the project for bid on June 14th, 21st, and 28th, 2025 with a base bid including the pipelines to West Main St from Hale Tank, an additive alternate 1 for the connection of West Main St to Reeder's Village and an additive alternate 2 for a new control valve for the Woolston water storage tank. Bids were opened on July 15th, 2025. The City received one bid for the West Main – Eureka to Hale Connection Project from Mike Coleman Construction Inc. of Dillon, MT. The apparent low responsive bidder for the project is Mike Coleman Construction Inc. of Dillon, MT with a base bid of \$1,731,227.75, additive alternate 1 bid of \$176,126.93, and additive alternate 2 bid of \$102,707.98.

Proposal/Objective:

Consider awarding the base bid and additive alternate 1 to Mike Coleman Construction Inc. of Dillon, MT, which submitted the lowest responsive bid for \$1,907,354.68.

Advantage:

The current Hale tank water supply line is believed to be 128 years old and is buried shallow, increasing the potential for freezing and failure. The existing line is undersized and has reached its design life. The proposed improvements will eliminate the need for the Reeder's Village pump station and its associated costs. The improvements will allow for improved fire protection on West Main Street and will allow for extended water service in the event of power failure.

Notable Energy Impact:

Construction of the project will eliminate the operation and maintenance costs associated with the Reeder's Village pump station. This will eliminate all power and heating costs for the pump station.

Disadvantage:

no disadvantages to this award are expected

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to award the base bid and additive alternate 1 to the lowest responsive bidder, Mike Coleman Construction Inc. in the amount of \$1,907,354.68

Bid Tabs
 CITY OF HELENA
 PROJECT #22-02 – WEST MAIN / EUREKA TO HALE
 CONNECTOR PROJECT
 July 15, 2025

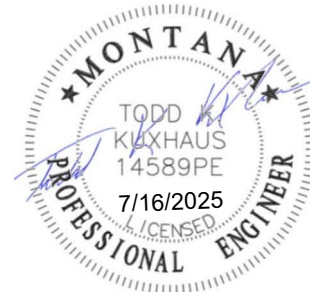
ITEM	Quantity	Unit	Engineer's Estimate		Mike Coleman Construction, Inc.		
			Unit Price	Total Price	Unit Price	Total Price	
Base Bid Items							
1 MOBILIZATION	1	LS	\$ 118,600.00	\$ 118,600.00	\$ 190,786.31	\$ 190,786.31	
2 TRAFFIC CONTROL	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 36,239.34	\$ 36,239.34	
3 TEMPORARY WATER SERVICE	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 73,186.58	\$ 73,186.58	
4 12" DIA. PVC WATER MAIN	1,450	FT	\$ 230.00	\$ 333,500.00	\$ 470.97	\$ 682,906.50	
5 8" DIA. PVC WATER MAIN	1,085	FT	\$ 150.00	\$ 162,750.00	\$ 433.82	\$ 470,694.70	
6 12" x 8" DIA. REDUCER	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,647.25	\$ 1,647.25	
7 12" FITTINGS	19	EA	\$ 1,200.00	\$ 22,800.00	\$ 2,236.79	\$ 42,499.01	
8 12" GATE VALVE	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 5,961.13	\$ 5,961.13	
9 8" GATE VALVE	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 3,768.10	\$ 3,768.10	
10 8" FITTINGS	15	EA	\$ 800.00	\$ 12,000.00	\$ 1,831.20	\$ 27,468.00	
11 CONNECT TO EXISTING 10" WATER MAIN	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 9,564.34	\$ 9,564.34	
12 CONNECT TO HALE TANK VAULT	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 18,528.50	\$ 18,528.50	
13 ROCK EXCAVATION	950	LF	\$ 500.00	\$ 475,000.00	\$ 95.21	\$ 90,449.50	
14 AC PAVEMENT REMOVAL AND REPLACEMENT	350	LF	\$ 100.00	\$ 35,000.00	\$ 119.12	\$ 41,692.00	
15 RESTORATION	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 35,836.49	\$ 35,836.49	
Additive Alternate 1							
16 12" DIA. PVC WATER MAIN	435	FT	\$ 230.00	\$ 100,050.00	\$ 234.73	\$ 102,107.55	
17 12" FITTINGS	4	EA	\$ 1,200.00	\$ 4,800.00	\$ 1,927.26	\$ 7,709.04	
18 CONNECT TO EXISTING 12" WATER MAIN	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 4,123.27	\$ 8,246.54	
19 AC PAVEMENT REMOVAL AND REPLACEMENT	435	LF	\$ 100.00	\$ 43,500.00	\$ 133.48	\$ 58,063.80	
Additive Alternate 2							
20 WOOLSTON NO. 2 ELEVATION VALVE	1	LS	\$ 54,500.00	\$ 54,500.00	\$ 102,707.98	\$ 102,707.98	
TOTAL Base Bid Price				\$ 1,296,650.00		\$ 1,731,227.75	
TOTAL Base Bid + Additive Alt. 1				\$ 1,450,000.00		\$ 1,907,354.68	
TOTAL Base Bid + Additive Alt. 1 and 2				\$ 1,504,500.00		\$ 2,010,062.66	

Shaded cell represents an error due to exceeding the maximum percentage allowed of 10% of the Base Bid. Subject to Owner acceptance.

I hereby certify that this tabulation of bids is a true representation of the bids received on July 15, 2025.



Todd Kuxhaus, PE



BUDGET WORKSHEET

PROJECT #22-02 HALE-WEST MAIN CONNECTOR PROJECT

Description	Estimate or Cost
ENGINEERING	
Engineering Design -Pioneer & Great West	\$ 110,926.01
Construction Management - Pioneer (Estimate)	\$ 150,000.00
Total Engineering Cost	\$ 260,926.01
CONSTRUCTION COSTS	
Mike Coleman Construction - Low Bid	\$ 1,907,354.68
10% Install Contingency	\$ 190,735.47
Total Construction Cost	\$ 2,098,090.15
Misc. Cost (MT DEQ Review & Advertising Fees)	\$ 1,570.00
Total Project Estimate	\$2,360,586.16

Description	Costs
Budget	
Water Budgeted Capital FY 25 Main Replacements ARPA Competitive Grant - WU 23001 (#52430550-493110)	\$ 2,000,000.00
ARPA Minimum Allocation Grant - WU23001	\$ 400,000.00
Totals	\$ 2,400,000.00

City of Helena, Montana

07/30/2025

To: Honorable Mayor Collins and Members of the City Commission

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

Subject: Consideration of a resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to PJP Properties, LLC for costs associated with sidewalk improvements, ADA accessibility improvements, street and parking improvements, and landscaping at 648 Jackson Street (631 North Last Chance Gulch)

Present Situation: On June 18, 2025, PJP Properties, LLC submitted an application for Downtown Tax Increment Financing funding in the amount of \$62,252.25 for sidewalk, ADA accessibility, street and parking improvements, and landscaping. The requested DTIF funding will specifically go to enhancing and better utilizing the Jackson Street unit (648 Jackson Street) of 631 North Last Chance Gulch by providing dedicated parking and improving access into the building and around the site.

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 subject 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 all improvements totals \$124,504.50, making the DTIF request of \$62,252.25 exactly 50% 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", (2) "[a]dd to downtown vibrancy with a mix of uses", (3) "[i]nvest in infrastructure needed for development, and (4) "[i]mprove transit, pedestrian, and bike connections". As such, the proposed 648 Jackson Street project project wholly aligns with the goals and objectives of the DURD Plan.

Proposal/Objective: To grant PJP Properties, LLC \$62,252.25 in Downtown TIF financing toward cost associated with street, sidewalk, parking, accessibility improvements and landscaping at 648 Jackson Street (unit 2 of 631 North Last Chance Gulch).

Advantage: The proposed work being undertaking on the 631 N. Last Chance Gulch building will help reactivate and improve access to a building that could be a key cornerstone of that commercial area.

Notable Energy Impact: No notable energy impacts, however, by reimagining and improving access around the site, accessibility will be improved, encouraging more pedestrian and non-motorized use in the area.

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** Move to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to PJP Properties, LLC for costs associated with sidewalk improvements, ADA accessibility improvements, street and parking improvements, and landscaping at 648 Jackson Street (631 North Last Chance Gulch)



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

IMPORTANT: APPLICANTS MAY REQUEST UP TO FIFTY PERCENT MATCH (50%) FUNDING FOR PROJECTS EXCEEDING \$10,000 OR UP TO TWENTY-FIVE PERCENT MATCH (25%) FOR PROJECTS EQUAL TO OR LESS THAN \$10,000. COSTS TO BE PAID WITH DOWNTOWN 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 DURD 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

Downtown 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 DURD TIF Advisory Board, which are as follows:

1. Infrastructure Improvement Program: Consideration will be given for projects that identify and prioritize upgrades to water, sewer, stormwater drainage infrastructure, and vehicular and pedestrian/bike transportation improvements as well as increasing fiber optic capability.
2. Site Redevelopment & Public Space Activation Program: Consideration will be given for redevelopment of underutilized or underperforming properties, adaptive reuse of existing structures, demolition activities, or improvements to property aesthetics through enhanced lighting, landscaping, public art, or other creative means to better activates public-facing spaces.
3. DURD Housing Program: Consideration will be given for projects that create or retain affordable housing opportunities.
4. Façade Improvement Program: Consideration will be given for façade improvement projects that promote historic preservation and/or promote designs in keeping with the character of the district.
5. Marketing/Branding Project Program: Consideration will be given for projects establishing a marketing and/or branding plan with a wayfinding component and an implementation strategy for the Downtown Urban Renewal District.
6. Cruse Avenue Redevelopment Program: Consideration will be given for projects that study and implement activities addressing parcel surveying, the future surplus of city-owned property, and infrastructure planning for the Cruse Avenue right-of-way to pave the way for redevelopment activities.
7. Rodney Street Commercial Center Program: Consideration will be given for projects that reinvigorate the Rodney Street Commercial Center through gateway signage, infrastructural connectivity, and public art improvements.



City of Helena

Downtown Urban Renewal District

TAX INCREMENT FINANCING APPLICATION FORM

Community Development Department

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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. Relationship of Public and Private Investment: 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.
3. Job Creation: Projects that create opportunities for new employment contribute to the economic vitality of the District and community in a variety of ways.
4. Investment Spin-off: Projects that have the potential for investment spin-off, yielding a positive impact on the District.
5. 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.
6. 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.
7. Historic Preservation: The Project's capacity to encourage the preservation and protection of the cultural and economic heritage and physical assets of the District.
8. 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.
9. 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.
10. Housing Component: Projects that promote all types of housing in the area in conformance with the Downtown Neighborhood Plan and the Downtown URD Plan.
11. Conformance with the goals and objectives of the Railroad URD Plan, 2019 City of Helena Growth Policy, and the Downtown Neighborhood Plan: 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.
12. 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.



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: Skin & Tonic spa sidewalk improvement Date Submitted: 6/18/2025

APPLICANT INFORMATION

Name (First & Last): Kelsey Pocha
Address: 631 N Last Chance Gulch Unit 101
City: Helena State: MT Zip Code: 59601
Phone: 406-439-2737 Cell: 406-459-5639 Other: _____
Email: Kelseyposcha@gmail.com

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 PJP Properties LLC
☐ District Resident
☐ Local Government
☐ Other (explain) _____

PROJECT INFORMATION

Building Address: 631 N Last Chance Gulch Unit 101 Helena MT 59601
Legal Description: See attachment

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): Kelsey Pocha
Address: 5802 Derby dr
City: Helena State: MT Zip Code: 59602
Phone: _____ Cell: 406-459-5639 Other: _____
Email: Kelseyposcha@gmail.com



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 ARCHITECTURAL FIRM INFORMATION (WHERE APPLICABLE)

Company/Firm: Triple Tree Engineering

Point of Contact (First & Last): Brad Koon

Address: 800 N Last Chance Gulch, suite 101

City: Helena State: MT Zip Code: 59601

Phone: 406-461-0692

Cell: _____

Other: _____

Email: bkoon@tripletreemt.com

PROJECT FINANCIAL LENDING INSTITUTION (WHERE APPLICABLE)

Company/Institution: Seeley Building LLC

Point of Contact (First & Last): Ray Kuntz

Address: 320 Jackson street

City: Helena State: MT Zip Code: 59601

Phone: _____ Cell: 406-422-3785

Other: _____

Email: rayk138@hotmail.com

PROJECT CONTRACTOR INFORMATION (WHERE APPLICABLE)

Company/Firm: Mockel Precast & Fabrication

Point of Contact (First & Last): Rob Leland

Address: 16 Industry Loop (po box 682)

City: East Helena State: MT Zip Code: 59635

Phone: _____ Cell: 406-227-6806

Other: _____

Email: Rob@MockelPrecast.com

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*.

Engineering and design \$22,500 + Demo/reinstallation of new sidewalk/asphalt \$96,175

Irrigation for Land scaping \$2,800 Total cost of \$121,475

PROPERTY OWNERSHIP

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

Yes PJP Properties purchased property in March of 2025

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?

Recent developement of salon has allowed for 9 new positions in this area. This project will enhance the street appeal and may promote future growth.

PROJECT COMPLETION

What is the expected completion date of the project?

TBD by approval and contractor schedualing

PROPERTY TAXES

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

\$9,210 Annually and payment is 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 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. Engineering side walk design by Triple Tree Engineering | \$ | _____ |
| 2. _____ | \$ | _____ |
| | Subtotal | \$ 22,500 |

Construction/Rehabilitation Costs

- | | | |
|--|----------|---------------|
| 1. survey & traffic control | \$ | 5,100 |
| 2. Demo exsisting asphalt & concrete | \$ | 7,062.50 |
| 3. Site Earthwork, prep for new sidewalk | \$ | 6,947 |
| 4. concrete installation C&G+sidewalk pour | \$ | 52,995 |
| 5. Asphalt install/paving | \$ | 25,000 |
| 6. Misc. Marking, signage, landscaping rock and irrigation | \$ | 4,900 |
| | Subtotal | \$ 124,504.50 |

Printing, Advertising, etc.

- | | | |
|----------|----------|----------|
| 1. N/A | \$ | _____ |
| 2. _____ | \$ | _____ |
| | Subtotal | \$ _____ |

Other Miscellaneous Costs

- | | | |
|----------|----------|----------|
| 1. N/A | \$ | _____ |
| 2. _____ | \$ | _____ |
| | Subtotal | \$ _____ |

TOTAL PROJECT DEVELOPMENT COSTS

Total \$ 124,504.50



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 \$ 124,504.50

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

1. Seeley Building LLC (Money was added to purchase price for exterior upgrades) \$ -62,252.25
2. \$
3. \$

Request for Eligible items

Total TIF Request \$ 62,252.25

TOTAL PROJECT FINANCING \$ 124,504.50



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 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 Downtown URD Plan: Identify how your project supports the Downtown 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 Downtown 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.



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 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 DURD 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 Downtown Neighborhood Plan and the Downtown 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 DOWNTOWN URD

- **Add to downtown vibrancy with a mix of uses**
 - Provide a range of housing for a range on incomes
 - Attract new business types that support residential uses
 - Encourage new business startups
 - Conduct feasibility, market, and other studies
 - Encourage ground floor active use
 - Add to improve urban landscaping with public art, trees, and planting
- **Upgrade Underperforming properties**
 - Develop vacant lots and encourage upgrades to under-performing property gaps
 - Encourage the update and adaptive re-use of buildings for 21st century needs, such as open interiors, improvements to broadband, and for safety and market competitiveness
 - Encourage redevelopment of parking facilities that create gaps in downtown ground-floor retail by allowing for non-parking uses on floor level and parking on other stories
 - Facilitate façade improvements
 - Inventory city properties with potential for higher use and develop criteria for disposition
 - Provide for demolition and site preparation as needed to upgrade properties
- **Invest in infrastructure needed for development**
 - Improve transportation infrastructure for better function and safety for vehicles, pedestrians and bicycles and include street scape features to improve aesthetics, safety, and quality for non-motorists
 - Rectify issues of parcels along and within streets that were not properly surveyed
 - Address improvement needed for fire suppression water flow requirements for higher densities; improve fire engine access and prioritize replacement of older segments of pipe for water and sewer
 - Facilitate storm drainage, and continue to address capacity issues and alternative detention features
 - Expand Fiber capability
 - Invest in capital improvements needed for parks and open spaces
 - Manage parking for optimal efficiency and unitization
 - Retain and address needs of existing city-owned cultural and historic facilities
- **Improve Transit, Pedestrian and Bike Connections**
 - Improve pedestrian and bike facilities
 - Develop a comprehensive bike network
 - Improve vehicle circulation and access to increase retail viability
 - Improve gateways and wayfinding
 - Increase transit options
 - Improve pedestrian connections from parking facilities to destination
- **Create a quality and unique experience**
 - Make improvements to attract more businesses
 - Encourage ground-floor transparency
 - Capitalize on downtown's historic assets

ATTACHMENT B: GOALS OF THE DOWNTOWN URD (CONTINUED)

- **Stimulate Vibrancy with a Mix of Uses (Rodney Street Goal)**
 - Retain the neighborhood character allowing for mixed uses, a variety of residential types, and a central commercial area
 - Keep the area primarily residential with a range of housing types intermixed with offices and government uses
 - Increase residential capacity
 - Retain the Rodney Street Commercial Center as the primary area for retail, with the potential for housing and offices in the upper floors
- **Reinvigorate the Rodney Street Commercial Center (Rodney Street Goal)**
 - Retain and build the Neighborhood Center as the center for retail, commercial and social gathering
 - Improve Rodney Street functionality, infrastructure and aesthetic between 6th and Broadway
 - Create gateways with wayfinding at both ends of the commercial center
 - Create better linkages between the courthouse complex, Myrna Loy center, and Rodney Street
 - Incorporate public art that differentiates the area from Downtown into a fun and funky interactive way
 - Monitor parking demand and identify potential for temporary uses or longer term uses

Additional Information for Skin & Tonic Spa Sidewalk Improvement Project

PROJECT INFORMATION

Legal Description for Skin & Tonic Spa Sidewalk Improvement

Unit 101 of the JLC Condominiums, being in the City of Helena, Lewis and Clark County, Montana, as shown and designated on the Floor Plans as shown in Declaration of Condominium Ownership recorded January 27 2025 in M Book 63 of Records, page 9069

TOGETHER WITH an undivided interest in and to the common elements as set forth in the Declaration of Condominium Ownership recorded January 27 2025 in M Book 63 of Records, page 9069, being located on the Northeasterly half of Lots 14 and 19 and all of Lots 15,16, 17 and 18 in Block 13 of the Chessman and Davis Central Addition to the City of Helena, Lewis and Clark County, Montana (Ref:book 268 Deeds, page 151) and the Northeasterly 62 ½ feet of land formerly designated and used as a public alley, running a north-easterly and south-westerly direction across the Northeasterly ½ of lots 14 and 19 and all of Lots 15,16,17 and 18 in Block 13 of the Chessman and Davis Central Addition to the City of Helena, Lewis and Clark County, Montana (Ref: Resolution 3102 in Book 111 Misc., page 463

PROJECT DESCRIPTION

This project – the sidewalk improvement project for Skin & Tonic Spa – will greatly enhance accessibility, safety and traffic flow at the intersection of Helena Avenue and W13th Street/N Jackson Street. The project will:

- Upgrade the safety & access of the current corner dramatically
- Widen (and smooth out) the current broken up sidewalks
- Create ADA accessible ramps and pads
- Improve traffic flow for pedestrians, bikes and vehicles traveling on Helena Avenue as the current location has a convoluted traffic pattern accessing W 13th Street and N Jackson Street. This “convoluted” triangular shaped area (see the engineering renderings) will have the asphalt removed and will be resurfaced with concrete to provide a clear and clean pathway for vehicles and pedestrians in the area.
- Provide a cleaner overall appearance

PROJECT RENDERINGS

Attached are renderings for the overall project, and the beautiful and welcoming sidewalks/pathways are apparent:

ADD the FINAL TRIPLE TREE RENDERINGS HERE



Mockel Precast & Excavation Co.
 16 Industry Loop
 P.O. Box 682
 East Helena, MT 59635
 Ph 406-227-6806

To: Brandon Pocha Address: Helena, MT 59601	Contact: Phone: Fax:
Project Name: 25 - Jackson St Improvements Project Location:	Bid Number: Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Traffic Control/Survey	1.00	LS	\$5,100.00	\$5,100.00
2	Demo Existing Concrete & Asphalt	1.00	LS	\$4,900.00	\$4,900.00
3	Site Earthwork	1.00	LS	\$5,180.00	\$5,180.00
4	Install Concrete C&G And Sidewalk	1.00	LS	\$47,865.00	\$47,865.00
5	Install Asphalt Paving	1.00	LS	\$25,000.00	\$25,000.00
6	Misc Pavement Markings, Sign Relocation, Landscape Rock	1.00	LS	\$2,100.00	\$2,100.00

Total Bid Price: \$90,145.00

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Mockel Precast & Excavation Co.

Authorized Signature: _____

Estimator: _____



Mockel Precast & Excavation Co.
 16 Industry Loop
 P.O. Box 682
 East Helena, MT 59635
 Ph 406-227-6806

To: Brandon Pocha Address: Helena, MT 59601	Contact: Phone: Fax:
Project Name: 25 - W 13th St Boulevard SW Project Location:	Bid Number: Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Demo Existing Concrete & Asphalt	865.00	SF	\$2.50	\$2,162.50
2	Prep For New Sidewalk	465.00	SF	\$3.80	\$1,767.00
3	Install New Sidewalk	1.00	LS	\$5,130.00	\$5,130.00
Total Bid Price:					<u>\$9,059.50</u>

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Mockel Precast & Excavation Co. Authorized Signature: _____ Estimator: _____
---	--

ESTIMATE

BP plumbing and heating
5802 Derby Dr
Helena, MT 59602

bpplumbing406@gmail.com
+1 (406) 439-2737

Bill to

PJP Properties LLC
PJP Properties LLC

Ship to

PJP Properties LLC
PJP Properties LLC

Estimate details

Estimate no.: 1014
Estimate date: 06/03/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Time and Material	Time and material to add irrigation line to new landscaping for trees.	1	\$2,800.00	\$2,800.00

Total **\$2,800.00**

Note to customer

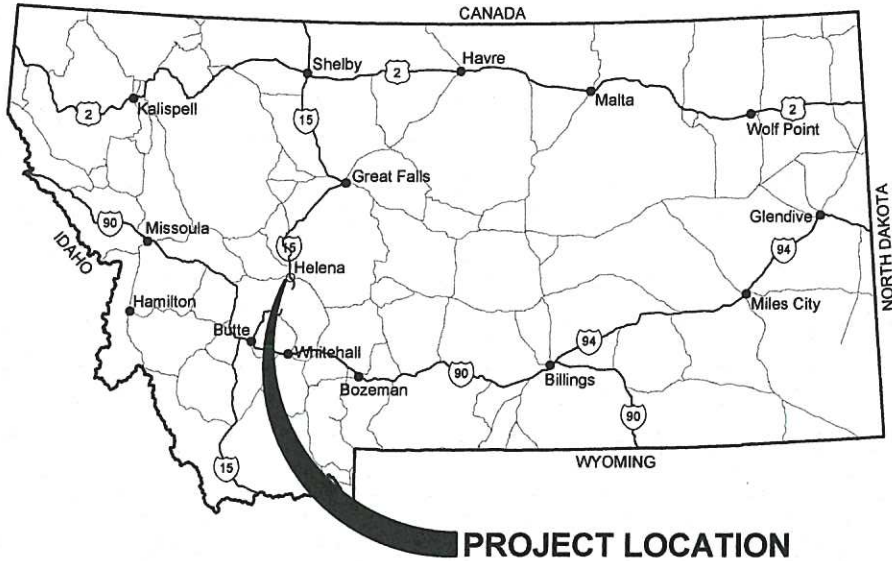
This bid includes all interior and exterior work needed to install irrigation to new rock beds that need trees.

Accepted date

Accepted by

JACKSON STREET IMPROVEMENTS

RAY KUNTZ
631 N LAST CHANCE GULCH,
HELENA, MT
June 2025



SHEET INDEX	
Sheet Number	Sheet Title
1	COVER
2	GENERAL NOTES
3	EXISTING CONDITIONS & DEMOLITION PLAN
4	SITE LAYOUT
5	GRADING PLAN
6	GRADING PLAN
7	DETAILS
8	DETAILS

CITY OF HELENA



APPROVED BY:

BRAD KOON
TRIPLE TREE ENGINEERING

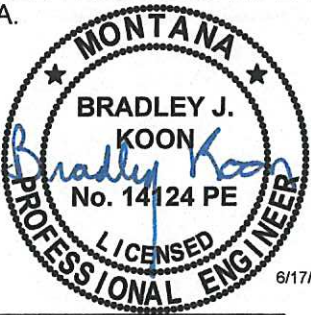
QA/QC BY:

DOUGLAS C. TAMCKE
TRIPLE TREE ENGINEERING

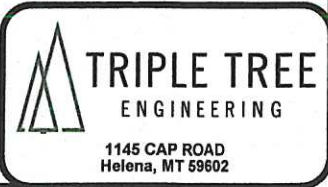
BRAD KOON
TRIPLE TREE ENGINEERING

CERTIFICATION

I HEREBY CERTIFY THAT THE ATTACHED PLANS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF MONTANA.



BRAD J. KOON, P.E.



GENERAL NOTES

1. THESE NOTES ARE FOR GENERAL REFERENCE IN CONJUNCTION WITH, AND AS A SUPPLEMENT TO THE WRITTEN NOTES AND DETAILS INCLUDED ON INDIVIDUAL DRAWINGS. ALL WORK FOR THIS PROJECT SHALL BE PERFORMED IN ACCORDANCE WITH THE MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS (MPWSS 7TH EDITION) AND THE CITY OF HELENA ENGINEERING STANDARDS.
2. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS AND PAYING ASSOCIATED FEES.
3. THE LOCATION OF EXISTING UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. UNDERGROUND LOCATES SHALL BE MADE USING THE "ONE CALL" NUMBER 1-800-424-5555. ALL EXISTING UTILITIES WHICH NEED TO BE REMOVED, RELOCATED AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. THE CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION. IF THE SITE IS FOUND TO BE DIFFERENT THAN THE CONSTRUCTION PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF THE DISCREPANCY.
5. THE CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS TO SURFACING (ASPHALT, CONCRETE, GRAVEL, LANDSCAPING, ETC.) BEYOND THE CONSTRUCTION LIMITS THAT HAS BEEN DAMAGED AS A RESULT OF CONSTRUCTION ACTIVITIES; THIS INCLUDES SURFACING REPAIR ON HAUL ROUTES. ANY DAMAGE SUSTAINED TO HAUL ROADS AND PROPERTY SHALL BE RESTORED TO ITS ORIGINAL CONDITION OR BETTER AT THE EXPENSE OF THE CONTRACTOR. REMEDIATION OF THE DAMAGE WILL BE ALLOWED AFTER THE MAJORITY OF HAULING ACTIVITIES HAVE BEEN COMPLETED, UNLESS OTHERWISE DIRECTED BY THE OWNER, ENGINEER OR GOVERNING AUTHORITY. IF THE DAMAGE POSES A SAFETY RISK, IT SHALL BE REPAIRED IMMEDIATELY.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR QUALITY CONTROL TO ASSURE THAT ALL ASPECTS OF THE PROJECT ARE CONSTRUCTED IN ACCORDANCE WITH THE PLANS.
7. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL ASPHALT, CONCRETE, GRAVEL AND REFUSE MATERIAL OFFSITE.
8. SIGN MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE MUTCD MANUAL AND MDT DETAILED DRAWINGS 619-00, 619-02, 619-16, 619-20, AND 619-21. SIGNS SHALL BE MOUNTED ON STEEL POST.
9. ALL EXCAVATION AND EMBANKMENT ON THIS PROJECT SHALL MEET THE REQUIREMENTS OF MPWSS SPECIFICATION 02230 STREET EXCAVATION, BACKFILL AND COMPACTION.
10. CONCRETE SHALL MEET THE REQUIREMENTS OF MPWSS SECTION 02500.
11. CONCRETE SLABS AND SIDEWALKS SHALL BE CROSS SLOPED AT 1.5% OR AS INDICATED ON THE PLANS. CONCRETE SLABS AND SIDEWALKS SHALL BE BROOM FINISH.
12. IMPORT MATERIAL REQUIRED TO COMPLETE EARTHWORK SHALL BE IMPORTED FROM OFF-SITE. IMPORT SHALL BE CLEAN MATERIAL, WITHOUT EXCESSIVE CLAY OR FINES, SUITABLE FOR STRUCTURAL FILL MATERIAL AND FREE OF DELETERIOUS MATERIALS.
13. PROVIDE AND PLACE PLANT MIX SURFACING PER MDT STANDARDS AND SPECIFICATIONS.
14. THE CONTRACTOR SHALL PREPARE, SUBMIT AND OBTAIN APPROVAL OF A TRAFFIC CONTROL PLAN FROM THE CITY OF HELENA PRIOR TO ENTERING COH RIGHT-OF-WAY FOR CONSTRUCTION.

GRADING & EROSION CONTROL

15. IF REQUIRED, THE CONTRACTOR WILL BE RESPONSIBLE FOR DEVELOPING A STORM WATER POLLUTION PREVENTION PLAN (SWPPP), AS WELL AS SUBMITTING THE NOTICE OF INTENT (NOI) AND SWPPP TO THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ). ASSOCIATED FEES WILL BE PAID FOR AT THE CONTRACTOR'S EXPENSE.
- 15.1 THE CONTRACTOR SHALL INSTALL AND MAINTAIN ALL EROSION CONTROL ELEMENTS AND BEST MANAGEMENT PRACTICES IN ACCORDANCE WITH THE APPROVED SWPPP.
- 15.2 THE CONTRACTOR SHALL INSPECT EROSION CONTROL ELEMENTS AT THE TIME INTERVAL SPECIFIED IN THE SWPPP AND DOCUMENT IN ACCORDANCE WITH THE REQUIREMENTS OF THE NOTICE OF INTENT AND THE SWPPP.
16. ALL CONSTRUCTION ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE SO AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. THE CONTRACTOR SHALL MAINTAIN EXISTING SITE VEGETATION OR GROUND COVER TO THE EXTENT AND LONGEST TIME POSSIBLE.
17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MINIMIZING TRACKING OF SOIL AND DEBRIS ONTO ADJACENT PROPERTIES AND ROADWAYS. TRACKING MUST BE RESTORED BY THE END OF EACH DAY.
18. ALL WASTE AND UNUSED MATERIALS SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO BE CARRIED OFF SITE BY RUNOFF OR WIND.
19. ALL DISTURBED AREAS AND AREAS DESIGNATED IN THE PLANS FOR SEEDING SHALL BE TOPSOILED, SEEDED, MULCHED, AND FERTILIZED (SEE MPWSS SEEDING SPECIFICATIONS. SALVAGED TOPSOIL SHALL BE SPREAD EVENLY OVER DISTURBED AREAS. SEED MIX SHALL BE NATIVE DRYLAND MIX AS FOLLOWS:

ABBREVIATIONS

20. THE FOLLOWING WORDS MAY BE ABBREVIATED THROUGHOUT THE PLAN SET:

• CL = CENTERLINE	• FG = FINISH GRADE	• RT = RIGHT
• CONC = CONCRETE	• LF = LINEAL FOOT	• SF = SQUARE FOOT
• CY = CUBIC YARD	• LT = LEFT	• SY = SQUARE YARD
• EA = EACH	• MPWSS = MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS	• TYP = TYPICAL
• EG = EXISTING GROUND		
• EX = EXISTING	• PROP = PROPOSED	

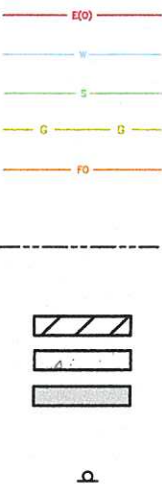
SURVEY INFORMATION

21. ALL CONTOURS, ELEVATIONS, AND COORDINATES FOR THE PROJECT ARE BASED ON THE CITY OF HELENA DATUM.
22. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION STAKING.
23. THE OWNER AND ENGINEER ARE NOT RESPONSIBLE FOR STAKES THAT ARE DISTURBED OR DESTROYED. MARK AND PROTECT EXISTING PROPERTY PINS AND/OR STREET MONUMENTS. HIRE A LICENSED LAND SURVEYOR TO REPLACE ALL PROPERTY CORNERS OR OTHER MONUMENTS THAT ARE DESTROYED DURING CONSTRUCTION.

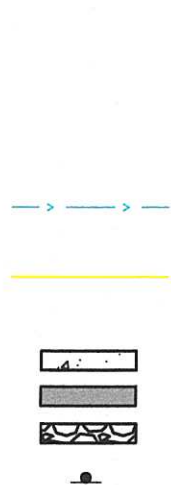
LEGEND

OVERHEAD POWER
WATER MAIN
SEWER MAIN
GAS
FIBER OPTIC
FLOW LINE
PROPERTY LINE
STRIPING
BUILDING
CONCRETE
ASPHALT
LANDSCAPING
SIGN

EXISTING SYMBOL



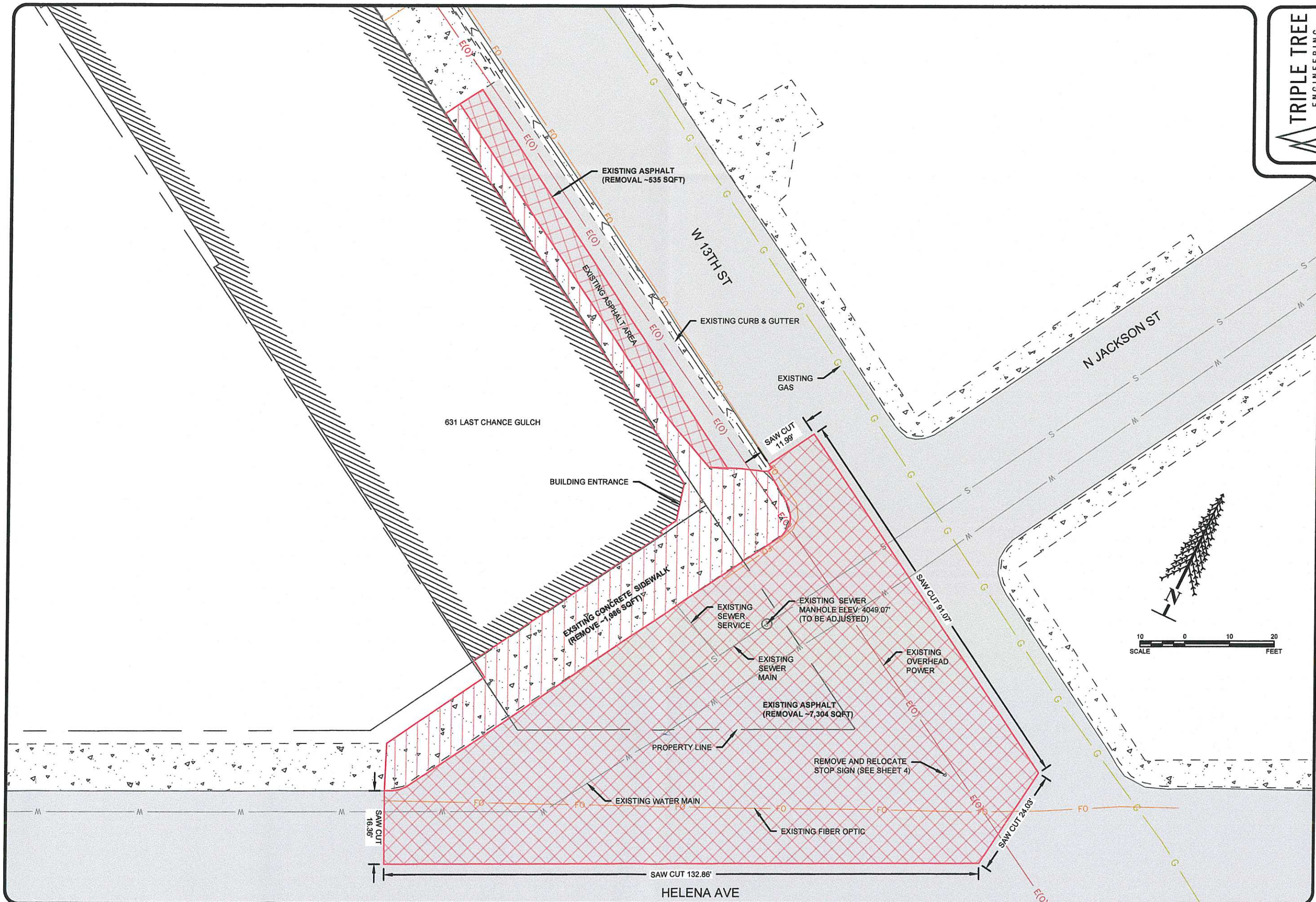
PROPOSED SYMBOL



REVISIONS	
DATE	DESCRIPTION

JACKSON STREET IMPROVEMENTS
RAY KUNTZ
631 N LAST CHANCE GULCH, HELENA, MT
GENERAL NOTES

PROJECT #:	24-096	MW	BJK	06/2025
DRAFTED BY:				
CHECKED BY:				
DATE:				
SHEET				
2				

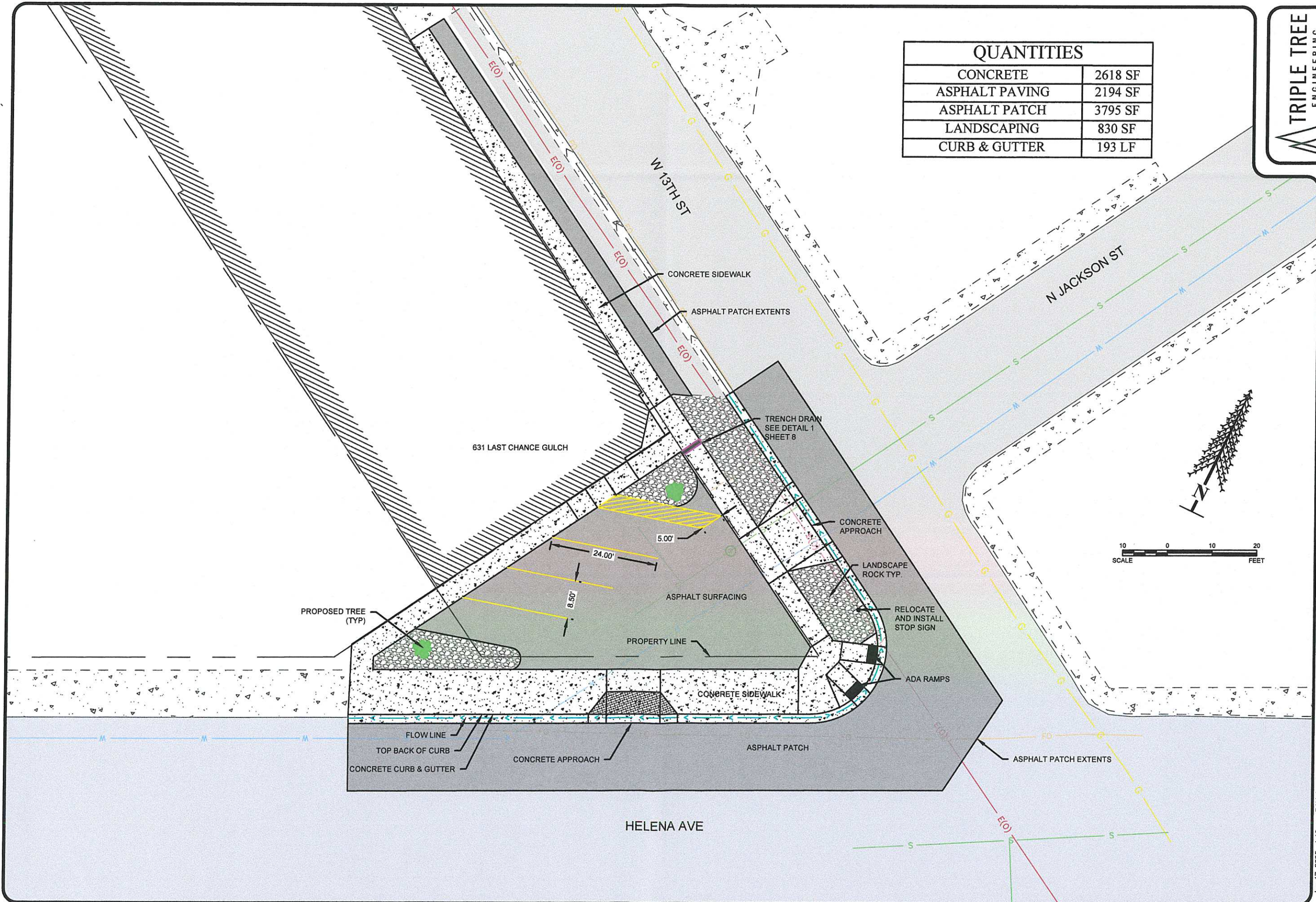


REVISIONS	
DATE	DESCRIPTION

JACKSON STREET IMPROVEMENTS
RAY KUNTZ
631 N LAST CHANCE GULCH, HELENA, MT
EXISTING CONDITIONS & DEMOLITION PLAN

PROJECT # 24-096	
DRAFTED BY: MW	CHECKED BY: BJK
DATE: 06/2025	
SHEET 3	

Jun 17, 2025 - 1:19pm - P:\Helena\24-096 Jackson Street Sidewalks\Design\ACADD\ConstructionDrawings\PlanSet\Drawings\24-096_Removals.dwg



QUANTITIES	
CONCRETE	2618 SF
ASPHALT PAVING	2194 SF
ASPHALT PATCH	3795 SF
LANDSCAPING	830 SF
CURB & GUTTER	193 LF



REVISIONS	
DATE	DESCRIPTION

JACKSON STREET IMPROVEMENTS

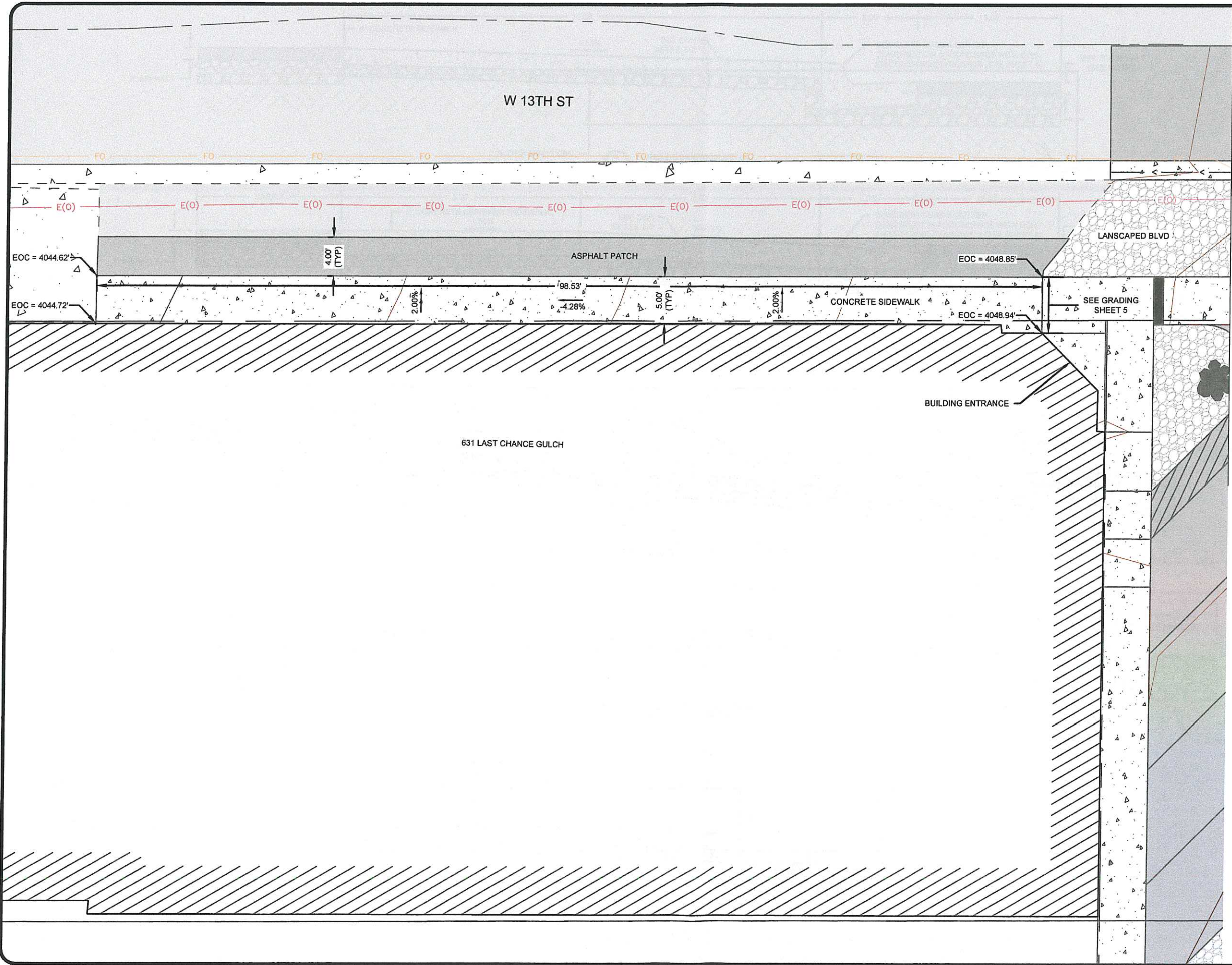
RAY KUNTZ

631 N LAST CHANCE GULCH, HELENA, MT

SITE LAYOUT

PROJECT #:	24-096
DRAFTED BY:	MW
CHECKED BY:	BJK
DATE:	09/2025
SHEET	
4	

Jun 17, 2025 - 1:19pm - P:\Helena\24-096 Jackson Street Sidewalks\Drawings\PlanSet\Drawings\24-096_SiteMap.dwg



NOTES

- 1. ENSURE ALL SIDEWALKS MEET ADA AND PROWAG REQUIREMENTS



Jun 17, 2025 - 1:19pm - P:\Helena\24-096 Jackson Street Sidewalks\Design\CADD\Construction\Drawings\PlanSet\Drawings\24-096_SidewalkGrading.dwg

JACKSON STREET IMPROVEMENTS

RAY KUNTZ
631 N LAST CHANCE GULCH, HELENA, MT

GRADING PLAN

PROJECT #:	24-096
DRAFTED BY:	MW
CHECKED BY:	BJK
DATE:	06/2025

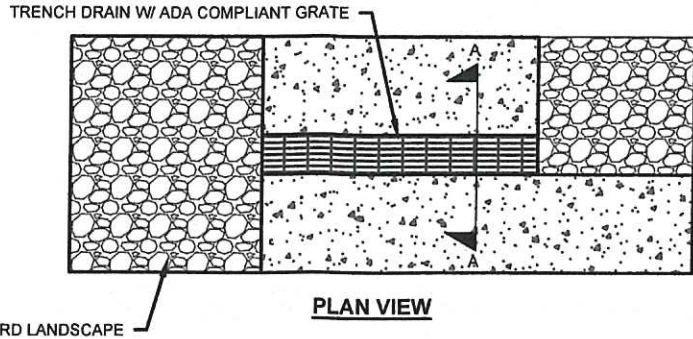
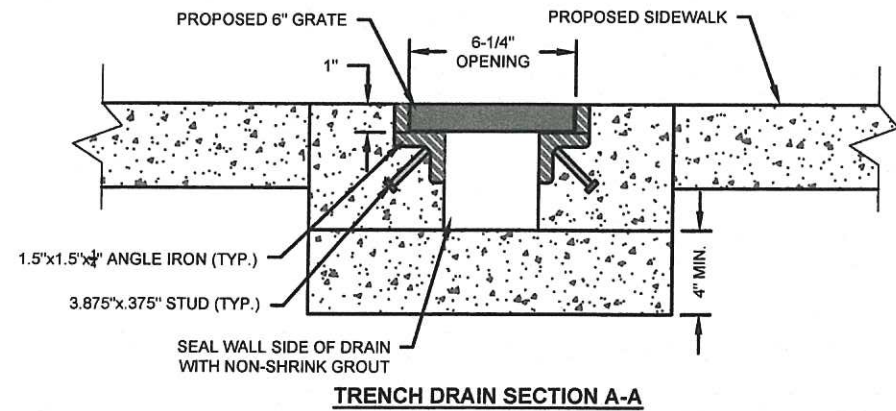
SHEET

6

REVISIONS

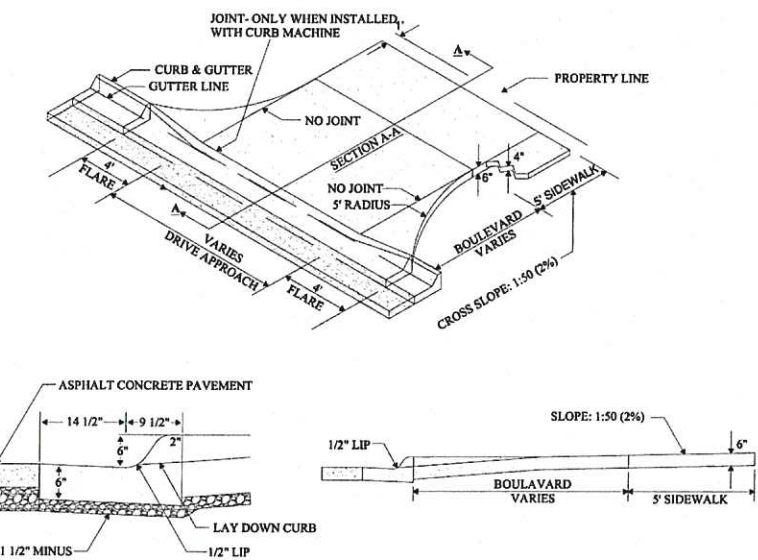
DATE

DESCRIPTION



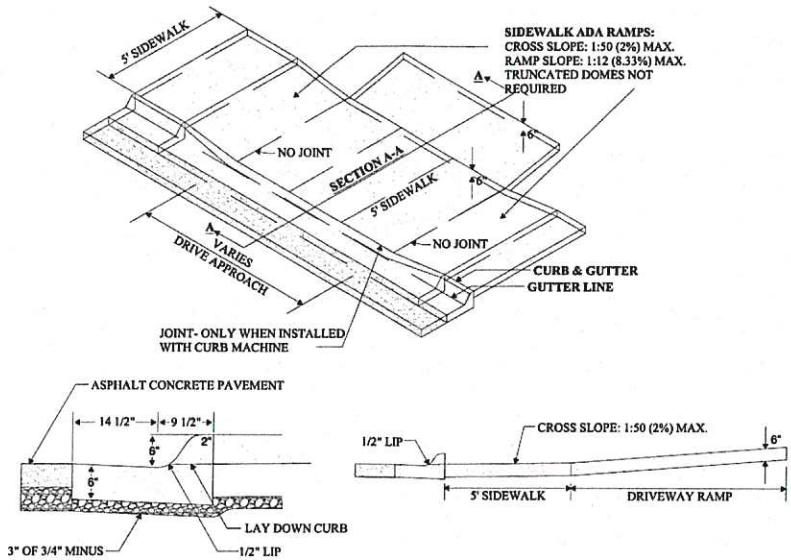
- DRAIN NOTES:
1. GRATE TO BE EVERGRATE T-06 A METRO OR APPROVED EQUAL
 2. CONTRACTOR TO SUBMIT MANUFACTURER SHOP DRAWINGS.
 3. GRATE TO BE FASHIONED WITH LOCKABLE ANTI-THEFT DEVICE.
 4. INSTALL PER MANUFACTURER'S INSTRUCTIONS

1 TRENCH DRAIN
4 NOT TO SCALE



- CLASS 5 (1 1/2" MINUS AGGREGATE) CONCRETE SHALL BE USED.
- COMMERCIAL DRIVE APPROACHES SHALL USE REINFORCED CONCRETE.
- BASE SHALL BE 2" OF 1 1/2" MINUS MATERIAL COMPACTED TO 95% AND SHALL COMPLY WITH AASHTO T99 OR ASTM D698.
- DRIVE APPROACH TO BE INSTALLED BEFORE ASPHALT CONCRETE PAVEMENT.
- APPROACH WILL BE PLACED MONOLITHICALLY EXCEPT WHEN CURB MACHINE IS ALLOWED BY THE ENGINEER WITH DOWELING 2R. ON CENTER, #4 REBAR 2R. (60cm) IN LENGTH.
- JOINTS SHALL BE 1/2" MASTIC OR AS DIRECTED BY THE ENGINEER.
- PROVIDE RECTANGULAR JOINT PATTERN DEPENDENT ON WIDTH OF SLABS (NOT TO EXCEED 100 S.F. (9 sq.m.) SURFACE).
- WHERE DRIVEWAYS EXCEED 16' IN WIDTH, A 1/2" MASTIC JOINT SHALL BE PLACED LONGITUDINALLY ALONG THE CENTER LINE.
- DRIVE APPROACHES WHERE THE BOULEVARD EXCEEDS 12' (3.7m) IN DEPTH REQUIRE A TRANSVERSE JOINT AT THE TOP OF THE FLARE.
- FLARES SHALL BE 4' (1.2m) IN WIDTH. STANDARD DRIVEWAY WIDTH DOES NOT CHANGE.
- ALL DRIVE APPROACHES SHALL COMPLY WITH CURRENT ADA STANDARDS.

CITY OF HELENA ENGINEERING STANDARDS		BOULEVARD DRIVEWAY APPROACH DETAIL (WITH FLAIR SECTIONS)	STANDARD DRAWING: 5-6
REVISED: 2/12/13	SCALE: NONE		



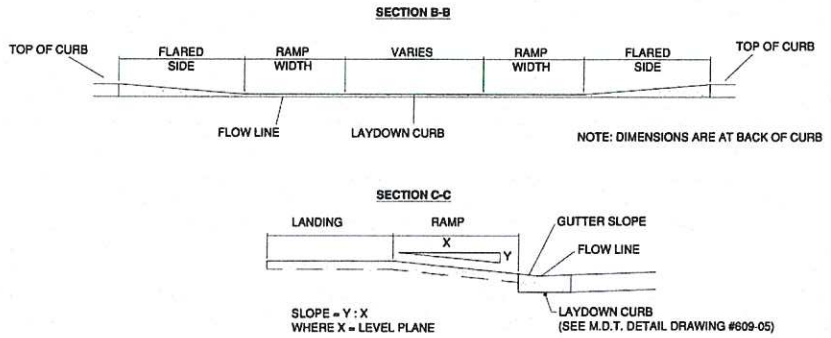
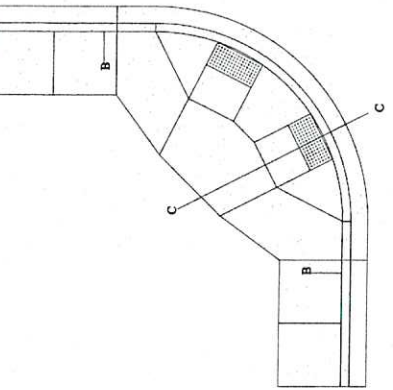
- CLASS 5 (3/4" MINUS AGGREGATE) CONCRETE SHALL BE USED.
- COMMERCIAL DRIVE APPROACHES SHALL USE REINFORCED CONCRETE.
- BASE SHALL BE 3" OF 3/4" MINUS MATERIAL COMPACTED TO 95% AND SHALL COMPLY WITH AASHTO T99 OR ASTM D698.
- DRIVE APPROACH TO BE INSTALLED BEFORE ASPHALT CONCRETE PAVEMENT.
- APPROACH WILL BE PLACED MONOLITHICALLY EXCEPT WHEN CURB MACHINE IS ALLOWED BY THE ENGINEER WITH DOWELING 2R. ON CENTER, #4 REBAR 2R. (60cm) IN LENGTH.
- JOINTS SHALL BE 1/2" MASTIC OR AS DIRECTED BY THE ENGINEER.
- PROVIDE RECTANGULAR JOINT PATTERN DEPENDENT ON WIDTH OF SLABS (NOT TO EXCEED 100 S.F. (9 sq.m.) SURFACE).
- WHERE DRIVEWAYS EXCEED 16' IN WIDTH, A 1/2" MASTIC JOINT SHALL BE PLACED LONGITUDINALLY ALONG THE CENTER LINE.
- DRIVE APPROACHES WHERE THE BOULEVARD EXCEEDS 12' (3.7m) IN DEPTH REQUIRE A TRANSVERSE JOINT AT THE TOP OF THE FLARE.
- FLARES SHALL BE 4' (1.2m) IN WIDTH. STANDARD DRIVEWAY WIDTH DOES NOT CHANGE.
- ALL DRIVE APPROACHES SHALL COMPLY WITH CURRENT ADA STANDARDS.

CITY OF HELENA ENGINEERING STANDARDS		CURBSIDE SIDEWALK DRIVEWAY APPROACH DETAIL (WITH FLAIR SECTIONS)	STANDARD DRAWING: 5-7
REVISED: 2/12/13	SCALE: NONE		

NEW CONSTRUCTION:

- NOTE:
- ALL ADA RAMP MUST BE CONSTRUCTED TO CURRENT ADA STANDARDS.
 - SINGLE DIAGONAL CURB RAMP SERVING TWO STREET CROSSING DIRECTIONS ARE NOT PERMITTED IN NEW CONSTRUCTION.
1. THE DESIRABLE WIDTH OF THE CURB RAMP (DIMENSION "W" BELOW) IS 4'. THE MINIMUM WIDTH IS 3'.
 2. THE CURB RAMP SLOPE IS 1:12 (8.33%) OR FLATTER.
 3. THE MINIMUM LANDING LENGTH IS 4'.
 4. THE MAXIMUM FLARED SIDE SLOPE IS 1:12 (8.33%).
 5. THE MAXIMUM CROSS SLOPE OF THE RAMP AND ADJOINING SIDEWALK IS 1:50 (2%).
 6. THE DETECTABLE SURFACE OF THE SIDEWALK RAMP IS TO CONTRAST VISUALLY WITH THE ADJOINING SIDEWALK SURFACES. THIS WILL BE OBTAINED BY USE OF COLORED TRUNCATED DOMES (RED) FLUSH TO THE BACK OF THE LAYDOWN CURB.
 7. THE MAXIMUM GUTTER SLOPE MAY BE 1:20 (5%).

TWO DIRECTIONAL STREET CROSSING



CITY OF HELENA ENGINEERING STANDARDS		ADA SIDEWALK CURB RAMP (15' Radius)	STANDARD DRAWING: 5-10
REVISED: 2/12/13	SCALE: NONE		



JACKSON STREET IMPROVEMENTS

RAY KUNTZ
631 N LAST CHANCE GULCH, HELENA, MT

DETAILS

PROJECT #:	24-096
DRAFTED BY:	MW
CHECKED BY:	BJK
DATE:	06/20/25

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

A RESOLUTION DISTRIBUTING DOWNTOWN URBAN RENEWAL DISTRICT TAX INCREMENT FINANCING FUNDS TO PJP PROPERTIES, LLC FOR COSTS ASSOCIATED WITH SIDEWALK IMPROVEMENTS, ADA ACCESSIBILITY IMPROVEMENTS, STREET AND PARKING IMPROVEMENTS, AND LANDSCAPING AT 648 JACKSON STREET (631 NORTH LAST CHANCE GULCH)

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, among others, to 1) "upgrade underperforming properties"; 2) "add to downtown vibrancy with a mix of uses"; 3) "invest in infrastructure needed for development"; and, 4) "improve transit, pedestrian, and bike connections".

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

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 §7-15-4288, 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, PJP Properties, LLC, proposes a project to improve and add sidewalks adjacent to the property, develop parking and building access and improve safety and accessibility to the subject property, and install landscaping and irrigation at 648 Jackson Street (the "Project");

WHEREAS, the total cost of the Project is estimated to be one hundred twenty-four thousand, five hundred four dollars and fifty cents (\$124,504.50);

WHEREAS, PJP Properties, LLC, have requested disbursement of sixty-two thousand, two hundred fifty-two dollars and twenty-five cents (\$62,252.25) of Downtown Urban Renewal District tax increment

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

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 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 sixty-two thousand, two hundred fifty-two dollars and twenty-five cents (\$62,252.25) to PJP Properties, LLC, payable from the tax increment financing funds generated to date by the Downtown Urban Renewal District.

Section 3. Prior to distribution of funds, PJP Properties, LLC must enter into an agreement acceptable to the City.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 4th DAY OF August, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

07/30/2025

To: Honorable Mayor Collins and Members of the City Commission

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

Subject: Consideration of a resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the Montana High School Association (MHSA) for costs associated with sidewalk improvements, ADA accessibility improvements, and landscaping at 631 North Last Chance Gulch

Present Situation: On July 16, 2025, the Montana High School Association submitted an application for Downtown Tax Increment Financing funding in the amount of \$25,677.50 for sidewalk, ADA accessibility, and landscaping improvements. The requested DTIF funding will specifically go to enhancing and better utilizing the main entrance and associated sidewalks adjacent to and connecting 631 North Last Chance Gulch.

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 subject 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 all improvements totals \$62,387, making the DTIF request of \$25,677.50, 41% 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", (2) "[a]dd to downtown vibrancy with a mix of uses", (3) "[i]nvest in infrastructure needed for development, and (4) "[i]mprove transit, pedestrian, and bike connections". As such, the proposed 648 Jackson Street project project wholly aligns with the goals and objectives of the DURD Plan.

Proposal/Objective: To grant the Montana High School Association \$25,677.50 in Downtown TIF financing toward cost associated with sidewalk, accessibility improvements, and landscaping at 631 North Last Chance Gulch.

Advantage: The proposed work being undertaken on the 631 N. Last Chance Gulch building will help reactivate and improve access to a building that could be a key cornerstone of that commercial area.

Notable Energy Impact: No notable energy impacts, however, by reimagining and improving access around the site, accessibility will be improved, encouraging more pedestrian and non-motorized use in the area.

Disadvantage: NA

Quasi-Judicial Item: False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution distributing Downtown Urban Renewal District Tax Increment Financing funds to the Montana High School Association for costs associated with sidewalk improvements, ADA accessibility improvements, and landscaping at 631 North Last Chance Gulch.



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

IMPORTANT: APPLICANTS MAY REQUEST UP TO FIFTY PERCENT MATCH (50%) FUNDING FOR PROJECTS EXCEEDING \$10,000 OR UP TO TWENTY-FIVE PERCENT MATCH (25%) FOR PROJECTS EQUAL TO OR LESS THAN \$10,000. COSTS TO BE PAID WITH DOWNTOWN 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 DURD 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)



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 DURD TIF Advisory Board, which are as follows:

1. Infrastructure Improvement Program: Consideration will be given for projects that identify and prioritize upgrades to water, sewer, stormwater drainage infrastructure, and vehicular and pedestrian/bike transportation improvements as well as increasing fiber optic capability.
2. Site Redevelopment & Public Space Activation Program: Consideration will be given for redevelopment of underutilized or underperforming properties, adaptive reuse of existing structures, demolition activities, or improvements to property aesthetics through enhanced lighting, landscaping, public art, or other creative means to better activates public-facing spaces.
3. DURD Housing Program: Consideration will be given for projects that create or retain affordable housing opportunities.
4. Façade Improvement Program: Consideration will be given for façade improvement projects that promote historic preservation and/or promote designs in keeping with the character of the district.
5. Marketing/Branding Project Program: Consideration will be given for projects establishing a marketing and/or branding plan with a wayfinding component and an implementation strategy for the Downtown Urban Renewal District.
6. Cruse Avenue Redevelopment Program: Consideration will be given for projects that study and implement activities addressing parcel surveying, the future surplus of city-owned property, and infrastructure planning for the Cruse Avenue right-of-way to pave the way for redevelopment activities.
7. Rodney Street Commercial Center Program: Consideration will be given for projects that reinvigorate the Rodney Street Commercial Center through gateway signage, infrastructural connectivity, and public art improvements.



City of Helena
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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. Relationship of Public and Private Investment: 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.
3. Job Creation: Projects that create opportunities for new employment contribute to the economic vitality of the District and community in a variety of ways.
4. Investment Spin-off: Projects that have the potential for investment spin-off, yielding a positive impact on the District.
5. 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.
6. 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.
7. Historic Preservation: **The Project's capacity to encourage the preservation and protection of** the cultural and economic heritage and physical assets of the District.
8. 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.
9. 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.
10. Housing Component: Projects that promote all types of housing in the area in conformance with the Downtown Neighborhood Plan and the Downtown URD Plan.
11. Conformance with the goals and objectives of the Railroad URD Plan, 2019 City of Helena Growth Policy, and the Downtown Neighborhood Plan: **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.
12. 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.



City of Helena
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TAX INCREMENT FINANCING APPLICATION FORM
Community Development Department
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citycommunitydevelopment@helenamt.gov

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 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.	_____	\$	_____
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 \$ _____



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 Downtown URD Plan: Identify how your project supports the Downtown 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 Downtown 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.



City of Helena

Downtown Urban Renewal District

TAX INCREMENT FINANCING APPLICATION FORM

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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 DURD 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 Downtown Neighborhood Plan and the Downtown 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 DOWNTOWN URD

- Add to downtown vibrancy with a mix of uses
 - Provide a range of housing for a range on incomes
 - Attract new business types that support residential uses
 - Encourage new business startups
 - Conduct feasibility, market, and other studies
 - Encourage ground floor active use
 - Add to improve urban landscaping with public art, trees, and planting
- Upgrade Underperforming properties
 - Develop vacant lots and encourage upgrades to under-performing property gaps
 - Encourage the update and adaptive re-use of buildings for 21st century needs, such as open interiors, improvements to broadband, and for safety and market competitiveness
 - Encourage redevelopment of parking facilities that create gaps in downtown ground-floor retail by allowing for non-parking uses on floor level and parking on other stories
 - Facilitate façade improvements
 - Inventory city properties with potential for higher use and develop criteria for disposition
 - Provide for demolition and site preparation as needed to upgrade properties
- Invest in infrastructure needed for development
 - Improve transportation infrastructure for better function and safety for vehicles, pedestrians and bicycles and include street scape features to improve aesthetics, safety, and quality for non-motorists
 - Rectify issues of parcels along and within streets that were not properly surveyed
 - Address improvement needed for fire suppression water flow requirements for higher densities; improve fire engine access and prioritize replacement of older segments of pipe for water and sewer
 - Facilitate storm drainage, and continue to address capacity issues and alternative detention features
 - Expand Fiber capability
 - Invest in capital improvements needed for parks and open spaces
 - Manage parking for optimal efficiency and unitization
 - Retain and address needs of existing city-owned cultural and historic facilities
- Improve Transit, Pedestrian and Bike Connections
 - Improve pedestrian and bike facilities
 - Develop a comprehensive bike network
 - Improve vehicle circulation and access to increase retail viability
 - Improve gateways and wayfinding
 - Increase transit options
 - Improve pedestrian connections from parking facilities to destination
- Create a quality and unique experience
 - Make improvements to attract more businesses
 - Encourage ground-floor transparency
 - **Capitalize on downtown's historic assets**

ATTACHMENT B: GOALS OF THE DOWNTOWN URD (CONTINUED)

- Stimulate Vibrancy with a Mix of Uses (Rodney Street Goal)
 - Retain the neighborhood character allowing for mixed uses, a variety of residential types, and a central commercial area
 - Keep the area primarily residential with a range of housing types intermixed with offices and government uses
 - Increase residential capacity
 - Retain the Rodney Street Commercial Center as the primary area for retail, with the potential for housing and offices in the upper floors
- Reinvigorate the Rodney Street Commercial Center (Rodney Street Goal)
 - Retain and build the Neighborhood Center as the center for retail, commercial and social gathering
 - Improve Rodney Street functionality, infrastructure and aesthetic between 6th and Broadway
 - Create gateways with wayfinding at both ends of the commercial center
 - Create better linkages between the courthouse complex, Myrna Loy center, and Rodney Street
 - Incorporate public art that differentiates the area from Downtown tonto a fun and funky interactive way
 - Monitor parking demand and identify potential for temporary uses or longer term uses

Additional Information for MHSA Sidewalk Improvement Project

PROJECT INFORMATION

Legal Description of 631 North Last Chance Gulch:

Unit 100 of the JLC Condominiums, being in the City of Helena, Lewis and Clark County, Montana, as shown and designated on the Floor Plans as shown In Declaration of Condominium Ownership recorded January 27, 2025 in M Book 63 of Records, page 9069.

TOGETHER WITH an undivided interest in and to the common elements as set forth in the Declaration of Condominium Ownership recorded January 27, 2025 in M Book 63 of Records, page 9069, being located on the Northeasterly half of Lots 14 and 19 and all of Lots 15, 16, 17 and 18 in Block 13 of the Chessman and Davis Central Addition to the City of Helena, Lewis and Clark County, Montana (Ref: Book 268 Deeds, page 151) and the Northeasterly 62 ½ feet of land formerly designated and used as a public alley, running a north-easterly and south-westerly direction across the Northeasterly ½ of Lots 14 and 19 and all of Lots 15, 16, 17 and 18 in Block 13 of the Chessman and Davis Central Addition to the City of Helena, Lewis and Clark County, Montana (Ref: Resolution 3102 in Book 111 Misc., page 463),

PROJECT DESCRIPTION

Sidewalk Improvement & Site Redevelopment – N. Last Chance Gulch & E. 13th Street

The Montana High School Association (MHSA) is undertaking a sidewalk improvement project at the intersection of N. Last Chance Gulch and E. 13th Street. This high-visibility corner currently features crumbling, unsafe sidewalks and inadequate accessibility. The project will address these concerns by removing deteriorated pavement and replacing it with widened, smooth sidewalks and new ADA-compliant ramps and landing pads. These enhancements will significantly improve pedestrian safety, accessibility, and traffic flow for all users—including cyclists, pedestrians, and motorists.

This initiative directly supports the City of Helena's goals for **Infrastructure Improvement** and **Site Redevelopment**. In addition to improving functionality, the project enhances the public-facing appearance of this corridor through landscaping and streetscape improvements. Revitalizing this intersection will create a more welcoming and accessible gateway into downtown Helena.

As a nonprofit organization, the Montana High School Association (MHSA) is committed to completing this project efficiently and with strong fiscal responsibility. We are relocating our operations to this site, transforming it into a more functional and ADA-accessible facility that can accommodate statewide meetings with school administrators, officials, and other key stakeholders. These improvements will enable MHSA to continue serving Montana's schools effectively, while also contributing positively to the surrounding urban environment. MHSA is deeply invested in this initiative: we have purchased the building for over \$700,000 and have committed an additional \$850,000 to \$900,000 in renovation costs to establish a long-planned permanent home for the Association.

In addition to exterior enhancements, we have made substantial interior improvements, including a new HVAC system, upgraded plumbing, and the creation of multiple individual office spaces. We have also replaced the freight elevator and invested in high-tech workspaces and modern conference meeting areas to better support our mission and meet the evolving needs of our members.

We are also making a significant investment in improving the façade of this underutilized building. In the interest of completing this work expediently, MHSA is not requesting TIF funding for the façade portion of the project. We respectfully ask the City Commission to take this into account when considering our funding request for the **boulevard and sidewalk** improvements.

This investment will deliver lasting public benefit by enhancing accessibility, safety, and the visual appeal of this key intersection in Helena's urban core.

PROJECT RENDERINGS

Attached are the renderings from the engineers for this project. We have also included a rendering of the façade improvement and simplified interior drawings of planned renovations as well for your convenience.

PROJECT QUOTES

Mockel Precast & Excavation Co. has broken their quote down to specifically identify the portion reserved for the boulevard approaches and sidewalks. This is lined out on their bid page.

Proline did not break down their quote into specific areas. However, the plans call for 7 beds and this quote has sprinklers, sod, topsoil and trees in quantities of 7. We took the total prep amount and divided it by 7 also. Through this we were able to break down the bid a bit further. We have made notes on the bid page to further explain if necessary.



SCHEMATIC IMAGES
MHSA OFFICES

project number | 23053
presentation date | 09/06/24



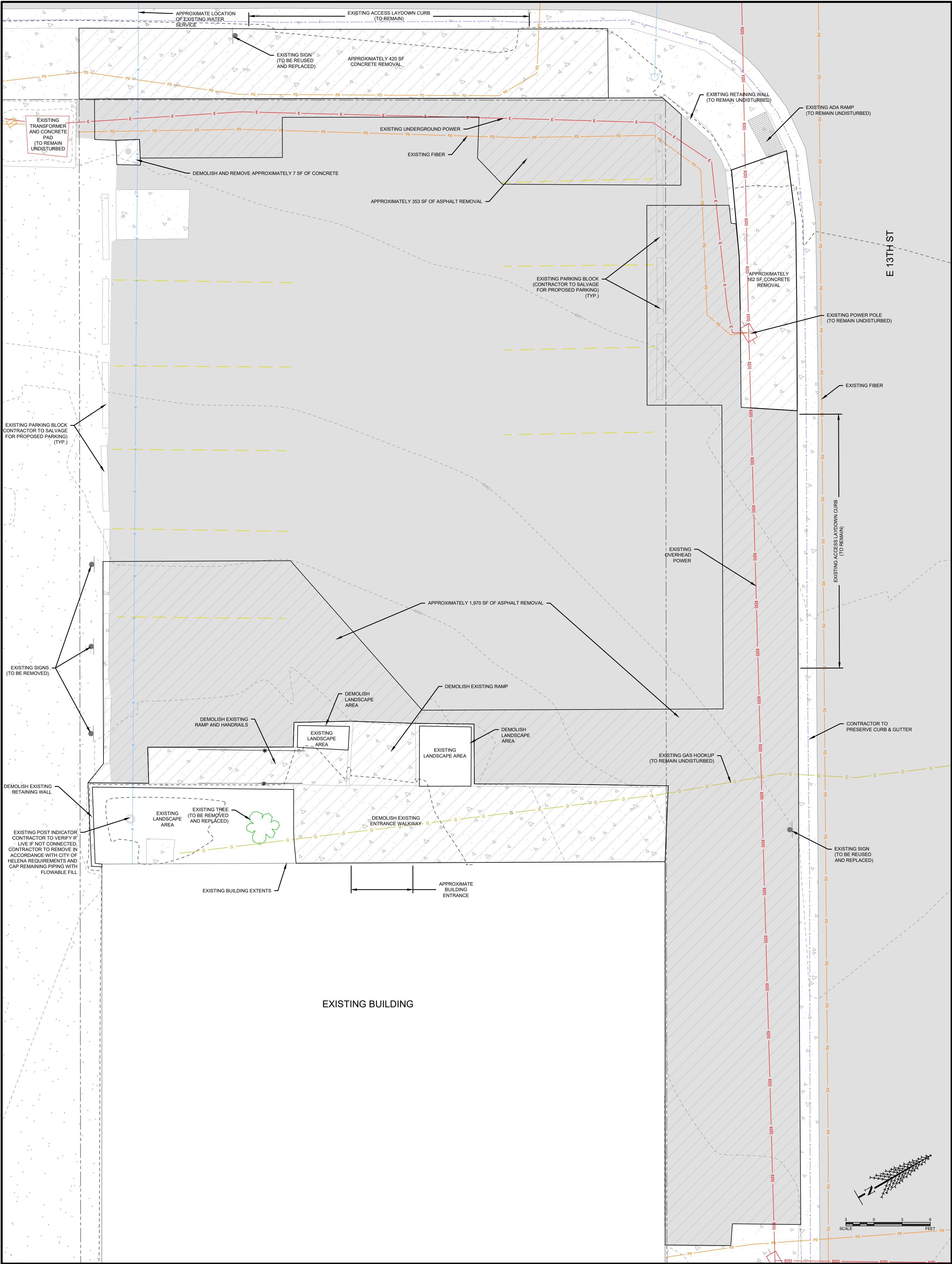


SCHEMATIC IMAGES
MHSA OFFICES

project number | 23053
presentation date | 09/06/24



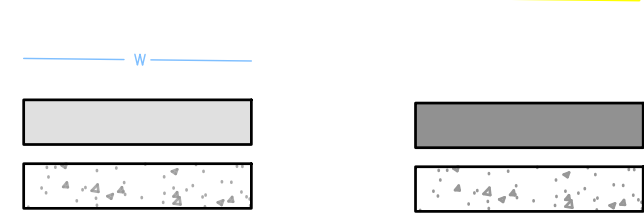
Printed On: Jun 04, 2025 - 9:43am - P:\Helena\24-086 mhsa site design\CADD\construction\drawings\plans\drawings\24086 - EXISTING SITE.dwg



LEGEND

OVERHEAD POWER
UNDERGROUND POWER
GAS
FIBER
PARKING SPOTS
WATER
ASPHALT
CONCRETE

EXISTING SYMBOL
PROPOSED SYMBOL



CIVIL SITE GENERAL NOTES

- THESE NOTES ARE FOR GENERAL REFERENCE IN CONJUNCTION WITH, AND AS A SUPPLEMENT TO THE WRITTEN NOTES AND DETAILS INCLUDED ON INDIVIDUAL DRAWINGS. ALL WORK FOR THIS PROJECT SHALL BE PERFORMED IN ACCORDANCE WITH THE MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS (MPPWS) LATEST EDITION.
- THIS PROJECT SHALL BE COMPLETE IN ACCORDANCE WITH THE CITY OF HELENA INFRASTRUCTURE ACCEPTANCE POLICY INCLUDED IN THE CITY'S ENGINEERING AND DESIGN STANDARDS MANUAL.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS FROM THE CITY AND PAYING ASSOCIATED FEES.
- THE LOCATION OF EXISTING UTILITIES HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. UNDERGROUND LOCATES SHALL BE MADE USING THE "ONE CALL" NUMBER 1-800-424-5555. ALL EXISTING UTILITIES WHICH NEED TO BE REMOVED, RELOCATED AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- THE CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION. IF THE SITE IS FOUND TO BE DIFFERENT THAN THE CONSTRUCTION PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF THE DISCREPANCY.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS TO SURFACING (ASPHALT, CONCRETE, GRAVEL, SIDEWALKS, LANDSCAPING, ETC.) BEYOND THE PROJECT LIMITS DAMAGED AS A RESULT OF CONSTRUCTION ACTIVITIES. THIS INCLUDES SURFACING REPAIR ON HAUL ROUTES. ANY DAMAGE SUSTAINED TO HAUL ROADS AND PROPERTY SHALL BE RESTORED TO EXISTING CONDITION OR BETTER AT THE EXPENSE OF THE CONTRACTOR. REMEDIATION OF THE DAMAGE WILL BE ALLOWED AFTER THE MAJORITY OF HAULING ACTIVITIES HAS BEEN COMPLETED, UNLESS OTHERWISE DIRECTED BY THE OWNER, ENGINEER OR GOVERNING AUTHORITY. IF THE DAMAGE POSES A SAFETY RISK, IT SHALL BE REPAIRED IMMEDIATELY.
- CONTRACTOR SHALL BE RESPONSIBLE FOR QUALITY CONTROL TO ASSURE THAT ALL ASPECTS OF THE PROJECT ARE CONSTRUCTED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL ASPHALT, CONCRETE, GRAVEL AND REFUSE MATERIAL OFFSITE AS REQUIRED TO COMPLETE THE PROJECT.
- PRIOR TO WORK COMMENCING IN THE ROADWAY, A TRAFFIC CONTROL PLAN SHALL BE SUBMITTED TO CITY OF HELENA REVIEW AND APPROVAL. ALL STREET OPENINGS SHALL BE FOR A MAXIMUM OF 24 HOURS, UNLESS THERE IS WRITTEN APPROVAL FROM THE CITY OF HELENA.
- DEMOLITION SHOWN ON THIS SHEET FOR REFERENCES ONLY. SEE ARCHITECTURAL PLANS FOR FULL DEMOLITION DETAIL.
- THE CONTRACTOR SHALL REPLACE ALL EXISTING SIGNAGE ON THE PROJECT SITE THAT MAY HAVE BEEN DAMAGED OR REMOVED FOR CONSTRUCTION PURPOSES. THIS INCLUDES ENSURING THAT ALL SIGNAGE IS RESTORED TO ITS ORIGINAL CONDITION AND POSITIONING.
- EXISTING ASPHALT EXTENTS IS APPROXIMATE. DETERIORATION OF ASPHALT MADE DIFFICULT TO DISTINGUISH AT TIME OF SURVEY.

BLOCKS

TREES
POWER POLE
FIRE HYDRANT
ELECTRICAL PEDESTAL
SIGN

EXISTING SYMBOL
PROPOSED SYMBOL

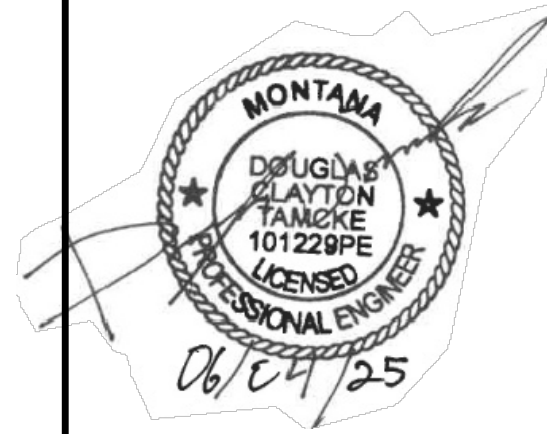
ABBREVIATIONS
THE FOLLOWING WORDS MAY BE ABBREVIATED THROUGHOUT THE PLAN SET:
CONC. = CONCRETE
DES. = DESIRABLE
EA. = EACH
EX. = EXISTING
GALV. = GALVANIZED
LF. = LINEAL FOOT
LS. = LUMP SUM
LT. = LEFT
MAX. = MAXIMUM
MOD. = MAXIMUM DRY DENSITY
MIN. = MINIMUM
MPPWS = MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS
ON CENTER = ON CENTER
PROP. = PROPOSED
PVC = POLYVINYL CHLORIDE
RCP = REINFORCED CONCRETE PIPE
RT. = RIGHT
SF. = SQUARE FOOT
TYP. = TYPICAL
E.O.C. = EDGE OF CONCRETE (ELEVATION)



1470 N. ROBERTS STREET
HELENA, MT 59601
TEL | 406.461.7856
www.slatearchitecture.com



TRIPLE TREE
ENGINEERING
1145 CAP RD.
HELENA, MT 59602
TEL: 406.461.7856
www.tripletreemt.com



MHSA OFFICES
MONTANA HIGH SCHOOL ASSOCIATION
631 N. LAST CHANCE GULCH HELENA, MT 59601
HELENA MT, 59601

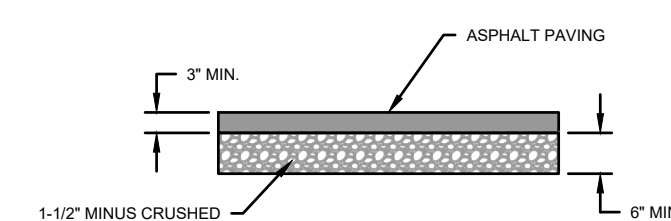
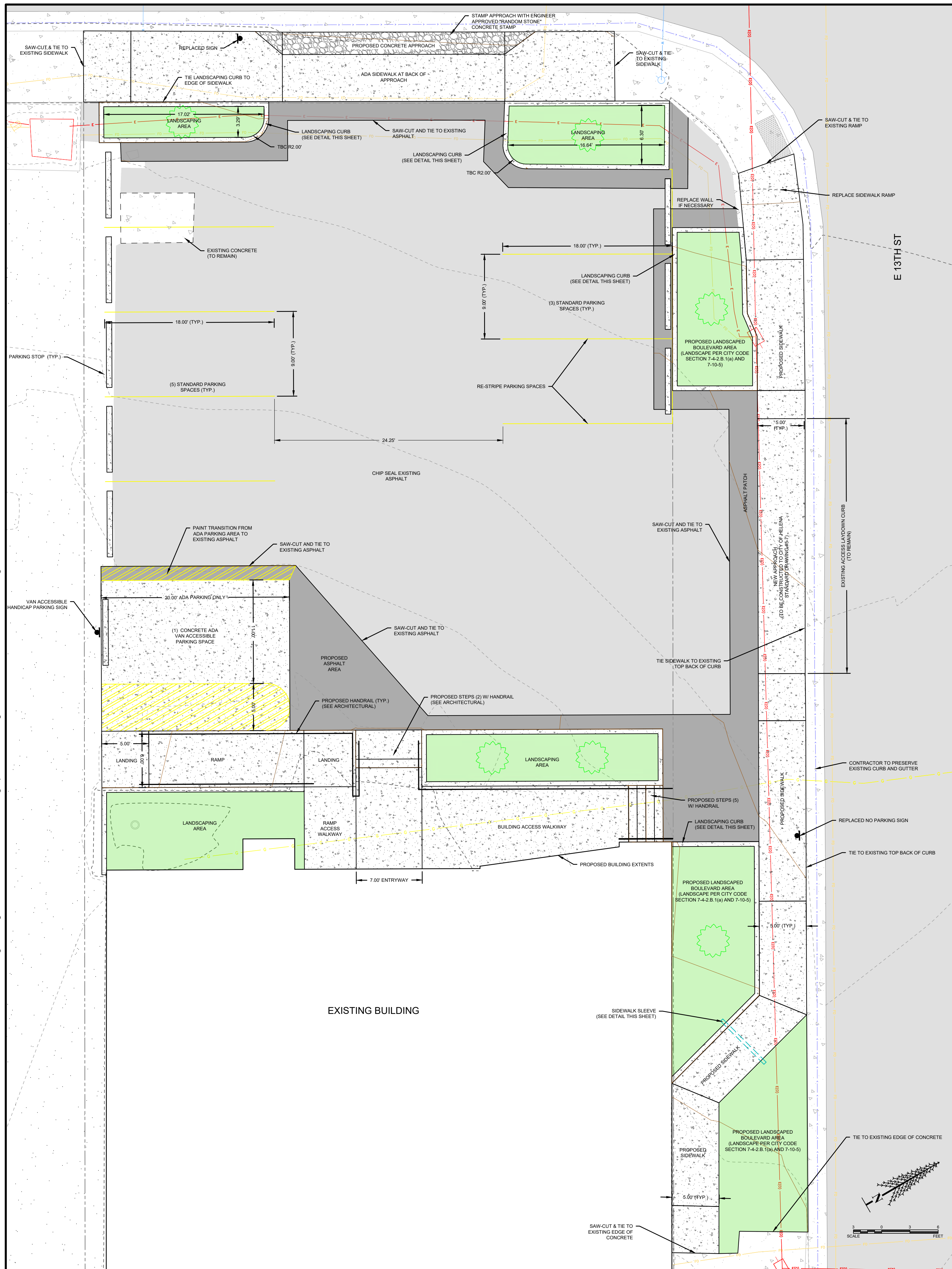
PERMIT DRAWINGS

REVISIONS		
1	2025-06-04	ADDENDUM #2

Project No. | 23053
Issue Date | APRIL 18, 2025

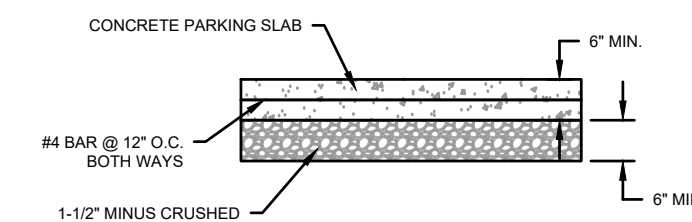
EXISTING SITE & DEMOLITION

Sheet No.
C100



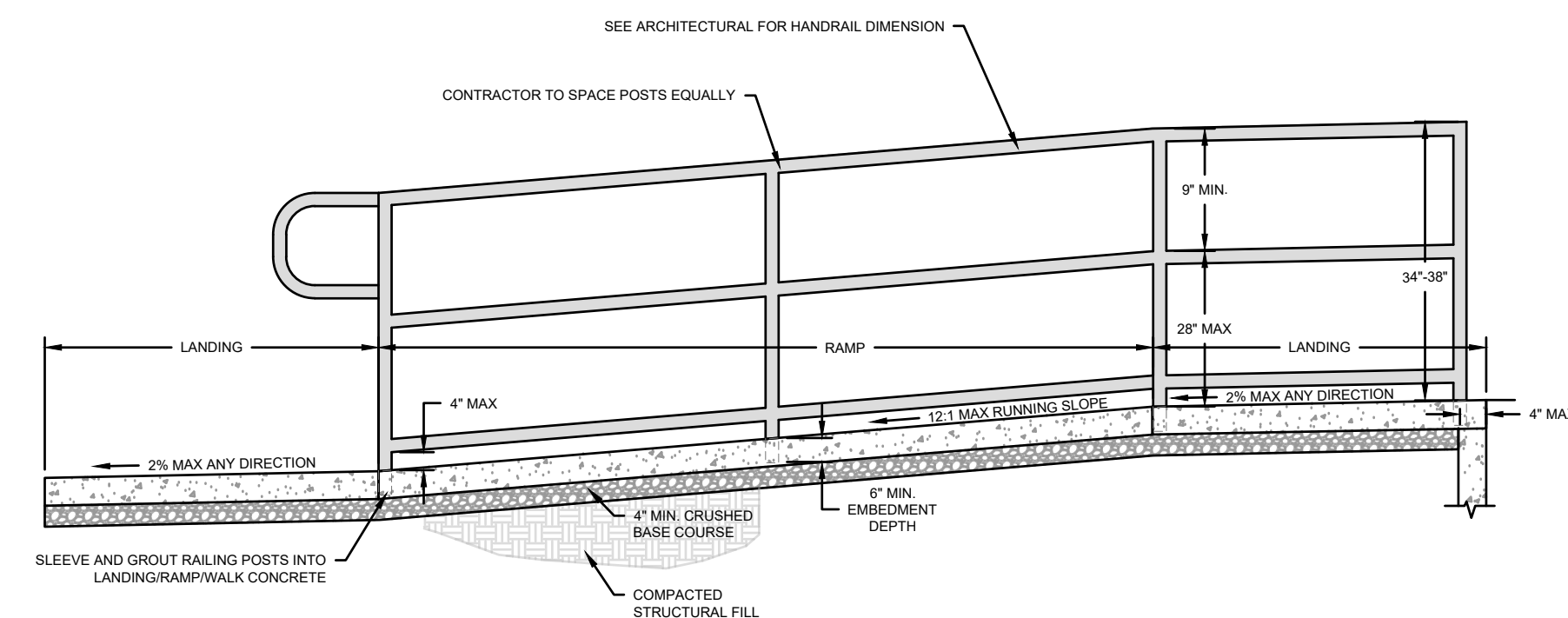
ASPHALT TYPICAL SECTION (NOT TO SCALE)

- ASPHALT TYPICAL SECTION NOTES:
1. TO BE CONSTRUCTED PER MPWVS CITY OF HELENA BUILDING CODE, AND APPLICABLE ADA STANDARDS.
 2. ASPHALT MIX AND DESIGN TO MEET MPWVS 7TH EDITION SPECIFICATIONS.
 3. CONTRACTOR TO PAINT THE SURFACES OF CURBS AND GUTTERS, VERTICAL FACES OF EXISTING PAVEMENTS AND ALL STRUCTURES IN CONTACT WITH ASPHALT MIXES WITH A THIN LAYER OF SEALER MATERIAL TO PROVIDE A WATER-TIGHT JOINT.
 4. CONTRACTOR TO ENSURE NO TACK COAT MATERIAL IS LEFT ON ANY PORTIONS OF CONCRETE NOT IN DIRECT CONTACT WITH PROPOSED ASPHALT (I.E. GUTTER, CONCRETE WALKWAYS, CONCRETE WALLS).
 5. EXCESS TACK COAT WILL BE REMOVED AT THE EXPENSE OF THE CONTRACTOR.



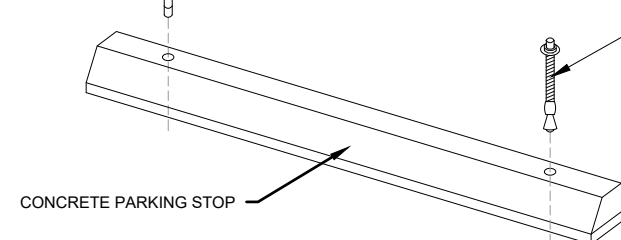
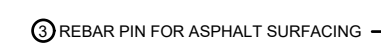
ADA PARKING CONCRETE TYPICAL SECTION
(NOT TO SCALE)

- CONCRETE PARKING TYPICAL SECTION NOTES:
1. TO BE CONSTRUCTED PER MPWSS, CITY OF HELENA BUILDING CODE, AND APPLICABLE ADA STANDARDS.
 2. CONCRETE MIX DESIGN TO MEET MPWSS 7TH EDITION SPECIFICATIONS W/ A MINIMUM COMPRESSIVE STRENGTH OF 4,500 PSI.
 3. EXPANSION JOINTS EVERY 10 MAXIMUM.
 4. ALL CONCRETE SURFACING TO BE FINISHED FOR SLIP RESISTANCE WITH A BROOM FINISH OR TEXTURED SURFACE PER ADA REQUIREMENTS.
 5. NOT APPLICABLE FOR SIDEWALK AND APPROACH CONCRETE. SEE CITY OF HELENA ENGINEERING STANDARD DRAWINGS #5-6 & #5-7 FOR SIDEWALK & CONCRETE WITHIN CITY OF HELENA R/W. SEE STRUCTURAL FOR ALL OTHER REINFORCEMENT.



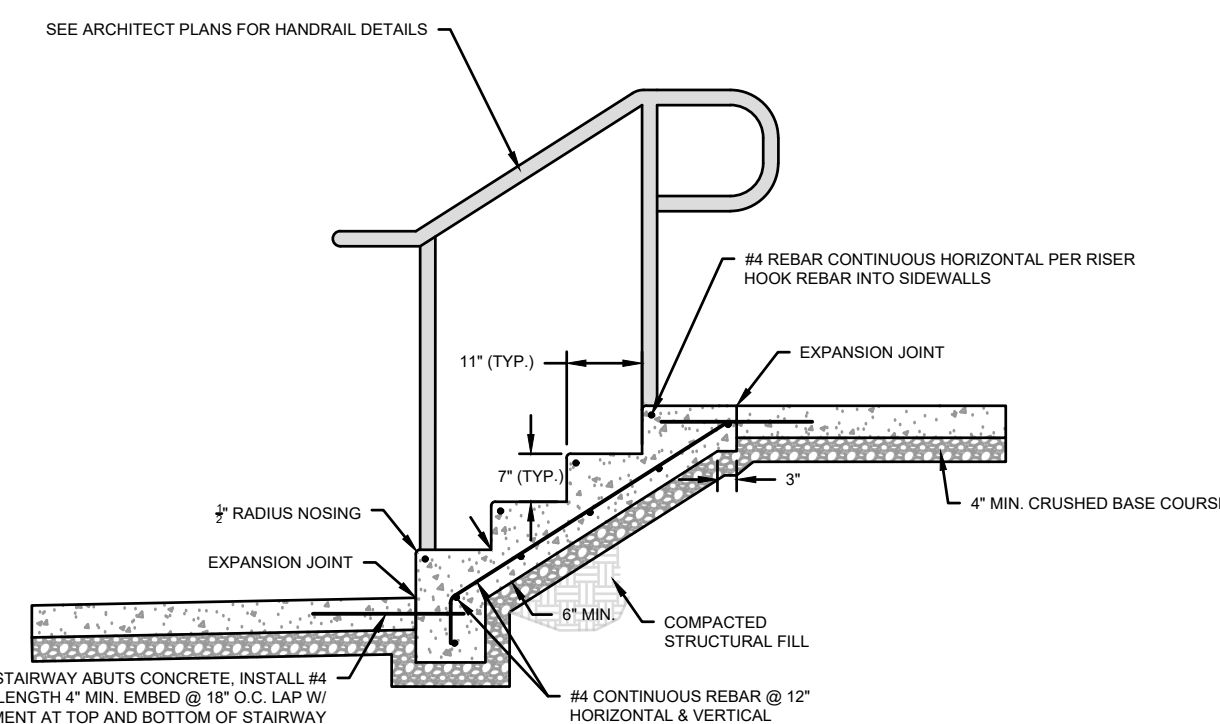
ACCESS RAMP DETAIL (NOT TO SCALE)

1. AD ACCESS RAMP NOTES:
2. TO BE CONSTRUCTED PER MPWSS, CITY OF HELENA BUILDING CODE, AND APPLICABLE ADA STANDARDS.
3. HANDRAIL SHALL CONFORM TO CURRENT ADA DESIGN STANDARDS SECTION 505 (HANDRAILS).
4. INSTALL HANDRAILS WHERE CALLED OUT IN ARCHITECTURAL SITE PLAN.
5. SEE STRUCTURAL REGARDING REINFORCEMENT NOT SPECIFIED IN THE CIVIL PLANS.
6. CONTRACTOR TO BUILD TO MEET ALL CITY OF HELENA CONFORMANCE WITH INTERNATIONAL BUILDING CODE SECTION 1607.8.1 LOADING REQUIREMENTS.
7. CONTRACTOR TO SUBMIT HANDRAIL SHOP DRAWINGS TO ARCHITECT FOR APPROVAL.
8. CONTRACTOR SHALL FILL TO COMPACTED TO 95% STANDARD PROCTOR.
9. CONTRACTOR TO USE NON-SHRINK, NON-METALLIC, PREMIXED, FACTORY PACKAGED, NON-STAINING, NON-CORROSIVE, NON-GASEOUS GROUT.
10. CONTRACTOR TO ENSURE ALL REINFORCING EMBEDDED DEEPS DO NOT NEGATIVELY IMPACT REINFORCEMENT PRIOR TO CASTING OF CONCRETE.



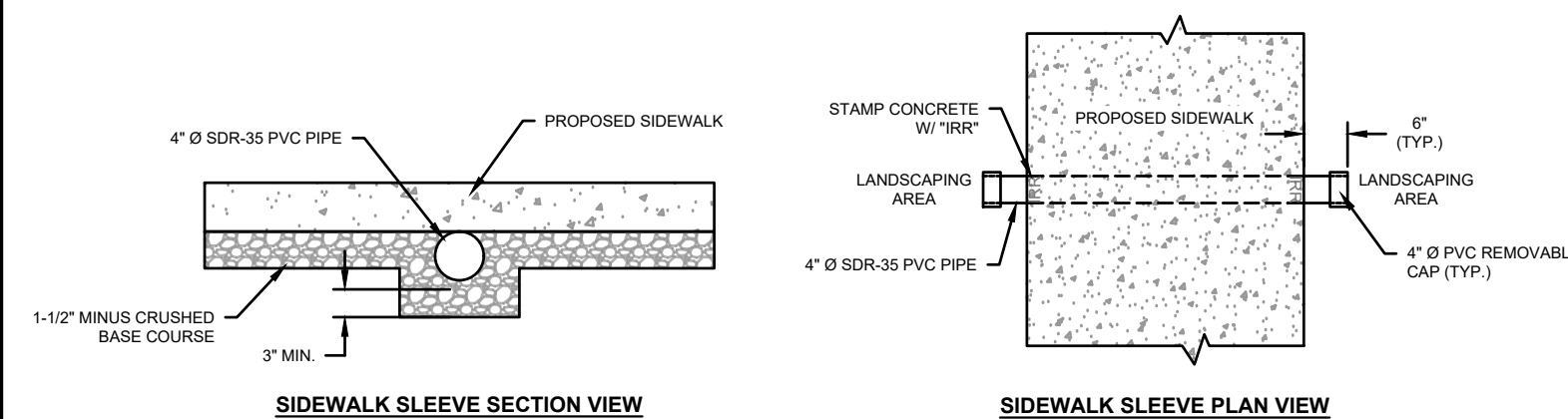
PARKING STOP DETAIL (NOT TO SCALE)

1. CONTRACTOR TO REUSE EXISTING PARKING BLOCKS AND PINNINGS WHERE POSSIBLE.
2. IF EXISTING BLOCKS HAVE EXCESSIVE CRACKING, SPALLING, EXPOSURE, OR ARE CRUMBLING BEYOND USE, CONTRACTOR TO SUPPLY NEW CONCRETE PARKING BLOCKS TO REPLACE EXISTING BLOCKS. NEW BLOCKS TO BE NOT LESS THAN 6" TALL, 7" WIDE, AND 7" IN LENGTH OR AS APPROVED BY THE ENGINEER.
1. NEW PARKING BLOCKS SHALL BE REBAR REINFORCED
2. CONTRACTOR TO PRE-DRILL HOLES FOR PINNINGS AND PINNING.
3. FOR ASPHALT SURFACES:
1. CONTRACTOR TO USE EXISTING PARKING BLOCK PINS.
2. PINS THAT ARE BENT, BROKEN, OR DETERIORATED BEYOND USE SHALL NOT BE REUSED.
3. IF NECESSARY, CONTRACTOR TO SUPPLY NEW REBAR FOR PINNING MATCHING DIMENSIONS OF EXISTING PINS.
4. CONTRACTOR TO PROVIDE NEW PINS TO REPLACE BROKEN PINS.
5. PINS TO BE DRIVEN TO AT LEAST FLUSH WITH TOP OF PARKING BLOCK.
1. FOR CONCRETE SURFACES:
1. UTILIZE CONCRETE WEED ANCHORS AT LEAST 1" IN DIAMETER AND LONG ENOUGH TO ENSURE 5" OF EMBEDMENT IN CONCRETE SLAB.
2. CONTRACTOR TO INSTALL ANCHORS IN ACCORDANCE WITH STRUCTURER RECOMMENDATION.
3. CONCRETE WEED ANCHORS TO BE EQUIPPED WITH NUT AND WASHER.



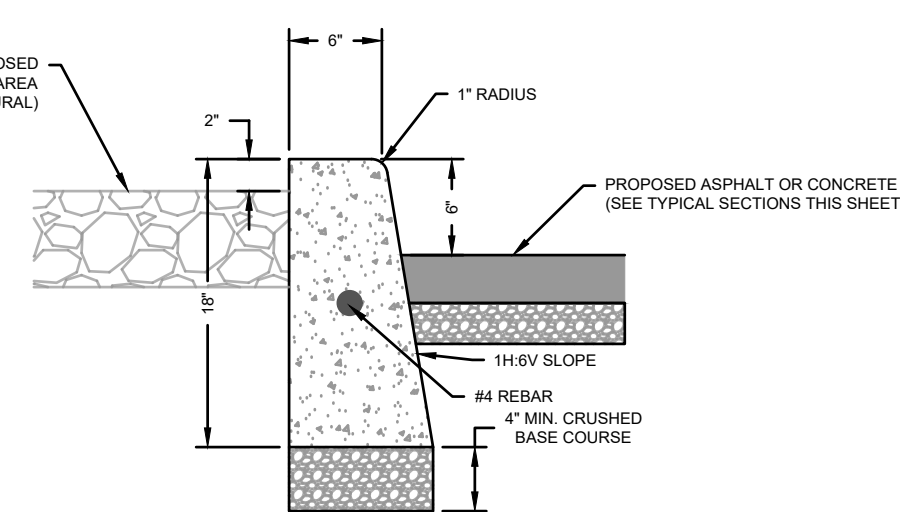
STAIRWAY DETAIL (NOT TO SCALE)

- STAIRWAY NOTES:
1. TO BE CONSTRUCTED PER MPWSS, CITY OF HELENA BUILDING CODE, AND APPLICABLE ADA STANDARDS.
 2. HANDRAIL SHALL CONFORM TO CURRENT ADA DESIGN STANDARDS SECTION 505 (HANDRAILS).
 3. HANDRAILS WERE CALLED OUT IN PROPOSED CIVIL SITE PLAN.
 4. CONTRACTOR TO BUILD AND INSTALL HANDRAILS IN ACCORDANCE WITH INTERNATIONAL BUILDING CODE SECTION 1607.8.1 LOADING REQUIREMENTS.
 5. CONTRACTOR TO SUBMIT HANDRAIL SHOP DRAWINGS TO ARCHITECT FOR APPROVAL.
 6. STRUCTURAL FILL TO BE COMPACTED TO 95% STANDARD PROCTOR.
 7. UTILIZE 3" SPONGE POLYURETHANE EXPANSION JOINT MATERIAL. (LEAVE DOWN 2") FILL WITH SILICONE CALK.
 8. FINISH TO MATCH CONCRETE.



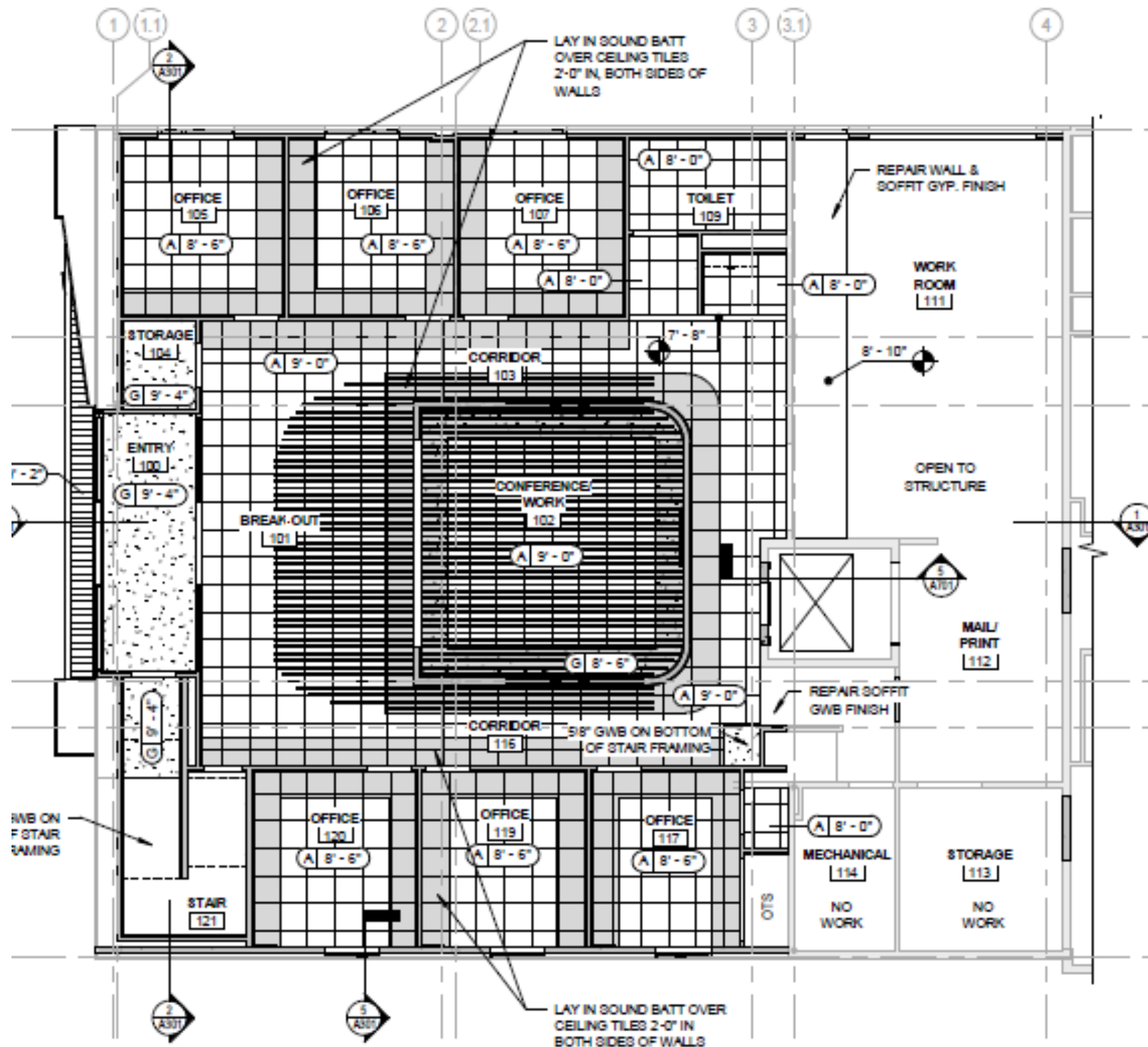
SIDEWALK SLEEVE DETAIL (NOT TO SCALE)

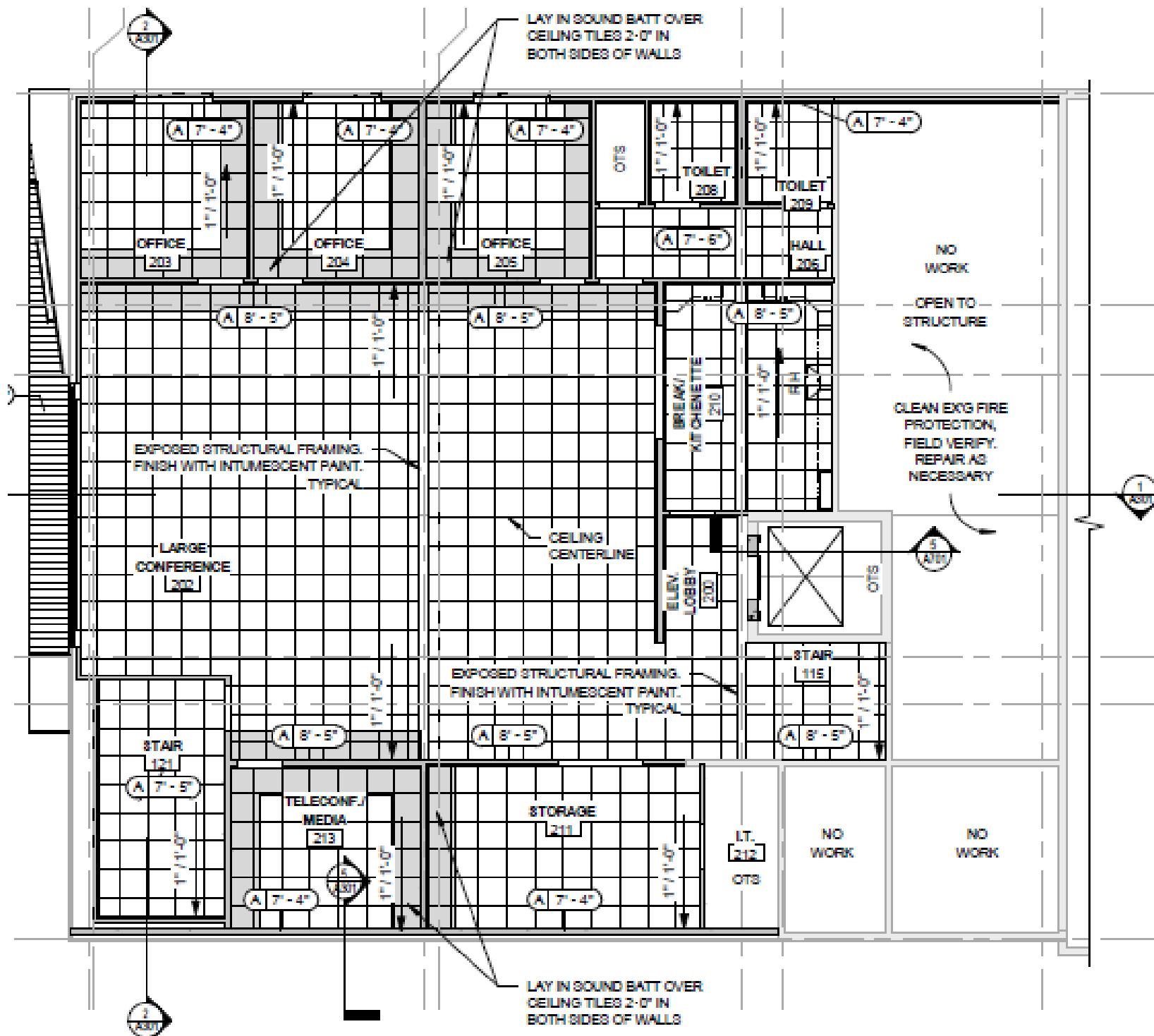
- PEDESTRIAN CONCRETE TYPICAL SECTION NOTES:
1. SIDEWALK IN CITY OF HELENA, RW TO BE CONSTRUCTED PER COH ENGINEERING STANDARD DRAWING 65-5 & 5-7.
 2. CONTRACTOR TO INSTALL PVC CAPS ON PIPES FOR PROTECTION BEFORE USE. DO NOT GLUE CAPS.
 3. COMPACT CRUSHED BASE COURSE TO 95% STANDARD PROCTOR.
 4. EXTEND PIPE 18" PAST EDGES OF CONCRETE.
 5. CONTRACTOR TO STAMP BOTH ENDS OF SLEEVE CROSSING WITH "IRR" FOR MARKING SLEEVE LOCATION.



LANDSCAPING CURB DETAIL (NOT TO SCALE)

- LANDSCAPING CURB NOTES:
1. TO BE CONSTRUCTED PER MPWSS STANDARDS.
 2. ALL CURBING SHALL BE GRADED TO DRAIN WITH GENERAL SLOPE OF THE SITE AND TO AVOID PONDING.
 3. LANDSCAPING AREA TO HAVE AT LEAST ONE TREE MEETING CITY OF HELENA CODE.







Mockel Precast & Excavation Co.
 16 Industry Loop
 P.O. Box 682
 East Helena, MT 59635
 Ph 406-227-6806

To:	Dale Delack	Contact:	
Address:	Helena, MT	Phone:	
		Fax:	
Project Name:	25 - MHSA Offices R1	Bid Number:	
Project Location:		Bid Date:	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization/Traffic Control/Security Fence	1.00	LS	\$4,880.00	\$4,880.00
2	Demo Existing Concrete	1.00	LS	\$4,900.00	\$4,900.00
3	Site Earthwork	1.00	LS	\$2,535.00	\$2,535.00
4	Install Concrete Walls	1.00	LS	\$37,500.00	\$37,500.00
5	Install Onsite Concrete Sidewalk, ADA Parking, Ramps, Stairs, Curb	1.00	LS	\$38,330.00	\$38,330.00
6	Install Handrail	1.00	LS	\$14,940.00	\$14,940.00
7	Install Asphalt Patching	1.00	LS	\$9,750.00	\$9,750.00
8	Misc Pavement Markings, Sign Removal, Ect.	1.00	LS	\$1,440.00	\$1,440.00

Total Base Bid Price: \$114,275.00

Alt #1 R&R Parking Lot Asphalt

1	R&R Asphalt	5,050.00	SF	\$5.54	\$27,977.00
Total Price for above Alt #1 R&R Parking Lot Asphalt Items:					<u>\$27,977.00</u>

Alt #2 Boulevard Approaches And Sidewalks

1	Demo Existing Concrete & Asphalt	2,000.00	SF	\$2.30	\$4,600.00
2	Prep For New Sidewalk & Approaches	1,200.00	SF	\$5.00	\$6,000.00
3	Install New Sidewalk/Approaches	1.00	LS	\$18,630.00	\$18,630.00
Total Price for above Alt #2 Boulevard Approaches And Sidewalks Items:					<u>\$29,230.00</u>

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Mockel Precast & Excavation Co. Authorized Signature: _____ Estimator: _____
---	--

Triple Tree Engineering
1145 Cap Road
Helena, MT 59602
406-461-0692

Slate Architecture
1470 N. Roberts Street
Helena, MT 59601

Invoice number 24-086-005
Date 06/13/2025

Project **24-086 MHSA SITE DESIGN**

For Professional Services through 05/31/2025

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
DD & CD	15,800.00	12,195.90	15,385.90	3,190.00
BID/PERMITTING	560.00	320.00	320.00	0.00
CONSTRUCTION ADMINISTRATION	560.00	0.00	0.00	0.00
Total	16,920.00	12,515.90	15,705.90	3,190.00

Professional Fees:

	Hours	Billed Amount
ENG 3	22.00	3,190.00
<i>On-site measurements of existing sidewalk cross slopes. Meeting prep and meeting with client to discuss sidewalk replacements.</i> <i>Worked on updating design per City comments to remove parking lot re-paving.</i> <i>Started working on updated project design per city requirements.</i> <i>Completed project design and plan set updates per City comments.</i> <i>Updated project design and sent to City for review.</i> <i>Project design updates.</i>		

Invoice total **3,190.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24-086-004	05/16/2025	1,522.50	1,522.50				
24-086-005	06/13/2025	3,190.00	3,190.00				
Total		4,712.50	4,712.50	0.00	0.00	0.00	0.00

Thank You!

Reminder: Please include the invoice number on your check.

Terms:
Balance due upon receipt.
Amounts 30 days overdue are subject to service charge.

Triple Tree Engineering
1145 Cap Road
Helena, MT 59602
406-461-0692

Slate Architecture
1470 N. Roberts Street
Helena, MT 59601

Invoice number 24-086-004
Date 05/16/2025

Project **24-086 MHSA SITE DESIGN**

For Professional Services through 04/30/2025

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Current Billed
DD & CD	15,800.00	10,673.40	12,195.90	1,522.50
BID/PERMITTING	560.00	320.00	320.00	0.00
CONSTRUCTION ADMINISTRATION	560.00	0.00	0.00	0.00
Total	16,920.00	10,993.40	12,515.90	1,522.50

Professional Fees:

	Hours	Billed Amount
ENG 3	10.50	1,522.50

*Reached out to city regarding comments. Worked on plan set updates.
Meeting with City discussing variances.
Completed updated plans per City planning comments. Sent to client with comment response.*

Invoice total **1,522.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24-086-002	03/18/2025	2,950.00		2,950.00			
24-086-003	04/15/2025	3,110.00		3,110.00			
24-086-004	05/16/2025	1,522.50	1,522.50				
Total		7,582.50	1,522.50	6,060.00	0.00	0.00	0.00

Thank You!

Reminder: Please include the invoice number on your check.

Terms:
Balance due upon receipt.
Amounts 30 days overdue are subject to service charge.

Proline
PO BOX 618
BelgradeMT 59714

Estimate

Date	Estimate #
7/6/2025	18

Name / Address
BT Construction 32 S Ewing suite 200 west Helena, MT 59601

				Project
Item	Description	Qty	Rate	Total
sprinklers	Sprinklers in each bed for sod	7	1,925.00	13,475.00
sod	Sod in ea bed	7	800.00	5,600.00
top soil	Topsoil ea. bed	7	600.00	4,200.00
Trees	2 Canadien Reds 1.5" Caliper	2	750.00	1,500.00
Trees	5 Spring Snow Crabs 1.5" Caliper	5	750.00	3,750.00
prep	Prep and Haul off in beds	1	3,500.00	3,500.00
Boulevard Specific Costs:				
	Sprinklers in each bed	5	1925.00	9625.00
	Sod in each bed	5	800.00	4000.00
	Topsoil in each bed	5	600.00	3000.00
	Tree in each bed	4	750.00	3000.00
	Prep and haul each Bed	5	500.00	2500.00
Total :				22,125.00
Total			\$32,025.00	

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

A RESOLUTION DISTRIBUTING DOWNTOWN URBAN RENEWAL DISTRICT TAX INCREMENT FINANCING FUNDS TO THE MONTANA HIGH SCHOOL ASSOCIATION (MHSA) FOR COSTS ASSOCIATED WITH SIDEWALK IMPROVEMENTS AND LANDSCAPING AT 631 NORTH LAST CHANCE GULCH

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, among others, to 1) "upgrade underperforming properties"; 2) "add to downtown vibrancy with a mix of uses"; 3) "invest in infrastructure needed for development"; and, 4) "improve transit, pedestrian, and bike connections".

WHEREAS, Ordinance Nos. 3242 authorized the segregation and

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

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 §7-15-4288, 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, the Montana High School Association, proposes a project to improve and add sidewalks adjacent to the property, develop parking and building access and improve safety and accessibility to the subject property, and install landscaping and irrigation at 648 Jackson Street (the "Project");

WHEREAS, the total cost of the Project is estimated to be sixty-two thousand, three hundred eighty-seven dollars and fifty cents (\$62,387.50);

WHEREAS, the Montana High School Association, has requested disbursement of twenty-five thousand six hundred seventy-seven dollars and fifty cents (\$25,677.50) of Downtown Urban Renewal District tax increment funds for the Project.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

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 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 twenty-five thousand six hundred seventy-seven dollars and fifty cents (\$25,677.50) to the Montana High School Association payable from the tax increment financing funds generated to date by the Downtown Urban Renewal District.

Section 3. Prior to distribution of funds, the Montana High School Association must enter into an agreement acceptable to the City.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 4th DAY OF August, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

7/21/2025

To:

Mayor Collins and the Helena City Commission

From:

Tim Burton, City Manager
Renee McMahon, Human Resources Director

Subject:

Consider Personnel Policies for Travel, Sick Leave,
Overtime/Compensatory Time, and Time Reporting/Pay Periods

Present Situation:

Personnel policies are very important since they make clear what the expectations of the City of Helena are of our employees, serve to define the culture for our employees, and outlines expectations from the public for our employees. Personnel policies are continually evaluated, and modifications will continually be brought to the Commission for approval. Some of the revisions brought today are very minor, clarifying changes; one policy with more substantive changes.

Background Information:

Some of the revisions brought forward today are very minor, clarifying changes. The Travel policy has more substantive changes.

Proposal/Objective:

The objectives for the proposed policy updates include: Travel and Expense Approval Processes: Updates the policy to reflect provisions in the new credit card policy, clarifies per diem rates, references established Montana Code and General Services Administration regulations regarding travel and meal reimbursements, and clarifies and increases the travel advance provisions. Sick leave: Clarifies that maternity leave is pro-rated for eligible part-time employees.

Overtime/Compensatory Time: Clarifies that comp time is paid out when an employee is reclassified from a non-exempt position to an exempt position. Time Reporting/Pay Periods: We continue to adjust to the Tyler Technologies time keeping module. This policy changes the time that adjustments need to be made to timekeeping corrections to 1:00 p.m. of the Monday following the last day of the pay period (instead of by 5:00 p.m.).

Advantage:

Clarifies and updates policies and procedures.

Notable Energy Impact:

N/A

Disadvantage:

N/A

Quasi-Judicial Item:

False


Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Staff recommends Approval of Personnel Policies for:

- Travel and Expense Approval Process;
- Sick Leave Policy;
- Overtime/Compensatory Time Policy; and
- Time Reporting/Pay Periods.

	City of Helena Personnel Policy	Policy number	10-1
		Original Adoption	02-09-1987
		Revision #	10
		Last revision date	November 2016
Section Title	General		
Subject	Travel Expense and Approval Processes		

This section outlines the process for paying the expenses of employees who are required to travel on City business.

Approval for Travel

All employees traveling on City business shall fill out a “Request for Travel and/or Training” form if reimbursement is requested for the travel. The department head and City Manager must approve reimbursement requests. In-state travel must be approved by the department head prior to leaving. Employees traveling on City business out of state must have travel approved by both the department head and City Manager prior to leaving. All department head travel, both in and out of state must be approved by the City Manager. The request shall include the estimated number of hours spent in training as well as the estimated number of hours spent in a travel status.

Employees traveling on City business not requiring a reimbursement are not required to complete the “Request for Travel and/or Training” form but must notify their supervisor of the travel.

The supervisor and the employee shall discuss the number of compensable hours prior to the employee receiving the supervisor’s approval and authorization to travel. Examples of compensable travel are located on the back of the “Request for Travel and/or Training” form. Clarification may be obtained from the Human Resources Office. Supervisors will make every attempt to schedule travel and training time during the employee’s normally scheduled hours. If an employee must travel or attend training outside of his/her normal schedule, the work week may be adjusted.

Payment for Travel Expenses

In general, time spent in a travel status is considered work time for wage payment purposes. Time spent actually in transport /travel to and from special events, such as training or conferences, whether for a day, or for periods of overnight duration, is also work time.

Normal home-to-work travel is not considered travel time and will not be compensated. This includes the employee returning to work for after-hour meetings.

A copy of the approved request form must be attached to the timesheet for the pay period in which the travel occurred.

Approved claims for reimbursement of travel expenses will be submitted to the Finance Department. Expenses incurred by the employee will be reimbursed upon approval and processing of the claim through the normal requisition payment process and deadlines.

Lodging, airfare and miscellaneous expense receipts are required to be attached to the claim before reimbursement will be paid. Receipts for meals are not required and will be paid per the per diem policy

Reimbursable Expenses

- One-day travel expenses:

Travel and return in the same day: Mileage if personal vehicle is used. Expense for meals if the criteria described in Meals below is met.

- Multiple-day travel expenses:

Mileage, meals, actual lodging costs, airfare, tips and taxi or other transportation for the employee only.

Any miscellaneous expense directly related to work or business travel.

- Registration or tuition fees.
- Hotel accommodations shall be reasonable and shall be reimbursed at actual and necessary cost. Accommodations should be near the location of the conference or business meeting.

Meals

IN-STATE TRAVEL

In state meal per diem rates will be reimbursed at the same rate for meal allowances passed by the Montana State Legislature for State of Montana employees. Rates are subject to change when a new a State Per Diem Schedule is passed by the Montana State Legislature.

If meals are included in tuition or registration fees, reimbursement will be reduced per the State Per Diem Schedule referenced above.

Eligibility for reimbursement for individual meals during travel will be as follows:

Breakfast: Employee must be in travel status at least two (2) hours before start of scheduled workday.

Lunch: While attending approved meetings or conferences within the city of Helena, lunch will generally be at the employees' expense. With the following exception, lunch is paid for when meetings involve speakers and/or are scheduled through lunch and for which a charge is made.

Dinner: Employee must be in travel status at least one (1) hour after end of scheduled workday.

NOTE:

OUT-OF-STATE TRAVEL

Meal allowances for out-of-state travel (including U.S. territories and possessions) are equal to the maximum standard federal rate per meal, as established in MCA 2-18-501(2). The federal schedules are available on the [Travel resources | GSA](#) website and may change annually beginning on October 1st of each year. Although the federal schedules provide for higher meal allowances in specific locations, MCA 2-18-501 (2)b), and the City of Helena allows only the standard federal rate for meals. Per MCA 2-18-501, Montana does not recognize the \$5.00 incidental charge as a reimbursement expense when submitting receipts for out-of-state meals, nor does the City of Helena.

Using a Personal Vehicle on City Business

Employees are required to use a City-owned vehicle when traveling via automobile unless a City-owned vehicle is not available or such use is in the best interest of the City. When using a personal vehicle, a rate equal to the current business mileage allotment allowed by the United States Internal Revenue Service shall be paid.

When an employee is authorized to operate a privately-owned vehicle even though a City-owned or leased vehicle is available, the employee will be provided a gas credit card to supply the fuel necessary for the required mileage or be reimbursed for fuel costs. No other reimbursement will be allowed.

On long (extended mileage) trips, when an employee requests, and is authorized, to use a privately owned vehicle, they will be reimbursed an amount equal to the lesser of mileage/fuel costs (as stated in either 1 or 2 above) or the airfare costs to and from the destination.

Travel Advance Payments

Requests for advance payment of hotel, airfare, and/or conference fees may be made prior to the travel through the Finance Office. Advance payments for direct costs relating to hotel, airline, and/or conference expenses will be issued to the employee or by using a city-issued credit card no sooner than 30 days prior to the travel dates. Detailed quotes or invoices for accommodation, transportation, and registration costs will be required prior to issuing a travel advance for these costs.


Requests for advance payments of per diem may be made through the Finance Office. Advances will be calculated based on the travel status on the approved Request for Travel and/or Training form, not to exceed \$100.00.

Travel advances for personal mileage will be allowed within 30 days of travel and calculated based on the travel status approved on the Request for Training and Travel form noting an advance is requested.

A fully approved Request for Training and Travel form and a claim must be submitted to the Finance Office at least one week prior to the advance being required.

Personal vehicle mileage reimbursement will be based on map mileage at the current IRS business reimbursement rate.

If an employee receives a travel advance and the travel is cancelled, the employee must immediately return the advance to the Finance Office.

	City of Helena Personnel Policy	Policy number	3-2
		Original Adoption	02-09-1987
		Revision #	11
		Last revision date	March 25, 2024
Section Title	Employee Leave Administration		
Subject	Sick Leave		

Eligible Employees

- Regular Full-Time
- Regular Part-Time (hours earned pro-rated)
- Temporary Full-Time
- Temporary Part-Time (hours earned pro-rated)

Hours of work for above employees must be pre-scheduled to be eligible to earn sick leave credits.

Calculation of Sick Leave Credits

Full-time employees working 2080 or more hours per year earn a maximum of 96 hours of sick leave per year. This is credited at four (4) hours the first two pay periods of each month. Credits are pro-rated for part-time and seasonal employees every pay day based on the number of hours paid during that pay period.

These sick leave credits may not be used until the start of the next bi-weekly pay period. There is no restriction as to the number of hours of sick leave credits that may be accumulated, nor to the number of accrued sick leave credits that may be used for a bona fide employee illness or disability, provided that the qualifying period has been completed.

Employees on "non-pay" status will not earn leave credits (See Policy 3-5)

Qualifying Work Period

Sick leave credits accrue from the first day of employment in a position that has pre-scheduled hours of work.

An employee must be continuously employed for the qualifying period of 90 calendar days to use sick leave.

Unless there is a break in service of 40 consecutive hours or more, an employee only serves the qualifying period once. After a break in service an employee must again complete the qualifying period to use sick leave.

"Break in service" is defined as a period 40 hours or more when the employee is not employed by the City of Helena.

Effect of Extended Leave of Absence on Qualifying Work Period

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding 120 hours, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding 120 hours is not a break in service and the employee will not lose any accrued sick leave credits or lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of 120 hours or less will be counted as time earned toward the 90day qualifying work period.

Sick Leave Requests

It is City policy for employees to report illnesses to supervisors or other department officials at the earliest possible moment. Employees who do not report to work and fail to notify their supervisor will be considered AWOL (Absence Without Leave) and may not be paid for the time off.

The employee's immediate supervisor or department head is responsible for approval of non-FMLA leave use and may require a medical release for leave charged against any sick leave credits. The Human Resource Office is responsible for approval or denial of sick leave usage when related to FMLA. The employee must notify Human Resources 30 days in advance, or as soon as known if less than 30 days, of any foreseeable medical absence. The employee's immediate supervisor or department head must notify Human Resources if unforeseeable leave will extend past 24 working hours or three (3) work days, whichever is less. Leave that may qualify under the Family Medical Leave Act (see Policy 3-7) will be approved and administered by the Human Resources office. Non-adherence to FMLA employee responsibilities may disqualify employees' use of sick leave during part or all of the absence. The Human Resource Office will adjust the employee's time coding from sick leave to another leave type if deemed unqualified by HR.

Medical certification may also be required to certify that the illness of a family member requires the immediate attention of the employee.

Medical certification of maternity-related sick leave must be obtained in the same manner and under the same conditions as certification for other sick leave.

Conditions for Use of Sick Leave

An employee may use sick leave credits for:

- A. Illness: Illness that occurs during an employee's vacation or when using banked holiday hours (not applicable in all areas) may be charged to sick leave with verification when requested;
- B. Non-work related injury;
- C. medical disability;
- D. maternity-related disability, including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child;
- E. quarantine resulting from exposure to contagious disease;
- F. medical, dental or eye examination or treatment;
- G. necessary care of or attendance to an immediate family member, or at the department's discretion, another relative, for the above reasons until other attendance can reasonably be obtained;
- H. death or funeral attendance as defined below; and/or
- I. parental leave as defined below.

Death of Family Member

An eligible employee may use up to 40 hours of their earned, accrued sick leave credits to attend the funeral of an immediate family member, or at the department's discretion, for another person.

Parental Leave: Regular Employees who have Successfully Completed Probationary Period

The City of Helena provides a maximum of 160 hours, or four weeks, of Paid Parental Leave (PPL) for eligible employees. Eligible employees are regular full-time and part-time employees who have been employed for at least 12 consecutive months and who have successfully completed their probationary period. Parental leave is defined as "leave to allow parents time to bond with and care for a newborn child or a child adopted or taken in for foster care." See Policy 3-10, Paid Parental Leave for specific details.

If an employee requests to use sick leave after the 160 hours of PPL has been exhausted, medical certification of necessity must be provided.

Additional time, beyond the initial 160 hours of PPL, may be requested in the form of vacation, compensatory time or leave without pay as noted in Policy 3-7, Family and Medical Leave.

Parental Leave: Probationary and Temporary Employees

Probationary employees and temporary employees who do not qualify for PPL but have worked the qualifying work period to use sick leave, may use up to 120 hours of sick leave immediately following the birth or placement of a child if:

- the employee is adopting a child; or
- the employee is a birth father.

As used in this section, "placement" means placement for adoption as defined in §33-22-130 (3), MCA.

If an employee requests additional sick leave beyond the 120 hours, medical certification of necessity must be provided.

Without medical certification, additional time, beyond the initial 120 hours, may be requested in the form of vacation, compensatory time or leave without pay as noted in Policy 3-7.

Probationary and temporary employees are not eligible for Paid Parental Leave (PPL).

Maternity Leave: Regular Employees who have Successfully Completed Probationary Period

An employee may request sick leave for a pregnancy-related disability that occurs before the birth of a child. Leave must be requested and approved or disapproved consistent with Policy: 3-1 and 3-2.

Six (6) calendar weeks after the birth of a child shall be considered a reasonable period of recovery from a temporary disability resulting from childbirth.

The City of Helena provides a maximum of 160 hours (pro-rated for part-time regular employees), or four weeks, of Paid Parental Leave (PPL) for eligible employees that can be utilized for maternity leave. Eligible employees are regular full-time and part-time employees who have been employed for at least 12 consecutive months and who have successfully completed their probationary period. See Policy 3-10, Paid Parental Leave for specific details.

An employee shall not be required to obtain medical certification of a temporary disability for the initial six (6) calendar weeks of leave following the birth of a child. Eligible employees missing work due to childbirth may utilize two weeks of sick leave in addition to the 160 hours, or four weeks granted them as PPL. PPL and sick leave combined may equal six (6) calendar weeks.

If the employee requests sick leave due to disability which exceeds six (6) calendar weeks, the employee shall obtain medical certification that the additional leave is medically necessary.

It is City policy to allow employees to be absent from work for up to 12 "work weeks" for maternity reasons including adoption. The 12 "work weeks" will include the initial six (6) calendar weeks directly related to recovery from childbirth, or the initial 15 days allowed for adoption, as noted in Policy 3-7.

An employee may request the use of annual leave, leave without pay, compensatory or other appropriate paid leave for purposes such as adoption or childcare. Leave shall be requested by the employee and approved by the department consistent with City policy as outlined in Policy 3-1, 3-2, 3-4 and 3-7.

Maternity Leave: Probationary and Temporary Employees

Probationary employees and temporary employees who have worked the qualifying work period to use sick leave may request sick leave for a pregnancy-related disability that occurs before the birth of a child. Leave must be requested and approved or disapproved consistent with Policy: 3-1, 3-2 and 3-7.

Six (6) calendar weeks after the birth of a child shall be considered a reasonable period of recovery from a temporary disability resulting from childbirth.

An employee shall not be required to obtain medical certification of a temporary disability for the initial six (6) calendar weeks of sick leave following the birth of a child. If the employee requests sick leave due to disability which exceeds six (6) calendar weeks, the employee shall obtain medical certification that the additional leave is medically necessary.

An employee may request the use of annual leave, leave without pay, compensatory or other appropriate paid leave for purposes such as adoption or childcare. Leave shall be requested by the employee and approved by the department consistent with City policy as outlined in Policy 3-1, 3-2, 3-4 and 3-7.

Probationary and temporary employees are not eligible for Paid Parental Leave (PPL) **Expending Accrued Sick Leave Credits**

Sick leave credits will be expended on an "hour for hour" basis in no less than quarter (1/4) hour increments. Employees on shifts longer or shorter than eight (8) hours will be charged for the actual number of work hours taken off.

Abuse of Sick Leave

Misrepresentation of the actual reason for charging an absence to sick leave is cause for dismissal and forfeiture of the lump-sum payment.

Chronic, persistent, or patterned use of sick leave may be subject to progressive discipline. An employee disciplined for abuse of sick leave is not eligible to apply for donated sick leave for a period of one (1) year after the discipline is imposed. This includes documented verbal and written warnings.

Absences improperly charged to sick leave may, at the City's discretion, be charged to available compensatory time or leave without pay. Annual leave may be used at the mutual agreement of the employee and the supervisor.

Lump-Sum Payment Upon Termination or Discharge

Except those participating in a qualifying VEBA plan, when an employee terminates or is discharged from employment, the employee is entitled to cash compensation for unused sick leave credits equal to one-fourth of the compensation the employee would have received if the employee had used the credit, provided the employee has worked the qualifying period.

The value of unused sick leave is computed based on the employee's salary at the time of termination.

According to §2-18-618(6), MCA, "accrual of sick leave credits for calculating the lump-sum payment begins July 2, 1971."

Employees discharged for reasons including the abuse of sick leave forfeit the right to lump-sum payment for any sick leave balance.

	City of Helena Personnel Policy	Policy number	4-2
		Original Adoption	02-09-1987
		Revision #	11
		Last revision date	March 25, 2024
Section Title	Hours of Work		
Subject	Overtime/Compensatory Time		

FLSA Non-exempt Employees

Employees considered "non-exempt" by FLSA (The Fair Labor Standards Act) must be paid or compensate with time off at 1-1/2 times their "base rate" for hours worked in excess of 40 hours in any workweek. Non-worked hours paid for vacation, sick leave or compensatory time will not be counted as hours worked for FLSA overtime calculations.

- All overtime must be pre-approved by the supervisor. Employees may be disciplined if overtime is worked without prior authorization. If a supervisor becomes aware that an employee is voluntarily working overtime without authorization, the employee must be paid for overtime already worked but the supervisor has two options: 1) direct the employee to stop voluntarily working the overtime or 2) authorize the overtime. An employee may not "donate" time to the City to compensate for overtime worked that was not previously authorized.
- When submitting overtime in the time keeping system, an employee must request whether they desire compensatory time instead of overtime pay. Compensatory time in lieu of overtime pay is subject to supervisor approval. Employees will be notified when time is approved of which method will be used.
- All records of compensatory time worked and overtime worked by non-exempt employees must be indicated in the time keeping system for the period the hours were worked.
- Compensatory time may be accrued. Non-exempt employees may accumulate up to 80 hours of compensatory time unless an exemption is granted by the City Manager.
- Compensatory time and overtime shall be earned, recorded and used in no less than quarter (.25) hour increments.
- Compensatory time may be taken at the request of employees within a reasonable period after the request is received if the use does not disrupt the operation of the unit. Where the interest of the City requires the employee's attendance, the City's interest overrides the employee's interest to take compensatory time off. The City may require an employee to take accrued compensatory time off during any workweek.
- Accrued non-exempt compensatory time will only be paid out (1) at the time the employee terminates or is discharged from employment; (2) as specified in the employee's Collective Bargaining Agreement; (3) for any overtime hours that exceed the maximum-allowed compensation time accumulation (80 hours) ; and (4) on a reclassification or promotion from a non-exempt to exempt position. The City may, at any time, and at its option, cancel or "cash-out" accrued compensatory time by paying the employee cash compensation for unused compensatory time or by requiring the employee to take the time off.

FLSA Exempt Employees


It is the policy of the City of Helena to allow its employees who are exempt from the Federal Fair Labor Standards Act of 1938 (FLSA, Title 29 USCA, Chap. 8, Sec. 201-219, as amended) to accrue and use leave, to include exempt compensatory time in compliance with this policy. State and Federal laws do not require the City to make the accrual or use of compensatory time available to exempt employees. Exempt compensatory time is not intended to provide any compensation in addition to the salaries established. Rather, it is a means of providing greater flexibility in scheduling time for exempt, salaried employees.

Exempt employees are exempt from overtime and minimum wage provisions of the Fair Labor Standard Act and are paid on a salary basis. 29 C.F.R. Part 541. In general, exempt employees exercise discretion and independent judgment in matters of significance to perform their work and have authority to make independent choices, free from immediate direction and supervision. Due to the nature of the work, an exempt employee may work more than 40 hours in a workweek.

- Exempt employees may accrue compensatory time.
 - A maximum of eighty (80) hours of exempt compensatory time may be accumulated. An employee is prohibited from accumulating exempt compensatory time until the employee's balance, during any given pay period, is reduced below eighty (80) hours, however the employee must report all hours worked for record keeping purposes.
 - Accrued exempt compensatory time may be taken off by the employee at a mutually agreeable later date during the employee's regular working hours, if the use of the compensatory time does not unduly disrupt the operations of the City and/or department. Where the interest of the City requires the employee's attendance, the City's interest overrides the employee's interest to take exempt compensatory time off. The City may require an exempt employee to take accrued exempt compensatory time off during any workweek.
 - Compensatory time shall be earned, recorded and used in no less than quarter (.25) hour increments.
- There shall be no lump sum cash compensation for accrued exempt compensatory time at the time of termination or discharge.

Collective Bargaining Agreements

All overtime provisions addressed in Collective Bargaining Agreements apply.

	City of Helena Personnel Policy	Policy number	4-4
		Original Adoption	02-09-1987
		Revision #	8
		Last revision date	July 2024
Section Title	Hours of Work		
Subject	Time Reporting/Pay Periods		

All employees are paid every two weeks for a total of 26 payments in a year.

Payments are made every other Friday for the preceding two weeks of employment.

Employees leaving the service of the city for any reason shall receive their final pay on the next regularly scheduled pay date following their separation from employment or 15 calendar days from the date of separation, whichever occurs first.

Time Reporting Procedures

- Time reporting procedures are administered by Payroll.
- Employees are responsible for completing their time report and submitting it to their supervisors at the end of the pay period. Employees are required to accurately report their time prior to submission. If an employee fails to submit a time report by the scheduled deadline for processing, the employee will not receive payment until the pay period following proper submission. See §39-3-204 (3), MCA.
- Supervisors are responsible for certifying that each employee's time report is correct using the established review and approval process.
- Time reports must be submitted by the department to Payroll no later than 10:00 a.m. of the Monday following the last day of the pay period. Time reports may be due in Payroll earlier because of holidays or other special circumstances. Time report corrections and adjustments must be communicated to Payroll no later than 1:00 p.m. of the Monday following the last day of the pay period.
- All leave requests, overtime and compensatory time records and any other special information relating to the time reporting period shall be maintained in the department.
- Any changes to the time report forms must be reviewed and resubmitted by both the supervisor and the employee.

Corrected/Reissued Payroll Checks

- If an employee requests a corrected/reissued payroll check for any reason, each instance will be evaluated at the time, considering the amount of the error, effect on the employee, and/or the time needed to correct the error and issue a new check.
- In all instances, corrections will be made by the following pay period or in the next pay period as soon as possible after becoming aware of the correction.

City of Helena, Montana

***August 4, 2025
Commission Meeting***

To: Mayor Collins, Helena City Commission

From: *Sheila Danielson, Finance Director*

Subject: Consider a Resolution of Intention to levy assessments for improvement of sidewalks, curbs, gutters and alley approaches in the City of Helena, Montana for Tax Year 2025.

Present Situation:

The City entered into four (4) agreements with property owners in the 2024 season for sidewalk improvements. The costs for the improvements will be assessed to the respective property owners on their Tax bill starting Tax Year 2025 and the assessment will be applied for ten (10) years unless paid off earlier. Total new property assessments to be applied to property tax bills is \$34,600 for Tax Year 2025.

A list of all properties subject to the potential assessment is provided through the Finance Department for the City of Helena, 316 N. Park Avenue, Helena, MT, and is available upon request for inspection and copying during normal business hours.

Background Information:

Title 7 Chapter 4 of the Helena City Code places the responsibility of building, maintaining, and repairing of the sidewalks, curbs, and gutters in the City right-of-way on the abutting property owner. The Helena City Commission, pursuant to Resolution No. 12075, established the City's Sidewalk Improvement Program ("Program") to help property owners finance the building, maintenance, and repair of sidewalks, curbs, and gutters.

Owners of property participating in the Program agreed and consented to have the sidewalks, curbs, and gutters abutting their property improved by the City and have the City levy an annual assessment for the actual costs of the work for a period of ten years.

Proposal/Objective:

Consider a Resolution of Intention to levy assessments for improvement of sidewalks, curbs, gutters and alley approaches in the City of Helena, Montana for Tax Year 2025.

Advantage:

Approval of the resolution of intention will allow the City to advertise the required notices and hold a public hearing to obtain public input on the sidewalk loan program.

Notable Energy Impact:

N/A

Disadvantage:

N/A

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to levy assessments for improvement of sidewalks, curbs, gutters and alley approaches in the City of Helena, Montana for Tax Year 2025 and to set a public hearing date for August 18,2025.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: nva3XT8s2EHM12qQ1uQC | **Proof Updated: Jul. 26, 2025 at 12:02pm MDT**
Notice Name: Tax Year 2025 Sidewalk Loan Resolution

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

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08/05/2025: General Legal	36.00
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See Proof on Next Page

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18, 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** <https://zoom.helenamt.gov/c/36053471/public-meetings> to find your local number please go to <https://us02web.zoom.us/j/8b4P12xtaA> , to consider the following:

A RESOLUTION LEVYING ASSESSMENTS FOR THE IMPROVEMENT OF SIDEWALKS, CURBS, GUTTERS AND ALLEY APPROACHES IN THE CITY OF HELENA, MONTANA FOR TAX YEAR 2025.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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:

(406) 447- 8028
TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS FOR IMPROVEMENT OF SIDEWALKS, CURBS, GUTTERS AND ALLEY APPROACHES IN THE CITY OF HELENA, MONTANA FOR TAX YEAR 2025

WHEREAS, Title 7 Chapter 4 of the Helena City Code places the responsibility of building, maintaining, and repairing of the sidewalks, curbs, and gutters in the City right-of-way on the abutting property owner;

WHEREAS, the Helena City Commission, pursuant to Resolution No. 12075, established the City's Sidewalk Improvement Program ("Program") to help property owners finance the building, maintenance, and repair of sidewalks, curbs, and gutters;

WHEREAS, Owners of property participating in the Program agreed and consented to have the sidewalks, curbs, and gutters abutting their property improved by the City;

WHEREAS, Owners of property participating in the Program agreed and consented to having the City annually levy an assessment for the actual costs of the work for a period of 10 years; and

WHEREAS, it appears to be in the best interests of the City of Helena and the citizens thereof that said assessments be levied.

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

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 1. It is the intention of the City Commission to adopt a resolution levying an assessment upon all benefitted property in the Program for tax year 2025. The assessable lots or parcels of land are all such lots or parcels of land that have voluntarily elected to participate in the Program.

Section 2. A list of those properties subject to the potential assessment is provided through the Finance Department for the City of Helena, 316 North Park Avenue, Helena, Montana, and is available upon request for inspection and copying during normal business hours.

Section 3. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: https://zoom.helenamt.gov/c/36053471/public_meetings at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 4. That notice of the passage of this Resolution of Intention shall be given by publishing as required in §7-1-4127 MCA.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

***August 18, 2025
Commission Meeting***

To: Mayor Colins, Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider a Resolution Expanding the Boundaries of the Open Space Maintenance District No. 1 for Fiscal Year 2026.

Present Situation: Properties have been annexed into the corporate City Limits since the official Zoning Map was approved by the Commission on May 22, 2023. If adopted, this Resolution will expand the boundaries of the Open Lands Special District to include annexed properties to help support the services provided to the Community.

Background Information: On January 29, 2007, the Helena City Commission created the Open Space Maintenance District No. 1 ("District") to protect, maintain, preserve, restore, and care for the City of Helena's open space lands and natural parks.

7-12-4179 MCA allows for the alteration of district boundaries once each calendar year by resolution and the City desires to alter the boundaries of Open Space Maintenance District No. 1 to include all property within the corporate limits of the City of Helena.

Proposal/Objective: Consider a Resolution Expanding the Boundaries of the Open Space Maintenance District No. 1 for Fiscal Year 2026.

Advantage: Defray the cost of operating and maintaining the District and to provide for capital improvements necessary for the management of the district. This step will allow the boundaries to be expanded prior to rates being set and assessed so all properties levied can provide public input.

Notable Energy Impact: N/A

Disadvantage: Cost to property owner(s) annexed into the City since the last Official Zoning Map was adopted.

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** Move to approve a Resolution Expanding the Boundaries of the Open Space Maintenance District No. 1 for Fiscal Year 2026.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION EXPANDING THE BOUNDARIES OF THE OPEN SPACE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2026

WHEREAS, the City Commission has created a Special Improvement District for the purpose of protecting, maintaining, preserving, restoring, and caring for the City of Helena's open space lands and natural parks;

WHEREAS, § 7-12-4179, MCA, allows for the alteration of district boundaries once each calendar year by resolution; and

WHEREAS, the City Commission desires to alter the boundaries of Open Space Maintenance District No. 1 to include all property within the corporate limits of the City of Helena.

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

Section 1. That Open Space Maintenance District No. 1 consists of all real property within the corporate limits of the City of Helena, as indicated on the official zoning map of Helena adopted by the Commission on May 22, 2023, filed in the office of the City Helena Clerk, and all properties annexed thereafter into the City by the Helena City Commission as of August 18, 2025.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 18th DAY OF AUGUST, 2025.**

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

***August 4, 2025
Commission Meeting***

To: Mayor Colins, Helena City Commission

From: *Sheila Danielson, Finance Director*

Subject: Consider a Resolution of Intention to specify the assessment option for the Open Space Maintenance District No. 1 for Fiscal Year 2026, levying an assessment on all property within the District.

Present Situation: Recommend approval of a Resolution of Intention to specify the assessment option for the Open Space Maintenance District No. 1 for Fiscal Year 2026, levy and assess all property within the District, and to set a public hearing on August 28, 2025.

The proposed assessment will levy a base assessment of \$20 (no change) plus \$0.00801 (no change) per square foot for properties with more than 2,222 square feet of impervious area, per property ID as assigned by the State of Montana, Department of Revenue.

A fifty percent (50%) assessment reduction will be applied for lots or parcels of land that qualify for the State of Montana Property Tax Assistance Program under Title 15, Chapter 6, MCA.

Background Information: On January 29, 2007, the Helena City Commission created the Open Space Maintenance District No. 1 ("District") to protect, maintain, preserve, restore, and care for the City of Helena's open space lands and natural parks.

MCA §7-12-4179 requires the City Commission to pass and finally adopt a resolution specifying the special improvement district assessment option and levying an assessment on all benefitted property within the district. MCA §7-12-4161 authorizes the City Commission to assess the properties within the District using any combination of the assessment options provided by statute.

The City Commission has estimated, as near as practical, the cost of operating and maintaining the services in the District, as well as providing for capital improvements necessary for the management of the District. Current rates are believed to be sufficient to offset the cost of maintaining the district.

The properties in the district are assessed to defray the cost of open space maintenance, each lot or parcel in the District to be assessed by

the square-foot area of impervious area on each lot or parcel in the District.

The City Commission believes that it is in the best interest of the City of Helena and the inhabitants thereof to exclude certain public property. The exclusion of impervious area for private streets within licensed mobile home parks would be consistent with the City's policy to promote affordable housing in addition to reducing the assessment by 50% for lots or parcels of land that qualify for the State of Montana Property Tax Assistance Program under Title 15, Chapter 6, MCA. Impervious area means a hard surface area which either prevents or retards the entry of water into the sole mantle.

Proposal/Objective:

Consider a Resolution of Intention to specify the assessment option for the Open Space Maintenance District No. 1 for Fiscal Year 2026, levying an assessment all property within the District.

Advantage:

Defray the cost of operating and maintaining the District and to provide for capital improvements necessary for the management of the district.

Notable Energy Impact:

N/A

Disadvantage:

Cost to property owner(s)

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to Approve a Resolution of Intention to specify the assessment option for the Open Space Maintenance District No. 1 for Fiscal Year 2026, levying an assessment all property within the District, and to set a public hearing for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE OPEN SPACE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2026, LEVYING AN ASSESSMENT ON ALL PROPERTY WITHIN THE DISTRICT

WHEREAS, § 7-12-4102, MCA, authorized the City Commission to create special improvement districts;

WHEREAS, Resolution No. 19439, passed on January 29, 2007, created the Open Space Maintenance District No. 1 ("District") to protect, maintain, preserve, restore, and care for the City of Helena's open space lands and natural parks;

WHEREAS, § 7-12-4179, MCA, requires the City Commission to pass and finally adopt a resolution specifying the special improvement district assessment option and levying and assessing all the property within the special district;

WHEREAS, § 7-12-4161, MCA, authorized the City Commission to assess the properties within the District using any combination of the assessment options provided by statute;

WHEREAS, the benefited property in the District must be assessed to defray the cost of open space maintenance;

WHEREAS, the City Commission has estimated, as near as practicable, the cost of maintenance and improvements within the District for fiscal year 2026;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

WHEREAS, it appears to be in the best interest of the City of Helena and the inhabitants thereof that certain public property within the District be excluded from the assessment in order to prioritize affordable housing options in the city; and

WHEREAS, the exclusion of the impervious area for private streets within licensed mobile home parks would be consistent with the City's policy to promote all types of affordable housing.

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

Section 1. It is the intention of the Helena City Commission to establish the assessment option for the District for fiscal year 2026, and levy and assess all property within the District.

Section 2. That to defray the cost of maintenance and improvements within the District, it is the intent of the City Commission to specify the assessment option and levy assessments for each class of property as follows:

	CURRENT FY2025	PROPOSED FY2026
Base assessment	\$20.00	\$20.00
Additional assessment for lots/properties with more than 2,222 sq. ft. of impervious area	\$0.00801	\$0.00801

All assessments are annual. A fifty percent (50%) assessment

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

reduction will be applied for lots or parcels of land that qualify for the State of Montana Property Tax Assistance Program under Title 15, Chapter 6, MCA.

Section 3. If an increase occurs in the number of benefited lots, tracts, or parcels within the boundaries of the district, the assessment per lot, tract, or parcel then in the district will be recalculated as provided in MCA §7-12-4162(3)(b).

Section 4. For purposes of this resolution the following definitions apply:

A. "Impervious area" is the developed part of a lot or parcel that is impermeable to storm water infiltration, excluding:

1. all rights-of-way and publicly owned streets, runways, and taxiways;
2. all privately-owned streets within licensed mobile home parks; and
3. City-owned stormwater facilities, water storage reservoirs, and public utility sites.

B. "Single parcels" are those parcels that are combined under common ownership and use and are assigned a single state-issued property ID number.

Section 5. If property is not chargeable for the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 6. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: https://zoom.helenamt.gov/c/36053471/public_meetings at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 6. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of intention as provided in §7-12-4177, MCA.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: KMLMjwzY8LJkLjTqfH7b | **Proof Updated: Jul. 26, 2025 at 12:38pm MDT**
Notice Name: FY26 Open Lands Assessment Resolution

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

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CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
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A RESOLUTION SPECIFYING THE ASSESSMENT OPTION FOR THE OPEN SPACE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2026 AND LEVYING AN ASSESSMENT ON ALL PROPERTIES WITHIN THE DISTRICT.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

***August 4, 2024
Commission Meeting***

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider A Resolution of Intention to Specify the Assessment Option for the Special Urban Forest Management District for Fiscal Year 2026 and Levy and Assess on all Property within the District.

Present Situation: MCA §7-11-1024-1025 provides authorization for the City Commission to assess all assessable property within the District to defray the cost of providing and maintaining said services.

The City Commission has estimated, as near as practical, the cost of operating and maintaining the services in the District, as well as providing for capital improvements necessary for the management of the District for Fiscal Year 2026. The total assessment needed to fund the annual cost of the District is approximately \$613,000.

The assessment option is \$39.00 per property subject to the assessment. There is no change in this assessment from the prior year.

Background Information:

On December 20, 2010, the Helena City Commission created a Urban Forest Management District, ("District") with Resolution No. 19802. for the purpose of managing and maintaining public trees on public rights-of-way and in City-owned public parks so as to enhance Helena's beauty and environment for the greater benefit of the community.

The expiration of the special district is thirteen years after creation or December 31, 2023. Per §7-11-1009 (3)(b), MCA, the City Commission may extend the duration of the special district by following the same procedures for creating the district.

On August 21, 2023, the Helena City Commission re-created the Urban Forest management district during a public hearing, having received insufficient protest from affected properties within the boundaries of the District to preclude re-creation of the District and establishing an assessment each fiscal year.

Re-creating the Urban Forest Management Special District re-established the boundaries to include all blocks, lots, parcels, and tracts contained within the corporate limits of the City of Helena as of August 21, 2023. Property annexations into the City that waive their right to protest are added to the boundaries of the district and are subject to the assessment in the next tax year.

Proposal/Objective:

Consider a Resolution of Intention to Specify the Assessment Option for the Special Urban Forest Management District for Fiscal Year 2026 and Levy and Assess on all Property within the District.

Advantage:

The special district is established to finance the management and maintenance of public trees on public rights-of-way and in city owned public parks to enhance Helena's beauty and environment for the greater benefit of the community. In addition, the district allows for forest management that addresses the challenges that confront community trees and their stewardship. Without this special financing, it would be difficult to maintain the same service level.

Notable Energy Impact:

N/A

Disadvantage:

Cost to property owner(s)

Notice of Public Hearing:

(True)

**Staff Recommendation/
Recommended Motion:**

Move to Approve a Resolution of Intention to Specify the Assessment Option for the Special Urban Forest Management District for Fiscal Year 2026 and Levy and Assess on all Property within the District, and to set a public hearing on August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE SPECIAL URBAN FOREST MANAGEMENT DISTRICT FOR FISCAL YEAR 2026, AND LEVY AND ASSESS ALL PROPERTY WITHIN THE DISTRICT

WHEREAS, MCA § 7-11-1003 authorizes the City Commission to create special districts by resolution whenever the public convenience and necessity may require;

WHEREAS, on December 20, 2010, the City Commission passed Resolution No. 19802 creating the Urban Forest Management District ("District");

WHEREAS, on August 21, 2023, the City Commission passed Resolution No. 20863 re-creating the Urban Forest Management District ("District");

WHEREAS, pursuant to Resolution No. 20863, the purpose of the District is to manage and maintain public trees on public rights-of-way and in City-owned public parks so as to enhance Helena's beauty and environment for the greater benefit of the community;

WHEREAS, District management activities include removing, pruning, planting, replacement, preservation, education, coordination, and community outreach;

WHEREAS, § 7-11-1025, MCA, requires the City Commission to pass and finally adopt a resolution specifying the special district assessment option and levying and assessing all property within

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

the special district;

WHEREAS, MCA § 7-11-1024 authorizes the City Commission to assess the properties within the District using a combination of the assessment options provided by statute;

WHEREAS, the City Commission has estimated, as near as practicable, the cost of maintaining, monitoring, and improving the District for fiscal year 2026; and

WHEREAS, the City Commission finds that all properties within the District derive substantially equivalent benefit from the District.

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

Section 1. It is the intention of the Helena City Commission to specify the assessment option for the District for fiscal year 2026 and levy and assess all property within the District. The assessment to fund the estimated annual cost of the District for fiscal year 2026 is approximately \$613,000. The assessment option for fiscal year 2026 is as follows:

	CURRENT FY2025	PROPOSED FY2026
Annual assessment	\$39.00	\$39.00

Section 2. A list of those properties subject to this

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

proposed assessment, which includes the name of the owner, if known, is available at the Finance Department for the City of Helena, 316 North Park Avenue, Helena, Montana, and is available upon request for inspection and copying during normal business hours.

Section 3. If the property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 4. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 5. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of intention as provided in §7-11-1025, MCA.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

MONTANA, THIS 4th DAY OF AUGUST, 2025.

ATTEST:

MAYOR

CLERK OF THE COMMISSION

DRAFT



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: duBNCw6Awj5v3A3J82nV | **Proof Updated: Jul. 26, 2025 at 01:48pm MDT**
Notice Name: FY26 Urban Forestry Assessment

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
Record

Columns Wide: 2 **Ad Class:** Legals

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The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

August 4, 2025
Commission meeting

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider a Resolution of Intention to specify the assessment option for the Stormwater Utility Service Area for Fiscal Year 2026 and levy and assess all property within the service.

Present Situation: The City Commission may assess all assessable property within the Service Area to defray the cost of providing and maintaining said services.

No rate increases are requested for Fiscal Year 2026.

It appears to be in the best interest of the City of Helena and the inhabitants thereof that certain public property within the Service Area be excluded from the Assessment. Exclusion of the impervious area of private streets within licensed mobile home parks is consistent with the City's policy to promote all types of affordable housing.

Background Information: On June 10, 1991, the Helena City Commission created a Storm Water Utility Service Area, ("Service Area") for the purpose of providing storm water drainage operation, maintenance, and capital improvements. The City Commission has estimated, as near as practical, the cost of operating and maintaining the services in the Service Area, as well as providing for capital improvements necessary for the control of the quantity and quality of storm water.

Proposal/Objective: Propose that the base assessment for Residential and Vacant properties will remain at \$46.16 and an additional assessment for lots/parcels containing more than 2,222 sq. ft. of impervious area remain at \$0.02524 per sq. ft.;

Propose the base assessment for Commercial Properties and Mobile Home Parks remain at \$71.81 and an additional assessment for lots/parcels containing more than 2,222 sq. ft. of impervious area remain at \$.03926 per sq.

Propose a fifty (50%) assessment reduction be applied for residential or vacant lots or parcels of land that qualify for the State of Montana Property Tax Assistance Program under Title 15, Chapter 6, MCA..

Advantage: The assessment covers the cost of operating costs, capital improvements and existing and future debt and maintains the integrity of the stormwater system.

Notable Energy Impact: N/A

Disadvantage: Cost to property owner(s)

Notice of Public Hearing: True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to specify the assessment option for the Stormwater Utility Service Area for Fiscal Year 2026 and levy and assess all property within the service, and to set a public hearing date for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE STORMWATER UTILITY SERVICE AREA FOR FISCAL YEAR 2026 AND LEVY AND ASSESS ALL PROPERTY WITHIN THE SERVICE AREA

WHEREAS, on June 10, 1991, the Helena City Commission created a Stormwater Utility Service Area ("Service Area") for the purpose of providing stormwater drainage operation, maintenance, and capital improvements;

WHEREAS, the City Commission has estimated, as near as practical, the cost of operating and maintaining the services in the Service Area, as well as providing for capital improvements necessary for the control of the quantity and quality of stormwater;

WHEREAS, the City Commission may assess all assessable property within the Service Area to defray the cost of providing and maintaining said services;

WHEREAS, properties that contain more square-footage of impervious area generate more stormwater run-off;

WHEREAS, commercial users generate larger volumes of storm water with a materially increased demand for water quality treatment and therefore should pay a higher rate for the management of stormwater quantity and quality;

WHEREAS, it appears to be in the best interest of the City of

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Helena and the inhabitants thereof that certain public property within the Service Area be excluded from the assessment; and

WHEREAS, exclusion of the impervious area of private streets within licensed mobile home parks is consistent with the City's policy to promote all types of affordable housing.

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

Section 1. It is the intention of the Helena City Commission to set assessment rates and charges and specify assessment methodology for the Service Area for fiscal year 2026 and levy and assess all property within the Service Area.

Section 2. It is the intention of the Helena City Commission to base the assessment rates and charges for the Service Area based on the square-footage area of impervious surface of each assessable lot or parcel of land.

Section 3. To defray the cost of operating and maintaining the services in the Service Area, as well as providing for capital improvements necessary for the control of the quantity and quality of stormwater the City Commission is proposing that the following rates and charges be assessed against all assessable property within the Service Area:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

	CURRENT FY2025	PROPOSED FY2026
Residential or Vacant Properties:		
Base assessment	\$46.16	\$46.16
Additional assessment for lots/parcels containing more than 2,222 sq. ft. of impervious area	\$0.02524/sq. ft.	\$0.02524/sq. ft.
Commercial Properties and Mobile Home Parks:		
Base assessment	\$71.81	\$71.81
Additional assessment for lots/parcels containing more than 2,222 sq. ft. of impervious area	\$0.03926/sq. ft.	\$0.03926/sq. ft.

All assessments are annual.

Section 4. A fifty percent (50%) assessment reduction will be applied for residential or vacant lots or parcels of land that qualify for the State of Montana Property Tax Assistance Program under Title 15, Chapter 6, MCA.

Section 5. If the property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 6. For purposes of this assessment the following terms have the following definitions:

A. "Impervious Area" is the developed part of a lot or parcel that is impermeable to stormwater infiltration, excluding:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

1. all rights-of-way and publicly owned streets, runways, and taxiways;
 2. all privately-owned streets within licensed mobile home parks; and
 3. City-owned stormwater facilities, water storage reservoirs, and public utility sites.
- B. A lot or parcel of land is classified as follows:
1. "Vacant" is a lot or parcel of land that:
 - (a) does not have structures or fixtures thereon, other than fences, walls or a surface parking lot;
 - (b) is not used for storage of commercial inventory or business equipment or property; or
 - (c) is a public recreational facility, such as sport fields, athletic courts, parks, or playgrounds, or public open space.
 2. "Residential" is a lot or parcel that has one (1) building thereon containing at least one (1) dwelling unit, but no more than four (4) dwelling units, and has no other principal commercial purpose except for rent or lease for residential use.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

3. "Mobile Home Park" is a lot or parcel of land designed to provide sites for the accommodation of manufactured homes or mobile homes and licensed as such.

4. "Commercial" is all other lots or parcels of land not otherwise classified.

Section 7. The lots or parcels of land to be assessed are all assessable lots and parcels within the Service Area as shown on the list of all lots or parcels of land maintained by the Finance Department for the City of Helena. The lots or parcels of land to be assessed are represented by the property tax identification number (ID) assigned by the State of Montana, Department of Revenue. One property ID may contain multiple lots or parcels. The list includes the description of the lots or parcels of land, the name of the owner, if known, and the amount levied thereon. The lots or parcels of land to be assessed do not include cemetery lands owned by associations.

Section 8. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://zoom.helenamt.gov/j/36053471/publicmeetings> at which time

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 9. That notice of the passage of this Resolution of Intention shall be given by publishing as required in §7-1-4127 MCA.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: 4EiB2zyA295ENo87MMQW | **Proof Updated: Jul. 26, 2025 at 02:31pm MDT**
Notice Name: FY26 Stormwater Assessment

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
Record

Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 8.96

Number of Lines: 39

08/05/2025: General Legal	36.00
08/16/2025: General Legal	30.00

Subtotal	\$66.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$66.00

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18, 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** please go to <https://zoom.helenamt.gov/c/36053471/publicmeetings> to consider the following:

A RESOLUTION TO SPECIFY THE ASSESSMENT OPTION FOR THE STORM WATER UTILITY SERVICE AREA FOR FISCAL YEAR 2026 AND LEVY AN ASSESSMENT ON ALL PROPERTIES WITHIN THE SERVICE AREA.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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:

(406) 447- 8028
TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

***August 4, 2025
Commission Meeting***

To: Mayor Colins, Helena City Commission

From: *Sheila Danielson, Finance Director*

Subject: Consider a Resolution of Intention to specify the assessment option for the Landfill Monitoring and Maintenance District for Fiscal Year 2026 and levy and assess all property within the District.

Present Situation:

§ 7-11-1025, MCA requires the City Commission to pass and finally adopt a resolution specifying the special district assessment option and levying and assessing all the property within the special district. §7-11-1003, MCA, authorizes the City Commission to assess the properties within the District using any combination of the assessments provided in statute.

The assessment to fund the estimated annual cost of the District for Fiscal Year 2026 is approximately \$166,400. No increases are requested for Fiscal Year 2026.

Proposed to set annual assessment rates and charges and specify assessment methodology for the District for Fiscal Year 2026 and levy and assess all property within the District in order to defray the cost of operating and maintaining the services in the District, as well as to provide for capital improvements necessary for the management of the District.

Propose that the assessment remain a charge per property ID as assigned by the State of Montana, Department of Revenue of \$7.23 for Residential properties, and for Commercial properties on the following schedule for impervious area:

Less than 10,000 sq ft - \$18.08

10,001 to 50,000 sq ft - \$42.40

50,001 to 100,000 sq ft - \$72.34

100,001 to 250,000 sq ft - \$108.50

more than 250,000 sq ft - \$150.70.

Background Information:

Centennial Park was constructed on the closed landfill that was used by the City of Helena for solid waste disposal until the early 1990's and officially closed by the Department of Environmental Quality on January 27, 2000. As part of the closure requirements, the city is

required to monitor and treat methane gas and groundwater that comes from the closed landfill.

On December 20, 2010, the Helena City Commission passed Resolution No. 19801 creating the Landfill Monitoring and Maintenance Special District ("District") to protect groundwater from contamination from pollutants, including methane, preserving and maintaining the cap on the landfill that prevents contaminants from entering into the air and neighboring soils, and generally complying with state and federal requirements for containment, monitoring, and control of a landfill that was officially closed on January 27, 2000.

Per 7-11-1009 (4)(A) MCA, a special district created by resolution pursuant to 7-11-1007 and 7-11-1008 MCA the district must dissolve thirteen (13) years after the date of creation or when any bonded indebtedness has been paid in full. In response to this, on December 18, 2023 at a public hearing, the Helena City Commission passed Resolution No. 20895, extending the duration of the Landfill Monitoring and Maintenance Special District for an additional thirteen (13) years. The process of renewing the district was completed pursuant to the same procedures to create the district outlined in 7-11-1009 MCA.

The District was expanded to include all properties within city limits.

Proposal/Objective:

Consider a Resolution of Intention to specify the assessment option for the Landfill Monitoring and Maintenance District for Fiscal Year 2026 and levy and assess all property within the District

Advantage:

Defray the cost of operating and maintaining the District and to provide for capital improvements necessary for the management of the District.

Notable Energy Impact:

N/A

Disadvantage:

Cost to Property Owners

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to specify the assessment option for the Landfill Monitoring and Maintenance District for Fiscal Year 2026 and levy and assess all property within the District, and to set a public hearing date for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE LANDFILL MONITORING AND MAINTENANCE DISTRICT FOR FISCAL YEAR 2026 AND LEVY AND ASSESS ALL PROPERTY WITHIN THE DISTRICT

WHEREAS, MCA § 7-11-1003 authorizes the City Commission to create special districts by resolution whenever the public convenience and necessity may require;

WHEREAS, on December 20, 2010, the City Commission passed Resolution No. 19801 creating the Landfill Monitoring and Maintenance District ("District");

WHEREAS, on December 18, 2023, the City Commission passed Resolution No. 20895 re-creating the Landfill Monitoring and Maintenance District ("District");

WHEREAS, pursuant to Resolution No. 20895 the purpose of the District is for the protection of groundwater from contamination from pollutants, including methane, preserving and maintaining the cap on the landfill that prevents contaminants from entering into the air and neighboring soils, and generally complying with state and federal requirements for containment, monitoring, and control of a landfill that was officially closed on January 27, 2000;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

WHEREAS, MCA § 7-11-1025 requires the City Commission to pass and finally adopt a resolution specifying the special district assessment option and levying and assessing all the property within the special district;

WHEREAS, MCA § 7-11-1024 authorized the City Commission to assess the properties within the District using any combination of the assessment options provided by statute;

WHEREAS, the City Commission has estimated, as near as practicable, the cost of maintaining, monitoring, and improving the District for Fiscal Year 2026;

WHEREAS, residential properties derive substantially equivalent benefit from the District; and

WHEREAS, the City Commission finds that for commercial properties the benefits derived from the landfill monitoring and maintenance district are best measured by the amount of the lot or parcel that contains impervious area developed for commercial use.

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

Section 1. It is the intention of the City Commission to specify the assessment option for the District for fiscal year 2025 and levy and assess all property within the District. The

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

assessment to fund the estimated annual cost of the District for Fiscal Year 2026 is \$166,400.00. The assessment option for Fiscal Year 2026 is as follows:

	CURRENT FY2025	PROPOSED FY2026
Residential:		
All lots/parcels	\$7.23	\$7.23
Commercial Properties:		
Amount of Impervious area		
less than 10,000 sq. ft.	\$18.08	\$18.08
10,000 sq. ft. or more but less than 50,000 sq. ft.	\$42.20	\$42.20
50,000 sq. ft. or more but less than 100,000 sq. ft.	\$72.34	\$72.34
100,000 sq. ft. or more but less than 250,000 sq. ft.	\$108.50	\$108.50
more than 250,000 sq. ft	\$150.70	\$150.70

All assessments are annual.

Section 2. For purposes of this resolution the following definitions apply:

A. "Residential" lot or parcel is one that does not have more than four (4) residential units in one structure upon the lot or parcel. Vacant lots or parcels not used for commercial storage of business inventory and equipment are considered residential lots. Each individual residential condominium unit is considered a residential lot. Except for residential condominium units, a

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

lot or parcel with more than four (4) residential units thereon is considered a commercial lot.

B. "Commercial" is all other lots or parcels of land not otherwise classified.

C. "Impervious area" is the developed part of a lot or parcel that is impermeable to storm water infiltration, excluding rights-of-way and publicly owned streets, runways, and taxiways; privately-owned streets within licensed mobile home parks; and City-owned storm water facilities, water storage reservoirs, and public utility sites.

Section 3. A list of those properties subject to this proposed assessment, which includes the name of the owner, if known, is available at the Finance Department for the City of Helena, 316 North Park Avenue, Helena, Montana, and is available upon request for inspection and copying during normal business hours.

Section 4. If a property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 5. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M.
and via Zoom Meeting at webinar ID:
<https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time
all interested parties may appear and express their views of
approval or disapproval on the proposed assessment option and
amounts of assessments proposed to be levied.

Section 5. The Clerk of the Commission is authorized and
directed to cause notice of the passage of this resolution of
intention as provided in MCA §7-11-1025.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF
HELENA, MONTANA, THIS 4th DAY OF AUGUST, 2025.**

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: eq685XbbTyTj4gisSssj | **Proof Updated: Jul. 26, 2025 at 03:50pm MDT**
Notice Name: FY26 Landfill Monitoring Assessment

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
Record

Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 9.41

Number of Lines: 41

08/05/2025: General Legal	36.00
08/16/2025: General Legal	30.00

Subtotal	\$66.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$66.00

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18 th , 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** <https://zoom.helenamt.gov/c/36053471/publicmeetings> to find your local number please go to <https://us02web.zoom.us/j/8b4P12xtaA> , to consider the following:

A RESOLUTION SPECIFYING THE ASSESSMENT OPTION FOR THE LANDFILL MONITORING AND MAINTENANCE DISTRICT FOR FISCAL YEAR 2026 AND LEVYING AN ASSESSMENT ON ALL PROPERTIES WITHIN THE DISTRICT

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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.

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TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

**August 14, 2025
Commission meeting**

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider a Resolution Expanding the Boundaries of the Street Maintenance and Improvement District No. 1 for Fiscal Year 2026.

Present Situation: The City Commission desires to alter the boundaries of the Street Maintenance and Improvement District No. 1 to include all streets, alleys, and property within the corporate limits of the City of Helena.

The Official Zoning Map of Helena was adopted by the Commission on May 22, 2023.

By approving this Resolution, all properties included in the Official Zoning Map as of May 22, 2023 and annexed thereafter up to August 4, 2025 will be included in the District.

Background Information: 7-12-4403, MCA, allows for the alteration of street maintenance and improvement district boundaries once each calendar year.

Proposal/Objective: Expand the Boundaries of the Street Maintenance and Improvement District No. 1 to include all properties within the City Limits.

Advantage: Defray the cost of operating and maintaining the District and to provide for capital improvements necessary for the management of the district. This step will allow the boundaries to be expanded prior to rates being set and assessed so all properties levied can provide public input.

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Notable Energy Impact: N/A

Disadvantage: Cost to property owner(s) annexed into the City since the last Official Zoning Map was adopted.

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** Move to approve a Resolution Expanding the Boundaries of the Street Maintenance and Improvement District No. 1 for Fiscal Year 2026.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION EXPANDING THE BOUNDARIES OF THE STREET MAINTENANCE AND IMPROVEMENT DISTRICT NO. 1 FOR FISCAL YEAR 2026

WHEREAS, the City Commission has created a Special Improvement District for the purpose of maintaining and improving streets;

WHEREAS, §7-12-4403, MCA, allows for the alteration of street maintenance and improvement district boundaries once each calendar year by resolution; and

WHEREAS, the City Commission desires to alter the boundaries of Street Maintenance and Improvement District No. 1 to include all streets, alleys, and property within the corporate limits of the City of Helena.

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

Section 1. That Street Maintenance and Improvement District No. 1 consists of all real property within the corporate limits of the City of Helena, as indicated on the official zoning map of Helena adopted by the Commission on May 22, 2023, filed in the office of the City Helena Clerk, and all properties annexed thereafter into the City by the Helena City Commission as of August 4, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

**August 4, 2025
Commission meeting**

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider a Resolution of Intention to specify the assessment option for the Street Maintenance and Improvements District No. 1 for Fiscal Year 2026 and levy and assess all property within the district.

Present Situation: The City Commission has estimated, as near as practicable, the cost of maintenance and improvements within the Streets Maintenance Special District for Fiscal Year 2026.

A modest 5% increase to the rates is proposed for Fiscal Year 2026 as rates have not changed since Fiscal Year 2020. This increase is necessary to maintain the level of services and keep up with inflationary pressures.

Background Information:

The Helena City Commission created Street Maintenance District No. 1 ("District") for the maintenance and improvements of all or part of the public streets in the District. The City Commission adopted City Ordinance No. 3213 amending section 7-1-8 of the Helena City Code to provide the methods of providing maintenance and improvements and paying for street maintenance and improvements within the District.

Property owners of commercial land, have the opportunity to apply to the City Transportation Services Division no later than August 15th of each year to apply for a re-evaluation of their property to be assessed as vacant land for the upcoming tax year assessment. If a property owner proves their commercial lot is 40% or more undeveloped, the lot is assessed at the Commercial rate per square foot for the developed area for the 1st million square feet plus the rate established for a vacant lot.

Developed area means any portion of a commercial lot which has been altered from its original state by the creation or addition of buildings, structures, pavement, parking or storage areas, landscaping or other improvements.

Proposal/Objective:

Propose that each lot or parcel of land, within the District, may be assessed for that part of the cost that its assessable area bears to the assessable area of the entire District.

Proposed rates are as follows:

- Vacant or Residential - \$216.47 annually (current \$206.16)
- Mobile Homes - \$86.58 annually (current \$82.46)
- Commercial (Less than 6,000 sq. ft.) - \$378 annually (current \$360)
- Commercial (6,000 sq. or more) - \$.063 per sq/ ft., (current \$0.06 per sq. ft.); maximum \$63,000 annually (current \$60,000 annually)

Advantage:

Defray the cost of operating and maintaining the Streets Maintenance District and to provide for capital improvements necessary for the management of the District.

Notable Energy Impact:

N/A

Disadvantage:

Cost to property owner(s)

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to specify the assessment option for the Street Maintenance and Improvements District No. 1 for Fiscal Year 2026 and levy and assess all property within the district and to set a public hearing date on August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

RESOLUTION NO. _____

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE STREET MAINTENANCE AND IMPROVEMENTS DISTRICT NO. 1 FOR FISCAL YEAR 2026 AND LEVY AND ASSESS ALL PROPERTY WITHIN THE DISTRICT.

WHEREAS, §7-12-4401, MCA, authorized the City Commission to create a district for the maintenance of all or part of the city's streets or avenues;

WHEREAS, §7-12-4405, MCA, authorizes the City Commission to provide by ordinance the methods of doing work and improvement of the city's streets, avenues, and alleys;

WHEREAS, the City Commission created Street Maintenance District No. 1 ("District") for the maintenance and improvements of all or part of the public streets in the District;

WHEREAS, the City Commission adopted City Ordinance No. 3213 amending section 7-1-8 of the Helena City Code to provide the methods of providing maintenance and improvements and paying for street maintenance and improvements within the District;

WHEREAS, §7-12-4425, MCA, requires the City Commission to pass and finally adopt a resolution specifying the special district assessment option and levying and assessing all the property within the special district;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

WHEREAS, §7-12-4422, MCA, authorized the City Commission to assess the properties within the District using any combination of the assessment options provided by statute;

WHEREAS, the City Commission has estimated, as near as practicable, the cost of maintenance and improvements within the District for fiscal year 2026;

WHEREAS, each lot or parcel of land, within the District, may be assessed for that part of the cost that its assessable area bears to the assessable area of the entire District;

WHEREAS, the Institute of Transportation Engineers (ITE) "*Trip Generation Manual*" estimates the average vehicle trips per day for Residential Single-Family Dwellings and Strip-Family Dwellings and Strip Retail Plazas at 9.53 and 54.45, respectively, leading the City Commission to determine that commercial properties generate a larger amount of vehicle trips than residential, vacant, and mobile home properties, and such disparate vehicle trip generation results in a higher level of impacts to streets within the District; and therefore, should pay a higher annual assessment than residential, vacant and mobile home properties; and

WHEREAS, the properties within the District must be assessed to defray the cost of street maintenance and improvements;

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

WHEREAS, certain commercial properties within the District may be considered vacant or partially vacant and not generate the amount of vehicle trips as other commercial properties and should have the opportunity to petition to the city on an annual basis for a reclassification of their property as vacant or partially vacant.

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

Section 1. It is the intention of the Helena City Commission to establish the assessment option for the District for fiscal year 2026, and levy and assess all property within the District.

Section 2. That to defray the cost of maintenance and improvements of streets in the District, it is the intent of the City Commission to specify the assessment* option and levy assessments for each class of property as follows:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

	Current FY2025	Proposed FY2026
Vacant or Residential:		
All lots / parcels	\$206.16	\$216.47
Mobile Home Parks:		
Per manufactured home or mobile home site	\$82.46	\$86.58
Commerical:		
Lot Area:		
less than 6,000 sq. ft.	\$360.00	\$378.00
6,000 sq. ft. or more*	\$0.0600 / sq/ft	\$0.0630 / sq. ft.

*assessment applies to the first one (1) million square feet.

All assessments are annual.

Section 3. For purposes of this Resolution, a lot or parcel of land is classified as follows:

A. "Vacant" is a lot or parcel of land that:

1. Does not have structures or fixtures thereon, other than fences, walls or a surface parking lot;
2. Is not used for storage of commercial inventory of business equipment or property; or
3. Is a public recreational facility, such as sport fields, athletic courts, parks, or playgrounds, or public open

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

space.

B. "Residential" is a lot or parcel that has one (1) building thereon containing at least one (1) dwelling unit, but no more than four (4) dwelling units, and has no other principal commercial purpose except for rent or lease for residential use.

C. "Mobile Home Park" is a lot or parcel of land designed to provide sites for the accommodation of manufactured homes or mobile homes and licensed as such.

D. "Commercial" is all other lots or parcels of land not otherwise classified.

Section 4. The lots or parcels of land to be assessed are those shown on the list of all lots or parcels of land maintained by the Finance Department for the City of Helena. The lots or parcels of land to be assessed are represented by the property tax identification number (ID) assigned by the State of Montana, Department of Revenue. One property ID may contain multiple lots or parcels. The list includes the property tax ID, the name of the owner(s) if known, and the amount levied thereon. The lots or parcels of land to be assessed do not include cemetery land owned by associations. The assessable lots or parcels are all lots or

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

parcels of land inside the City limits and include:

- A. Vacant lots or parcels;
- B. Lots or parcels adjacent to a street or alley right-of-way;
and
- C. Lots or parcels that have access to the City's street system
by a private road or other means.

Section 5. Difficulty in developing a lot or parcel of land is not a factor in determining whether the lot or parcel is assessable property or in calculating the amount of the assessment on that lot or parcel of land.

Section 6. Commercial property may be assessed by developed area and undeveloped area pursuant to a petition to the City Transportation Department as described herein. If a commercial lot owner can clearly demonstrate that the commercial lot developed area comprises less than 40% of the total commercial lot, the lot or parcel shall be assessed as follows:

- A. The commercial rate per square feet of developed area for the first 1 million or more square feet per lot or parcel,
plus
- B. The rate established for a vacant lot for the remainder of the parcel or lot.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Res. No. _____

C. "Developed area" is an portion of a commercial lot or parcel which has been altered from its natural state by the creation or addition of any buildings, structures, pavement, parking or storage, landscaping, or other improvements.

D. "Undeveloped area" is any portion of a commercial lot or parcel that is not a developed area.

Section 7. Commercial property owners may apply to the City Transportation Services Division to have their property re-evaluated no later than August 15 of each year. If the City does not receive an application for the discount each year, the City may discontinue the discounted rates applied to the property. If the City determines, in its sole discretion, that a commercial lot or parcel does not comply with the requirement for more than 40% undeveloped area, the City shall not apply the discounted rates to any portion of the commercial property.

Section 8. If the property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 9. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Zoom Meeting at the webinar **Res. No. _____** ID:

<https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 9. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of intention as provided in §7-12-4426, MCA.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: PaMfbb6PojPjsqSQpSY5 | **Proof Updated: Jul. 26, 2025 at 05:04pm MDT**
Notice Name: FY26 Streets Maintenance District Assessment

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

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CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

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Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 8.74

Number of Lines: 38

08/05/2025: General Legal	36.00
08/16/2025: General Legal	30.00

Subtotal	\$66.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$66.00

See Proof on Next Page

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18, 2025**, in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** <https://zoom.helenamt.gov/c/36053471/publicmeetings> to find your local number please go to <https://us02web.zoom.us/j/8b4P12xtaA> , to consider the following:

A RESOLUTION TO SPECIFY THE ASSESSMENT OPTION FOR THE STREET MAINTENANCE AND IMPROVEMENTS DISTRICT NO. 1 FOR FISCAL YEAR 2026 AND LEVY AN ASSESS ALL PROPERTIES WITHIN THE DISTRICT.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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.

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TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

**August 4, 2025
Commission Meeting**

To: Mayor Colins, Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider A Resolution of Intention to Levy and Assess Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax year 2025.

Present Situation:

In the last fiscal year, nine (9) property owners entered into agreements for zero percent loans for the purpose of purchasing and installing energy efficient upgrades to their residences.

The City currently has fifty-eight (58) loans outstanding to be collected for Tax Year 2025 for a total amount of \$62,382.26.

Since the inception of the loan program, the City has issued 65 interest-free loans for a total amount of \$722,415. The outstanding balance of all loans as of June 30, 2025 is \$408,931.

Background Information:

On October 5, 2015, the Commission created a Residential Energy Efficiency and Renewable Energy Loan Program. The program provides zero interest loans to residential property owners within the City of Helena for the purpose of purchasing and installing energy efficiency upgrades and renewable energy systems.

Resolution No. 20218 requires that all loans be amortized for ten (10) years and repaid by the residential property owners through levying assessments upon all properties that have received loans under the Program. Prior to receiving loan funds under the Program, the residential property owners entered into loan agreements wherein they agreed and consented to the City levying an annual assessment on their properties for ten (10) years to recoup the amount of the loans, and the property owners further agreed to waive the right to protest such an annual assessment.

Proposal/Objective:

Consider A Resolution of Intention to Levy and Assess Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax year 2025.

Advantage:

Recovering the amortized amounts of the Residential Energy Efficiency and Renewable Energy Loans made to the residential property owners receiving the loans, to be assessed in Tax Year 2025.

Notable Energy Impact:

Conservation of energy and promotion of renewable energy.

Disadvantage:

N/A

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to Levy and Assess Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax Year 2025 and to set a public hearing for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO LEVY AND ASSESS PROPERTIES TO RECOVER THE AMORTIZED LOANS ISSUED UNDER THE RESIDENTIAL ENERGY EFFICIENCY AND RENEWABLE ENERGY LOAN PROGRAM FOR TAX YEAR 2025

WHEREAS, the City Commission passed Resolution No. 20218 on October 5, 2015, which created a Residential Energy Efficiency and Renewable Energy Loan Program ("Program");

WHEREAS, the Program provides zero interest loans to residential property owners within the City of Helena for the purpose of purchasing and installing energy efficiency upgrades and renewable energy systems;

WHEREAS, Resolution No. 20218 requires that all loans be amortized for ten (10) years and repaid by the residential property owners through levying assessments upon all properties that have received loans under the Program;

WHEREAS, prior to receiving loan funds under the Program, the residential property owners entered into loan agreements wherein they agreed and consented to the City levying an annual assessment on their properties for ten (10) years to recoup the amount of the loans, and the property owners further agreed to waive the right to protest such an annual assessment; and

WHEREAS, it appears to be in the best interests of the City

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

of Helena, Montana, and the inhabitants thereof, that the residential property owners who have received Program loans be assessed for the 2025 tax year.

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

Section 1. That it is the intention of the City Commission to levy an assessment upon all residential properties to recover the amortized amounts of the Residential Energy Efficiency and Renewable Energy Loans made to the residential property owners receiving the loans for Tax Year 2025 as follows:

Tax ID	FINAL Loan Amount	Tax Year 2025 Assessment
3428	11,626.20	1,162.62
6470	12,000.00	1,200.00
2093	11,761.86	1,176.15
889	8,000.00	800.00
4624	11,509.19	1,150.91
18625	10,397.59	1,039.75
9175	12,000.00	1,200.00
6169	6,924.46	692.41
1745	12,000.00	1,200.00
4022	12,000.00	1,200.00
37517	12,000.00	1,200.00
904	11,579.00	1,157.90
20409	7,500.00	750.00
4071	7,538.30	753.83
4048	12,000.00	1,200.00
1492	10,322.00	1,032.20
2694	12,000.00	1,200.00
43422	12,000.00	1,200.00
2714	12,000.00	1,200.00
2618	11,095.00	721.00

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Tax ID	FINAL Loan Amount	Tax Year 2025 Assessment
6891	12,000.00	1,200.00
7136	11,000.00	1,100.00
45072	12,000.00	1,200.00
2487	12,000.00	1,200.00
3340	9,781.50	978.15
264	7,570.00	757.00
888	9,246.00	924.60
30259	12,000.00	1,200.00
19964	12,000.00	600.00
18658	12,000.00	1,200.00
7745	7,812.37	781.24
48094	11,928.00	596.40
2502	12,000.00	1,200.00
42545	12,000.00	1,200.00
153	8,500.00	850.00
437	12,000.00	1,200.00
7043	12,000.00	1,200.00
1143	12,000.00	1,200.00
43812	12,000.00	1,200.00
1936	12,000.00	600.00
6801	12,000.00	1,200.00
29001	12,000.00	1,200.00
6817	11,581.00	1,158.10
3793	12,000.00	1,200.00
23909	12,000.00	1,200.00
311	12,000.00	1,200.00
6760	12,000.00	1,200.00
4015	12,000.00	1,200.00
3874	12,000.00	1,200.00
2033	10,000.00	1,000.00
42649	12,000.00	1,200.00
18	12,000.00	1,200.00
5257	12,000.00	1,200.00
7513	12,000.00	1,200.00
22122	8,000.00	800.00
5676	12,000.00	1,200.00
4287	10,000.00	1,000.00
5451	12,000.00	1,200.00

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 2. If the property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 3. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 4. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of intention as provided in §7-1-4127 MCA.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 4th DAY OF AUGUST, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

DRAFT



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Notice ID: tKpSG3gSPRjMhApVHg3k | **Proof Updated: Jul. 27, 2025 at 10:15am MDT**
Notice Name: Tax year 2025 Renewable Energy Assessments

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

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HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

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Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 8.96

Number of Lines: 39

08/05/2025: General Legal	36.00
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Subtotal	\$66.00
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See Proof on Next Page

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18 th , 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** <https://zoom.helenamt.gov/j/36053471/publicmeetings> to find your local number please go to <https://us02web.zoom.us/j/36053471> , to consider the following:

A RESOLUTION TO LEVY AND ASSESS PROPERTIES TO RECOVER THE AMORTIZED LOANS ISSUED UNDER THE RESIDENTIAL ENERGY EFFICIENCY AND RENEWABLE ENERGY LOAN PROGRAM FOR TAX YEAR 2025

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

August 4, 2025

To: Mayor Colins, Helena City Commission

From: *Sheila Danielson, Finance Director*

Subject: Resolution of Intention to specify the assessment option for the collection and disposal of residential garbage and refuse for fiscal year 2026 and levy and assess all properties receiving residential solid waste collection

Present Situation: Pursuant to section 6-1-10 of the Helena City Code, the City Commission must set rates for collection and disposal of residential garbage and refuse in the City of Helena on an annual basis. Assessments are necessary for the purpose of ongoing operation, maintenance, and capital. No rate in increase is requested for Fiscal Year 2026. Total annual assessment for residential properties will be set at \$218.10.

Background Information: The City of Helena currently charges an annual residential solid waste assessment of \$218.10 to property owners. The following is the annual assessments since FY15:

- FY15 - \$189.14
- FY16 - \$189.14
- FY17 - \$179.68
- FY18 - \$176.10
- FY19 - \$176.10
- FY20 - \$176.10
- FY21 - \$176.10
- FY22 - \$176.10
- FY23 - \$176.10
- FY24 - \$194.10
- FY25 - \$218.10

This assessment covers all of the costs of the City's residential solid waste management system which is comprised of: the cost of weekly waste collection by the City, disposal costs (tipping fee) at the L&C County Landfill, recycling facilities including satellite collection sites, subsidizes curbside recycling, and allows for citizens to self-haul 3,000 pounds of waste to the transfer station annually. It is determined that the current rate for residential solid waste will adequately pay for services rendered and debt service

Proposal/Objective: Consider a Resolution of Intention to specify the assessment option for the collection and disposal of residential garbage and refuse for fiscal year 2026.

Advantage: Annual assessments to residential customers recovers the cost of operations, debt service and capital improvements and assures the city can maintain the integrity of the residential solid waste system.

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing: True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to specify the assessment option for the collection and disposal of residential garbage and refuse for Fiscal Year 2026 and levy and assess all properties receiving residential solid waste collection and set a public hearing for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE COLLECTION AND DISPOSAL OF RESIDENTIAL GARBAGE AND REFUSE FOR FISCAL YEAR 2026 AND LEVY AND ASSESS ALL PROPERTIES RECEIVING RESIDENTIAL SOLID WASTE COLLECTION

WHEREAS, pursuant to Section 6-1-10 of the Helena City Code, the City Commission must set rates for collection and disposal of residential garbage and refuse, hereinafter "solid waste," in the City of Helena on an annual basis;

WHEREAS, assessments are necessary for the purpose of on-going operation, maintenance, and capital purchases of equipment;

WHEREAS, it appears to be in the best interests of the City of Helena, Montana, and the inhabitants thereof, that the assessments for collection and disposal of residential solid waste for fiscal year 2026 include additional assessments when a residential customer who is assessed the yearly residential rate exceeds the bulk solid waste allowance for the residence, or dumps any solid waste not originating from the residential property; and

WHEREAS, a list of all lots or parcels of land assessed, with the name of the owner thereof, if known, description of the lots or parcels of land and the amount levied thereon set opposite, is maintained by the Finance Department for the City of Helena.

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

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 1. It is the intention of the Helena City Commission to establish assessments for the collection and disposal of residential solid waste in the City of Helena for fiscal year 2026. For new customers receiving service after July of each year, the annual assessment rate will be pro-rated on a monthly basis.

Section 2. Each Class category has the definition as specified in Title 6 Chapter 1 of the Helena City Code.

Section 3. To defray the cost of collection and disposal of residential solid waste in the City of Helena it is the intent of the City Commission to specify the assessment option and levy assessments for each class of property as follows for fiscal year 2026:

	CURRENT FY2025	PROPOSED FY2026
Class I	\$218.10 annually	\$218.10 annually
Class II	Applicable commercial rate paid monthly	Applicable commercial rate paid monthly
Class III	Applicable commercial rate paid monthly	Applicable commercial rate paid monthly
Class IV	\$109.05 annually	\$109.05 annually

Section 4. The lots or parcels of land proposed to be assessed a Class I or Class IV assessment are shown on the list maintained by the Finance Department for the City of Helena. The lots or parcels of land to be assessed are represented by the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

property tax identification number (ID) assigned by the State of Montana, Department of Revenue. One property ID may contain multiple lots or parcels. The list includes the description of the lots or parcels of land, the name of the owner, if known, and the amount levied thereon.

Section 5. To defray the cost of bulk and oversized solid waste collection by the bulk waste pick-up service upon request, the City Commission proposes to charge the following fees:

	CURRENT FY2025	PROPOSED FY2026
Bulk Waste Pick-Up Service	\$10/call out	\$10/call out

Section 6.

A. The City Commission proposes to establish an annual bulk solid waste allowance ("annual allowance"), for Class I and Class IV properties, by multiplying 1.5 tons by the current transfer station tipping fee charges established by the City Commission.

B. Class I and Class IV properties may credit against the annual allowance the weight of self-hauled solid waste at the Transfer Station and bulk waste pick-up service fee. If the annual allowance is exceeded, the person responsible for causing the allowance to be exceeded is liable for the Transfer Station and

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

bulk waste pick-up service fees in excess of the annual allowance.

C. Solid waste loads brought to the Transfer Station containing only acceptable recyclable material are not credited against the annual allowance.

Section 7. An owner or occupant of each residential unit that is located on the property subject to the assessments established herein may receive a permit authorizing that person to credit against the annual allowance for that residential unit the amount of solid waste, generated or originating from the residential unit located on the levied property and to deposit acceptable recyclable materials at the Transfer Station and other city-approved sites.

Section 8. Solid waste in excess of the annual allowance or that was not generated at or originating from the assessed property, is subject to Transfer Station tipping fee charges established by the City Commission.

Section 9. Replacements of residential permits are five dollars (\$5.00).

Section 10. The residential solid waste charges for Class I and Class IV properties are payable in two (2) installments and are delinquent as stated on the property tax bills. The monies

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

collected for said residential service charges will be paid into the City of Helena Residential Solid Waste Fund.

Section 11. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://zoom.helenamt.gov/c/36053471/publicmeetins> at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 12. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of intention as provided in §7-1-4127 MCA.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

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Notice ID: OjSx0sfvXuxYpLvrEp73 | **Proof Updated: Jul. 27, 2025 at 12:18pm MDT**
Notice Name: FY26 Residential Solid Waste Assessment

See Proof on Next Page

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CITY OF HELENA CITY OF HELENA	Helena Independent Record
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Total Column Inches: 9.41

Number of Lines: 41

08/05/2025: General Legal	36.00
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Subtotal	\$66.00
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City of Helena Public Hearing Notice

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A RESOLUTION TO SPECIFY THE ASSESSMENT OPTION FOR THE COLLECTION AND DISPOSAL OF RESIDENTIAL GARBAGE AND REFUSE FOR FISCAL YEAR 2026 AND LEVY AND ASSESS ALL PROPERTIES RECEIVING RESIDENTIAL SOLID WASTE COLLECTION.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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316 North Park, Avenue, Room 440, Helena, MT 59623

August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

***August 4, 2025
Commission Meeting***

To: Mayor Colins, Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider a Resolution of Intention to levy and assess properties to recover the cost of reimbursement for water and wastewater infrastructure installed by the City for Tax Year 2025.

Present Situation: Property Owners with Tax IDs 8571, 8256, 8471, 19612, 8849, 8736, 18118, and 9060 have connected to the city-installed infrastructure covered by the Infrastructure Cost Reimbursement Program and entered into cost reimbursement agreements with the City agreeing to the terms of the Infrastructure Cost Reimbursement Program.

Total assessments for above mentioned properties is \$5,196.81

Background Information: The City of Helena City Commission passed Resolution No. 20344 on June 12, 2017, establishing a Cost Reimbursement Program for Wastewater Infrastructure installed by the City of Helena known as the "Cannon Reimbursement". In addition, the City Commission passed Resolution No. 20489 on September 10, 2018, establishing a Cost Reimbursement Program for Water and Wastewater Infrastructure Installed by the City of Helena known as the "Granite Reimbursement". Collectively the Cannon Reimbursement and Granite Reimbursement resolutions are referred to as the Infrastructure Cost Reimbursement Program.

Proposal/Objective: Consider a Resolution of Intention to levy and assess properties to recover the cost of reimbursement for water and wastewater infrastructure installed by the City for Tax Year 2025.

Advantage: Recovering the amortized amounts of the Infrastructure Loans made to residential property owners receiving the loans, to be assessed in Tax Year 2025.

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to Levy and Assess properties to recover the cost of reimbursement for water and wastewater infrastructure installed by the City for Tax Year 2025, and to set a public hearing date for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO LEVY AND ASSESS PROPERTIES TO RECOVER THE COST REIMBURSEMENT FOR WATER AND WASTEWATER INFRASTRUCTURE INSTALLED BY THE CITY FOR TAX YEAR 2025

WHEREAS, the City Commission passed Resolution No. 20344 on June 12, 2017, establishing a Cost Reimbursement Program for Wastewater Infrastructure Installed by the City of Helena in the 2200 Block of Cannon Street ("Cannon Reimbursement");

WHEREAS, the City Commission passed Resolution No. 20489 on September 10, 2018, establishing a Cost Reimbursement Program for Water and Wastewater Infrastructure Installed by the City of Helena Pursuant to City Project No. 14-11 ("Granite Reimbursement");

WHEREAS, collectively the Cannon Reimbursement and Granite Reimbursement resolutions are referred to as the Infrastructure Cost Reimbursement Program.

WHEREAS, pursuant to terms of the Infrastructure Cost Reimbursement Program, property owners of properties that were developed with an occupied structure at the time of establishment of the Infrastructure Cost Reimbursement Program, and that connect to the city-installed water or wastewater infrastructure within five (5) years of the date of the resolution establishing a reimbursement for the relevant project, may repay the

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

reimbursement cost by assessment of the property paid by semi-annual installments on the property owner's property tax bill, amortized at zero percent (0%) interest over a twenty (20) year period; and

WHEREAS, property owners of properties with Tax IDs 8571, 8256, 8471, 19612, 8849, 8376, 18118, and 9060 have connected to the city-installed infrastructure covered by the Infrastructure Cost Reimbursement Program and entered into cost reimbursement agreements with the City agreeing to the terms of the Infrastructure Cost Reimbursement Program.

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

Section 1. That it is the intention of the City Commission to levy an assessment upon all residential properties to recover the cost of city-installed infrastructure pursuant to the infrastructure cost reimbursement programs established by resolutions number 20344 and 20489 to the residential property owners receiving the loans for Tax Year 2025 as follows:

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

TAX ID	AUTHORIZING RESOLUTION	FINAL REIMBURSEMENT AMOUNT	TAX YEAR 2025 ASSESSMENT
8571	20344	\$6,647.55	\$332.38
8256	20344	\$17,696.46	\$884.82
8471	20344	\$8,954.47	\$447.72
19612	20489	\$13,760.35	\$688.02
19612	20489	\$16,597.40	\$829.87
8849	20344	\$11,048.90	\$552.45
8736	20344	\$8,863.41	\$443.17
18118	20344	\$11,504.22	\$575.21
9060	20344	\$8,863.41	\$443.17

Section 2. If a property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 3. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana at 6:00 PM and via Zoom Meeting at the webinar ID: <https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 4. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

intention as provided in §7-1-4127, MCA.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: fF6WReCAK8F88Irg2khw | **Proof Updated: Jul. 27, 2025 at 02:21pm MDT**
Notice Name: Tax Year 2025 Infrastructure Loan Assessments

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
Record

Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 8.96

Number of Lines: 39

08/05/2025: General Legal	36.00
08/16/2025: General Legal	30.00

Subtotal	\$66.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$66.00

See Proof on Next Page

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18 th , 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** <https://zoom.helenamt.gov/c/36053471/publicmeetings> to find your local number please go to <https://us02web.zoom.us/j/8b4P12xtaA> , to consider the following:

A RESOLUTION LEVYING AN ASSESSMENT ON PROPERTIES TO RECOVER THE COST REIMBURSEMENT FOR WATER AND WASTEWATER INFRASTRUCTURE INSTALLED BY THE CITY FOR TAX YEAR 2025

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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:

(406) 447- 8028
TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

***August 4, 2025
Commission Meeting***

To: Mayor Colins, Helena City Commission

From: *Sheila Danielson, Finance Director*

Subject: Consider a Resolution of Intention to specify the assessment option for the Special Street Lighting Districts for Fiscal Year 2026 and levy and assess all property within the District.

Present Situation: Each fiscal year, the City Finance Department recalculates the required revenue and reserves for each special lighting district. Helena administers 54 lighting districts within the City Limits. Rates are set to capture the cost of electricity, maintenance and administration of each district.

A list of all lots or parcels of land subject to this assessment is maintained by the Finance Department for the City of Helena. The lots or parcels of land to be assessed are represented by the property tax identification number (ID) assigned by the State of Montana, Department of Revenue. One property ID may contain multiple lots or parcels. The list includes the description of the lots or parcels of land, the name of the owner, if known, and the amount levied thereon.

Background Information: The City Commission of the City of Helena, Montana has created Special Improvement Districts ("Districts"), pursuant to provisions of MCA §7-12-4301, et. seq., for the purpose of providing street lighting.

State law permits the lots or parcels of land in the Districts to be assessed to defray the cost of installing and maintaining the improvements within the Districts, for that part of the whole cost which its area bears to the area of the entire District, exclusive of streets, alleys, and public places.

Proposal/Objective: Consider a Resolution of Intention to specify the assessment option for the Special Street Lighting Districts for Fiscal Year 2026 and levy and assess all property within the District.

Advantage: The benefits of street lighting are the convenience, safety, and security of property and improvements.

Notable Energy Impact:

Lighting District lights are generally upfitted with LED lights.

Disadvantage:

N/A

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution of Intention to specify the assessment option for the Special Street Lighting Districts for Fiscal Year 2026 and levy and assess all property within the districts and set a public hearing date for August 18, 2025.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: FqUVewC5LS6KGljZv4hx | **Proof Updated: Jul. 27, 2025 at 03:57pm MDT**
Notice Name: FY26 Lighting District Assessments

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
CITY OF HELENA CITY OF HELENA	Helena Independent Record
sdanielson@helenamt.gov	
(406) 447-8417	

Columns Wide:	2	Ad Class: Legals
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Number of Lines: 39

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See Proof on Next Page

City of Helena Public Hearing Notice

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A RESOLUTION SPECIFYING THE ASSESSMENT OPTION FOR THE SPECIAL STREET LIGHTING DISTRICTS FOR FISCAL YEAR 2026 AND LEVYING AN ASSESSMENT ON ALL PROPERTIES WITHIN THE DISTRICTS.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO SPECIFY THE ASSESSMENT OPTION FOR THE SPECIAL STREET LIGHTING DISTRICTS FOR FISCAL YEAR 2026 AND LEVY AND ASSESS ALL PROPERTY WITHIN THE DISTRICTS

WHEREAS, MCA § 7-12-4301 et seq. authorizes the City Commission to create Special Improvement Lighting Districts for the purpose of lighting streets or public highways;

WHEREAS, the City Commission of the City of Helena, Montana, has created Special Improvement Districts for the purpose of providing street lighting;

WHEREAS, the lots or parcels of land in said Special Street Lighting Districts are to be assessed to defray the cost of installing and maintaining the said improvements, each lot or parcel of land in each district is to be assessed for that part of the whole cost which its area bears to the area of the entire district, exclusive of streets, alleys, and public places; and

WHEREAS, a list of all lots or parcels of land assessed, with the name of the owner thereof, if known, description of the lots or parcels of land and the amount levied thereon set opposite, is maintained by the Finance Department for the City of Helena.

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

Section 1. It is the intention of the City Commission to

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

adopt a resolution levying an assessment upon all lots or parcels of land in the Special Street Lighting Districts to defray the cost of installing and maintaining said improvements for fiscal year 2025. The fiscal year 2026 assessment rates for the Special Street Lighting Districts upon all lots or parcels of land in said districts are proposed as follows:

<u>District</u>	<u>Per. SQ. FT.</u> <u>Assessment</u>		<u>District</u>	<u>Per. SQ. FT.</u> <u>Assessment</u>		<u>District</u>	<u>Per. Lineal</u> <u>Ft.</u> <u>Assessment</u>
164	\$ 0.007163		222	\$ 0.035606		224	\$ 2.014124
173	\$ 0.004049		223	\$ 0.004918		304	\$ 0.416460
192	\$ 0.006690		225	\$ 0.027422			
193	\$ 0.029363		226	\$ 0.005484			
200	\$ 0.012268		264	\$ 0.038411			
201	\$ 0.010589		269	\$ 0.014929			
202	\$ 0.013077		306	\$ 0.011489			
203	\$ 0.011329		351	\$ 0.010148			
204	\$ 0.013322		357	\$ 0.006734			
205	\$ 0.026919		358	\$ 0.004966			
206	\$ 0.011112		359	\$ 0.018687			
207	\$ 0.007890		359A	\$ 0.005778			
208	\$ 0.007718		360	\$ 0.007815			
209	\$ 0.017162		361	\$ 0.008075			
210	\$ 0.004464		362	\$ 0.011333			
211	\$ 0.006129		362A	\$ 0.013326			
212	\$ 0.005980		363	\$ 0.009337			
213	\$ 0.009222		364	\$ 0.010988			
214	\$ 0.009187		364A	\$ 0.013551			
215	\$ 0.010783		365	\$ 0.023298			
216	\$ 0.007499		383	\$ 0.000790			
217	\$ 0.010189		385	\$ 0.011121			
218	\$ 0.036680		389	\$ 0.010774			
219	\$ 0.024534		390	\$ 0.006712			
220	\$ 0.020559		398	\$ 0.008379			
221	\$ 0.025264		399	\$ 0.026746			

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 2. The lots or parcels of land to be assessed are those shown on the list of all lots or parcels of land maintained by the Finance Department for the City of Helena. The list includes the description of the lots or parcels of land, the name of the owner, if known, and the amount levied thereon. The lots or parcels of land to be assessed do not include cemetery lands owned by associations. The assessable lots or parcels of land are all such other lots or parcels of land inside the City limits.

Section 3. If a property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 4. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M. and via Zoom Meeting at webinar ID: <https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time all interested parties may appear and express their views of approval or disapproval on the proposed assessment option and amounts of assessments proposed to be levied.

Section 5. The Clerk of the Commission is authorized and directed to cause notice of the passage of this resolution of intention as provided in §7-12-4329, MCA.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 4th DAY OF AUGUST, 2025.

MAYOR

ATTEST:

CLERK OF THE COMMISSION

City of Helena, Montana

**August 4, 2025
Commission Meeting**

To: Mayor Colins, Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider a Resolution of Intention to levy and assess properties to recover the cost of removal of snow and ice from sidewalks on the adjacent public rights-of-way for Tax Year 2025.

Present Situation: The City removed snow and ice from sidewalks adjacent to four (4) properties during the winter season of 2024-2025 that went unpaid after being invoiced for the service. These property owners received written notice of the amounts owed and have not paid the costs.

Total assessments to be applied to property tax bills is \$1,043.84 for Tax Year 2025.

Background Information: The City Commission passed Ordinance No. 3210 June 15, 2015, codified at Title 7, Chapter 8, Helena City Code, which amended property owners' responsibilities for removing snow and ice from adjacent sidewalks on public rights-of-way and created a civil enforcement procedure that allowed for the City of Helena to remove snow and ice from sidewalks on public rights-of-way when the adjacent property owner fails to comply and bill the adjacent property owner for those removal costs in addition to a civil penalty of fifty dollars (\$50.00) or thirty percent (30%) of such costs, whichever is greater.

Proposal/Objective: Consider a Resolution of Intention to levy and assess properties to recover the cost of removal of snow and ice from sidewalks on the adjacent public rights-of-way, and to set a public hearing date.

The proposed assessment will levy and assess four (4) properties to recover the costs of removal of snow and ice from sidewalks adjacent to such properties, pursuant to 7-8-1 [E] and [H], Helena City Code.

Advantage: Approval of the resolution of intention will allow the City to advertise the required notices and hold a public hearing to obtain public input on the snow and ice removal assessments and to recover the cost of removal.

Notable Energy Impact: N/A

Disadvantage:

Cost to property owner(s)

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to Approve a Resolution of Intention to levy and assess properties to recover the cost of removal of snow and ice from sidewalks on the adjacent public rights-of-way for Tax Year 2025, and to set a public hearing date for August 18, 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION OF INTENTION TO LEVY AND ASSESS PROPERTIES TO RECOVER THE COST OF REMOVAL OF SNOW AND ICE FROM SIDEWALKS ON THE ADJACENT PUBLIC RIGHTS-OF-WAY FOR TAX YEAR 2025

WHEREAS, the City Commission passed Ordinance No. 3210 on June 15, 2015, codified at Title 7, Chapter 8, Helena City Code, which amended property owners' responsibilities for removing snow and ice from adjacent sidewalks on public rights-of-way and created a civil enforcement procedure that allowed for the City of Helena to remove snow and ice from sidewalks on public rights-of-way when the adjacent property owner fails to comply and bill the adjacent property owner for those removal costs in addition to a civil penalty;

WHEREAS, the City removed snow and ice from sidewalks adjacent to four (4) properties during the winter season of 2024-2025 that were given written notice of amounts owed for costs of snow removal and have not paid;

WHEREAS, the properties' owners have not paid the costs to remove snow and ice from the sidewalk adjacent to their property; and

WHEREAS, it appears to be in the best interests of the City of Helena, Montana, and the inhabitants thereof, that adjacent

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

property owners who failed to timely remove snow and ice be assessed the costs of such work and a civil penalty of \$50.00 or thirty percent (30%) of such costs, whichever is greater.

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

Section 1. That it is the intention of the City Commission to levy and assess the below listed properties to recover the costs of removal of snow and ice from sidewalks adjacent to such properties, pursuant to 7-8-1(E) and (H), Helena City Code as follows:

TAX ID	REMOVAL COST	PENALTY	TOTAL ASSESSMENT
2859	\$120.46	\$50.00	\$170.46
2859	\$120.46	\$50.00	\$170.46
5737	\$228.51	\$68.55	\$297.06
6810	\$166.61	\$50.00	\$216.61
7310	\$139.25	\$50.00	\$189.25

Section 2. If the property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

Section 3. The Helena City Commission will hold a public hearing on this matter on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana, at 6:00 P.M.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

and via Zoom Meeting at webinar ID:
<https://zoom.helenamt.gov/c/36053471/publicmeetings> at which time
all interested parties may appear and express their views of
approval or disapproval on the proposed assessment option and
amounts of assessments proposed to be levied.

Section 4. That notice of the passage of this Resolution of
Intention shall be given by publishing as required in §7-1-4127
MCA.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 4th DAY OF AUGUST, 2025.**

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: YFLuzcDCLFRDBTzbtVCL | **Proof Updated: Jul. 28, 2025 at 04:42pm MDT**
Notice Name: Tax Year 2025 Snow Removal Assessments

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
Record

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City of Helena Public Hearing Notice

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A RESOLUTION LEVYING AN ASSESSMENT ON PROPERTIES TO RECOVER THE COST OF REMOVAL OF SNOW AND ICE FROM SIDEWALKS ON THE ADJACENT PUBLIC RIGHTS-OF-WAY FOR TAX YEAR 2025.

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP

City of Helena, Montana

**August 18, 2025
Commission Meeting**

To: Mayor Colins, Helena City Commission

From: Sheila Danielson, Finance Director

Subject: Consider A Resolution Levying an Assessment on Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax year 2025.

Present Situation:

In the last fiscal year, nine (9) property owners entered into agreements for zero percent loans for the purpose of purchasing and installing energy efficient upgrades to their residences.

The City currently has fifty-eight (58) loans outstanding to be collected for Tax Year 2025 for a total amount of \$62,382.26.

Since the inception of the loan program, the City has issued 65 interest-free loans for a total amount of \$722,415. The outstanding balance of all loans as of June 30, 2025 is \$408,931.

Background Information:

On October 5, 2015, the Commission created a Residential Energy Efficiency and Renewable Energy Loan Program. The program provides zero interest loans to residential property owners within the City of Helena for the purpose of purchasing and installing energy efficiency upgrades and renewable energy systems.

Resolution No. 20218 requires that all loans be amortized for ten (10) years and repaid by the residential property owners through levying assessments upon all properties that have received loans under the Program. Prior to receiving loan funds under the Program, the residential property owners entered into loan agreements wherein they agreed and consented to the City levying an annual assessment on their properties for ten (10) years to recoup the amount of the loans, and the property owners further agreed to waive the right to protest such an annual assessment.

Proposal/Objective:

Consider a Resolution Levying an Assessment on Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax year 2025.

Advantage:

Recovering the amortized amounts of the Residential Energy Efficiency and Renewable Energy Loans made to the residential property owners receiving the loans, to be assessed in Tax Year 2025.

Notable Energy Impact:

Conservation of energy and promotion of renewable energy.

Disadvantage:

N/A

Notice of Public Hearing:

True

**Staff Recommendation/
Recommended Motion:**

Move to approve a Resolution Levying an Assessment on Properties to Recover the Amortized Loans issued under the Residential Energy Efficiency and Renewable Energy Loan Program for the Tax Year 2025.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO.

A RESOLUTION LEVYING AN ASSESSMENT ON PROPERTIES TO RECOVER THE AMORTIZED LOANS ISSUED UNDER THE RESIDENTIAL ENERGY EFFICIENCY AND RENEWABLE ENERGY LOAN PROGRAM FOR TAX YEAR 2025

WHEREAS, the City Commission passed Resolution No. 20218 on October 5, 2015, which created a Residential Energy Efficiency and Renewable Energy Loan Program ("Program");

WHEREAS, the Program provides zero interest loans to residential property owners within the City of Helena for the purpose of purchasing and installing energy efficiency upgrades and renewable energy systems;

WHEREAS, Resolution No. 20218 requires that all loans be amortized for ten (10) years and repaid by the residential property owners through levying assessments upon all properties that have received loans under the Program;

WHEREAS, prior to receiving loan funds under the Program, the residential property owners entered into loan agreements wherein they agreed and consented to the City levying an annual assessment on their properties for ten (10) years to recoup the amount of the loans, and the property owners further agreed to waive the right to protest such an annual assessment; and

WHEREAS, it appears to be in the best interests of the City

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

of Helena, Montana, and the inhabitants thereof, that the residential property owners who have received Program loans be assessed for the 2025 tax year.

WHEREAS, a public hearing on this resolution was held by the City Commission on August 18, 2025, in the Commission Chambers at 316 North Park Avenue in Helena, Montana at 6:00 P.M.

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

Section 1. To recover the amortized amounts of the Residential Energy Efficiency and Renewable Energy Loans made to the residential property owners specified below, the City Commission hereby levies an assessment for Tax Year 2025 as follows:

Tax ID	FINAL Loan Amount	Tax Year 2025 Assessment
3428	11,626.20	1,162.62
6470	12,000.00	1,200.00
2093	11,761.86	1,176.15
889	8,000.00	800.00
4624	11,509.19	1,150.91
18625	10,397.59	1,039.75
9175	12,000.00	1,200.00
6169	6,924.46	692.41
1745	12,000.00	1,200.00
4022	12,000.00	1,200.00
37517	12,000.00	1,200.00

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Tax ID	FINAL Loan Amount	Tax Year 2025 Assessment
904	11,579.00	1,157.90
20409	7,500.00	750.00
4071	7,538.30	753.83
4048	12,000.00	1,200.00
1492	10,322.00	1,032.20
2694	12,000.00	1,200.00
43422	12,000.00	1,200.00
2714	12,000.00	1,200.00
2618	11,095.00	721.00
6891	12,000.00	1,200.00
7136	11,000.00	1,100.00
45072	12,000.00	1,200.00
2487	12,000.00	1,200.00
3340	9,781.50	978.15
264	7,570.00	757.00
888	9,246.00	924.60
30259	12,000.00	1,200.00
19964	12,000.00	600.00
18658	12,000.00	1,200.00
7745	7,812.37	781.24
48094	11,928.00	596.40
2502	12,000.00	1,200.00
42545	12,000.00	1,200.00
153	8,500.00	850.00
437	12,000.00	1,200.00
7043	12,000.00	1,200.00
1143	12,000.00	1,200.00
43812	12,000.00	1,200.00
1936	12,000.00	600.00
6801	12,000.00	1,200.00
29001	12,000.00	1,200.00
6817	11,581.00	1,158.10
3793	12,000.00	1,200.00
23909	12,000.00	1,200.00
311	12,000.00	1,200.00
6760	12,000.00	1,200.00
4015	12,000.00	1,200.00
3874	12,000.00	1,200.00
2033	10,000.00	1,000.00
42649	12,000.00	1,200.00
18	12,000.00	1,200.00
5257	12,000.00	1,200.00
7513	12,000.00	1,200.00
22122	8,000.00	800.00
5676	12,000.00	1,200.00
4287	10,000.00	1,000.00
5451	12,000.00	1,200.00

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol.

Section 2. If the property is not chargeable for the assessment described above by reason of state or federal law, said property shall be exempt from the assessment.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 18th DAY OF AUGUST, 2024.

MAYOR

ATTEST:

CLERK OF THE COMMISSION



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: tKpSG3gSPRjMhApVHg3k | **Proof Updated: Jul. 27, 2025 at 10:15am MDT**
Notice Name: Tax year 2025 Renewable Energy Assessments

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

CITY OF HELENA CITY OF
HELENA
sdanielson@helenamt.gov
(406) 447-8417

FILING FOR

Helena Independent
Record

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See Proof on Next Page

City of Helena Public Hearing Notice

The Helena City Commission will hold a public hearing at **6:00 p.m. on August 18 th , 2025, at 6:00 PM** in the City of Helena Commission Chambers at 316 N. Park Avenue, Helena, MT 59623, and via **ZOOM Meeting at ID:** <https://zoom.helenamt.gov/j/36053471/publicmeetings> to find your local number please go to <https://us02web.zoom.us/j/36053471> , to consider the following:

A RESOLUTION TO LEVY AND ASSESS PROPERTIES TO RECOVER THE AMORTIZED LOANS ISSUED UNDER THE RESIDENTIAL ENERGY EFFICIENCY AND RENEWABLE ENERGY LOAN PROGRAM FOR TAX YEAR 2025

The Resolution may be viewed in City County Administration Building, 316 North Park, Avenue, Room 302, Helena, MT 59623. All residents and taxpayers may attend the meeting and be heard for or against any part of the Resolution. For further information, please call Sheila Danielson, City Finance, at 447-8390.

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:

(406) 447- 8028
TTY Relay Service 1-800-253-4091 or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623
August 5, 16, 2025 ##### MNAXLP