



City of Helena

ADMINISTRATIVE MEETING

August 27, 2025 - 4:00 PM

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

AGENDA

1. **Call to Work Session, introductions**
2. **Communications from the Helena Citizens Council**
3. **City Manager's Report**
 - a. Strategic Plan Update
4. **Commission comments, questions**
5. **Department Reports**
 - a. Extension to the City Manager Employment Agreement
 - b. Pay Plan History and Background
 - c. Transportation Systems - Mini-Malfunction Design Update
 - d. Tax Abatement Request for new development of a garage with a dwelling unit at 3 Washington Place, Helena, MT.
 - e. Tax Year 2025 Mill Levy Presentation
 - f. Presentation of a proposed resolution distributing Capital Hill Urban Renewal District Tax Increment Financing funds to D&M Development, LLC.
6. **Public Comment**
7. **Commission discussion and direction to the City Manager**
8. **Adjourn**

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

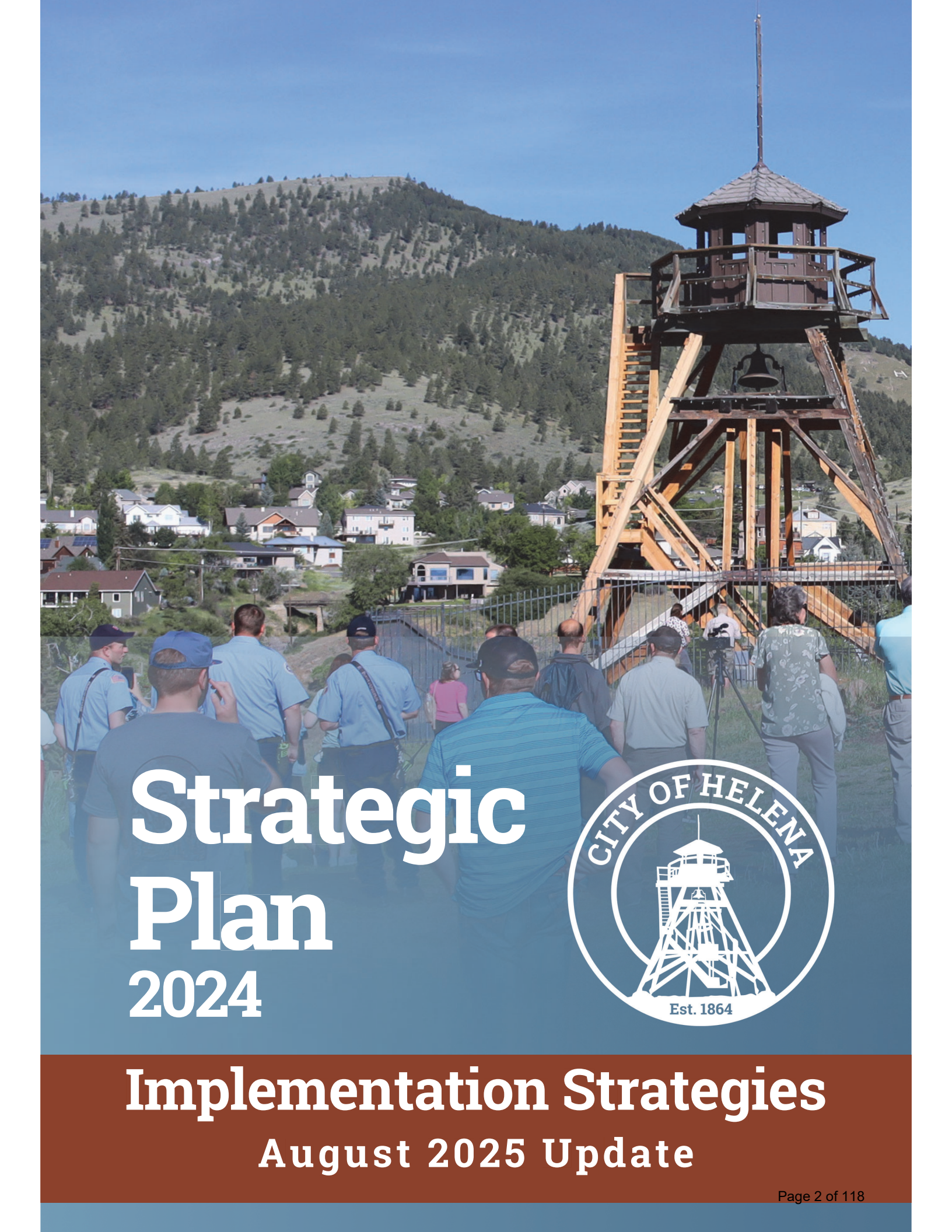
Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

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

Email: citycommunitydevelopment@helenamt.gov

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



Strategic Plan 2024



Implementation Strategies

August 2025 Update

The following strategies have been identified as priorities for accomplishing the goals identified in the City's Strategic Plan.

Please note, not all of these projects have been allocated funding. Many of these action items will require the City Commission to approve funding in a future fiscal year to move forward.



Maintain and Improve City Services to Residents

Strategy	Action	Resources	Year	Departments
Digitize Interface with Residents	Implement CAD/RMS System	Staff / Budget / Commission	Complete	Police / Fire
	Establish Process for Resident Communication Routing and Confirmation	Staff	2024-2026	Clerk of the Commission / City Manager's Office
	Improve Accountability of Public Information Requests	Staff	2024-2026	Clerk of the Commission / City Manager's Office
	Digitization of Public Records Request Process and Public record access through online portal	Staff / Budget / Commission	Ongoing	Clerk of the Commission (All)
	Full Implementation of Civic Access for process transparency and permitting/licensing efficiency	Staff / Budget / Commission	Complete	Community Development / Finance
	Interactive Development Explorer/Development Dashboard/Development Portal Page	Staff	Complete	Community Development / Public Works / Transportation Systems
	Implement Utility Billing Module within ERP system	Staff / Budget / Commission	2024-2025	Finance / Public Works
	Update/Replace meter reading infrastructure & software	Staff / Budget / Commission	2025	Finance / Public Works
	Digitization of historic records / digitizing City – Wide Process through M-Files (Resolutions, Ordinances, Agreements)	Staff / Budget / Commission	Ongoing	Clerk of the Commission
	Implementation of Electronic Meeting Policy	Staff / Commission	Complete	Clerk of the Commission
	Agenda Management Software Conversion and integration with M-Files / Zoom Sessions Upgrade	Staff / Budget / Commission	2025	Clerk of the Commission / City Manager's Office (All)





Maintain and Improve City Services to Residents

Strategy	Action	Resources	Year	Departments
Improve Community Engagement	Accomplish a better balance of proactive and reactive policing	Staff	Ongoing	Police
	Develop chain of command regarding responding to the public	Staff	Complete	Police
	Explore the use of Beat Map to distribute calls in a more predictable manner	Staff	Complete	Police
	Create public response form to facilitate responding to public requests and questions	Staff	In progress	Police
	Update the City's Public Participation Plan via the MPO Long Range Transportation Plan	Staff	In progress	Transportation
Community Risk Reduction	Strengthen readiness, mitigation and response to Wildland Urban Interface Fires.	Staff	Ongoing	Fire / Parks, Recreation and Open Lands
	Re-establish annual fire inspections of schools and commercial occupancies	Staff	2024-2026	Fire
	Develop detailed processes, including handouts, for assisting developers in understanding specific Fire Code requirements for all aspects of development in the city.	Staff	2024-2026	Fire
Provide Accountability	Establish Status Hearings for clients to explain their circumstances regarding the progress they are making in their sentencing requirements.	Staff	On-going	Municipal Court





Maintain and Improve City Services to Residents

Strategy	Action	Resources	Year	Departments
Modernize Internal Processes	Update City Code / Standards	Staff / Commission	2024-2026	Community Development / Public Works / Transportation / City Attorney / Clerk of the Commission
	Digitization of internal workflow for Ordinances / Codification	Staff	Completed	Clerk of the Commission / City Attorney
	Centralization and digitization of Legislative process for Public Hearings; Legal Ads; Public Testimony	Staff	In progress	Clerk of the Commission / City Attorney
	Improve Visibility of Asset Management and Planning Documents – Archiving Planning documents into Public access vaults of M - Files	Staff / Budget / Commission	Ongoing	Public Works /Transportation /Parks / Community Facilities / Clerk of the Commission
	Revision/modernization of the City's Public records retention and destruction policy according to newly reformed SOS guidelines	Staff / Budget / Commission	2025-2026	Clerk of the Commission
	Implementation of Public Decorum Policy	Staff	2024-2026	Clerk of the Commission/City Attorney
	City Wide Boards and Committees Project	Staff / Commission	Ongoing	Clerk of the Commission / City Manager
	Implement new Payroll within ERP system	Staff / Budget / Commission	Complete	All
	Expand use of M-Files	Staff / Commission / Budget	2024-2026	All
	Launch public facing Citian page	Staff / Budget / Commission	In progress	Transportation
	Provide alternative options to traditional sentencing	Staff / Community Partners	Ongoing	Municipal Court



Maintain and Improve City Services to Residents

Strategy	Action	Resources	Year	Departments
Establish right size Police and Fire staff, and infrastructure to meet service demand.	Explore funding mechanisms for public safety personnel.	Staff / Commission / Budget	2024-2025	Police / Fire
	Design and construct Station 3 with Training Facility.	Staff / Commission / Budget	2024-2026	Fire / Finance / Public Works
Implement REAL Institute Principles	Review all ordinances and resolutions to ensure inclusive language	Staff / Commission	2024-2026	All
	Review ordinances, programs, contracts, etc. to ensure language and process are inclusive	Staff / Commission	2024-2026	All
Expand Transit System	Add hours, staffing, and increase service area.	Staff / Commission / Budget	2024-2026	Transportation
Improve accessibility to court information	Website improvement	Staff	Completed	Municipal Court
Improve accessibility to court hearings	Zoom hearings are provided to those unable to make it to court for various life reasons	Zoom	Completed	Municipal Court
Solidify fiscal policies to promote internal controls and accountability	Codify Debt Service Policy	Staff / Commission	2024-2025	Finance / City Manager
	Codify Financial Policies	Staff / Commission	2024-2026	Finance / City Manager
	Codify Investment Policy	Staff / Commission	Completed	Finance / City Manager
	Codify Procurement Policy	Staff / Commission	2024-2025	Finance / Transportation Systems / Public Works / City Attorney / City Manager





Holistic Commercial and Residential Development

Strategy	Action	Resources	Year	Departments
Integrate Development Process	Create After Action Reports with Commission	Staff	2024-2025	Community Development / Transportation Systems / Public Works
	Finetune Permitting Process	Staff	Ongoing	Community Development / Transportation Systems / Public Works
	Strengthen Relationships with Development and Engineering Communities	Staff	Ongoing	Community Development / Transportation Systems / Public Works
	Update Land Use approval and development processes and workflow charts	Staff	Complete	Community Development / Transportation Systems / Public Works
	Utilize new digital platforms for review/approvals	Staff	Complete	Community Development
	Increase visibility to standards and processes	Staff	2025	Public Works / Transportation Systems
Build Capacity for Legal Support	Training for attorneys in this subject	Staff / Budget	2024-2025	City Attorney's Office





Holistic Commercial and Residential Development

Strategy	Action	Resources	Year	Departments
Promote Neighborhood Vitality	Update City Code / Engineering Standards	Staff	2025	Community Development / Transportation Systems / Public Works / City Attorney / Clerk of the Commission
	Draft a Land Use Plan per MLUPA	Staff / Budget / Commission	2024-2025	Community Development
	Update Zoning Ordinance, Subdivision Regulations, and process in accordance with mandates and MLUPA	Staff / Budget / Commission (consultant)	2027	Community Development / City Attorney



Be the Employer of Choice

Strategy	Action	Resources	Year	Departments
Offer Competitive Compensation Package	Establish Competitive Market Based pay Plan	Staff / Commission / Budget	2024-2026	Human Resources
	Maintain Competitive and Attractive Benefits	Staff / Commission / Budget	Ongoing	Human Resources
Cultivate Healthy Cohesive Support Culture	Offer supervisory and leadership professional development.	Staff	Ongoing	Human Resources
	Explore Work Schedule Flexibility	Staff / Commission	2026	Human Resources
Implement REAL Institute Principles	Review all ordinances and resolutions to ensure, where appropriate, reference to inclusive categories	Staff / Commission	2024-2026	All
	Review hiring materials/brochures/ads to ensure language is inclusive	Staff / Commission	2024-2026	All
Hire and Retain Excellent Employees	Establish succession plans – advancement-promotion tracks/internships/mentorships/apprentice programs.	Staff / Commission / Budget	2024-2026	Human Resources
	Offer Professional Development Opportunities	Staff / Commission / Budget	Ongoing	Human Resources
	Reward staff enthusiasm for and commitment to the City.	Staff	2025	Human Resources
	Evaluate permanent establishment of an employee position / matrix and compensation committee.	Staff	Complete	Human Resources (All)
Implement Digital Interface / Efficiencies	Complete transition to HR module in ERP System.	Staff	Complete* *Additional functions will be phased in	Human Resources



Maintain and Improve City Infrastructure

Strategy	Action	Resources	Year	Departments
Implement Long Range Transportation Plan	Update Plan Including Staffing / Rate Study	Staff / Budget / Commission	2025-2026	Transportation
	Establish Comprehensive Sidewalk Program	Staff / Budget / Commission	2024-2026	Transportation
Improve Transportation Systems	Mini-Malfunction Junction – Design	Staff / Budget / Commission	In progress	Transportation
	Mini-Malfunction Junction – Construction	Staff / Budget / Commission	2025-2026	Transportation
	Explore the creation of a dust mitigation program	Staff / Budget / Commission	Complete	Transportation
	Expand Mill/Overlay and Chip Seal programs to address aging roadways	Staff	Ongoing	Transportation
	Provide responsive service in dirt street grading, snow plowing, pothole repair, sweeping, and leaf pickup	Staff	Ongoing	Transportation
	Use State-Local Infrastructure Partnership Act funds to support the City's ADA compliance program.	Staff / Budget / Commission	Complete	Transportation
	Complete Plan Using Railroad Crossing Elimination Grant	Staff / Budget / Commission	Ongoing	Transportation





Maintain and Improve City Infrastructure

Strategy	Action	Resources	Year	Departments
	Complete plan for Eastside Connector Using BUILD Grant	Staff/Budget/Commission	Ongoing	Transportation
Develop Strategic Plans for Facilities	Implement Work Plan to complete Community Facilities projects	Staff	Complete	Community Facilities
	Establish Capital Improvement Plan Priorities	Staff	Ongoing	Community Facilities
	Develop a comprehensive Parks Master Plan	Staff / Budget / Commission	In progress	Parks and Recreation
Upgrade City Facilities	Install air-conditioning system in Civic Center	Staff / Budget / Commission	2024-2026	Community Facilities
	Complete restoration of the City's Fire Tower.	Staff / Budget / Commission	Complete	Parks, Recreation and Open Lands
	Replace Ballroom floor at the Civic Center	Staff / Budget / Commission	2026	Parks, Recreation and Open Lands / Community Facilities
	Repave North parking lot at the Civic Center	Staff / Budget / Commission	2026	Parks, Recreation and Open Lands / Community Facilities
	Rebuild tennis courts at Kay McKenna Park	Staff / Budget / Commission	2025	Parks, Recreation and Open Lands
	Replace playground equipment at Pioneer Park	Staff / Budget / Commission	2026	Parks, Recreation and Open Lands
Improve accessibility to City Facilities	ADA upgrades to City-County Building North Parking lot	Staff	2024-2025	Community Facilities
Complete Master Planning Efforts	Integrated Solid Waste Master Plan	Staff / Budget / Commission	Complete	Public Works





Maintain and Improve City Infrastructure

Strategy	Action	Resources	Year	Departments
	Wastewater Treatment Master Plan	Staff / Budget / Commission	In progress	Public Works
	Solid Waste Rate Study	Staff / Budget / Commission	In progress	Public Works
	Joint Growth Policy Infrastructure Study	Staff / Budget / Commission	In progress	Public Works
Improve Treated Water System	Design Red Mountain Flume upgrades to increase water retention	Staff / Budget / Commission	2024-2025	Public Works
	Replace headgates in the Ten Mile watershed	Staff / Budget / Commission	2024-2025	Public Works
	Replace Ten Mile Water Treatment Plant filter	Staff / Budget / Commission	Complete	Public Works
	Replace Cross-Town Connector	Staff / Budget / Commission	2024-2025	Public Works
	Eureka Well Reconstruction	Staff / Budget / Commission	Complete	Public Works
	Complete Groundwater Well project	Staff / Budget / Commission	2024-2025	Public Works
	Reconstruct Ten Mile pump house	Staff / Budget / Commission	Complete	Public Works
	Replace Ten Mile Transmission Main	Staff / Budget / Commission	2026	Public Works
	Explore implementation of Service Line Program where the City covers Right of Way.	Staff / Budget / Commission	2024-2025	Public Works





Maintain and Improve City Infrastructure

Strategy	Action	Resources	Year	Departments
Improve Wastewater Treatment System	Complete facility improvements to Wastewater Treatment Facility (Scum Pump, Digester, Bioreactor Basin Blowers)	Staff / Budget / Commission	2024-2025	Public Works
	Finish designing Heat Exchanger.	Staff / Budget / Commission	2024-2025	Public Works
	Install Airport Gravity Main	Staff / Budget / Commission	2026	Public Works
Improve Solid Waste Infrastructure	Construct new truck storage facility	Staff / Commission / Budget	2025-2026	Public Works
Improve Utility Maintenance Infrastructure	Manhole replacement	Staff / Commission / Budget	Ongoing	Public Works
	Continue with hydrant replacement project	Staff / Commission / Budget	Ongoing	Public Works
Support City Sustainability Goals	Solar Panels at Bill Roberts	Staff / Commission / Budget	2024-2025	Public Works / Parks, Recreation and Open Lands
	Invest in increased capacity for composting	Staff / Commission / Budget	2026	Public Works
	Explore adding a recycling bailing facility	Staff / Commission / Budget	2026	Public Works
	Install Bioreactor Mixers for Wastewater Treatment facility	Staff / Commission / Budget	Complete	Public Works
	Initiate Food Waste Pilot Project	Staff	2024-2025	Public Works

City of Helena, Montana

August 18, 2025

To: Mayor Collins and the Helena City Commission

From: *City Attorney, Becky Dockter*

Agenda Category: *Regular Item*

Subject: *Extension to the City Manager Employment Agreement*

Present Situation: The City Manager Employment Agreement is scheduled to expire on March 31, 2026. The Commission desires to extend the Employment Agreement to employ Tim Burton for eighteen months past the expiration of the current Employment Agreement terminating on September 30, 2027.

Background Information: The City Manager search has taken several months to complete in the past. In addition, there will be a new Commissioner and Mayor starting in January that may have to focus on learning the roles and responsibilities of their positions. To avoid also having a City Manager search ongoing at the same time would allow them to focus on training. The current Employment Agreement allows for an extension of the Agreement at any time.

Proposal/Objective: To consider and approve the 18-month extension of the City Manager Employment Agreement to allow Tim Burton to continue to September 30, 2027 in the current role and allow all other provisions of the Employment Agreement to remain the same.

Advantage: Continue with the current stability of the City Manager position.

Notable Energy Impact: *None.*

Disadvantage: *None.*

Notice of Public Hearing: *False*

**Staff Recommendation/
Recommended Motion:** *No motion at this time.*

EMPLOYMENT AGREEMENT AMENDMENT

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 **TIMOTHY BURTON**, (“Employee”). The City and Employee may be collectively referred to as “Parties” or individual as “Party.”

RECITALS

WHEREAS, the City, through its governing body, the Helena City Commission (City Commission), desires to extend the Employment Agreement to employ the services of a City Manager for the City pursuant to Article III of the Charter of the City of Helena for an additional eighteen (18) month term commencing at the expiration date (March 31, 2026), of the initial Employment Agreement;

WHEREAS, the Parties agree this Agreement Amendment incorporates any and all provisions of the initial Employment Agreement, except that it amends SECTION 1 – TERM.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein and within the initial Employment Agreement, the Parties agree to the following amended SECTION 1- TERM:

SECTION 1 - TERM

This Agreement will be for an eighteen (18) month period which will begin on April 1, 2026 and will end on September 30, 2027. Upon written mutual consent of both Parties, this Agreement may be renewed at any time prior to the expiration hereof under terms and conditions separately agreed to by the Parties. This renewal option, however, does not require or otherwise guarantee employment beyond this term.

IN WITNESS WHEREOF, the Parties have caused this Agreement Amendment to be signed and executed this day and first above written.

CITY OF HELENA, MONTANA

By: _____
Wilmot J. Collins, Mayor

Dannai Clayborn, City Clerk

Timothy Burton, Employee

DRAFT

City of Helena, Montana

08/04/2025

To: Tim Burton, City Manager

From: Renee McMahon, Human Resources Director

Subject: Pay Plan History and Background

Present Situation: In our Strategic Plan, the City of Helena commits to "Be an Employer of Choice." A critical component of being an employer of choice is to offer employees competitive, fiscally responsible wages. The City is proposing an updated pay plan to support this strategic goal in alignment with the Compensation Philosophy.

Background Information: Through the City's commitment to offer competitive wages, a Compensation Philosophy has been adopted, wage studies have been conducted, a Compensation Committee has been formed, and wage analyses have been conducted. With this foundational work, it has been determined that an updated pay plan will provide much needed structure for years to come.

Proposal/Objective: This presentation will provide the Commission context in the development of updated pay and compensation plans and procedures.

Advantage: Considerations in developing updated pay and classification systems:
Keep elements that are easily understood and predictable
Develop processes to objectively evaluation job content (point-factoring job analysis)
Promote successful recruitment and retention
Provide competitive market wages

Notable Energy Impact: N/A

Disadvantage: N/A

Quasi-Judicial Item: False

Notice of Public Hearing: False

**Staff Recommendation/
Recommended Motion:** This presentation will provide the Commission context in the development of updated pay and compensation plans and procedures. The next presentation on this topic will provide details of a proposed updated pay and classification system.

Pay Plan Update:

History and Background

Commission Administrative Meeting
August 27, 2025

Renee McMahon,
Human Resources Director



Background

History

- One of the City of Helena's 2023 Strategic Goals includes "Be the Employer of Choice"
- A major strategy in achieving this goal is to "Establish Competitive Market Based Pay Plan"
- The City engaged services with CMS to conduct a market wage analyses and provide direction in developing a new pay plan

Implementation Strategy

- ✓ Compensation Philosophy Developed
- ✓ Compensation Committee Established
- ✓ Wage studies conducted 2023 and 2024
- In progress: Update pay matrix so that it is
 - Internally equitable
 - Externally competitive
 - Affordable and sustainable
 - Legally defensible



Compensation Update



Project Objectives

Develop a compensation plan that:

- ✓ Motivates employees to perform to the best of their competencies, abilities, and skill sets.
- ✓ Is fiscally responsible, demonstrates sound stewardship of community resources, and is financially and operationally sustainable over time.
- ✓ Is fair, complies with the City of Helena's Equal Opportunity in Employment policy, and assures equal pay for equal work.
- ✓ Defines and determines the competitive market position of the City of Helena.
- ✓ "Market" reflects the relative labor market to include geographic location, employer size and type, qualifications required of position, and competitive nature of position.
- ✓ Provides a total compensation package that includes benefits that supports employees throughout their employment lifecycle and lifestyle: wages, leave package, retirement, insurance offerings, and wellness programs.
- ✓ Supports a pay plan that is nimble and responsive to market and economic demands



Compensation Philosophy

City of Helena Compensation Committee

Background:

In its Strategic Plan, the City of Helena commits to “Be an Employer of Choice.” An instrumental component of being an “Employer of Choice” is offering employees a competitive compensation package to include wages and benefits.

Through wage studies and commitment to maintain competitive benefits, the City is committed to realizing competitive wages and benefits for its employees while also being fiscally responsible. The city realizes that it will take time to fully implement our wage and benefit goals given available funding via the financial formula for funding the city.

Purpose:

The City of Helena Compensation Committee provides to its City Manager, advice and recommendations on the administration of the city's compensation suite. Compensation refers to the total rewards package that City of Helena employees receive to include both **direct compensation** (such as salary and wages) and **indirect compensation** (such as benefits including health insurance). In their deliberations, the committee ensures alignment with the city's Strategic Plan, Compensation Philosophy and workforce needs, and that the city's pay and benefits are fair, competitive, and financially sustainable.



Compensation Committee

City of Helena Compensation Committee

Members:

- a. Renee McMahon, HR Director, Permanent Role
- b. Angie Benedetti, HR Generalist, Permanent Role
- c. David Knoepke, Transportation Director
- d. Brad Langsather, Open Lands Manager
- e. Cory Bailey, Assistant Chief of Police
- f. Ryan Leland, Public Works Director
- g. Sheila Danielson, Finance Director, Permanent Role
- h. Kim Mack, Chief Building Official
- i. Recently added:
 - i. Dave Maslowski, IAFF Local #448 member
 - ii. Steve Cornish, HPPA member

Meetings:

When a large initiative is being contemplated (e.g., pay plan updates, benefit changes, etc.), the Compensation Committee may meet monthly or more regularly. Otherwise, committee may meet quarterly or as needed to address pay and benefits-related issues.

Committee will hear and make recommendations on job evaluation reconsiderations.



Compensation Committee

2023 Survey and Market Study

2023 Survey and Market Study began November 2022, completed January 2023.

Surveyed 77 City positions and used available wage databases

Survey participants: Montana city and county municipalities, local organizations, State of Montana, contingent states (ID, WY, SD, ND) cities with similar tax base and/or populations.

Findings:

City of Helena's Step 3 wages about 88% of the market on an overall average.

City of Helena's *actual incumbent wages* for survey titles about 93.2% of the market (Steps 4 and 5).

Some positions were below 88% of market at Step 3.

Step 1 ~ 78% of average market wages.

Results:

City of Helena used the results of the study to place positions lower than 88% of market at Step 3 to the pay grade closest to reflecting 88% of market at Step 3.

2024 Market Study

2023 Survey and Market Study began March 2024, completed May 2024.

Findings:

City of Helena's Step 3 wages increased from about 88% to 91% of the market on an overall average.

City of Helena's *actual incumbent wages* for survey titles stayed at about 93% of the market (Steps 3 and 4).

Some positions were below 91% of market at Step 3.

Step 1 ~ 81% of average market wages.

Results:

City of Helena used the results of the study to place positions to 91% of market at Step 3.



Compensation Committee

Considerations in Updating Pay Matrix

- Keep elements of current pay matrix that are understandable and predictable:
 - Pay grades and steps
- Develop methods to objectively evaluate internal equity
- Construct a pay matrix that values retention, job content, and provides for career growth.
- Anchors pay ranges with market wage data.

Current Pay Matrix

- 73 Pay Grades with 5 steps (one step awarded per year of service)
- 5% between each step (Steps 1 – 5); 2.5% between each pay grade
 - Creates compression wages in each step significantly overlapping succeeding pay grades
 - Values years of service up to 5 years or less (when employees are hired in a step higher than Step 1) then step increases stop at Step 5

Cost-of-Living Adjustments

For six (6) years, between FY2015 and FY 2021, there were four (4) years with 0% cost-of-living adjustments.

Over the past five (5) years, the City and Commission have made cost-of-living adjustments a priority:

2021-22: 2.2%

2022-23: 5.03%

2023-24: 4.0%

2024-25: 3.5%

2025-26: 2.5%

Total: 17.13%

Keeping pace with Mountain Region CPI.

History of Classification System

- Unclear how pay grades were determined for positions.
- Several years without Cost-of-Living adjustments.
- Resulted in reactive reclassification of positions to higher pay grades in an attempt to address:
 - Lack of regular wage increases
 - Turnover
 - Difficulty hiring
 - Difficulty retaining
- Caused internal inequity
- Resulted in not providing equal pay for equal work.
- COVID-19 exasperated the wage and classification challenges

Consideration in updated Classification System

- Define and value job content
- Objectively measure compensable job factors



Classification System

Next Steps

- At an upcoming Commission Administrative meeting
 - Present a proposal for a new pay plan structure with budget implications.
 - Present a proposal for new classification system evaluation and reconsideration processes.
- Update pay plan and classification rules and policies.
- Present the proposed pay plan and classification system for Commission approval.
- Build and test pay plan in new HR/Payroll system.
- Communicate and train supervisors on pay rules and classification policies and procedures.

Questions?



City of
Helena

Thank you!

City of Helena, Montana

27 August 2025

To: Tim Burton, City Manager

From: David Knoepke, Transportation Systems Director
Mark Young, Transportation Engineer

Subject: Transportation Systems – 5-Point Roundabout Update

Present Situation: The project is currently under design and approximately 65% complete and still proceeding outside the conceptual alternatives under review.

Background Information: Over the past many years, improvements to the 5-point intersection affectionately referred to as Mini-Malfunction Junction has been considered through a number of plans and studies. Below is a summary timeline.

- Helena Gateway Intersection Concept Study (2012)
- Greater Helena Area Long Range Transportation Plan – 2014 Update (Adopted June 29, 2015)
- City of Helena ADA Transition Plan (2017)
- Downtown Helena Master Plan (October 17, 2016)
- Five-Point Intersection & Corridor Connections (Adopted February 26, 2021)
- Downtown Helena – Multimodal and Infrastructure Plan (Adopted September 11, 2023)
- Catastrophic failure of the traffic signal (July 15, 2024)
- Last Chance Gulch 5-Points Intersection Pre-Design Report (September 2024)
- All Way Stop Control Intersection Memo to City and MDT (September 17, 2024)
- Administrative Meeting Mini-Malfunction Update (October 16, 2024)
- Administrative Meeting Mini-Malfunction Update (June 11, 2025)

The Five-Point Intersections & Corridor Connections Study: included approximately 6 public outreach events from August – October of 2020.

The catastrophic signal failure in July of 2024 the Transportation Systems Department worked with a design firm to quickly finalize the intersection pre-design report that included an intersection control evaluation to evaluate which alternatives were recommended. The report concluded that a roundabout alternative would provide the best level of service for vehicle traffic. Pedestrian traffic will also have shorter crossings, median refuge spaces and other safety features.

Proposal/Objective: Update the Commission and demonstrate some of the conceptual improvements heard at the June 11th Administrative meeting. The discussion centered on pedestrian safety and whether or not more economical improvements would suffice in place of a full roundabout build.

Advantage: This presentation will bring the Commission up to date on the project and discuss next steps.

Constructing the project will increase safety for pedestrians while

improving vehicle traffic flow into and around the downtown.
Improvements will be incorporated within the existing right-of-way footprint and provide a gateway to downtown.

Notable Energy Impact:

N/A

Disadvantage:

None noted

Notice of Public Hearing:

False

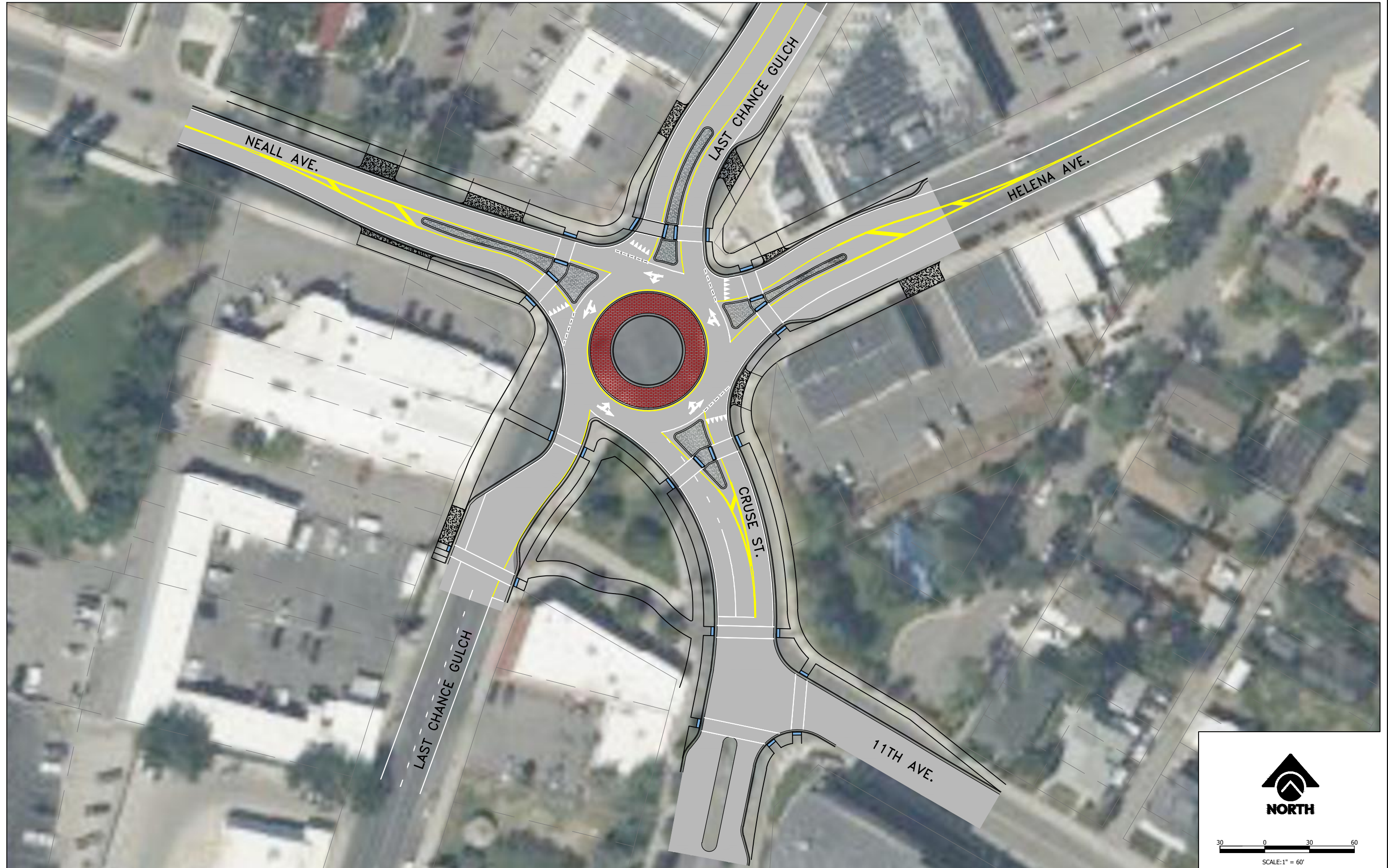
**Staff Recommendation/
Recommended Motion:**

Informational Discussion

EXHIBIT A

HELENA 5-POINT ROUNDABOUT

MAY 28, 2025
HELENA, MONTANA



SCALE: 1" = 60'

City Commission Administrative Meeting

August 27, 2025

To: Mayor Collins and the Helena City Commission

From: Sheila Danielson, Finance Director

Information provided to City Commission for discussion:

Tax Abatement Request for new development of a garage with a dwelling unit at 3 Washington Place, Helena, MT.

Present Situation:

The City of Helena received a Tax Abatement Request from Mr. Matthew Culpo and Christine Thennis, owners of property located at 3 Washington Place in the Helena, MT located within national register historic districts and property listed in the National Register of Historic Places (MCA 15-24-16 et seq.). The location is legally described as E 33 feet long of Lot 9, Washington Place subdivision, S25, T10 N, R04 W, Block 1, Lot 8, and E 33 feet long, Lot 9 as shown on Certificate of Survey #331478 filed with the Lewis and Clark County Clerk and Recorder on November 20, 2017 (Geocode number 05188725412170000).

Mr. Culpo built a new two-story single-family home with an alternative dwelling unit and received approval from the City Commission for a tax abatement on that development starting Tax Year 2023. Mr. Culpo is now seeking a tax abatement at the same location for a new garage with a dwelling unit.

The lot originally was vacant land with a 1970's garage. This structure was relocated off of the property. The State Historic Preservation Office determined that the garage no longer contributed to the Helena Historic District due to the change to the exterior from brick to wood siding. Therefore, the Helena Historic Demolition Ordinance (Chapter 15 of the Helena City Code) did not apply in this case. The lot is zoned R-3 which is for medium-density, multi-family, residential use.

The proposed construction is a new 16x29 foot garage, containing 464 square feet upstairs dwelling unit. The newly constructed duplex and proposed garage will cover a total of 1,145 square feet, which is less than 40 % of the lot (maximum 1,320 square feet) permitted in the R-3 District. Per MCA 15-24-1501, as long as the new construction increases the taxable value by 2 ½% as determined by the Department of Revenue, the property may receive tax benefits during the construction year and

the following five (5) years. The proposed initial increase in value is \$115,000 of the new construction should meet the threshold of increased taxable value to qualify under the statute.

Construction was slated to begin in May 2020⁵ and is estimated to be completed December 2025.

Background Information:

Per MCA 15-24-1603 "Historic property tax abatement – levy limitations" – a historic property undergoing rehabilitation, restoration, expansion, or new construction as described in Section 15-24-1605, MCA or Section 15-24-1606, MCA may receive a tax abatement during the construction period, not to exceed 12 months, and for up to five (5) years following completion of the constructions. The abatement is limited to 100% of the increase in taxable value caused by the rehabilitation, restoration, expansion, or new construction.

City of Helena criteria for granting tax benefits are as follows:

- A. The governing body shall establish by resolution the process for the use of the tax abatement provisions.
 - See Resolution No. 10385 "A Resolution Amending Resolution No. 10274 which adopted certain criteria and application fees for tax abatement programs for the remodeling, reconstruction, or expansion of an existing building or structure for historic properties, and for new or expanding industries – "Historic Property Tax Abatement", incorporated the tax abatement provisions of Section 15-24-1601 et. seq., MCA.
 - a. The application must be received by March 1 of the year during which the benefits are first applicable. (*Application was received November 27, 2024 in the City Community Development Department.*)
 - b. The City must forward a copy with the date of the public hearing to the School District. (*To be determined*)
 - c. Both the City and the County must take action on the application at separate public hearings. (*To be determined*)
 - d. The Helena / Lewis and Clark County Heritage Tourism Council must make a recommendation regarding the application for tax abatement.
 - *The Board unanimously approved the tax abatement as shown on the revised April 11, 2025 design documents at the April 15, 2025 HTC Board meeting.*

- *The HTC Board determination was that the proposed structure meets design and review criteria compatible with the district and that all eligibility requirements were met.*
- e. City will forward the application to the Department of Revenue (DOR).
 - *The City forwarded the application to the DOR on August 7, 2025.*
- f. If approved by the city, the benefit will apply to the number of mills levied by the City as well as those levied by the High School and Elementary School Districts. If approved by the County, the benefit will apply to the County mills as well as those of the schools.
- B. Publish due notice and conduct a public hearing per Section 7-1-4127, MCA and define the use of the property tax abatement. (*To be determined*)
- C. The abatement only applies to the number of mills levied.
- D. The abatement may not apply to statewide levies.
- E. Applicant must be current on all property taxes. (*Applicant is current*)

Calculation of estimated abatement provided by Dept. of Revenue:

Please see the attached estimated abatement information for the City, County and School Districts noted as "Exhibit A". (*This was initially calculated by the County Chief Financial Officer and updated with inflation estimates of 10% and Tax Year 2025 values as a recommendation from the Department of Revenue after their review.*)

Advantages of Action:

The use of tax abatements for rehabilitation, restoration, expansion or new construction in historic districts may encourage the redevelopment of historic homes and businesses.

Notable Energy Impact:

All new construction will comply with energy codes.

Disadvantages of Action:

Loss of Revenue for the General Fund. Tax revenue will temporarily decrease if granted the tax abatement.

Motion to be considered:

No motion. Information only. A public hearing on this matter will be set for September 22, 2025 to give ample notice to the Helena School District and public.

Sincerely,

Sheila Danielson, City Finance Director

Included Documents:

- Exhibit "A" - 3 Washington Place Tax Abatement calculation from DOR
- 3 Washington Place Tax Garage Abatement Application
- 3 Washington Place plans 3-20-2025
- 3 Washington Place Revised South Building Façade 4-11-2025
- 3 Washington Place new Proposed Garage 5-9-23
- 3 Washington Place New infill Construction Guidance HTHP
- HTC Staff Report – 2nd Historic Tax Abatement Staff Report – Culpo 4-10-25

Tax Year		2025	2026	2027	2028	2029	2030
Mills		Construction Year	Year 1	Year 2	Year 3	Year 4	Year 5
Existing Improvements w/ 10% inflationary adjustment in reappraisal years		467,330	467,330	514,063	514,063	565,469	565,469
New construction w/ 10% inflationary adjustment in reappraisal years			115,000	126,500	126,500	139,150	139,150
Land Value w/10% inflationary adjustment in reappraisal years		144,376	144,376	158,814	158,814	174,695	174,695
Multi-family Tax Rate		0.76%	1.10%	1.10%	1.10%	1.10%	1.10%
Full taxable value		4,649	7,994	8,793	8,793	9,672	9,672
Full General Tax (695.13 mills SD1)	0.69513	\$ 3,231.64	\$ 5,556.71	\$ 6,112.38	\$ 6,112.38	\$ 6,723.61	\$ 6,723.61
Unabated Taxable Value		4,649	6,729	7,402	7,402	8,142	8,142
Abated Taxable Value		0	1,265	1,392	1,392	1,531	1,531
City collected tax @ 152.37 mills (TY24)		0.15237	708.36	1,025.26	1,127.79	1,240.57	1,240.57
County collected tax @ 171.51 mills (TY24)		0.17151	797.34	1,154.05	1,269.46	1,396.40	1,396.40
School District collected tax @ 265.99 mills (TY24)		0.26599	1,236.58	1,789.78	1,968.76	2,165.64	2,165.64
Forestvale Cemetery 2.76 mills (TY24)		0.00276	12.83	18.57	20.43	22.47	22.47
State Mandated Levies in Gen Tax 102.50 mills (TY24)		0.10250	476.52	819.36	901.30	991.43	991.43
		3,231.64	4,807.03	5,287.73	5,287.73	5,816.51	5,816.51

								Total
City un-collected tax @ 152.37 mills (TY24)	0.15237	-	192.75	212.02	212.02	233.23	233.23	1,083.24
County un-collected tax @ 171.51 mills (TY24)	0.17151	-	216.96	238.66	238.66	262.52	262.52	1,219.32
School District un-collected tax @ 265.99 mills (TY24)	0.26599	-	336.48	370.13	370.13	407.14	407.14	1,891.00
Forestvale Cemetery 2.76 mills (TY24)	0.00276	-	3.49	3.84	3.84	4.22	4.22	19.62
Estimated Applicant Abatement Savings		-	749.68	824.64	824.64	907.11	907.11	4,213.18

APPLICATION FOR TAX BENEFITS FOR THE REMODELING, RECONSTRUCTION,
OR EXPANSION OF EXISTING BUILDINGS OR STRUCTURES

This application must be submitted to the appropriate local governing body or bodies by the property owner of record or his agent. The decision of the local governing body or bodies must be mailed to the Department of Revenue before April 1 of the tax year for which the benefits are sought.

I, MATTHEW CULP & CHRISTINE THENNIS whose mailing address is
Name of Applicant - Please Print
34 N BENSON AVE HELENA MT 59601
(Please Print)

do hereby make application for tax benefits for the remodeling, reconstruction, or expansion of existing building(s) or structure(s), in accordance with 15-24-1501, MCA, on the following described lands: (Please attach an additional page if the legal description does not fit within this space.)

E 33' OF LOT 9 IN BLOCK 53+54 OF THE
ORIGINAL TOWNSITE OF HELENA

I submit the following information in support of this application:

1. Date that the remodeling, reconstruction, or expansion will start MAY 2025
2. Date that the remodeling, reconstruction, or expansion will be completed DEC 2025
3. Date that the earliest building permit was received JAN 2024
4. The construction period for a specific project may not exceed 12 months unless an extension is approved by all affected government bodies. I request a 12 month extension to the 12 month construction period. (Please mark "N.A." if no extension is requested.)
5. Estimated cost of the remodeling, reconstruction, or expansion \$ 115,000
6. Please supply a brief description and diagram of the remodeling, reconstruction, or expansion: (If additional space is required, please attach additional pages.)

CONSTRUCT A NEW GARAGE W/ DWELLING UNIT.

DIAGRAM INCLUDE W/ TAX ABATEMENT PROGRAM
APPLICATION.

Under penalty for perjury, I hereby certify the facts herein stated are true. I further acknowledge, by my signature, that I have reviewed the information on the reverse side of this form and understand its meaning.

Matthew Culp CR DATE 2/23/24 1924
SIGNATURE OF PROPERTY OWNER OR AGENT

DATE _____ 19_____
SIGNATURE OF PROPERTY OWNER OR AGENT

FOR COUNTY GOVERNMENT PURPOSES ONLY

Application received by county governing body on _____ 19____. This application for tax benefits for the remodeling, reconstruction, or expansion of existing buildings or structures is hereby:
____ Approved ____ Disapproved

The construction period for a specific project may not exceed 12 months unless an extension is approved by all affected local government bodies. We approve an additional _____ month(s) extension to the 12 month construction period.
REASONS:

By _____, Chairman-County Commission on _____, 19____.

FOR CITY GOVERNMENT PURPOSES ONLY

Application received by city governing body on _____ 19____. This application for tax benefits for the remodeling, reconstruction, or expansion of existing buildings or structures is hereby:
____ Approved ____ Disapproved

The construction period for a specific project may not exceed 12 months unless an extension is approved by all affected local government bodies. We approve an additional _____ month(s) extension to the 12 month construction period.
REASONS:

By _____, Authorized Agent of City Government on _____, 19____.

FOR DEPARTMENT OF REVENUE USE

- Application received by the Department of Revenue on _____ 19____.
1. The remodeling, reconstruction, or expansion of the existing building or structure increases the taxable value of that structure or building by at least 2 1/2 %: ____ Yes ____ No
 2. This application for tax benefits for the remodeling, reconstruction, or expansion of existing buildings or structures is hereby:
____ Approved ____ Disapproved
 3. If approved, the appropriate tax benefits will be granted for the _____ tax year.

REASONS:

By _____, County Appraiser on _____ 19____.

DEPARTMENT OF REVENUE
APPLICATION FOR TAX BENEFITS FOR THE REMODELING, RECONSTRUCTION,
OR EXPANSION OF EXISTING BUILDINGS OR STRUCTURES
ACKNOWLEDGEMENT OF APPLICATION PROCEDURES AND CRITERIA

I, **_____**, acknowledge the following:

- a. Failing to make application prior to completion of a building permit or prior to commencement of construction will result in the building permit being voided. Additionally, all subsequent tax benefits, if approved, will be calculated as of the date the building permit was completed or as of the date construction began, whichever is earlier.
- b. The remodeling, reconstruction or expansion of the existing building or structure does not increase the taxable value of that structure or building by at least 25% by the application will be automatically denied.
- c. "Construction period" means a period of time that commences with the issuance of a building permit and which concludes when the county appraiser determines that the structure is substantially completed. It more than one building permit is issued, the date on the earliest building permit issued will constitute the commencement of the construction period. In those cases where building permits are not issued, the determination will coincide with the date the contract is let. The date the application is approved by the governing body of construction, that determination will coincide with the date the contract is let. For purposes of determining the eligibility for tax benefits, the construction period for a specific project may not exceed 12 months with the following exception: it is determined to the satisfaction of all affected local governing bodies that the construction period for a specific project will exceed 12 months, an extension may be granted, at the time of application, by approval or all affected local governing bodies. Failure to gain approval from all affected local governing bodies will result in the automatic denial of the extension request.
- d. The computation of tax benefits will be dependent upon the approval of the application by all affected governing bodies.
- e. For projects which are entirely, physically located outside the boundaries of incorporated cities or towns, the governing body of the affected county has sole authority to approve the tax benefit for the project. If approved, the tax benefit will apply only to the number of mills levied and assessed for high school district and elementary school district purposes and to the number of mills levied and assessed by the county governing body.
- f. The project is entirely, physically located within an incorporated city or town, both the governing body of the affected county and the governing body of the incorporated city or town must approve the application by resolution before all available tax benefits may be extended to the project. If the city or town approves the application, the tax benefit will apply only to the number of mills levied and assessed for high school district and elementary school district purposes within the city or town and to the number of mills levied and assessed by the incorporated city or town. The number of mills levied and assessed by the county governing body will not be affected and will be assessed by the incorporated city or town. The number of mills levied and assessed by the county governing body will not be affected and will be assessed by the incorporated city or town.
- g. Tax benefits will never include any relief from statewide levies.
- h. Only additional value created after an application has been filed may be considered for tax benefits.
- i. No newly created or existing representative of the Department of Revenue, associated and revenue structure for purposes of accounting taxation.
- j. The responsibility of the applicant to ensure the application is delivered to the Department of Revenue prior to April 1st of the tax year for which the benefits are sought.

CITY OF HELENA

TAX ABATEMENT PROGRAM APPLICATION FOR HISTORIC PROPERTIES AND HISTORIC DISTRICTS

Application Type	
Reconstruction _____	Date Submitted _____
Rehabilitation _____	Expansion _____
Restoration _____	New Construction _____
Verify zoning designation _____	

note: All rehabilitation, restoration, expansion or new construction must comply with the Secretary of the Interior's standards for rehabilitation in order to be eligible for the Tax Abatement Program.

Historic/common name of property 3 WASHINGTON PLACE
 Address _____

Legal Description or Property Identification Number ORIG T.S. OF HELENA BLOCK 53+54 E 33' LOT 9
 Property Owner MATTHEW CULDO + CHRISTINE THENNIS
 Address 34 N BENSON AVE
HELENA MT 59601
 Telephone 406-422-6147

Data on Building and Rehabilitation Project

Date Building Constructed MAY 2025 → DEC 2025
 Type of Construction WOOD FRAME

Current use of the structure N/A - NEW CONSTRUCTION

Planned Use After Rehabilitation/Restoration/Expansion/New Construction GARAGE w/ ONE DWELLING UNIT

Architect <u>HIGH GRADE DESIGN STUDIO</u>	Contractor <u>OWNER</u>
City Business License# _____	City Business License # _____
Address _____	Address _____
Telephone <u>406-422-6147</u>	Telephone <u>406-422-6147</u>

Will the project involve any demolition? If so, which structure(s) and date of anticipated demolition? NO

Why do you wish to demolish the structure? N/A

If structurally unsafe, attach certificate from structural engineer and cost estimates to rehabilitate the structure.

Project Start Date MAY 2025 Project End Date DEC 2025

PROJECT COSTS

A. ELIGIBLE COSTS (Itemize improvements by project elements)

(Bid Estimates)

1. BUILDING PERMIT	\$ <u>1000</u>	
2. DESIGN	\$ <u>2000</u>	
3. SITE WORK	\$ <u>5000</u>	
4. FOUNDATION	\$ <u>12000</u>	
5. UTILITIES	\$ <u>2000</u>	
6. BUILDING FRAMING	\$ <u>30000</u>	
7. INTERIOR FINISH	\$ <u>25,000</u>	
8. SIDING + ROOF	\$ <u>20,000</u>	
9. ELECTRICAL	\$ <u>5,000</u>	
10. PLUMBING + HVAC	\$ <u>10,000</u>	
TOTAL		\$ <u>112,000</u>

B. OTHER COSTS (costs ineligible for the tax abatement program)

1.	\$ _____	
2.	\$ _____	
3.	\$ _____	
4.	\$ _____	
5.	\$ _____	
TOTAL		\$ _____

C. PERMITS

Permits (identify)

<u>BUILDING</u>	\$ <u>1000</u>	
<u>WATER + SEWER</u>	\$ <u>2000</u>	
TOTAL		\$ <u>3000</u>

D. TOTAL COST

\$ 115,000

City Use Only
ACTUAL

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____
\$ _____

Do you intend to apply for Federal tax credits?

_____ yes X no

Do you intend to apply for TIF facade improvement grant?

_____ yes X no

Do you intend to apply for a CRLP (interest buydown) loan?

_____ yes X no

Attach a minimum of four 8" x 10" black and white photographs (two each of two different views) of the exterior of the building and a minimum of ten color slides adequately documenting the current condition of the building and clearly showing the areas of the proposed work.

NEW CONSTRUCTION - 4 ELEVATION VIEWS
ARE PROVIDED WITH THIS APPLICATION.

ALSO, A PHOTO OF THE EXISTING HOUSE ON THE LOT
WHICH RECEIVED A TAX ABATEMENT IS INCLUDED.

THE PROPOSED GARAGE WILL MIMIC THE EX. HOUSE.

Prepare a summary which describes your project. Suggested items to be covered include any relevant physical, economic, social, financial, or other problems requiring a solution; results and benefits to be derived; a plan of action which details how the proposed work will be accomplished within the established timetable; and what maintenance and/or preservation work has been accomplished in the past.

SEE ATTACHED

Attach a schematic representation for rehabilitation/restoration/expansion/new construction plans.

ELEVATION VIEWS ATTACHED.

Attach a project time line for completion.

ATTACHED

I hereby certify that the information and all statements to this application are true, complete, and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local, and federal laws and regulations.

I understand that for all projects, regardless of scope, for which the tax abatement will be requested, professionally prepared construction documents (plans and/or specifications) must be reviewed and approved by the Helena/Lewis and Clark Preservation Commission, the City Commission, and appropriate permitting agencies prior to beginning construction or demolition.

If this project qualifies for a tax abatement, I agree to execute a Preservation Letter of Agreement to assure preservation of the property for a period of five years.

Matthew C. J.
Property Owner

11/26/24
Date

HPC use only:

I hereby certify that HPC has reviewed this application and by a vote of ____ to ____, recommends that the City Commission / County Commission ____ APPROVAL ____ DENIAL. This application may be subject to additional conditions. (see attached)

Comments:

Historic Preservation
Commission Chairperson

Date

3 Washington Place Garage Project Summary

The proposed project is for the addition of garage with dwelling unit on a City Lot with a recently constructed new house. The garage plans have been reviewed and approved by the Historic Preservation office as part of the permitting for the construction of the main house. The garage will be similar in most architectural elements to the main house which was previously approved for a tax abatement. The lot is zoned R3 which is for a medium-density, multifamily, residential use.

The *Design Guidelines for Helena's Historic Neighborhoods* outlines tax abatement requirements. The proposed project incorporated architectural elements of the tax abatement requirements as described below.

Windows

- Vertically oriented windows were used featuring tall relatively narrow opening wherever possible.
- Typically, double hung windows are planned with muntin (glazing) bars typical of the era.
- In some areas, double windows are used to give the appearance of a mullion separating the windows.

Entries and Doors

- The garage is alley facing with a carriage style overhead door and timber framed staircase to the dwelling unit. The front door will include a small, covered porch area. The doors will be selected to represent a style typical of the era to display a great deal of variety and detail and create an appealing focal point at the façade.

Roof

- A steeper pitched gabled roof configuration was selected for this project. Although a variety of roof styles exist in this particular area of the neighborhood, a gabled roof appears to dominate the area and was selected as being representative of the era.

Details and Trim

A variety of detail and trim was added to the exterior similar to the main house.

- Two types of siding were used: clapboard is used as the primary siding to provide a simple background upon which detailed elements will stand out and shingled siding between the roof gables to provide variety without created too many textures typical in more contemporary architecture.
- Additional trim and detail include window and door trim, corner brackets and transoms.

Color Scheme

- Colors are based on period colors with a green base color for the clapboard; and grey colored trim around the windows, doors and belly band; and tan shingled siding in the gable.

Porches

- Porch space is included on the west side at the front door.

Building Rhythm

- There is a variety of building shapes, architectural styles and ages in the area. Generally, they consist of single level and two story homes with varying setback from 0 ft to approximately 15ft.
- The allowable front set back is 5ft from the alley. The proposed set back is 14ft to allow for additional parking space.
- The zoning limitation is for a 2 story building which is what is proposed and consistent with the neighboring property.

Building Scale

- The proposed building is 16 feet wide and 20 feet to the roof line. which is similar proportions to the surrounding homes.

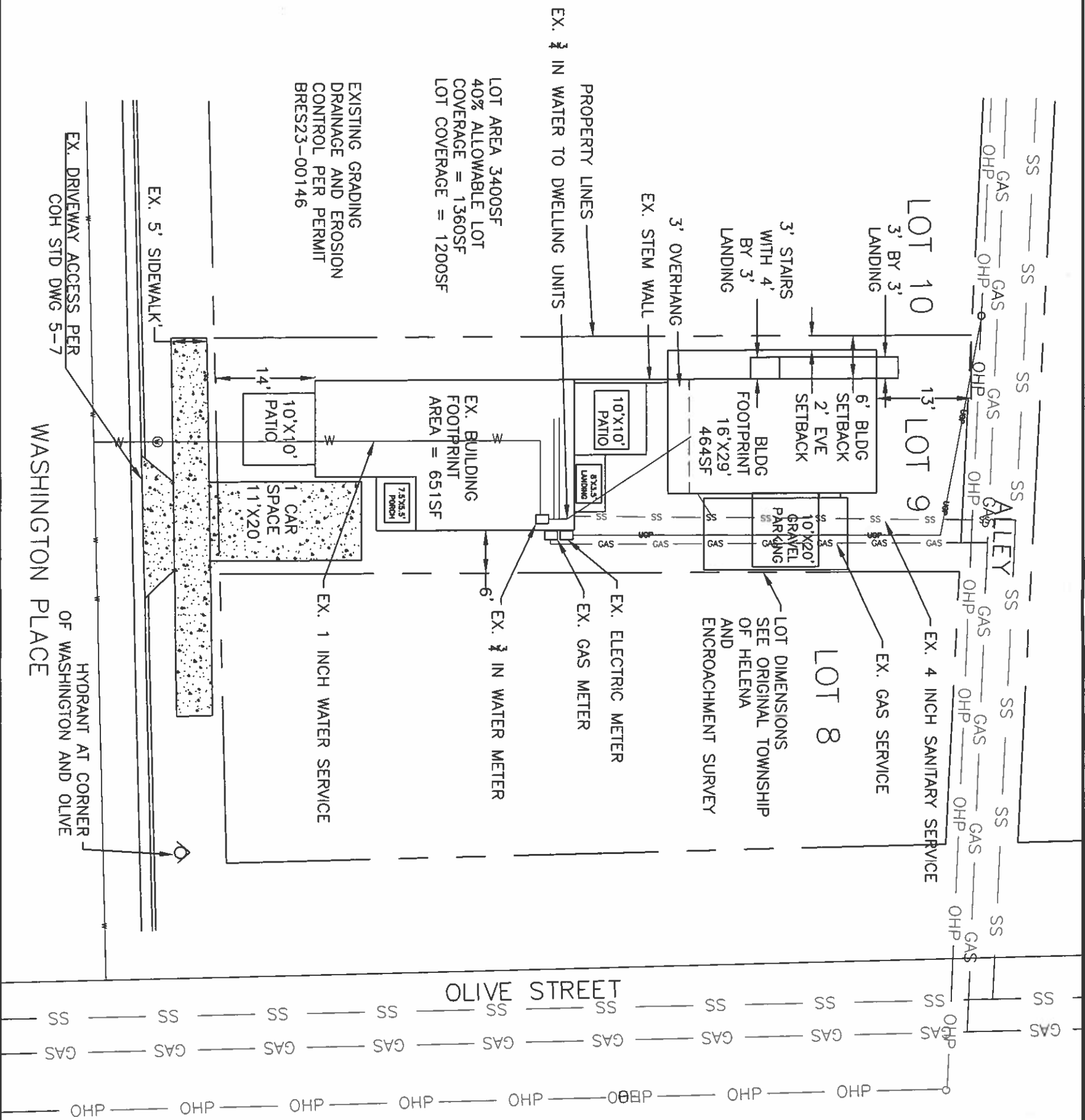
Additional Design Elements

- Several trees are planned for planting around the building.
- No fencing is planned for the garage.

3 Washington Place - Garage
Construction Schedule

Start Construction	May 1 2023
Foundation	May 1 to May 15
Utilities	May 10 to May 15
Framing	May 15 to June 30
Windows and Doors	July 1 to July 15
Plumbing and Electric	July 1 to July 15
Siding	July 15 to July 30
Insulation	August 1 to August 7
Drywall, Flooring and Paint	August 15 to October 15
Finish Trim, Cabinets, Doors, Tile	October 15 to November 30
Finish Electric and Plumbing	December 1 to December 15





SCALE: 1/16"=1'-0"

3 WASHINGTON PLACE

DESIGNED BY MJC

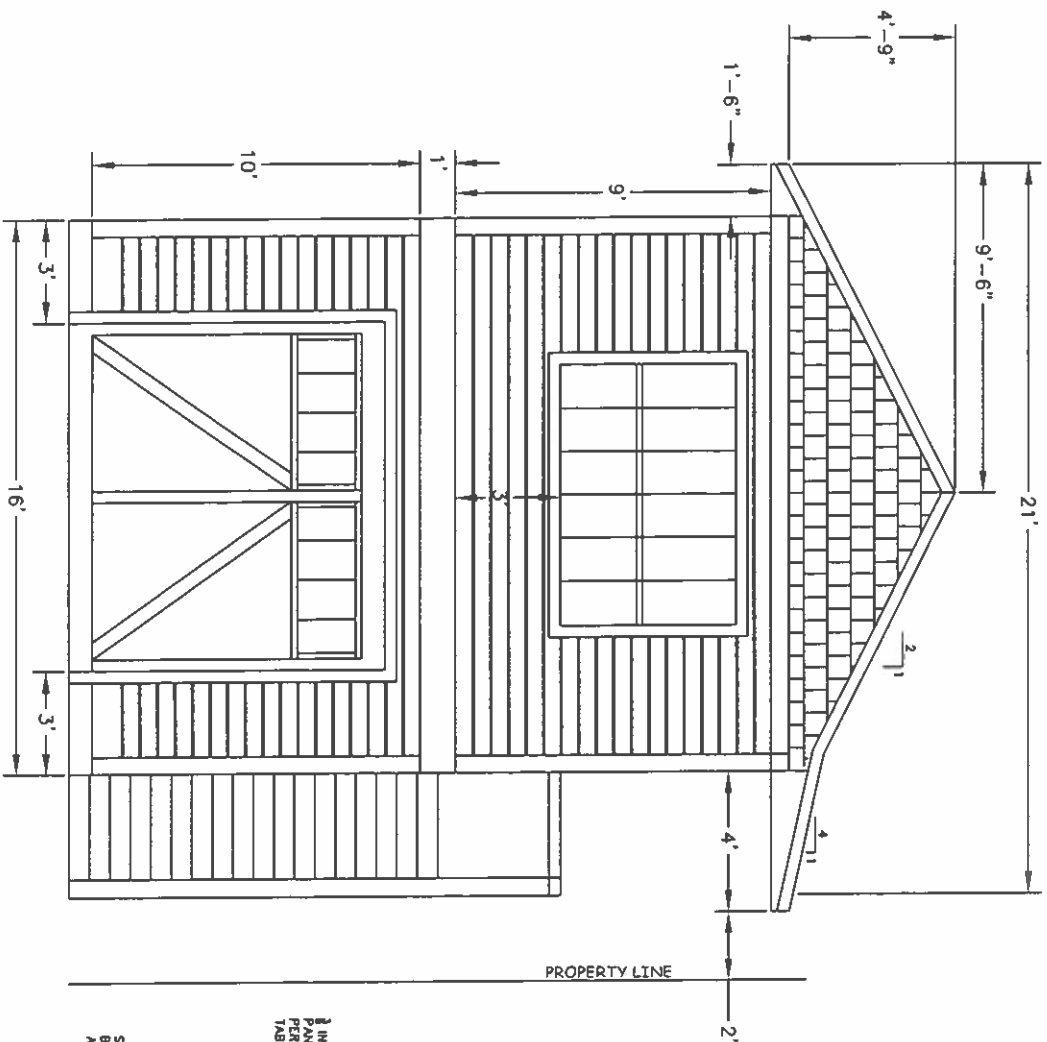
DATE: 03/01/2025

HIGH
GRADE
Design
Build

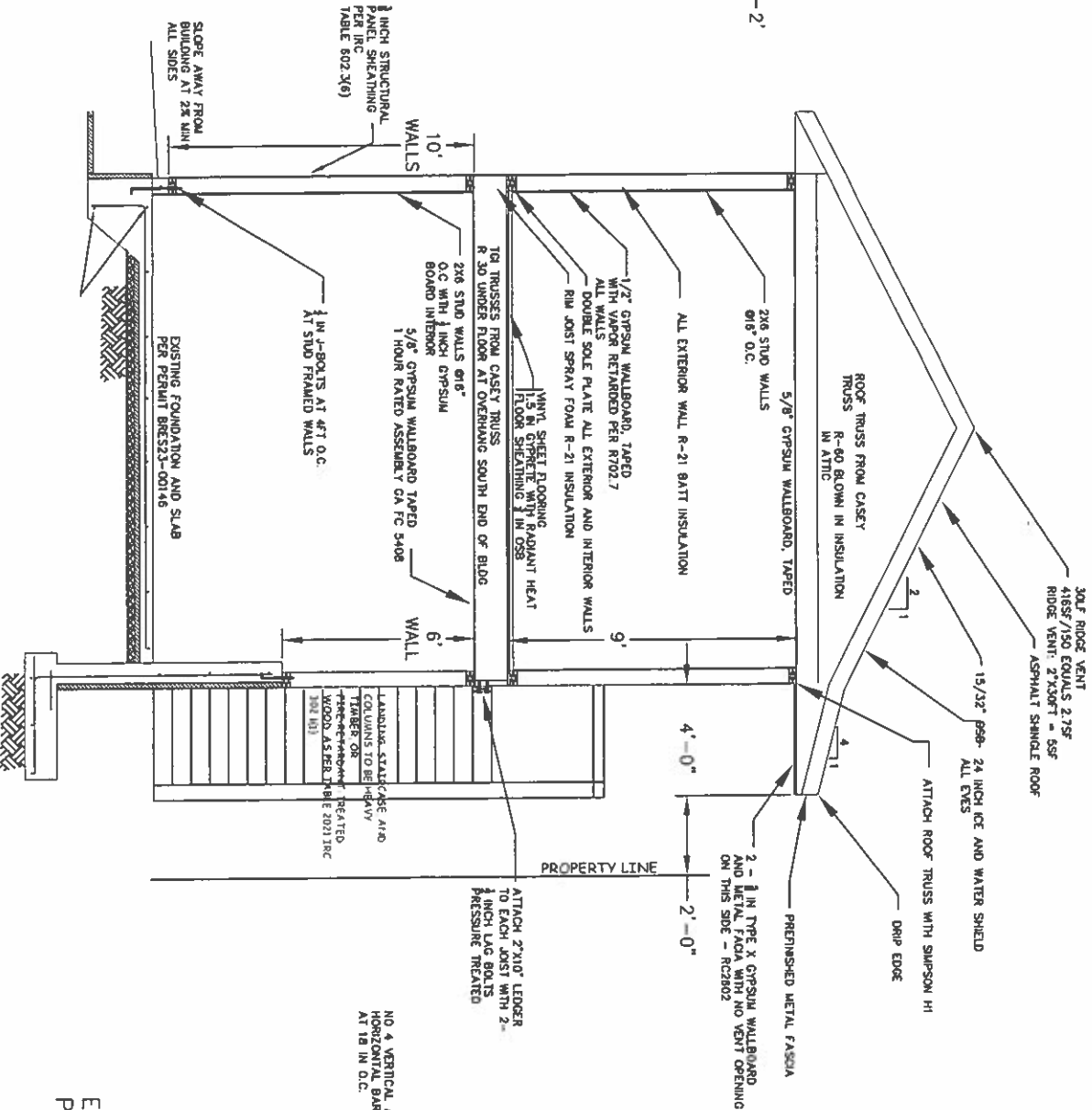
SITE PLAN

S1

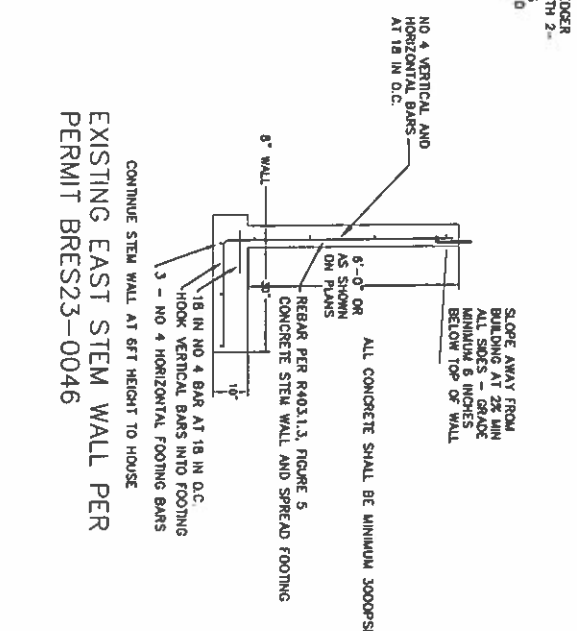
MAR 20 2025



NORTH ELEVATION



WEST - EAST SECTION



SCALE: 3/16" = 1'-0"

MAR 20 2025

3 WASHINGTON PLACE

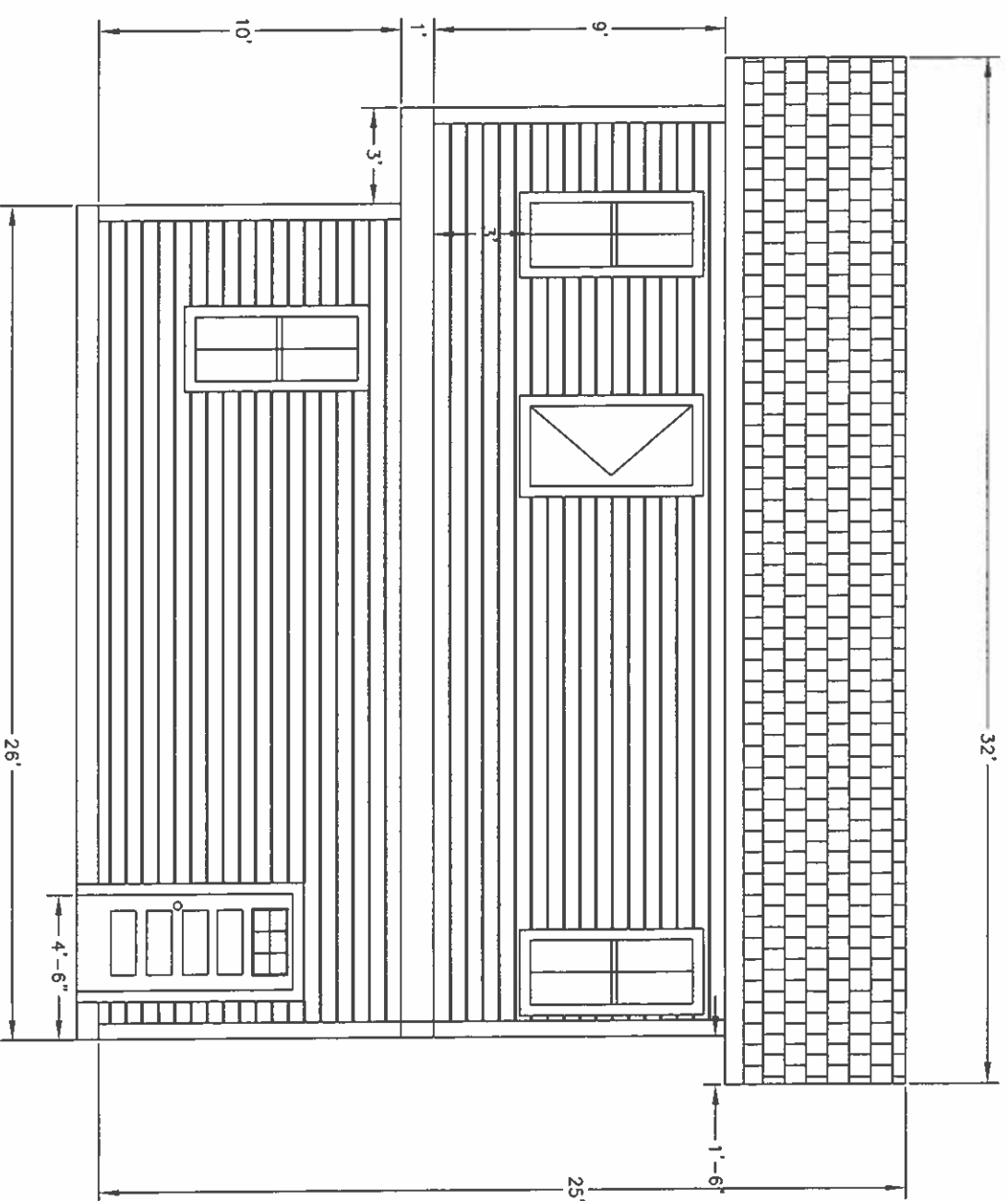
DESIGNED BY NJC

DATE: 03/01/2025

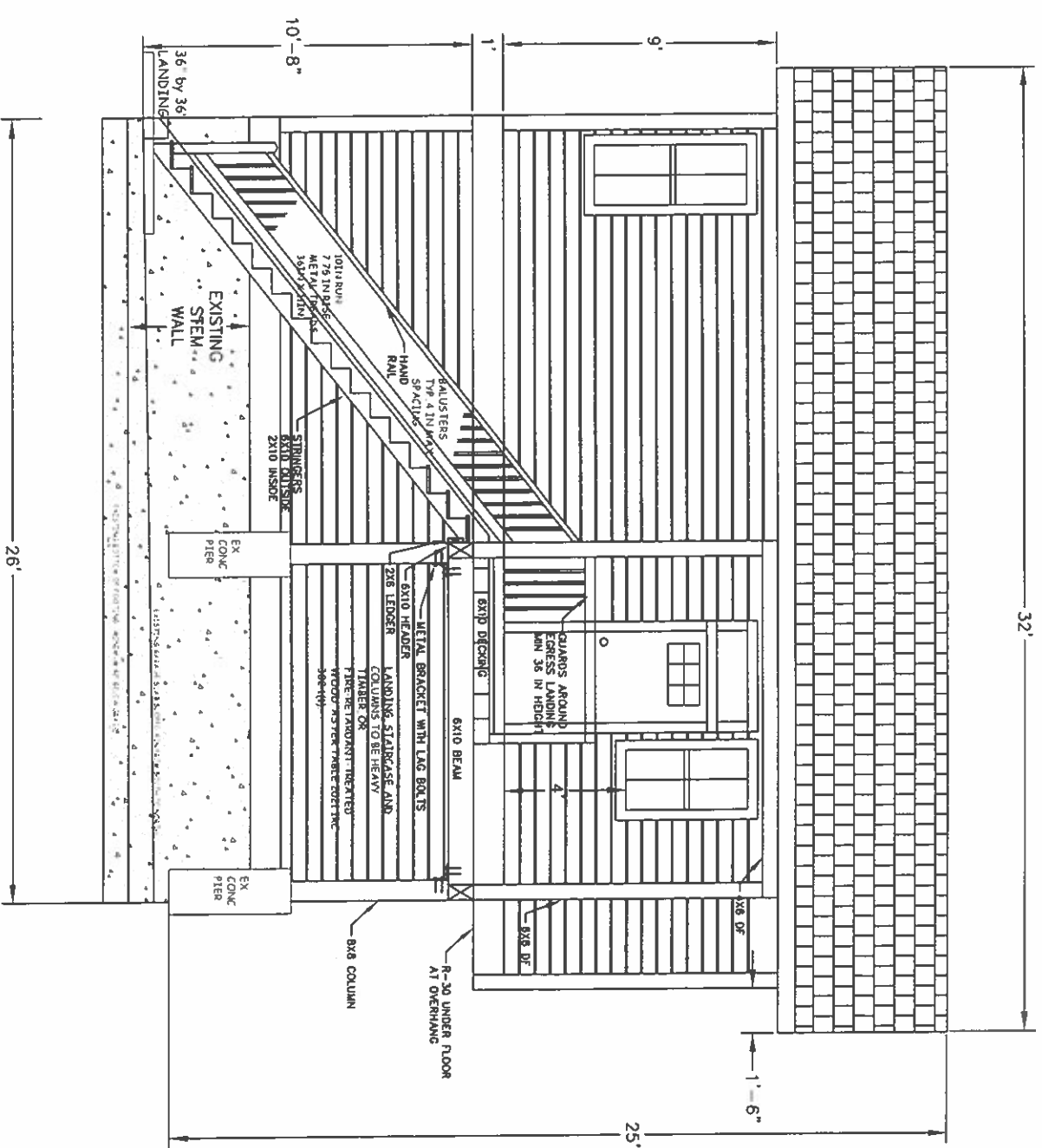
HIGH
GRADE
Design
Build

NORTH ELEVATION AND
BUILDING SECTION

G1



EAST ELEVATION



WEST ELEVATION

SCALE: 3/16" = 1'-0"

MAR 20 2025

3 WASHINGTON PLACE

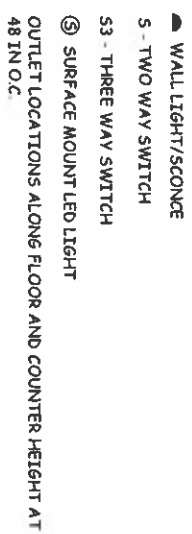
DESIGNED BY MJC

DATE: 03/01/2025

HIGH
GRADE
Design
Build

EAST AND WEST
ELEVATION

35



GARAGE FLOOR AND ELECTRICAL PLAN



SCALE: 3/16"=1'-0"

MAR 20 2025

3 WASHINGTON PLACE

DESIGNED BY MJC

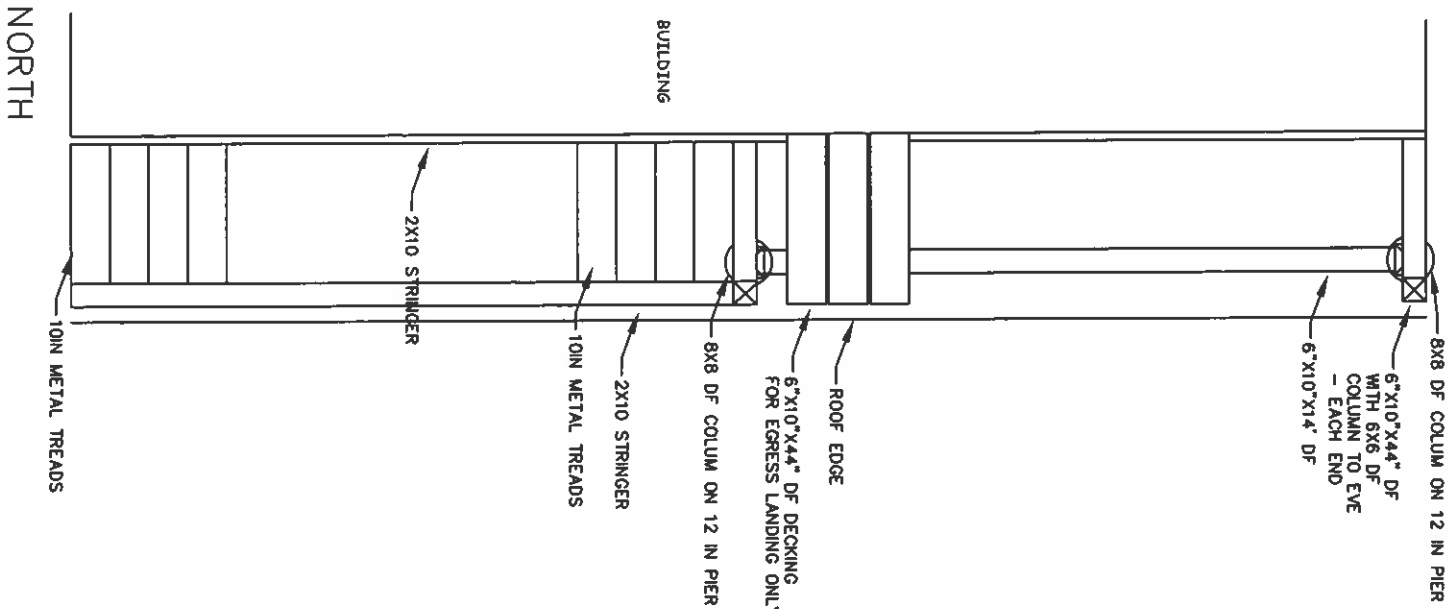
DATE: 03/01/2025

HIGH GRADE Design Build

SOUTH ELEVATION AND FLOOR PLANS

92

SOUTH



ENTRY STAIRCASE
PLANVIEW

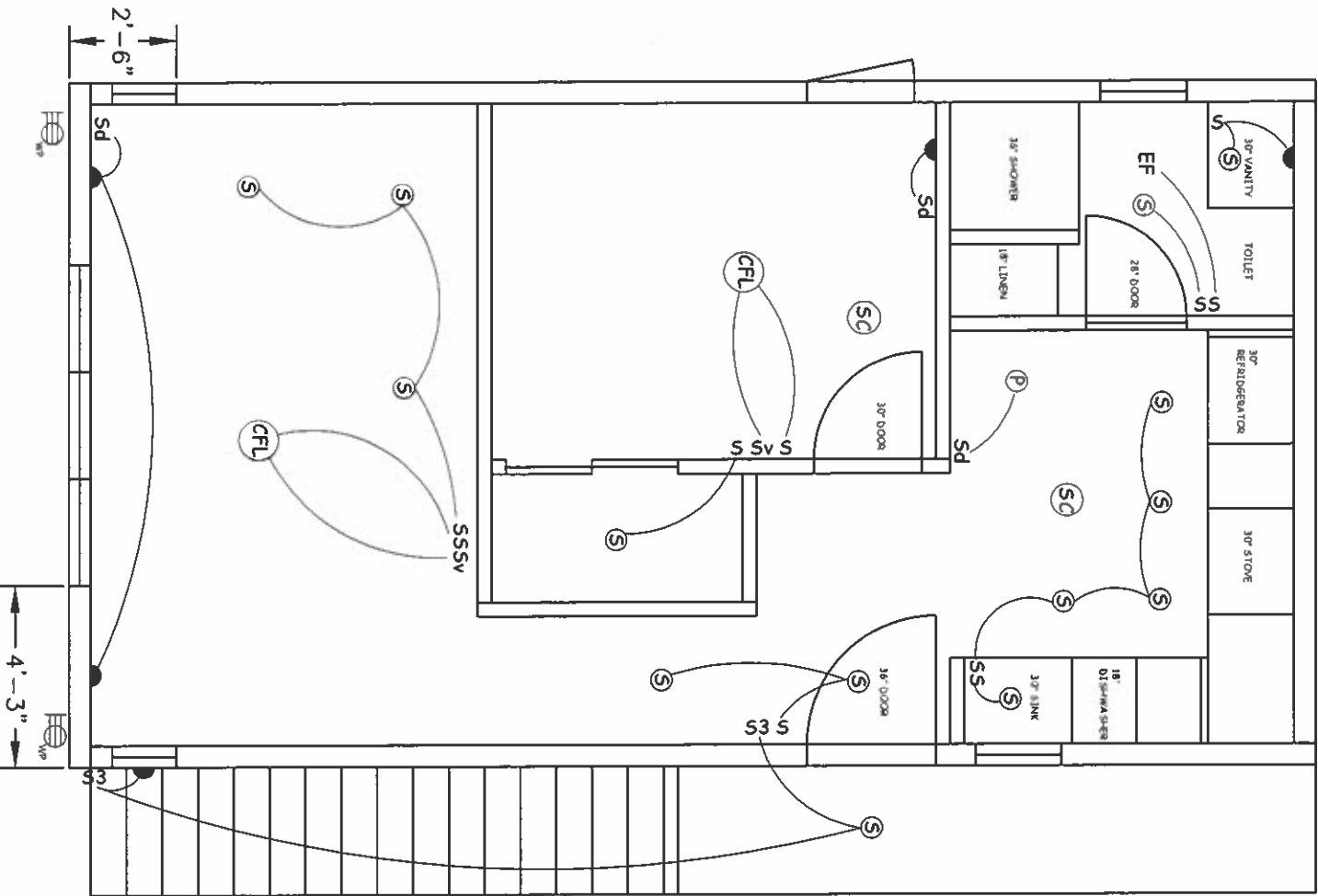
MAR 20 2025

- (CFL) - CEILING FAN WITH LIGHT
- (P) PENDANT LIGHT
- (S) SURFACE MOUNT LED LIGHT
- WALL LIGHT/SCONCE
- S - TWO WAY SWITCH
- Sv - VARIABLE SPEED FAN SWITCH
- S3 - THREE WAY SWITCH
- SD - DIMMER SWITCH
- WETHER PROOF OUTLET
- (SC) - SMOKE AND CARBON MONOXIDE DETECTOR

OUTLET LOCATIONS PER 2014 NATIONAL ELECTRICAL CODE

ALL 15 AND 20 AMP, 125 AND 250 VOLT NONLOCKING TYPE RECEPTACLES IN DWELLING UNITS SHALL BE LISTED TAMPER RESISTANT RECEPTACLES NEC 406.12 TYP.

LANDING, STAIRCASE, AND COLUMNS TO BE HEAVY TIMBER, OR FIRE-RETARDANT-TREATED WOOD, AS PER TABLE 2021 IRC 302.1(1).



ADU ELECTRICAL PLAN

SCALE: 1/4"=1'-0"

3 WASHINGTON PLACE

DESIGNED BY MJC

DATE: 03/01/2025

HIGH GRADE Design Build

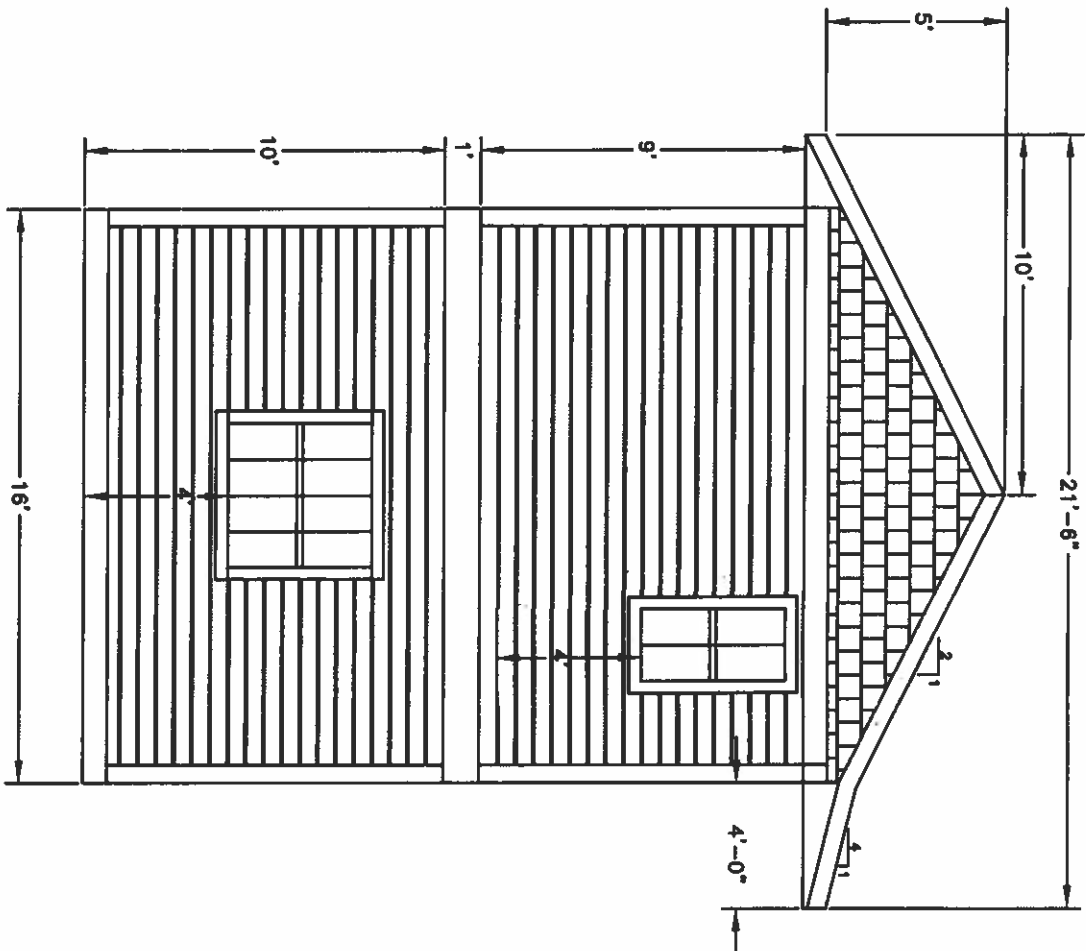
ELECTRIC PLAN AND STAIRCASE FRAMING

G4

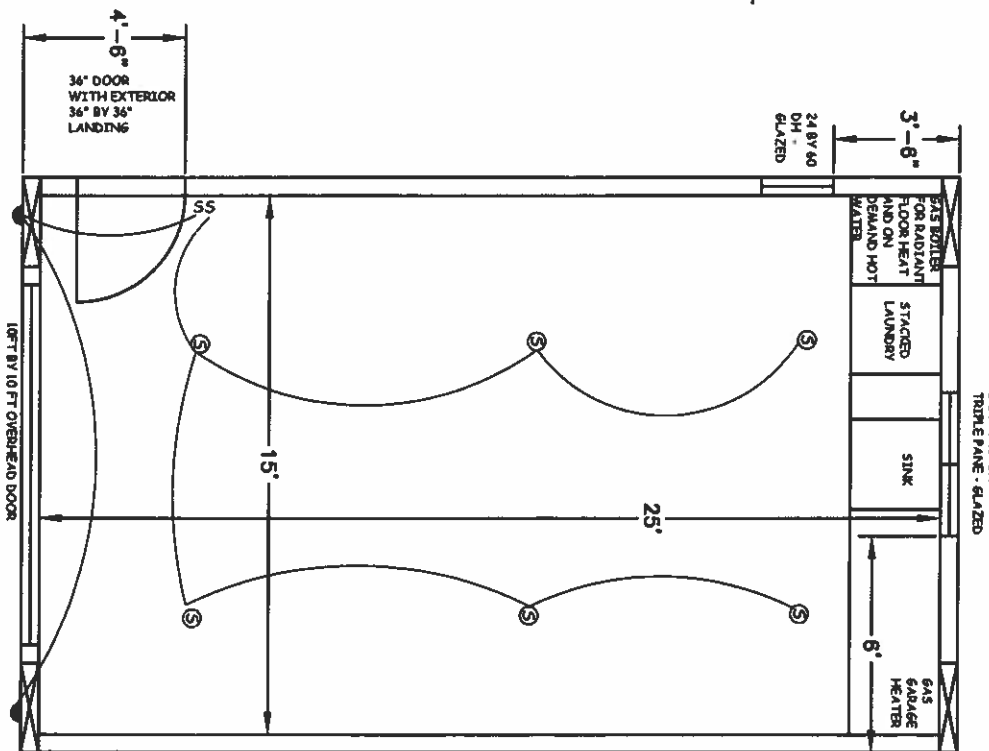
ENGINEERED BRACE PANEL



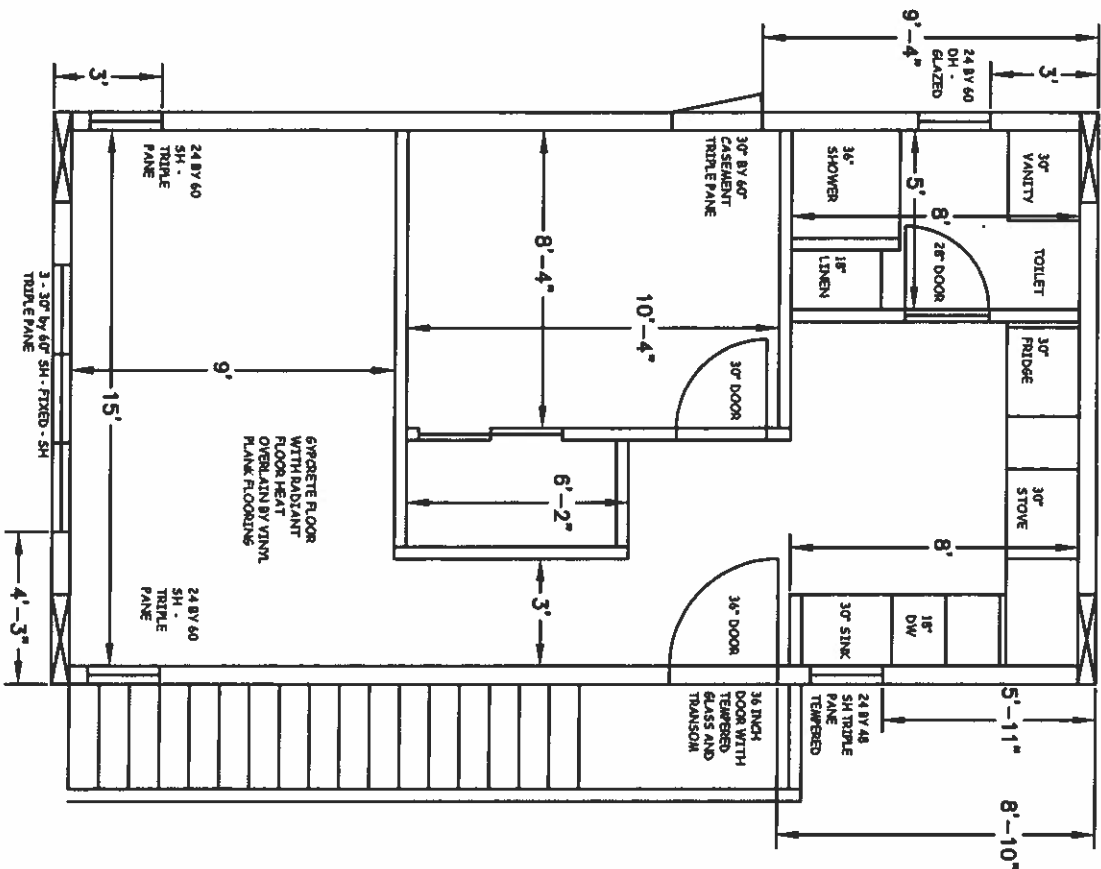
SHEATHING - $\frac{7}{8}$ " APA RATED OSB EXTERIOR FACE
FASTENERS - EDGE 8D AT 3" O.C., FIELD 8D AT 12" O.C.
STRAPS - ASTM A36 STRAP TO WALL OF SUPPORTING BEAM BELOW
AT EACH END OF BRACE PANEL
HOLD DOWNS - HDUS WITH TITEN 5/8" IN ANCHOR WITH MIN 5 1/2"
EMBEDMENT



SOUTH ELEVATION



GARAGE FLOOR AND ELECTRICAL PLAN



ADU FLOOR PLAN

SCALE: 3/16" = 1'-0"

3 WASHINGTON PLACE

DESIGNED BY MJC

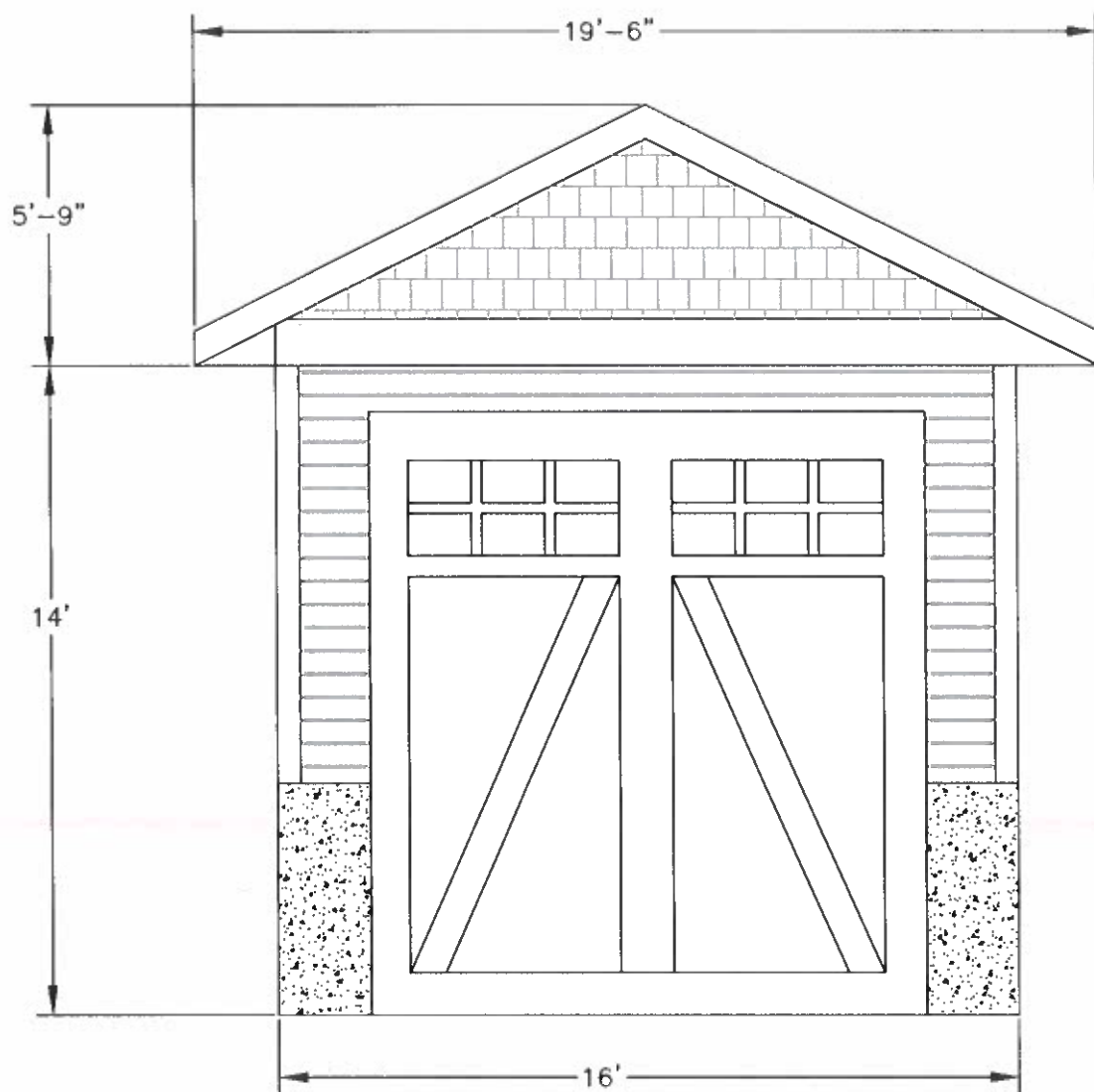
DATE: 03/01/2025

HIGH
GRADE
Design
Build

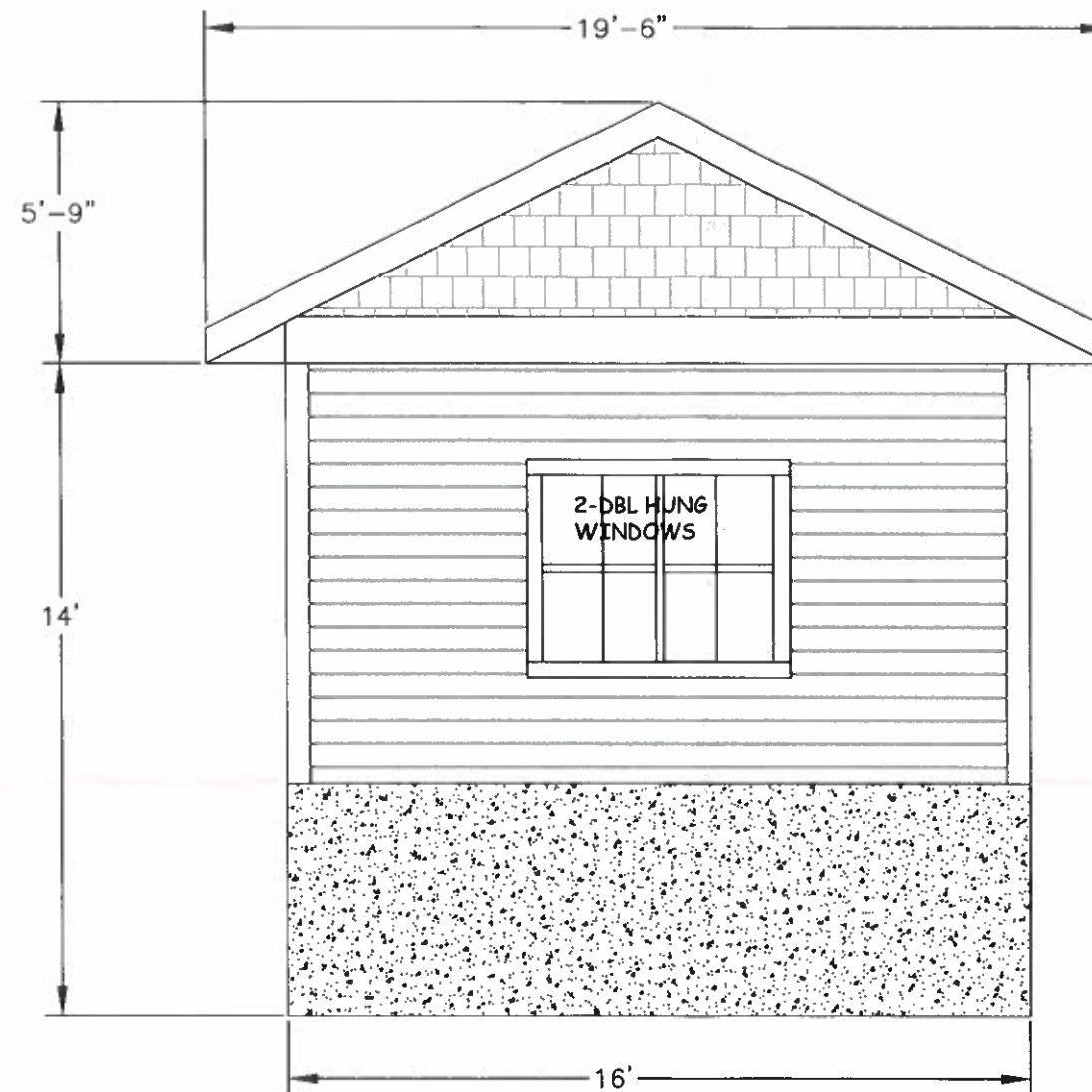
SOUTH ELEVATION AND
FLOOR PLANS

G2

APR 11 2025



GARAGE NORTH ELEVATION



GARAGE SOUTH ELEVATION

SCALE: 3/16" = 1'-0"

MAY 09 2023

3 WASHINGTON PLACE

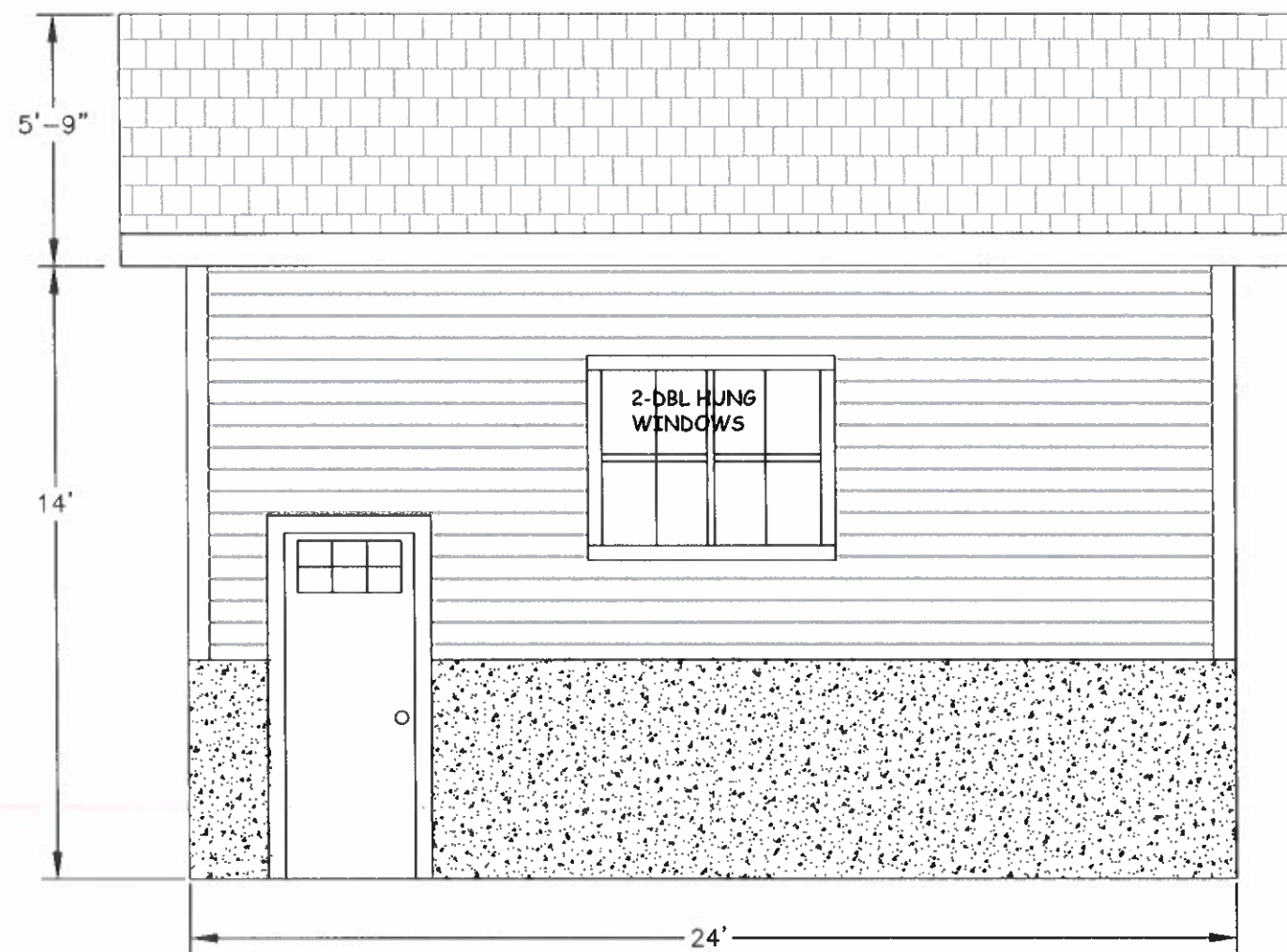
DESIGNED BY MJC

DATE: 1/1/2023

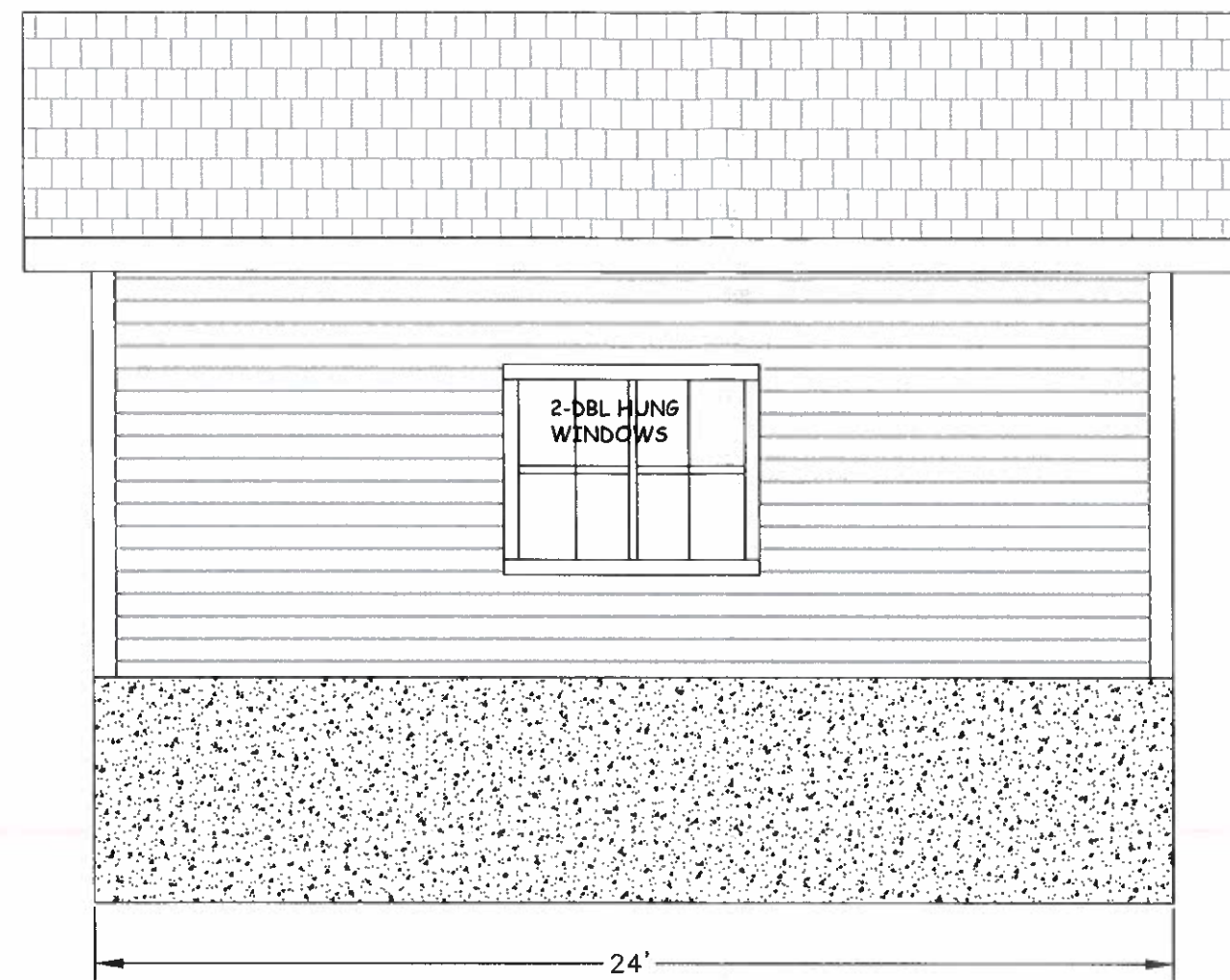
HIGH
GRADE
Design
Build

GARAGE
SOUTH AND NORTH
ELEVATIONS

G1



EAST GARAGE ELEVATION



WEST GARAGE ELEVATION

SCALE: 3/16" = 1'-0"

MAY 09 2023

3 WASHINGTON PLACE

DESIGNED BY MJC

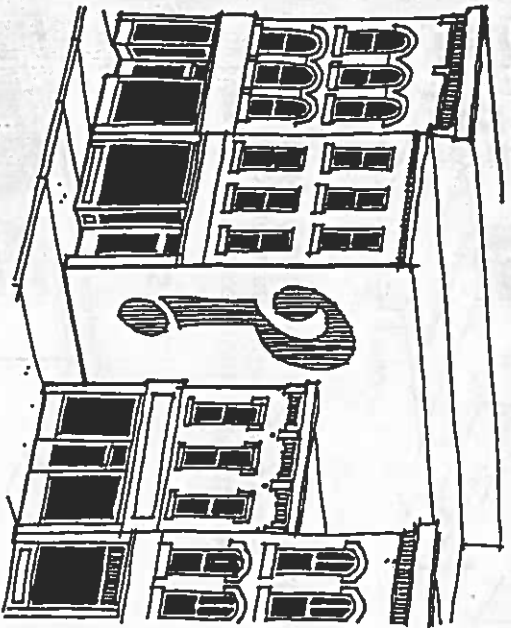
DATE: 1/1/2023

HIGH
GRADE
Design
Build

GARAGE
EAST AND WEST
ELEVATIONS

G2

NEW "INFILL" CONSTRUCTION



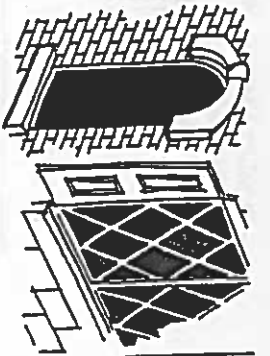
The construction of new buildings on vacant lots in downtown should be encouraged. Because this type of building fills in a "hole" in the existing environment, it is called *infill construction*.

The design of a new infill building, particularly its front facade, is a special problem. It should be designed to look appropriate and compatible in the midst of the surrounding buildings. Otherwise, the new building can look awkward and out of place.

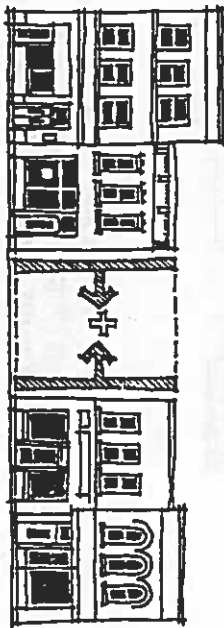
What is good infill design? There is no pat answer; a good design will vary according to its setting. Professionals generally agree that, since an infill building is new, it should look new. However, its appearance must always be sensitive to the character of its neighbors.

The infill facade should not pretend to be historic by mimicking too closely older facades. Often, pseudo-Colonial or Victorian details are added on a new building in an attempt to blend with older surroundings. This approach sel-

dom succeeds. It actually detracts from the character of an area by promising what is truly old and historic.

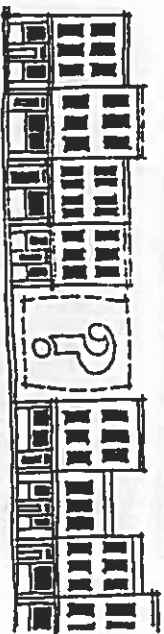


The central idea behind good infill construction is a simple one. To a large degree, an infill facade should be designed by those around it. If the design of the new facade grows out of its neighbors, it is sure to be compatible.



This approach strikes a proper balance between the existing architecture and good contemporary design. The modern designer is allowed the freedom of individual talent—within limits.

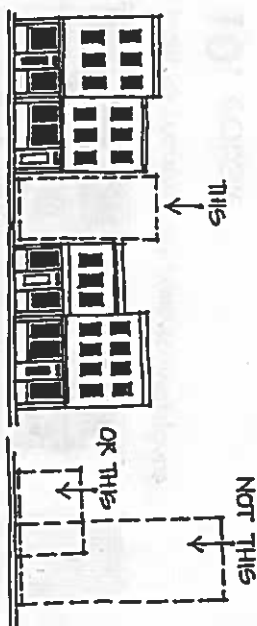
Since a good infill design will respond to its surroundings, it is not possible to develop specific guidelines which will apply to all cases. Every site has its own design problems.



There are, however, several general ideas which should govern the visual relationship between an infill building and its neighbors.

1. HEIGHT

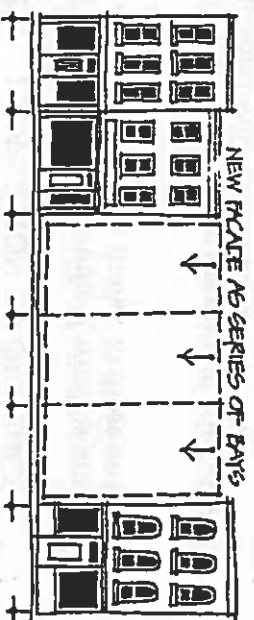
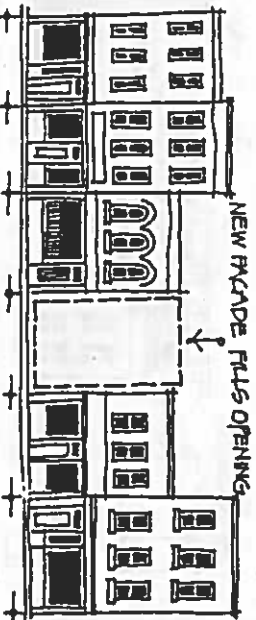
Downtown buildings generally share a similarity in height. The infill construction should respect this. A new facade which is too high or low can interrupt this consistent quality.



2. WIDTH

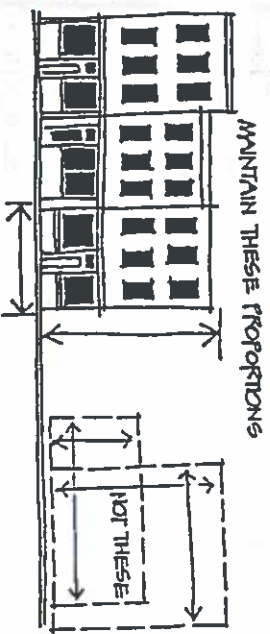
The infill building should reflect the characteristic rhythm of facades along the street.

If the site is large, the mass of the facade can be broken into a number of smaller bays.



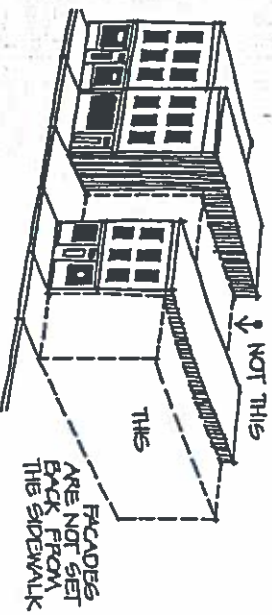
3. PROPORTION

The characteristic proportion (the relationship between height and width) of existing facades should be respected.



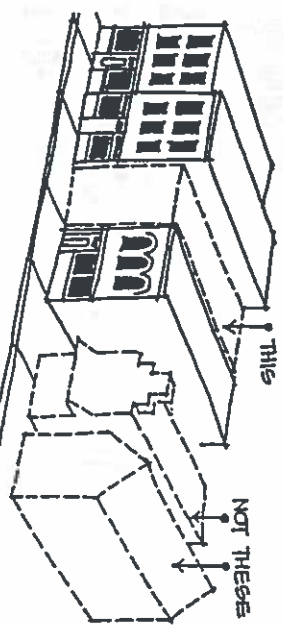
4. RELATIONSHIP TO STREET

The new facade should have a relationship to the street which is consistent with its neighbors.



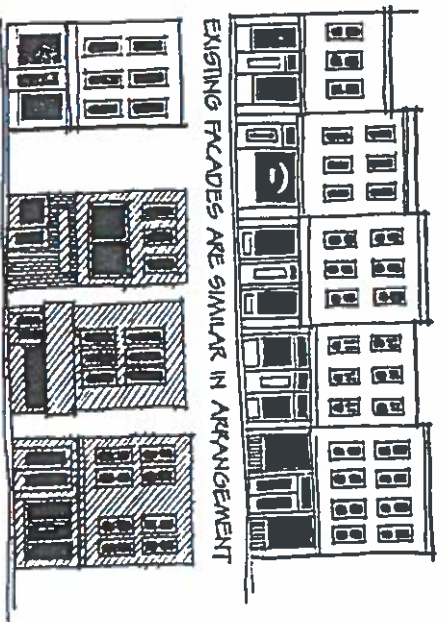
5. ROOF FORMS

The type of a roof used should be similar to those found on adjacent buildings. On Main Street, this means a flat roof not visible on the front facade.



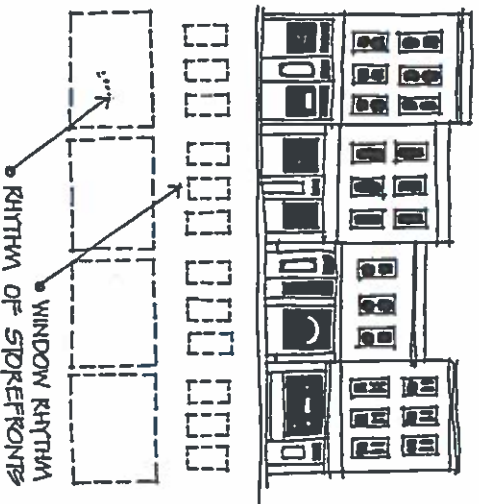
6. COMPOSITION

The composition of the infill facade (that is, the organization of its parts) should be similar to that of surrounding facades.



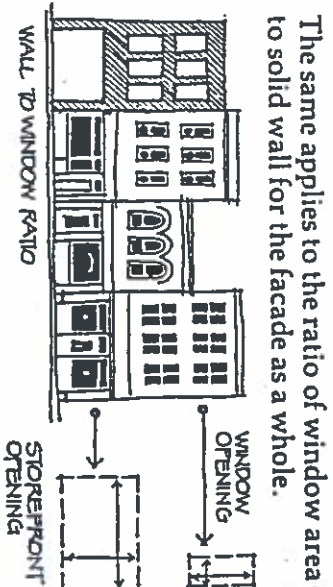
7. RHYTHM

Rhythms which carry throughout the block (such as window spacing) should be incorporated into the new facade.



8. PROPORTION OF OPENINGS

The size and proportion of window and door openings should be similar to those on surrounding facades.



9. MATERIALS

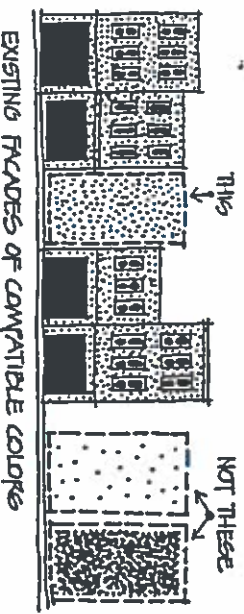
An infill facade should be composed of materials which complement adjacent facades. The new building should not stand out against the others.



EXISTING FACADES OF SIMILAR MATERIALS

10. COLOR

The colors chosen for an infill facade should tie it to its neighbors.



EXISTING FACADES OF COMPATIBLE COLORS

April10, 2025

TO: Helena/Lewis and Clark County Heritage Tourism Council (HTC)

FROM: Kathy Macefield, City-County Historic Preservation

Subject: Historic Tax Abatement for New Construction of a Garage with an Upstairs Dwelling Unit for Matt Culpo, property located in the Helena Historic District at 3 Washington Place

DESCRIPTION

Matt Culpo and Christine Thennis, owners of property located at 3 Washington Place in the Helena Historic District, are applying for a tax abatement for new construction of a garage with an upstairs residential dwelling unit. The property is located within a National Register Historic District (MCA 15-24-16 et seq.). The applicant's property is legally described as the east 33 feet of Lot 9, Washington Place Subdivision, S25, T10 N, R04 W, BLOCK 1, Lot 8, & E33' LT 9 as shown on COS #3314748, filed with the County Clerk and Recorder on 11/20/2017 (geocode number 05188725412170000).

Background Information

Under the provisions of MCA 15-24-1603, an historic property undergoing rehabilitation, restoration, expansion or new construction that meets the criteria established by the review processes described in 15-24-605 or 15-24 -1606 may receive a tax abatement up to 5 years following the completion of the construction. The tax abatement is limited to 100% of the increase in taxable value caused by the rehabilitation, restoration, expansion or new construction.

For reference, MCA 15-24-1604 states: *A property that meets the design review criteria in **15-24-1605** is eligible for the property tax abatement if it is...: 2) a newly constructed property within the boundaries of a national register historic district that meets design review criteria as being architecturally compatible with the historic district, as determined by the local review board or the state historic preservation office;*

MCA 15-24-1605 states: *...The review process must include design review criteria based on the secretary of the interior's standards for preservation projects or other standards approved by the state historic preservation office.* The City of Helena/Lewis and Clark County Heritage Tourism Council (HTC) has been designated to review historic tax abatements and includes an architect in its membership.

The use of tax abatements for rehabilitation, restoration, expansion or new construction in historic districts may encourage the redevelopment of historic homes and businesses and encourages retention of historic structures. This proposal represents infill development that is compatible with the surrounding historic neighborhood and will increase housing stock. All new construction will comply with energy codes. Tax revenue will temporarily decrease if the tax abatement is granted.

According to the National Park Service website: *The {Secretary of the} Standards for Rehabilitation provide direction in making appropriate choices in planning the repairs, alterations, and additions that may be part of a rehabilitation project.* Standard #9 specifically applies to new construction:

New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

The website also provides guidance for New Construction within the Boundaries of Historic Properties: *New construction should be placed away from or at the side or rear of historic buildings and must avoid obscuring, damaging, or destroying character-defining features of these buildings or the site.*

As with new additions, the massing, size, scale, and architectural features of new construction on the site of a historic building must be compatible with those of the historic building. When visible and in close proximity to historic buildings, the new construction must be subordinate to these buildings. New construction should also be distinct from the old and must not attempt to replicate historic buildings elsewhere on site and to avoid creating a false sense of historic development.

According to the DRAFT Montana Historic Property Record for 1 Washington Place (of which 3 Washington Place has historically been included):

The Washington Place development was among several initiatives taken by the realty firm of H. B. Palmer who, in 1902, partnered with builder E. W. Fisk and others to develop new streets - Washington Place and Hamilton - and construct houses on the lots along them and on the corner of Ming and Olive. Certain of these properties were erected for specific buyers. Others were built on speculation. Financial partners in the venture included druggist Frank C. Sutphen, Frank H. Crowell, Dr. Rudolph Horsky and Dr. Benjamin Brooke.

Among those buyers were H. B. Palmer himself as well as E. W. Fisk. The family of the late banker Ebenezer Sharpe, including his widow, Francis and daughter, Isabella, soon joined them as neighbors. Palmer and Sharpe shared the stone apartment constructed on the corner of Olive and Washington Place....

Harry Bryson Palmer was the son of J. J. Palmer, the Indiana contractor who erected the Lewis and Clark County Courthouse in 1886. Young Harry came to Helena to assist his father in that effort and stayed on to become an influential businessman in the capital city. He formed the H. B. Palmer Company, a diverse investment and insurance firm that survived the difficult years follow the silver collapse of 1893.... By 1900 Palmer had formed an alliance with E. W. Fisk, a builder who seemed to specialize in the construction of modest homes. Together they developed all the lots on Washington Place, combining their skills in mortgaging, subdividing, real estate and construction to make a neighborhood.

H. B. Palmer had lived in the immediate area for years. He and his wife, the former Edna Cornelia Hedges, daughter of prominent Montana pioneer, Cornelius Hedges, were at 421 Hemlock (Power) and 40 Olive Street before taking up residence at the stone apartment building at 1 Washington Place. H. B. Palmer was to enjoy his successful Washington Place development for only a few years. He died in his downtown business office with Edna at his side in January 1915. He was 62 years old.

Current Situation

This property was originally platted as part of the Original Helena Townsite in 1882 but was replatted as the Washington Place Subdivision in 1909. The subject property measures 33 feet wide by 100 feet deep, containing 3,300 square feet. The subject property was originally part of the property containing the residential structure at 1 Washington Place, a contributing property located in the Helena Historic District and owned by the applicants.

The applicants received a tax abatement in 2024 to construct a new 2-story 681-square foot (651 square feet on each level plus 30-square foot front porch) residential duplex in the R-3 District. The new duplex measures 21 feet wide, is approximately 23 ½ feet high measured at the mid-point of the roof, is located 6 feet from the side property boundaries and 14 feet from the front property line.

A 14x20-foot, 280 square foot wood-frame garage that was originally built with a brick exterior has been relocated off the property. The applicant plans to build a new 16x29-foot wood-frame garage containing 464 square feet with an upstairs dwelling unit. The newly constructed duplex and proposed garage would cover a total of 1,145 square feet which is less than 40% of the lot (maximum 1,320 square feet) permitted in the R-3 District.

The proposed garage/apartment would be 21 ½ feet tall, and located 6 feet from the west side property boundary, 13 feet from the north property boundary adjacent to the alley, and approximately 10 feet from the east property boundary. The garage elevation shows an exterior staircase with a landing that would be installed on the west side of the new building in the 6-foot wide side yard setback.

Mr. Culpo met with the Historic Preservation staff and final drawings were received on May 9, 2023 (attached) for the 2024 tax abatement. The May 9th elevations showed windows on the east, west and south sides of the proposed one-story garage. The HTC considered that proposed tax abatement on May 16, 2023 and agreed that the May 9, 2023 drawings for the duplex and single-story garage were consistent with the Secretary of the Interior's Standards and the tax abatement requirements.

In February 2024 building plans were submitted for a proposed two-story structure containing a garage with an upper level dwelling unit. This 2024 drawing was not considered by the HTC as part of the tax abatement application nor was it originally considered by the City Commission or by the Board of County Commissioners (BoCC). In order to obtain a tax abatement application for this proposed garage and upper dwelling unit design, the new application must be considered by the HTC for a recommendation and then be considered and approved by the City Commission and BoCC in separate public hearings.

The drawings submitted March 20, 2025 showed the proposed upper story dwelling unit would have 3 windows on the east side and 2 windows plus a door on the west side. Access to the upper-level dwelling unit would be from stairs and a deck located in the west side yard. Initially no window was shown for the south side of the proposed dwelling unit. A revised south building elevation was submitted April 11th showing a window on the south side for the upper dwelling unit.

Locating a window on the south side would improve the residential appearance of the exterior so it would be more consistent with the surrounding historic district. Locating at least one window on the south side of the proposed residence would follow the Secretary of the Interior Standards since all elevations of the neighboring homes have windows on all elevations. Guidelines for new construction in historic districts advise that new structures follow the fenestration patterns (window placement and

design) of existing structures in the residential neighborhood. This window would also allow the upstairs resident to get some solar gain which could help alleviate some winter heating costs.

The current garage proposal shows a window would be located on the south and east sides of the building, but no windows would be located on the garage's west side. A 10x10-foot wide overhead garage door that looks like 2 side by side doors that could open outward would be located on the north side. The site plan shows a 10x20-foot gravel parking area on the east side of the proposed garage.

A site plan and drawings of the new proposed garage with upper-level dwelling unit for the 2025 tax abatement application at 3 Washington Place and the revised south elevation are attached. Photos of the previously removed garage and copies of the previously approved duplex and single-story garage for the 2024 tax abatement are also attached.

The HTC will consider the proposed tax abatement for the new garage with an upper-level dwelling unit on April 15, 2025 and will provide a recommendation for the Helena City Commission and BoCC. The proposed tax abatement requires a City Resolution and a separate County Resolution to be prepared that includes the HTC recommendation. The City Commission and the BoCC will both hold public hearings in the future to consider the historic tax abatement for new construction.

RECOMMENDATION:

Staff recommends **APPROVAL** for a tax abatement to Matt Culpo and Christine Thennis for new construction of a 16x29 feet, 21 ½ feet tall, containing 464 square feet (building footprint) residential garage with an upper level dwelling unit with a window on the south side as shown on the revised south building elevation dated April 11, 2025, and on the designs received March 20, 2025 except the south building elevation, as included with the tax abatement application for property located in the Helena Historic District at 3 Washington Place, Helena, Montana.

The tax abatement is for the increase in taxable value to be assessed for tax years 2023-2028 pursuant to the taxable value schedule in 15-24-1601 MCA. Said property is legally described as the east 33 feet of Lot 9, Washington Place Subdivision, S25, T10 N, R04 W, BLOCK 1, Lot 8, & E33' LT 9 as shown on COS #3314748, filed with the County Clerk and Recorder on 11/20/2017 (geocode number 05188725412170000).

Attachments: Application and proposed site plan for an upper-level dwelling and garage elevations
Revised south building elevation dated April 11, 2025
Drawings of the initially approved garage for the 2024 tax abatement dated May 9, 2023
Photo of previously removed garage



Mill Levy

Tax Year 2025

Fiscal Year 2026

Background

The city is required under MCA 7-6-4036 to set the tax levy by the later of the 1st Thursday after the 1st Tuesday in September (9/11/25) or 30 calendar days after receiving taxable values. Certified taxable values were received August 4, 2025 making September 3, 2025 the 30-calendar day mark. The later of these dates is September 11, 2025 which is our official deadline to approve the tax levy for Tax Year 2025 (FY 2026)

The city will have a public hearing to set the tax levies on September 8, 2025

General Mill Levy calculation is relative to and dependent upon two factors:

1. The amount of Taxable Value in the Levying District
2. The Maximum Allowable amount to be levied – determined by taking the maximum allowable amount from the prior year and adjusting by inflation factor

If the increase in Adjusted Taxable Value* from one year to the next grows faster than the inflation rate, the number of mills necessary to generate the same revenue as the prior year + inflation decreases.

For Tax Year 2025 (FY26): Adjusted Taxable Value change: **-7.71%**; Inflation Factor per DOR: 2.11%
Since the inflation rate is higher than the net taxable change, the number of mills needed to generate the allowable revenue increased. 123.64 mills vs. 110.43 mills in prior year.

Last year (TY24) the adjusted taxable value increased 0.40% from the prior year (TY 23).

Trend in Values:

	TY25	TY24	TY23	TY22	TY21	Change TY 25 vs. TY24
Market	7,515,921,295	6,147,438,252	6,098,033,385	4,513,153,545	4,455,189,971	22.3%
Taxable	97,158,446	102,907,433	102,223,173	79,993,046	78,423,416	-5.6%
Adjusted Taxable	91,423,521	99,059,640	98,664,045	78,923,004	77,595,085	-7.7%
Newly Taxable	1,077,433	1,977,084	1,560,199	1,981,096	1,681,220	-45.5%

Tax Increment Financing Districts:

	Incremental Value				TY25 vs TY24	
	Tax Year 2025	Tax Year 2024	Tax Year 2023	Tax Year 2022	Change \$	Change %
Railroad URD	1,391,640	1,161,216	1,028,228	378,008	230,424	19.8%
Capital Hill	1,607,793	722,464	910,369	232,654	885,329	122.5%
Helena URD	2,735,492	1,964,113	1,620,531	459,380	771,379	39.3%
Total	5,734,925	3,847,793	3,559,128	1,070,042	1,887,132	49.0%

29th Legislative Session tax changes summary

HB20 -Voted Mill Levies – restated in dollars

SB542 – New tiered tax rates

SB117 – In Fiscal Year 2027 - inflation factor changes from ½ average CPI over prior 3 years to average rate of inflation over prior 3 years up to 4%

Revenue and Finance – SB 542

Fiscal Year	Primary Residence								Long-Term Rental	Second Residence	Short-term Rental		
	Ag	SF Residential							Residential	Residential	Residential	Commercial and Industrial	
	All values	All values	First \$360k	\$360k to \$400k	\$400k to \$720k	\$720k to \$1.4m	\$1.4m to \$1.5m	> \$1.5m	All values	All values	All values	First \$400k/ Median Value	>\$400k/ Median Value
2025	2.16%		1.35%	1.35%	1.35%	1.35%	1.35%	1.89%	1.35% up to \$1.5 million, then 1.89%	1.35% up to \$1.5 million, then 1.89%	1.35% up to \$1.5 million, then 1.89%	1.89%	1.89%
2026	2.05%	\$400 Rebate	.76%	.76%	1.1%	1.1%	1.1%	2.2%	SF same as value rates; 1.89% MF	SF same as value rates; 1.89% MF	SF same as value rates; 1.89% MF	1.4%	1.89%
2027	2.05%		.76%	.9%	.9%	1.1%	1.9%	1.9%	SF same as value rates; 1.1% MF	1.9%	1.9%	1.5%	1.9%
2028	2.05%		.76%	.9%	.9%	1.1%	1.9%	1.9%	SF same as value rates; 1.1% MF	1.9%	1.9%	1.5%	1.9%



City of
Helena

Taxable Value Changes – SB 542
Table Courtesy of MT League of Cities & Towns

A mill is the traditional unit for expressing property tax rates:

- 1/10 of a percent (10 mills = 1%)
- One-thousandth (1/1000) of a dollar
- \$1 per \$1,000 of taxable valuation

General Levy: 123.64 mills (110.43 prior year)

- Includes Railroad TIF: 1.88 mills
- Includes Downtown TIF: 3.70 mills
- Includes Capital Hill TIF: 2.17 mills

Permissive Health Levy: 28.19 mills (25.99 prior year)

GO '08 Debt Levy: 5.74 mills (5.52 prior year)

GO '25 Debt Levy: 5.76 mills (New in Tax Year 2025)

Fire Supplemental Levy: 11.54 mills (10.43 prior year)

Net increase of 22.50 mills vs. TY24 (174.87 vs. 152.37 mills)



**City of
Helena**

Proposed Total City Levy: 174.87 Mills (TY25)

General Levy	Amount
Prior Year Assessment (ad valorem tax revenue)	\$10,939,156
Inflationary Factor (2.8%)	+ \$230,816
Adjusted ad valorem tax revenue	\$11,169,972
Total Taxable Value	\$97,158,446
Less: TIF increment values	-\$5,734,925
Less: Value of Newly Taxable Property	-\$1,077,433
Adjusted Taxable Value per mill/1000	\$90,346.088
General Mill Calculation	$\$11,169,972 / \$90,346.088$ = 123.64 Mills



(NOTE: This analysis includes only those levies subject to the limitations of Section 15-10-420, MCA and does not include voted levies. In addition, only the levies assessed on an entity-wide basis are to be included.)

Tax Year	Fiscal Year	City-Wide	Valuation %	Previous Year Levy	Current Year Levy	Change in
		Taxable	Change From			Mills
		Valuation	Previous Yr			Up / (Down)
2015	2015-2016	\$ 61,254,920	3.50%	125.22	124.57	(0.65)
2016	2016-2017	\$ 62,737,950	2.42%	124.57	127.01	2.44
2017	2017-2018	\$ 66,261,551	5.62%	127.01	124.36	(2.65)
2018	2018-2019	\$ 67,817,291	2.35%	124.36	126.46	2.10
2019	2019-2020	\$ 72,730,063	7.24%	126.46	122.51	(3.95)
2020	2020-2021	\$ 73,635,891	1.25%	122.51	124.28	1.77
2021	2021-2022	\$ 78,423,416	6.50%	124.28	121.13	(3.15)
2022	2022-2023	\$ 79,993,046	2.00%	121.13	126.93	5.80
2023	2023-2024	\$ 102,223,173	27.79%	126.93	105.70	(21.23)
2024	2024-2025	\$ 102,907,433	0.67%	105.70	110.43	4.73
2025	2025-2026	\$ 97,158,446	-5.59%	110.43	123.64	13.21

The current year levies are at the maximum levels authorized under Section 15-10-420, MCA.



**City of
Helena**

Ten Year General Levy History

Permissive Health Levy

- MCA 15-10-420(9)
- Not subject to property tax limitation law (MCA 15-10-420)
- Covers incremental value of group benefits over base year for employees not covered by user charges generated in proprietary funds
- Used for “group benefits” – health, medical, life, flexible spending accounts, etc.

Permissive Health Levy	Amount
Base year employer contribution (base year = 2001)	\$198,277
General Gov't Employee Budgeted City Contribution	\$2,791,590
Increase in employer contribution over base year	\$2,577,472
Total Taxable Value	\$97,158,446
Less: Incremental Tax Values	-\$5,734,925
Taxable Value less Incremental Values	\$91,423,521
Permissive Health Levy Mill Calculation	$\$2,577,472 / \$91,423.52$ = 28.19 Mills

2017 GO Bond Levy

- Voted Levy for Parks Improvements
- Originated in 2008
- Refinanced in 2017 – expires FY 2028
- Levy enough to cover the debt service each year



GO Debt Levy	Amount
GO Debt Service Payment Revenue needed in FY26	\$525,000
Total Taxable Value	\$97,158,446
Less: Incremental Tax Values	-\$5,734,925
Net Taxable Value per mill	\$91,423,521
Permissive Health Levy Mill Calculation	$\$525,000 / \$91,423.52 = 5.74 \text{ Mills}$

2025 GO Bond Levy

- Voted Levy for New Fire Station
- Originated in 2025
- Expires FY 2045
- Levy enough to cover the debt service each year

GO Debt Levy	Amount
GO Debt Service Payment Revenue needed in FY26	\$527,000
Total Taxable Value	\$97,158,446
Less: Incremental Tax Values	-\$5,734,925
Net Taxable Value per mill	\$91,423,521
Permissive Health Levy Mill Calculation	$\$527,000 / \$91,423.52 = 5.76 \text{ Mills}$



Supplemental Fire Levy:

- Voted levy (no expiration)
- Began collecting FY2019

Purpose:

- Support six (6) firefighters
- Capital Equipment



**City of
Helena**

**Proposed Supplemental Fire Levy: \$1,054,992
dollars or 11.54 mills**

Fire Levy	Amount
Prior Year Assessment (ad valorem tax revenue)	\$1,033,192
Inflationary Factor (2.11%)	+ \$21,800
Adjusted ad valorem tax revenue	\$1,054,992
Total Taxable Value	\$97,158,446
Less: TIF increment values	-\$5,734,925
Adjusted Taxable Value per mill	\$91,423.52
General Mill Calculation	$\$1,054,992 / \$91,423.52$ = 11.54 Mills



Determination of Proposed Property Tax Increase

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

Aggregate of GENERAL, TIF & GO Debt Funds - City of Helena, MT

Entity Name: FYE June 30, 2026

FY2026 Increase(decrease) in property taxes	\$ (72.80)	\$ (218.39)	\$ (314.38)	
<u>FY2026 Calculation:</u>				
Current Market Value	\$ 100,000.00	\$ 300,000.00	\$ 600,000.00	
Taxable Rate: 0.76% up to \$400k in MV / 1.1% above \$200k in MV of Current Market Value	\$ 760.00	\$ 2,280.00	\$ 5,260.00	
Taxable Value Per Mill (1/1000th)	\$ 0.76	\$ 2.28	\$ 5.26	
Total Levy in Mills(Line 11 on the Mill levy Calculation Form)	174.87	\$ 174.87	\$ 174.87	
Calculated Total Property Tax	\$ 132.90	\$ 398.70	\$ 919.82	
<u>FY2025 Calculation:</u>				
Current Market Value	\$ 100,000.00	\$ 300,000.00	\$ 600,000.00	
Taxable Rate: 1.35% of Current Market Value	\$ 1,350.00	\$ 4,050.00	\$ 8,100.00	
Taxable Value Per Mill (1/1000th)	\$ 1.35	\$ 4.05	\$ 8.10	
Total Levy in Mills(Line 11 on the Mill levy Calculation Form)	152.37	\$ 152.37	\$ 152.37	
Calculated Total Property Tax	\$ 205.70	\$ 617.10	\$ 1,234.20	



**City of
Helena**

**SB332 – Property Tax Increase (Decrease)
information**

Recommendation:

Adopt proposed mill levy as
presented at public hearing on
September 8, 2025



**City of
Helena**

Total Proposed Mill Levy: 174.87 mills

City of Helena, Montana

08/08/2025

To: Tim Burton, City Manager

From: Christopher Brink, Community Development Director

Subject: Presentation of a proposed resolution distributing Capital Hill Urban Renewal District Tax Increment Financing funds to D&M Development, LLC.

Present Situation: Present to the Mayor and members of the City Commission a staff proposal for potential distribution of Capital Hill TIF funds to D&M Development, LLC (Dick Anderson/Mark Esponda) for costs associated with installing and constructing public infrastructure and utilities within and surrounding the former Capital Hill Mall Site, including streets, sidewalks, curb and gutter, water mains, sewer mains, stormwater drainage, landscaping, and retaining walls.

Background Information: On 22, December 2021 and again on 8, January 2023, Mark Esponda of D & M Development, LLC made a formal request for funding through the Capital Hill Area URD and TIF District for reimbursement of cost associated with the installation of public infrastructure associated with redevelopment of the former Capital Hill Mall site. Total project development costs exceed \$3.9 million with the TIF eligible portion of those costs being approximately \$2.5 million.

With the earlier request, according to the developer, the City was not in a position to move the request forward. Between that request and the one from January 2023, the City contacted bond council, Ballard Spahr LLP, to assist in crafting a redevelopment agreement for the disbursement of TIF funding in the form of a bond or series of bonds as permitted pursuant to Section 7-15-4290, Montana Code Annotated. While an initial draft agreement was developed and provided by the contracted bond counsel, the City never acted to advance that process further.

Since the last request, the redevelopment of the mall site has essentially been completed, save for construction on the final building site, "Lot 2-A". All internal and external public infrastructure has been completed and conveyed to the City for operation and maintenance.

When the ordinance creating the Capital Hill URD, adopting the district plan, and creating the associated TIF funding provision (Ord. # 3285), a couple of the guiding principles of the URD plan are to develop "a Neighborhood Center Area by working with the developer of the former Capital Hill Mall site and other property owners..." and "Redeveloping, rehabilitating, and re-tenanting underutilized and underperforming properties by encouraging infill development, providing a number of housing units, and considering allowing taller and mixed use development..."

Proposal/Objective: Consideration of a proposal for an allocation of funding from Capital Hill TIF funding for redevelopment costs associated with former Capital Hill Mall site.

As presented by D&M Development, the total project costs of the public infrastructure installed are \$3,985,000.

Staff have identified \$2,494,870 in TIF eligible costs and are proposing a disbursement schedule that would protect the health of the fund while disbursements are made. The proposal is for \$494,974 to be disbursed each year, over the next five years, beginning in November 2025.

The yearly revenue of the fund, projected to be approximately \$650,000, should support the proposed disbursement schedule while also protecting the fund's health and availability to other projects in the URD.

Advantage:

Reimbursement of TIF eligible costs borne by private development of public infrastructure associated with the re-development of a former mall site meeting one of the primary guiding principles of the Capital Hill URD Plan.

Notable Energy Impact:

N/A

Disadvantage:

N/A

Quasi-Judicial Item:

False

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

No recommendation at this time. Staff is only presenting a TIF disbursement proposal.

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. _____

A RESOLUTION DISTRIBUTING CAPITAL HILL URBAN RENEWAL DISTRICT TAX INCREMENT FINANCING FUNDS TO D&M DEVELOPMENT. LLC, FOR STREETS, SIDEWALKS, AND PUBLIC UTILITY IMPROVEMENTS AND CONSTRUCTION AT THE FORMER CAPITAL HILL MALL SITE

WHEREAS, on August 24, 2020, the City Commission adopted Resolution No. 20618 that found the Capital Hill Mall Area a "blighted area" and its rehabilitation and redevelopment in the interests of public health, safety, morals, and welfare of the residents of the City of Helena;

WHEREAS, on December 7, 2020, the City Commission passed Ordinance No. 3285, which adopted the Capital Hill Urban Renewal District along with the Capital Hill Urban Renewal District Plan to guide the redevelopment of the blighted area of the Capital Hill Urban Renewal District;

WHEREAS, the Capital Hill Urban Renewal Plan includes goals, among others, to (1) "improve infrastructure for redevelopment by identifying public infrastructure improvements that can help facilitate new private sector investment..."; 2) "develop a neighborhood center area by working with the developer of the former Capital Hill Mall site and other property owners..."; and 3) "redeveloping, rehabilitating, and re-tenanting underutilized and underperforming properties by encouraging infill development...";

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

WHEREAS, Ordinance No. 3285 authorized the segregation of tax increments received from within the Capital Hill Urban Renewal District to be used as a tool to foster rehabilitation and redevelopment in accordance with §7-15-4282, 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 requestor, D&M Development, LLC, developed a project that improved real property by installing and constructing public infrastructure and utilities within and surrounding the former Capital Hill Mall site, including streets, sidewalks, curb and gutter, water mains, sewer mains, stormwater drainage, landscaping, and retaining walls (the "Project");

WHEREAS, the total cost of the Project was in excess of three million, nine hundred eighty-five thousand dollars (\$3,985,000); and

WHEREAS, D&M Development, LLC, has requested disbursement for all tax increment financing eligible expenses totaling two million, four hundred ninety-four thousand, eight hundred seventy

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

dollars (\$2,494,870) of Capital Hill Urban Renewal District tax increment funds for the Project.

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

Section 1. The Helena City Commission finds:

A. The Project is located within the established boundary of the Capital Hill Urban Renewal District.

B. The Project includes allowable costs, 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 Capital Hill Urban Renewal District Plan.

Section 2. The City shall distribute two million, four hundred ninety-four thousand, eight hundred seventy dollars (\$2,494,870) to D&M Development, LLC, payable from the tax increment financing funds generated by the Capital Hill Urban Renewal District.

Section 3. Distribution of the requested funds shall be made in five (5) equal installments of four hundred ninety-eight thousand, nine hundred seventy-four dollars (\$498,974), disbursed to D&M Development, LLC on or about November 30 of every year

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Resol. _____

concluding with the last disbursement on November 30 five years from when the initial disbursement is made.

Section 4. Prior to distribution of funds, D&M Development, LLC, must enter into an agreement acceptable to the City.

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

MAYOR

ATTEST:

CLERK OF THE COMMISSION

December 22, 2021

City of Helena, City Manager
Rachel Harlow-Schalk
316 N Park Ave
Helena MT 59623

To: Rachel

This is a written request to formally ask the City of Helena through the Capital Hill Area URD for funding on the Capital Hill Mall Project.

As the developer of the project D&M Development would request the following funding.

- 1) Reimbursement for the public infrastructure that was completed in 2021 for Sanders Street and the Western Half of Vandelay Ave. To date the developer has paid for the construction of streets, water and sewer, power and gas, and other public infrastructure in the amount of \$638,473

A breakdown of the costs are:

Engineering	\$120,919
NWE Power	\$100,548
Road, water main, sewer main, curb and gutter, storm drains	\$417,066

** Contract for NWE, the original bid and final bill for construction, and agreement for power and gas have been included.

- 2) Funds for the public infrastructure is scheduled for work to start in the Spring of 2022 for Oaks Street and the Eastern Half of Vandelay Ave. To date the developer has paid for the Engineering, power and gas. There are ongoing expense related to the engineering. The construction of streets, water and sewer, and other public infrastructure in the have been bid based on previous plans. Once the final plans are complete for the redesigned streets a new bid will be completed and it is expected to be close in price. The total amount to date and based on bids is \$930,291

A breakdown of the costs are:

Engineering	\$80,585
NWE Power	\$100,216
Road, water main, sewer main, curb and gutter, storm drains	\$749,445

** Contract for NWE, the original bid for construction, and agreement for power and gas have been included.

- 3) Funds for the public infrastructure is scheduled for work to start in the Spring of 2022 for the retaining walls and safety rails for Prospect and 11th. The total amount to date and based on bids is \$725,195

A breakdown of the costs are:

Engineering	\$4,616
NWE Power	\$720,579

** The bid for the construction of walls has been included.

The above information are based on the costs to date, bids, and information we have available at this time. There are other engineering costs that will continue as we get approvals for infrastructure that is not yet been complete as well as an expected new bid on final plans for infrastructure. Please let me know if there is additional information needed to start the process of an official written request for URD funds.

Sincerely

Mark Esponda
D&M Development, LLC

January 8, 2023

City of Helena
Ellie Ray
316 N Park Ave
Helena MT 59623

To: Elli

This is a written request to formally ask the City of Helena through the Capital Hill Area URD for funding on the Capital Hill Mall Project. We had submitted before but this is updated information and I know the City was not in a position to move forward with our last request.

As the developer of the project D&M Development would request the following funding.

- 1) Reimbursement for the public infrastructure that was completed in 2021 for Sanders Street and the Western Half of Vandelay Ave. To date the developer has paid for the construction of streets, water and sewer, power and gas, and other public infrastructure in the amount of \$638,473

A breakdown of the costs are:

Engineering	\$120,919
NWE Power	\$100,548
Road, water main, sewer main, curb and gutter, storm drains	\$417,066

- 2) Funds for the public infrastructure with work started in the Spring of 2022 for Oaks Street and the Eastern Half of Vandelay Ave. To date the developer has paid for the Engineering, power, and gas. There are ongoing expense related to the engineering. The construction of streets, water and sewer, and other public infrastructure have been started and are scheduled to be completed in mid 2023. The total amount of the construction based on bids is \$1,236,378

A breakdown of the costs are:

Engineering	\$113,619
NWE Power	\$100,216
Road, water main, sewer main, curb and gutter, storm drains	\$1,022,543

** Contract for NWE, the original bid for construction, and agreement for power and gas have been included.

- 3) Funds for the public infrastructure with work started in the Spring of 2022 for the retaining walls and safety rails for Prospect and 11th. The total amount of construction based on bids is \$1,055,261

A breakdown of the costs are:

Engineering

\$4,616

NWE Power

\$1,050,645

** The bid for the construction of walls has been included.

The above information is based on the costs to date, bids, and information we have available at this time. Please let me know if there is additional information needed to start the process of an official written request for URD funds.

Sincerely

Mark Esponda

D&M Development, LLC

CAPITAL HILL TIF (4503)
CASH FLOW STATEMENT

	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED	FY25 PROJECTED	FY26 PROPOSED
REVENUES:						
Real Property Taxes Genl Levy	133,086	189,289	585,594	618,000	609,200	609,200
Personal Property Taxes	4,431	2,964	2,505	3,000	18,000	18,000
Penalty Interest Del Taxes	10,167	234	789	800	800	800
Investment Earnings	272	8,971	32,351	15,000	28,000	15,000
Total Revenue	147,956	201,458	621,240	636,800	656,000	643,000
	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Revenue Over(Under) Expenditures	147,956	201,458	621,240	636,800	656,000	643,000
Beginning Cash	-	147,956	349,414	976,964	976,964	1,632,964
Other Financing Sources (uses)			6,309			
Ending Cash	147,956	349,414	976,964	1,613,764	1,632,964	2,275,964

ORDINANCES OF THE CITY OF HELENA, MONTANA

ORDINANCE NO. 3285

AN ORDINANCE CREATING THE CAPITAL HILL URBAN RENEWAL DISTRICT, ESTABLISHING THE BOUNDARIES THEREOF, AND ADOPTING THE CAPITAL HILL URBAN RENEWAL DISTRICT PLAN, INCLUDING A TAX INCREMENT PROVISION PURSUANT TO TITLE 7, CHAPTER 15, PARTS 42 AND 43, MONTANA CODE ANNOTATED

WHEREAS, the procedure provided in Title 7, Chapter 15, Parts 42 and 43 of the Montana Code Annotated (MCA) authorizes municipalities to exercise statutory Urban Renewal powers for redevelopment and rehabilitation through urban renewal plans and projects;

WHEREAS, the Helena City Commission adopted Resolution No. 20618, Resolution of Necessity, that found the Capital Hill Urban Renewal District within the City of Helena is a blighted area, that its rehabilitation and/or redevelopment is necessary in the interests of the public health, safety, morals, or welfare of the residents of the City of Helena, and directing that an urban renewal plan for the Capital Hill Urban Renewal District be developed;

WHEREAS, pursuant to §7-15-4212, MCA, the City of Helena caused an urban renewal plan to be prepared for the Capital Hill Urban Renewal District;

WHEREAS, a Capital Hill Urban Renewal District Plan, attached

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

hereto as Exhibit "B," was prepared to guide the rehabilitation and redevelopment of the blighted area established by Resolution No. 20618 by:

- Improving streetscapes and connectivity by developing a brand for the District, evaluate conversion of Prospect Avenue and 11th Street from one way to two way streets, working with Montana Department of Transportation to develop street design standards for Prospect Avenue and 11th Street that include continuous non-motorized facilities, developing design standards for City streets that include "complete streets" concepts, working with the State of Montana to create walkable corridors, adopting landscaping approaches that promote water conservation efforts, and adding a transit stop;
- Improving Infrastructure for Redevelopment by identifying public infrastructure improvements that can help facilitate new private sector investment, entry corridor improvements to welcome visitors through the corridor, and the Helena Housing Authority's Stewart Homes facility;

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

- Developing a Neighborhood Center Area by working with the developer of the former Capital Hill Mall site and other property owners and developing updated zoning and development standards that will help implement mixed-uses and flexibility in development;
- Redeveloping, rehabilitating and re-tenanting underutilized and underperforming properties by encouraging infill development, providing a number of new housing units, and considering allowing taller and mixed-use developments; and
- Supporting and expanding the supply of housing for lower income, senior citizens, persons with disabilities, homeless and others with special needs, supporting the preservation and rehabilitation of existing housing stock, encouraging the maintenance of housing, and adopting policies to ensure single dwelling unit detached rental properties are maintained.

WHEREAS, on October 20, 2020, the Helena/Lewis and Clark County Consolidated Planning Board found that the proposed Capital

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

Hill Urban Renewal District Plan is in conformance with the 2019 City of Helena growth policy and the proposed Capital Hill Urban Renewal District is zoned for use in accordance with the 2019 Helena Growth Policy; and

WHEREAS, the City of Helena is interested in using Tax Increment Financing as a tool to foster rehabilitation and redevelopment in accordance with §7-15-4282, MCA; and

WHEREAS, the Helena City Commission held a public hearing on this ordinance on December 7, 2020, and staff recommended approval of this request.

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

Section 1. The Helena City Commission hereby establishes the Capital Hill Urban Renewal District ("District"). The boundaries of the District are as shown on Exhibit "A."

Section 2. The Helena City Commission hereby finds, determines, and declares that:

a. Capital Hill Urban Renewal District Plan ("Plan") conforms to the 2019 City of Helena Growth Policy; and

b. the Plan will afford maximum opportunity, consistent with

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the urban renewal area by private enterprise.

Section 3. The Plan, attached hereto as Exhibit "B," is hereby adopted.

Section 4. The Plan contains a provision for the use of tax increment financing pursuant to §§7-15-4282 through 7-15-4292, MCA, as funds become available.

Section 5. For the purpose of calculating the incremental taxable value for each year of the life of the District, the base taxable value shall be calculated as the taxable value of all real and personal property within the District, as of January 1, 2020.

Section 6. Lewis and Clark County is hereby authorized to segregate, as received, the tax increment derived in the District, and use and deposit such increment into the District Fund for use as authorized by the Act and as authorized herein or by the City Commission from time to time.

Section 7. The tax increments received from the District may be used to directly pay costs of approved urban renewal projects and programs in accordance with §§7-15-4288 and 4292,

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

MCA, to pay debt service on bonds issued to finance urban renewal projects as defined under the Montana Urban Renewal Law as may from time to time be approved by the City Commission, in accordance with §7-15-4289, MCA. The City Commission hereby authorizes the use of tax increment financing in the District to pay debt service on internal and bank financed loans issued to finance all or a portion of the costs of eligible improvements in compliance with the Title 7, Chapter 15 of the Montana Code Annotated and subject to any limitations imposed by the Montana Constitution.

**FIRST PASSED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA,
THIS 23rd DAY OF NOVEMBER, 2020.**

**/S/ WILMOT COLLINS
MAYOR**

ATTEST:

**/S/ DANNAI CLAYBORN
CLERK OF THE COMMISSION**

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

FINALLY PASSED BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 7TH DAY OF DECEMBER, 2020.

/S/ WILMOT COLLINS
MAYOR

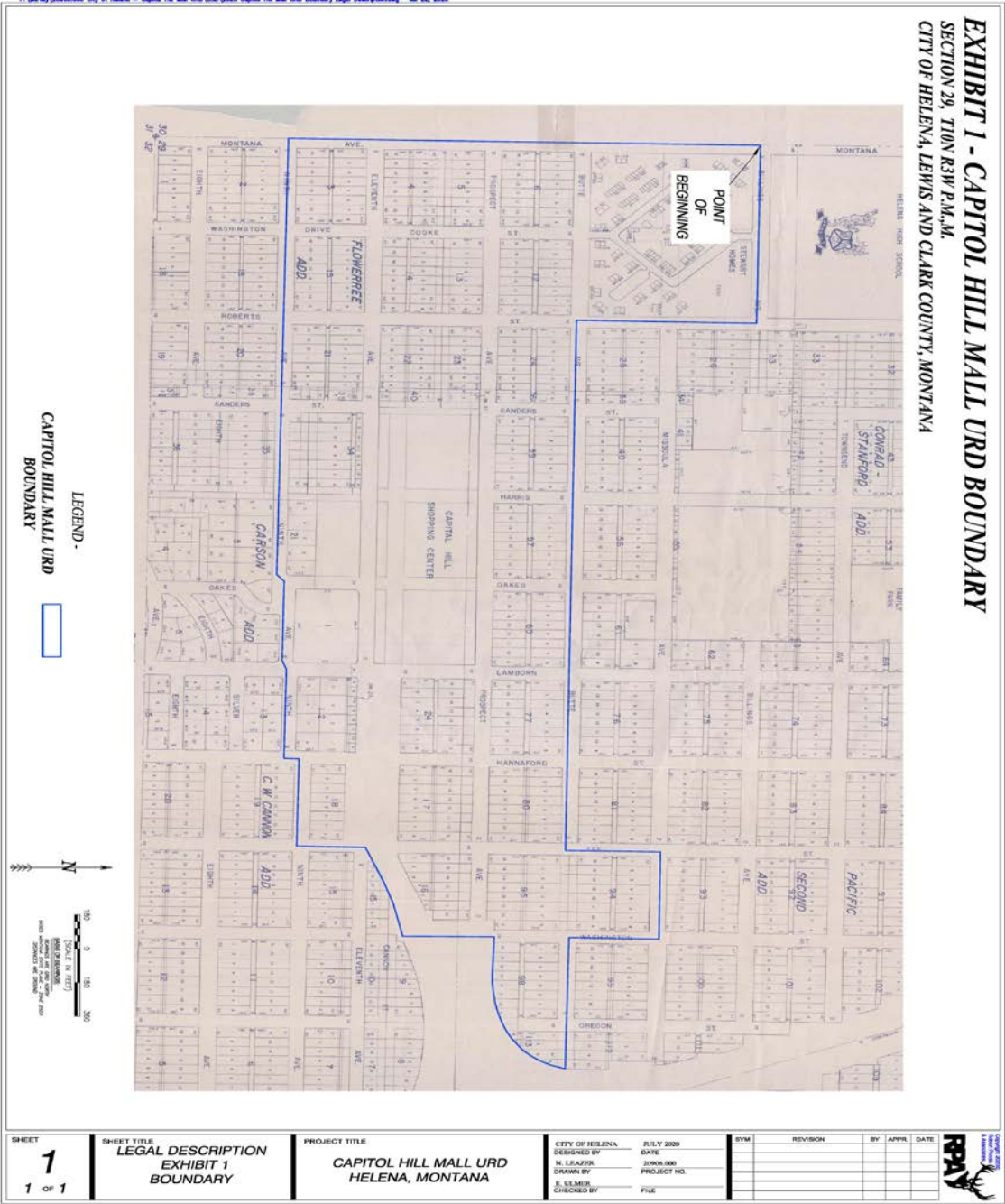
ATTEST:

/S/ DANNAI CLAYBORN
CLERK OF THE COMMISSION

ORDINANCES OF THE CITY OF HELENA, MONTANA

Ord. 3285

EXHIBIT "A"



L:\2340-D&M Development\00519-Capital Hill Mall Town Center Street Design\DWG\RECORD DRAWINGS-STREET\FINAL ACCEPTANCE\2340-00519-TS-RC-DWG T1.0 Plotted: Jun 29, 2021 - 4:17pm, jmorris
Stahly Engineering & Associates, Inc. C:\PE\ST 2015

CONSTRUCTION DRAWINGS

CAPITAL HILL TOWN CENTER SANDERS STREET & VANDELAY AVENUE

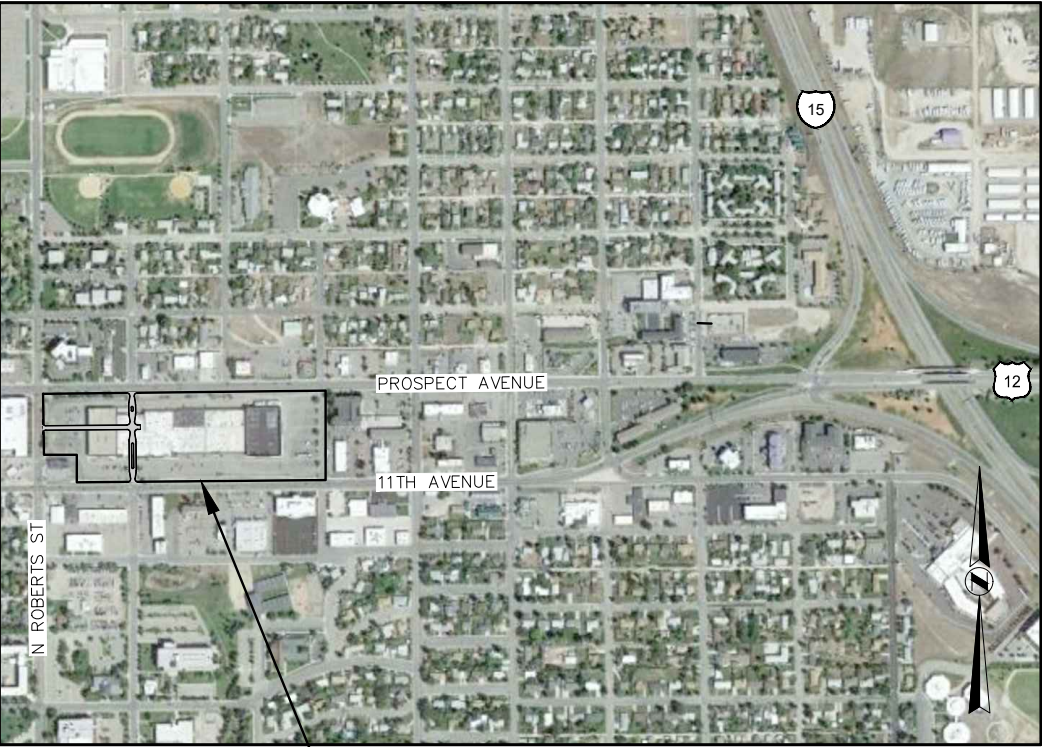
CITY OF HELENA, MONTANA

SHEET INDEX

TITLE SHEET.....	T1.0
CIVIL SPECIFICATIONS, NOTES & LEGEND.....	C1.0
OVERALL SITE PLAN.....	C1.1
TYPICAL SECTIONS.....	C1.2
DETAILS.....	C1.2 - C1.4
HELENA ENGINEERING STANDARD DETAILS.....	C1.5 - C1.7
POND DETAILS.....	C1.8
SANDERS WATER MAIN PLAN & PROFILE.....	C2.0
SANDERS SEWER MAIN PLAN & PROFILE.....	C3.0
SANDERS STORM DRAIN PLAN & PROFILE.....	C4.0
VANDELAY STORM DRAIN PLAN & PROFILE.....	C4.1
STORM DRAIN LOT STUB-OUTS PLAN & PROFILE.....	C4.2
SANDERS STREET PLAN & PROFILE.....	C5.0
VANDELAY AVENUE PLAN & PROFILE.....	C5.1
SANDERS STREET & PROSPECT AVENUE.....	C5.2
SANDERS STREET & 11TH AVENUE.....	C5.3
VANDELAY AVENUE & N. ROBERTS STREET.....	C5.4
VANDELAY AVENUE & SANDERS STREET.....	C5.5
SIGNAGE & PAVEMENT MARKINGS.....	C5.6
EROSION CONTROL PLAN.....	EC1.0

PROJECT CONTACTS:

OWNER/DEVELOPER D&M DEVELOPMENT MARK ESPONDA (406) 459-3176	NORTHWEST ENERGY PAT SAMPSON, P.E. (406) 443-8935
PROJECT ENGINEER STAHLY ENGINEERING & ASSOCIATES GREG WIRTH, P.E. (406) 442-8594	CENTRY LINK BRENT BUSHNELL (406) 441-7649
CITY ENGINEER CITY ENGINEER RYAN LELAND, P.E. (406) 447-8433	



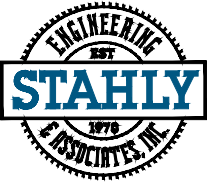
THIS PROJECT

RECORD DRAWING
JULY 2021



ENGINEER OF RECORD: _____, PE

QUALITY CONTROL REVIEWER: _____, PE



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ENGINEERING
& ASSOCIATES

PROFESSIONAL
ENGINEERS &
SURVEYORS
www.seoeng.com

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851 BRIDGER DR. STE. 1
BOZEMAN, MT 59715
Phone: (406)522-9526
Fax: (406)522-9528

ISSUE/REVISION

No.	DATE	BY
1	3-13-20	GDW

DESCRIPTION

FIRST SUBMITTAL

No.	DATE	BY
2	5-7-20	GDW

DESCRIPTION

RESPONSE TO MDT
COMMENTS

No.	DATE	BY
3	6-30-20	GDW

DESCRIPTION

RESPONSE TO DEQ
COMMENTS

No.	DATE	BY
4		

DESCRIPTION

No.	DATE	BY
5		

DESCRIPTION

CAPITAL HILL
TOWN CENTER

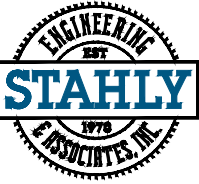
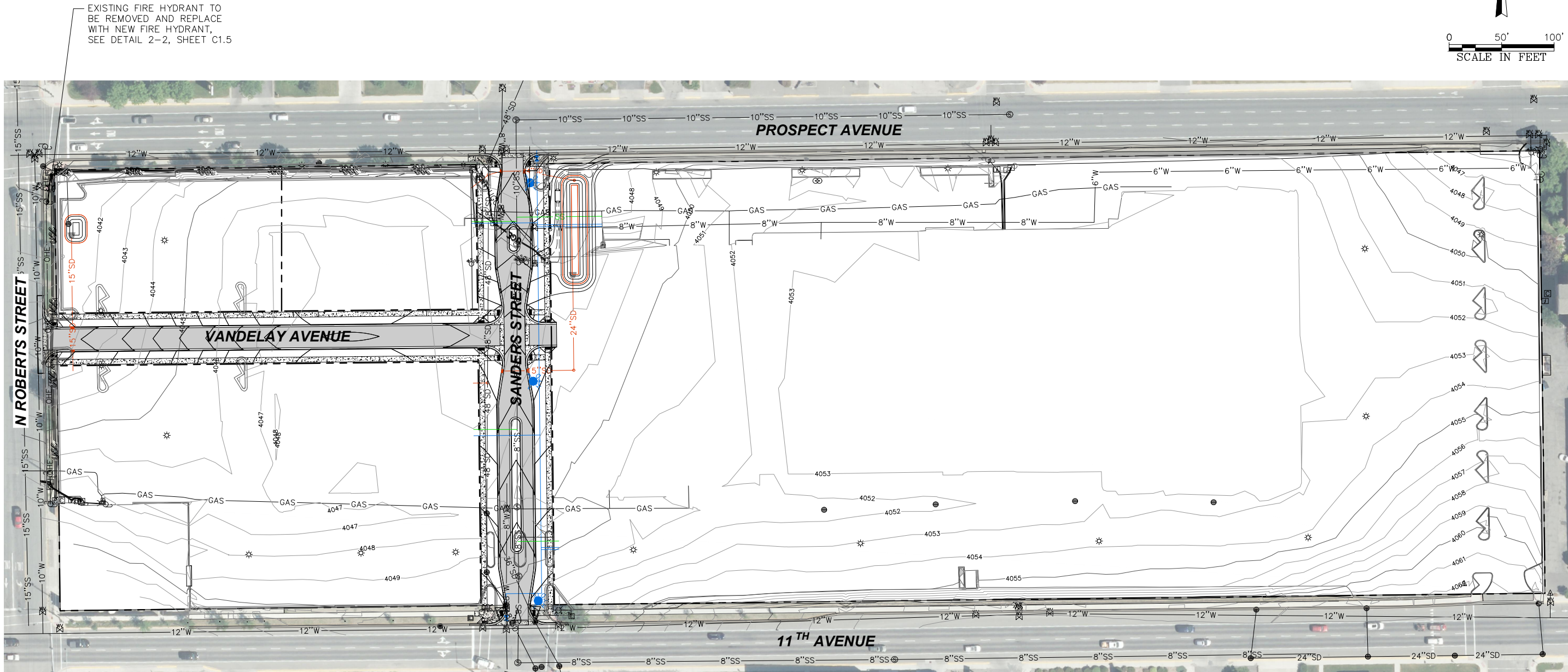
D & M DEVELOPMENT

TITLE SHEET

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET
T1.0

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3	6-30-20	GDW

DESCRIPTION

RESPONSE TO DEQ
COMMENTS

No.	DATE	BY
4		

DESCRIPTION

No.	DATE	BY
5		

DESCRIPTION

CAPITAL HILL
TOWN CENTER
D & M DEVELOPMENT

OVERALL
SITE PLAN

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET

C1.1

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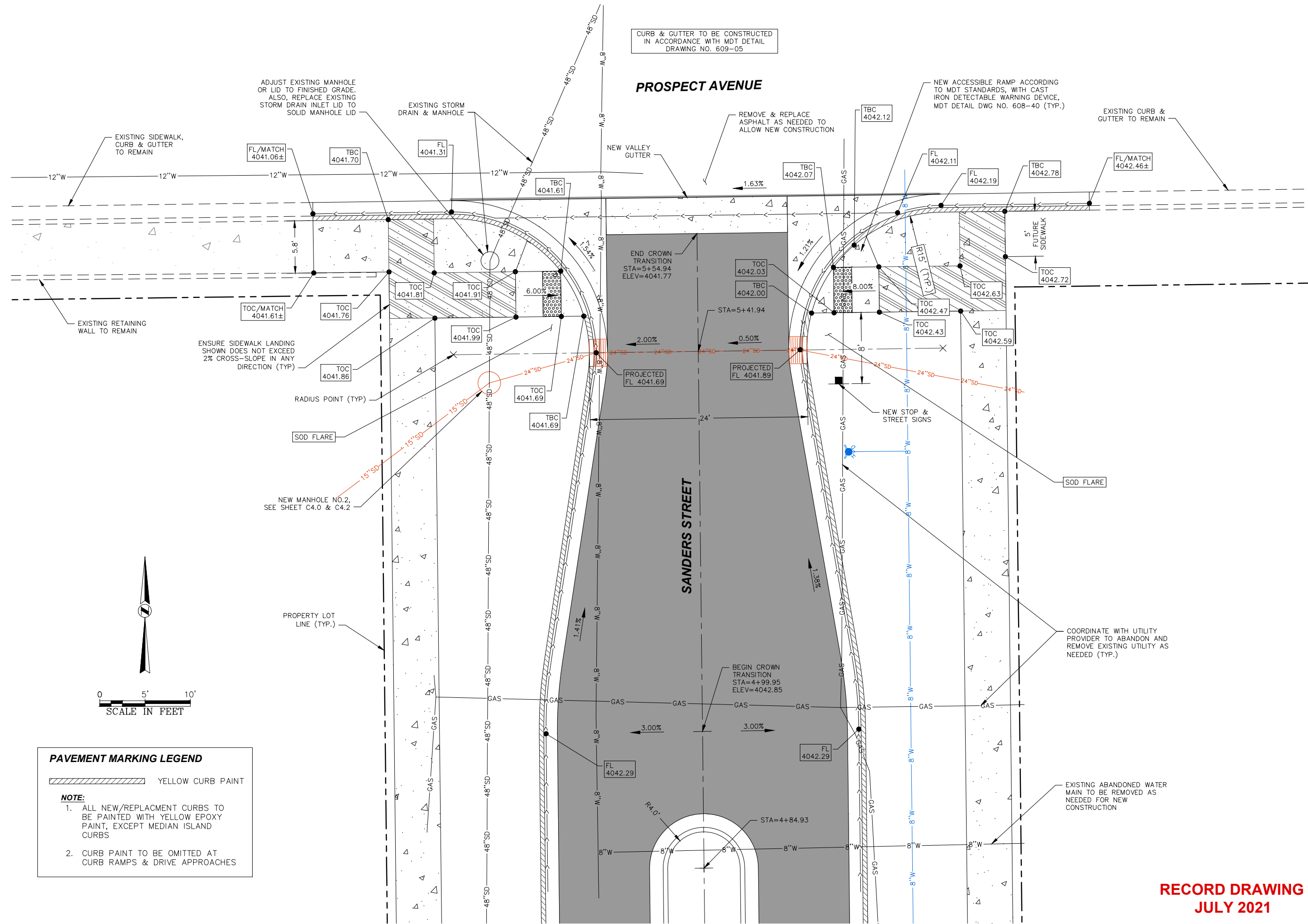
A north arrow pointing upwards, with a circle in the center containing an 'N'. Below the arrow is a scale bar with markings for 0, 10', and 20'. The text 'SCALE IN FEET' is written below the scale bar.



ENGINEERING
EST
STAHL
1978
ASSOCIATES, INC.

C1.8

L:\2340-D&M Development\00519-Capital Hill Mall Town Center Street Design\DWG\RECORD DRAWINGS-STREET\FINAL ACCEPTANCE\2340-00519-INT_DT-RCO.dwg, SANDERS & PROSPECT, Plotted: Jun 29, 2021 - 4:19pm, jmorris



RECORD DRAWING
JULY 2021



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& ASSOCIATES

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ISSUE/REVISION

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DESCRIPTION

FIRST SUBMITTAL

No.	DATE	BY
2	5-7-20	GDW

DESCRIPTION

RESPONSE TO MDT COMMENTS

No.	DATE	BY
3	6-30-20	GDW

DESCRIPTION

RESPONSE TO DEQ COMMENTS

No.	DATE	BY
4		

DESCRIPTION

No.	DATE	BY
5		

DESCRIPTION

No.	DATE	BY
5		

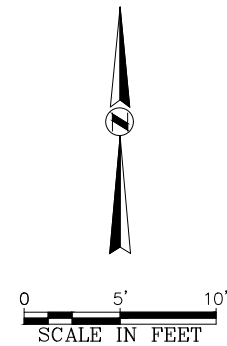
DESCRIPTION

CAPITAL HILL
TOWN CENTER
D & M DEVELOPMENT

SANDERS
STREET &
PROSPECT
ANVENUE

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET
C5.2

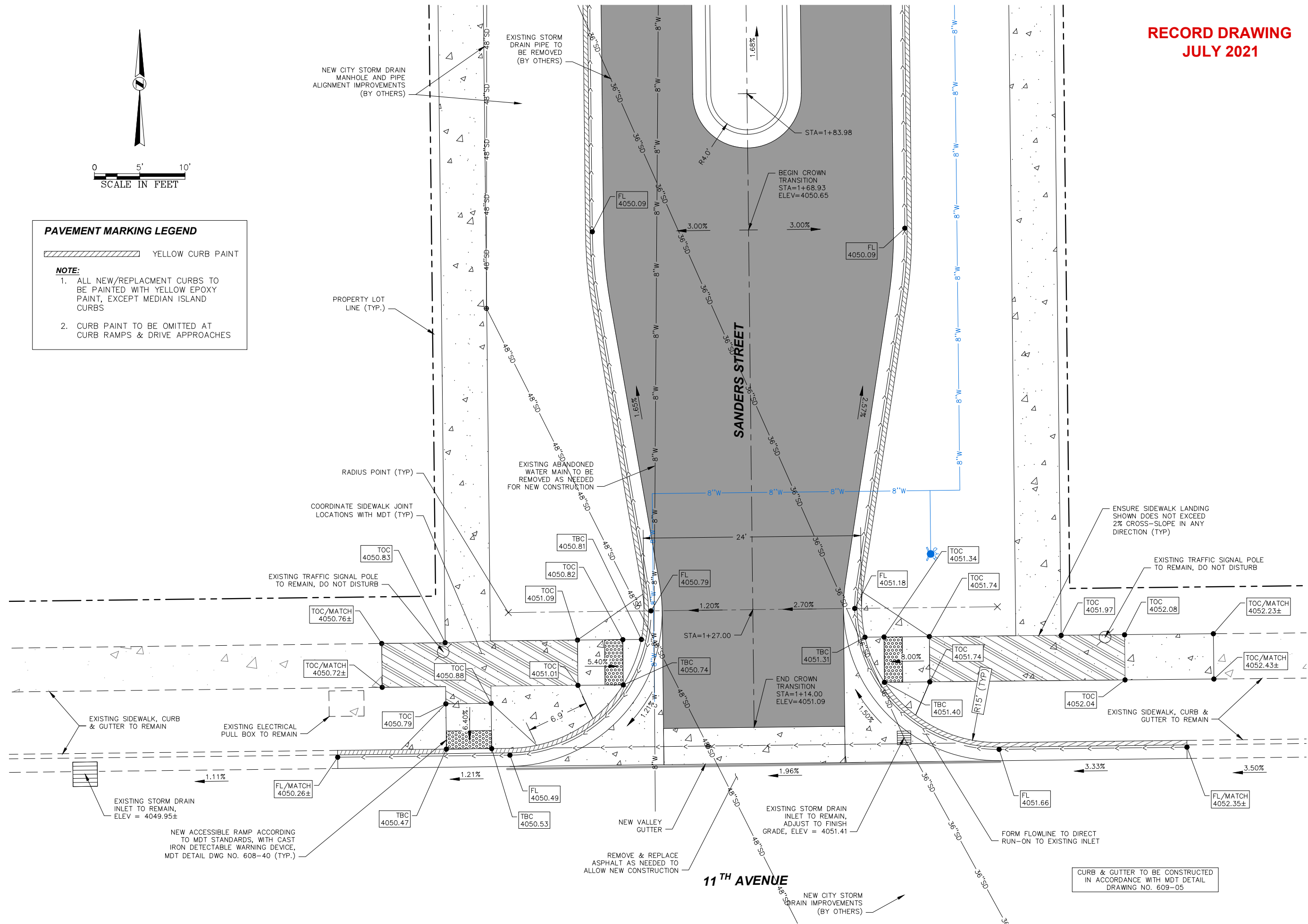


PAVEMENT MARKING LEGEND

YELLOW CURB PAINT

NOTE:

1. ALL NEW/REPLACEMENT CURBS TO BE PAINTED WITH YELLOW EPOXY PAINT, EXCEPT MEDIAN ISLAND CURBS
2. CURB PAINT TO BE OMITTED AT CURB RAMPS & DRIVE APPROACHES



RECORD DRAWING
JULY 2021



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DESCRIPTION

No.	DATE	BY
3	6-30-20	GDW

DESCRIPTION

No.	DATE	BY
4		

DESCRIPTION

No.	DATE	BY
5		

DESCRIPTION

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DESCRIPTION

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DESCRIPTION

CAPITAL HILL
TOWN CENTER
D & M DEVELOPMENT

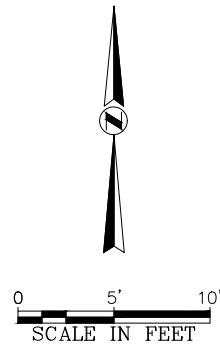
SANDERS
STREET &
11TH AVENUE

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET

C5.3

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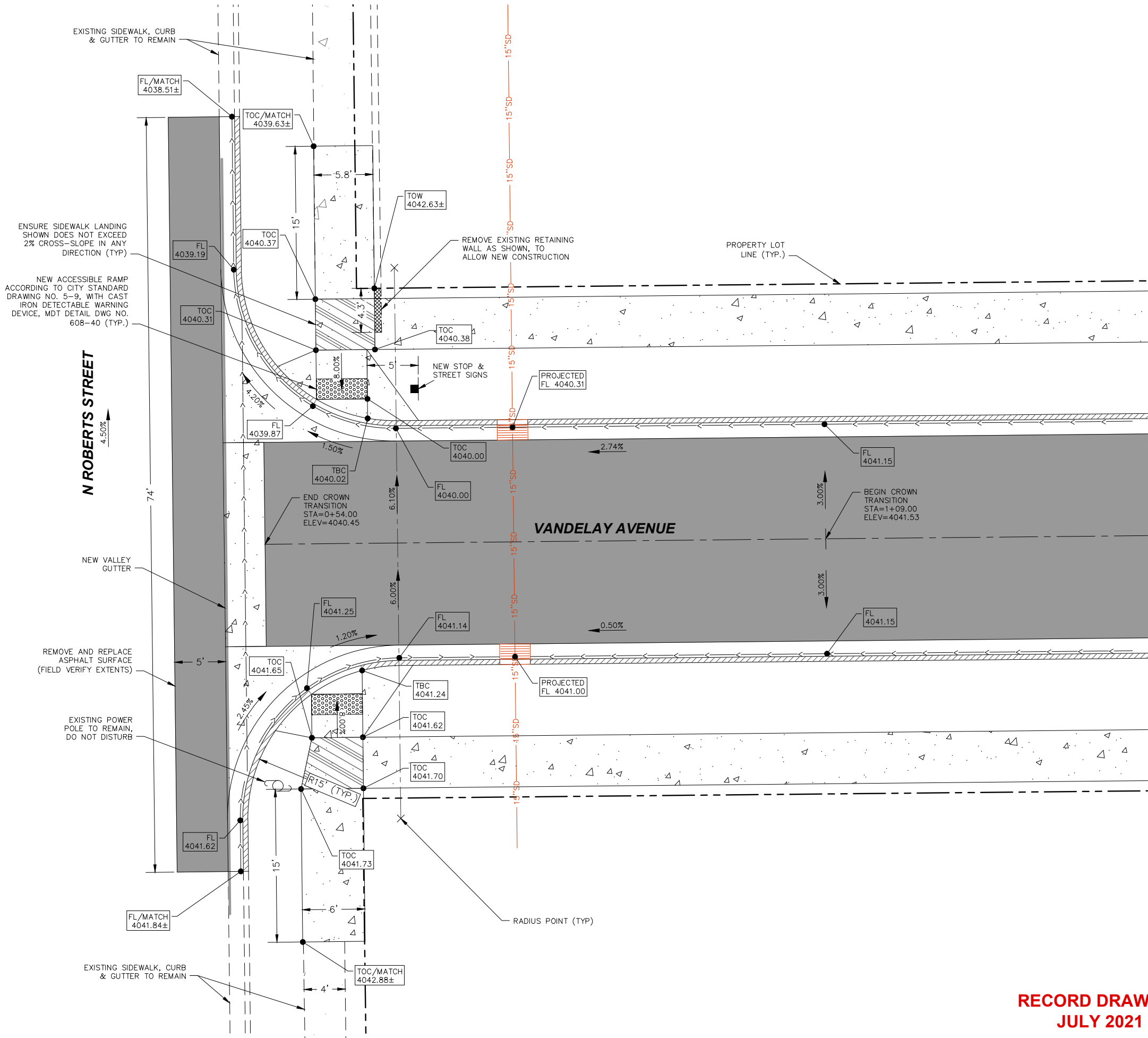
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DESCRIPTION		

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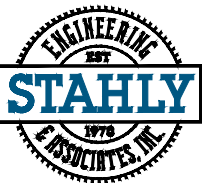
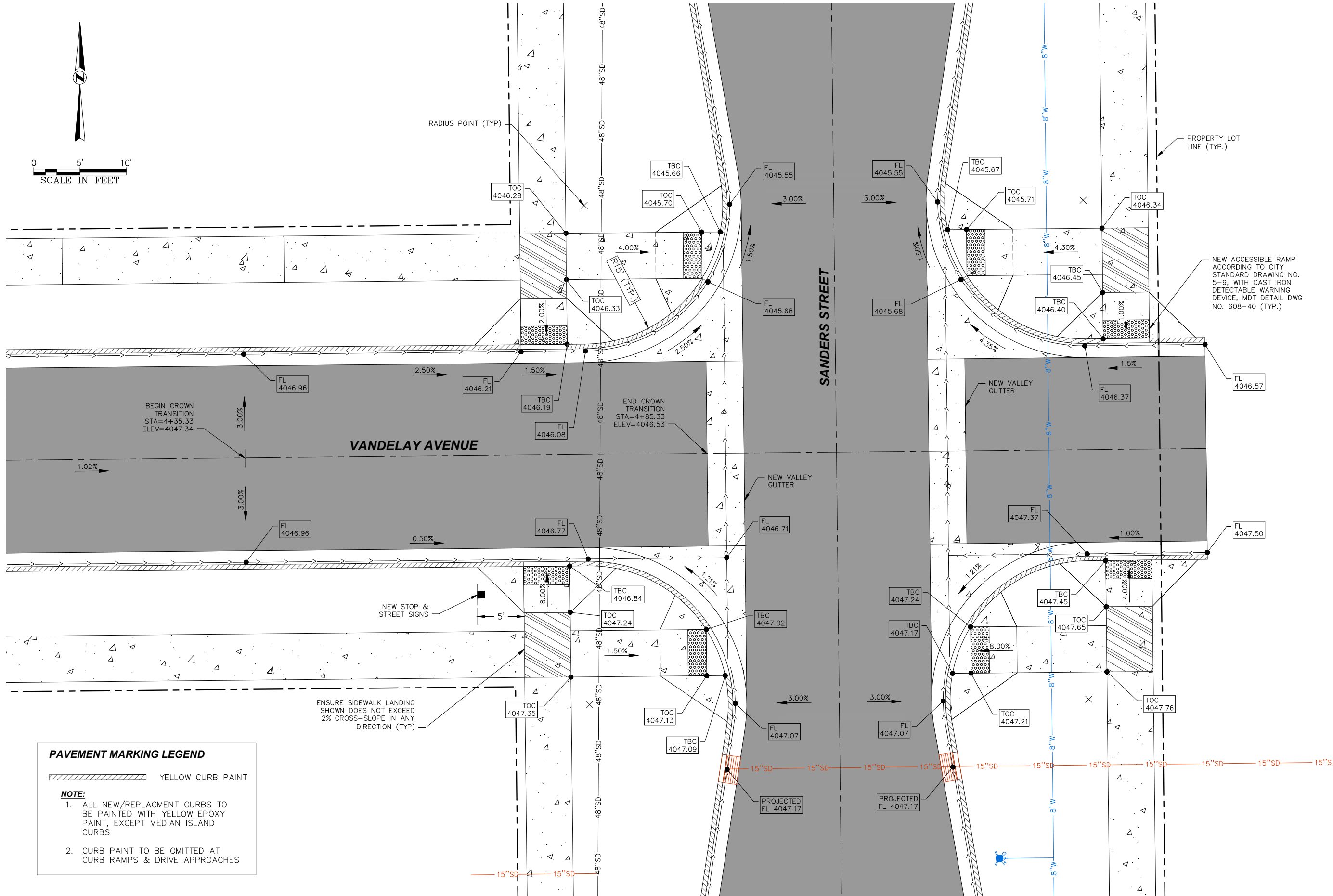
VANDELAY
AVENUE & N.
ROBERTS STREET

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET
C5.4

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COMMENTS

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No.	DATE	BY
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DESCRIPTION

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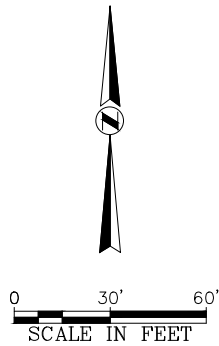
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AVENUE &
SANDERS
STREET

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET
C5.5

**RECORD DRAWING
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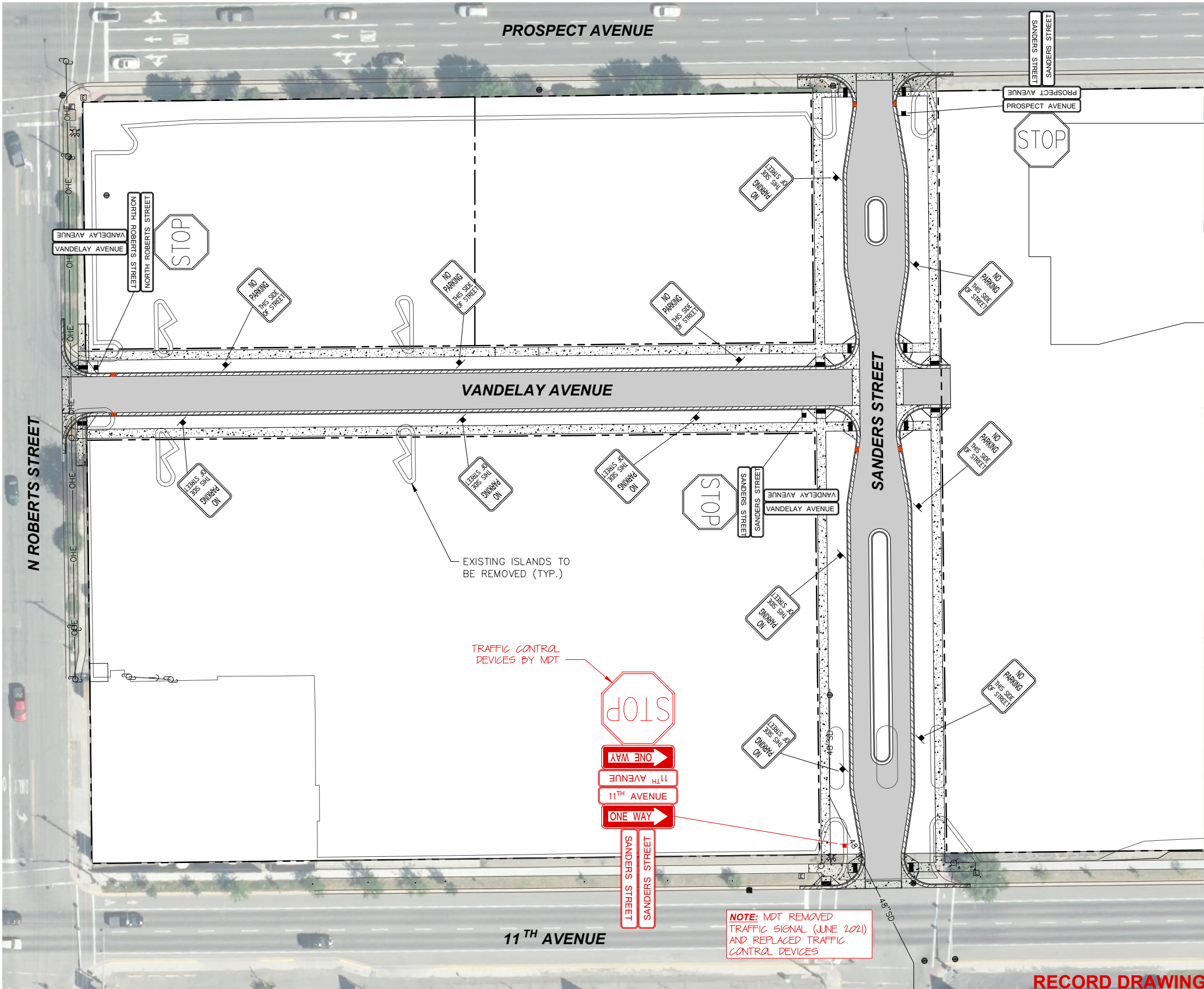


PAVEMENT MARKING LEGEND

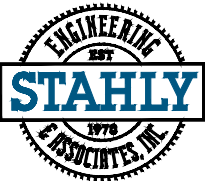
YELLOW CURB PAINT

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DESCRIPTION		

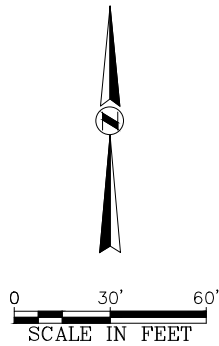
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SIGNAGE &
PAVEMENT
MARKINGS

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET
C5.6

L:\2340-D&M Development\00519-Capital Hill Mall Town Center Street Design\DWG\RECORD DRAWINGS-STREET\FINAL ACCEPTANCE\2340-00519-EC-RCD.dwg, EROSION CONTROL, Plotted: Jun 29, 2021 - 4:20pm, jmorris

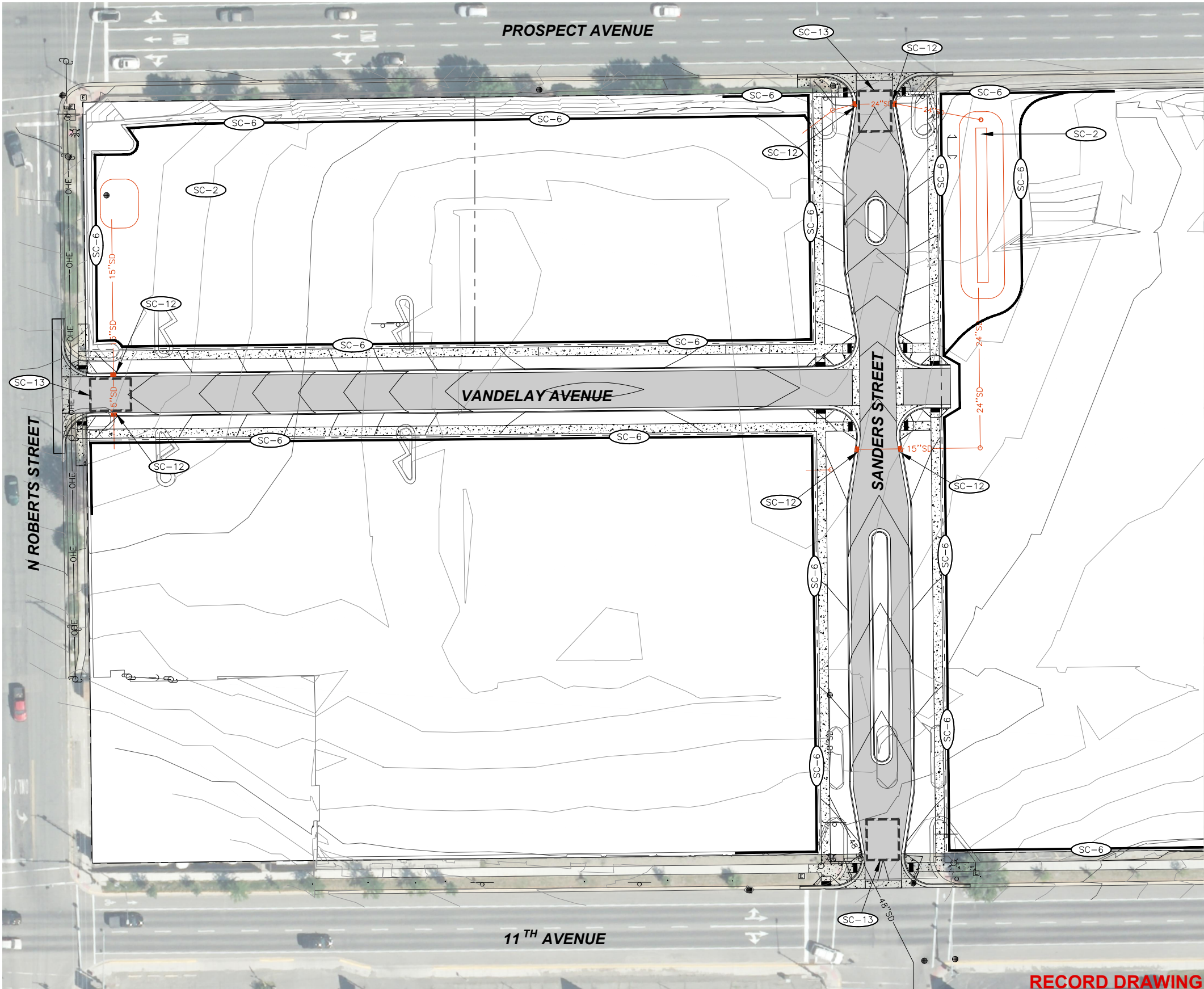


EROSION CONTROL NOTES:

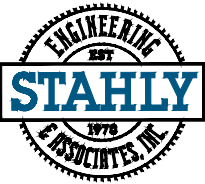
1. ALL BMP'S MUST BE INSTALLED IN ACCORDANCE WITH THE APPROVED EROSION CONTROL PLAN AND/OR SWPPP PRIOR TO ANY EARTHWORK OR EXCAVATION.
2. CLEAN, REPAIR AND MAINTAIN ALL BMP'S AS NECESSARY.
3. ALL EROSION CONTROL BMP'S ARE TO REMAIN IN PLACE AND MAINTAINED UNTIL FINAL STABILIZATION IS COMPLETED AND ALL DISTURBED AREAS ARE ESTABLISHED WITH VEGETATIVE PROTECTIVE COVER.
4. INSTALL FIBER ROLLS IN SWALES PER MDT DWG NO. 208-38. CONTRACTOR CAN USE SILT FENCE IN PLACE OF FIBER ROLLS PER MDT DWG NO. 208-30, SEE PLANS FOR LOCATIONS.
5. PROVIDE 'TEMPORARY CONSTRUCTION EXIT - COMMERCIAL' ACCORDING TO CITY OF HELENA STANDARD DRAWING 4-7. TEMPORARY EXIT TO REMAIN IN PLACE DURING ALL CONSTRUCTION ACTIVITIES PRIOR TO PAVING.
6. CONTRACTOR IS RESPONSIBLE FOR ENSURING ONSITE SOIL IS NOT TRACKED ONTO ADJACENT ROADS OR PROPERTIES.
7. UPON STABILIZATION OF DISTURBED AREA, SANDERS STREET A& VANDELAY AVENUE DETENTION PONDS (BMP) SHALL BE CLEANED OUT.

- SC-2** BMP: DESILTING BASIN
- SC-6** BMP: FIBER ROLL DETAIL, SEE SHEET C1.4
- SC-12** BMP: STORM DRAIN INLET PROTECTION DETAIL, SEE SHEET C1.4
- SC-13** BMP: STABILIZED ENTRANCE/EXIT (TRACKING PAD)

REFERENCE: MONTANA DEPARTMENT OF TRANSPORTATION: EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES MANUAL, DECEMBER 2016.



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CAPITAL HILL
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EROSION
CONTROL PLAN

DESIGNED: GDW
DRAWN: JDM
DATE: 3-13-2020

SHEET

EC1.0

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CONSTRUCTION DRAWINGS

CAPITAL HILL TOWN CENTER

VANDELAY AVENUE & OAKES STREET

HELENA, MONTANA

SHEET INDEX

TITLE SHEET.....	T1.0
CIVIL SPECIFICATIONS, NOTES & LEGEND.....	C1.0
OVERALL SITE PLAN.....	C1.1
TYPICAL SECTIONS.....	C1.2
DETAILS.....	C1.3 - C1.4
HELENA ENGINEERING STANDARD DETAILS.....	C1.5 - C1.7
STREET OPENING & TRENCH DETAILS.....	C1.8
VANDELAY WATER MAIN PLAN & PROFILE.....	C2.0 - C2.1
OAKES WATER MAIN PLAN & PROFILE.....	C2.2
VANDELAY SEWER MAIN PLAN & PROFILE.....	C3.0 - C3.1
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VANDELAY AVENUE PLAN & PROFILE.....	C5.0 - C5.1
OAKES STREET PLAN & PROFILE.....	C5.2
PROSPECT AVENUE & OAKES STREET.....	C5.3
VANDELAY AVENUE & OAKES STREET.....	C5.4
11TH AVENUE & OAKES STREET.....	C5.5
SIGNAGE.....	C5.6
EROSION CONTROL PLAN.....	EC1.0

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CITY ENGINEER
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BRETT GILBERT
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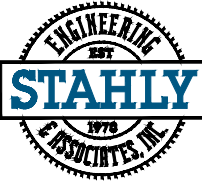
City of Helena, Montana
Infrastructure Plan Approval
Streets/Alleyways ☒
Water Mains ☒
Sewer Mains ☒
Grading Stormdrainage ☒
Other ☐
City Engineer *[Signature]* Date *6/1/22*
Approval Expires one year from date shown.

APPROVED
Montana Department of
Environmental Quality
Eleanor Lewis May 2, 2022
Reviewer Date
EG# 22-2071



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NOVEMBER 2023

ENGINEER OF RECORD: *[Signature]*, PE
QUALITY CONTROL REVIEWER: *[Signature]*, PE



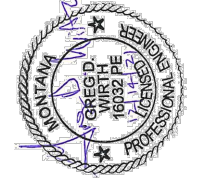
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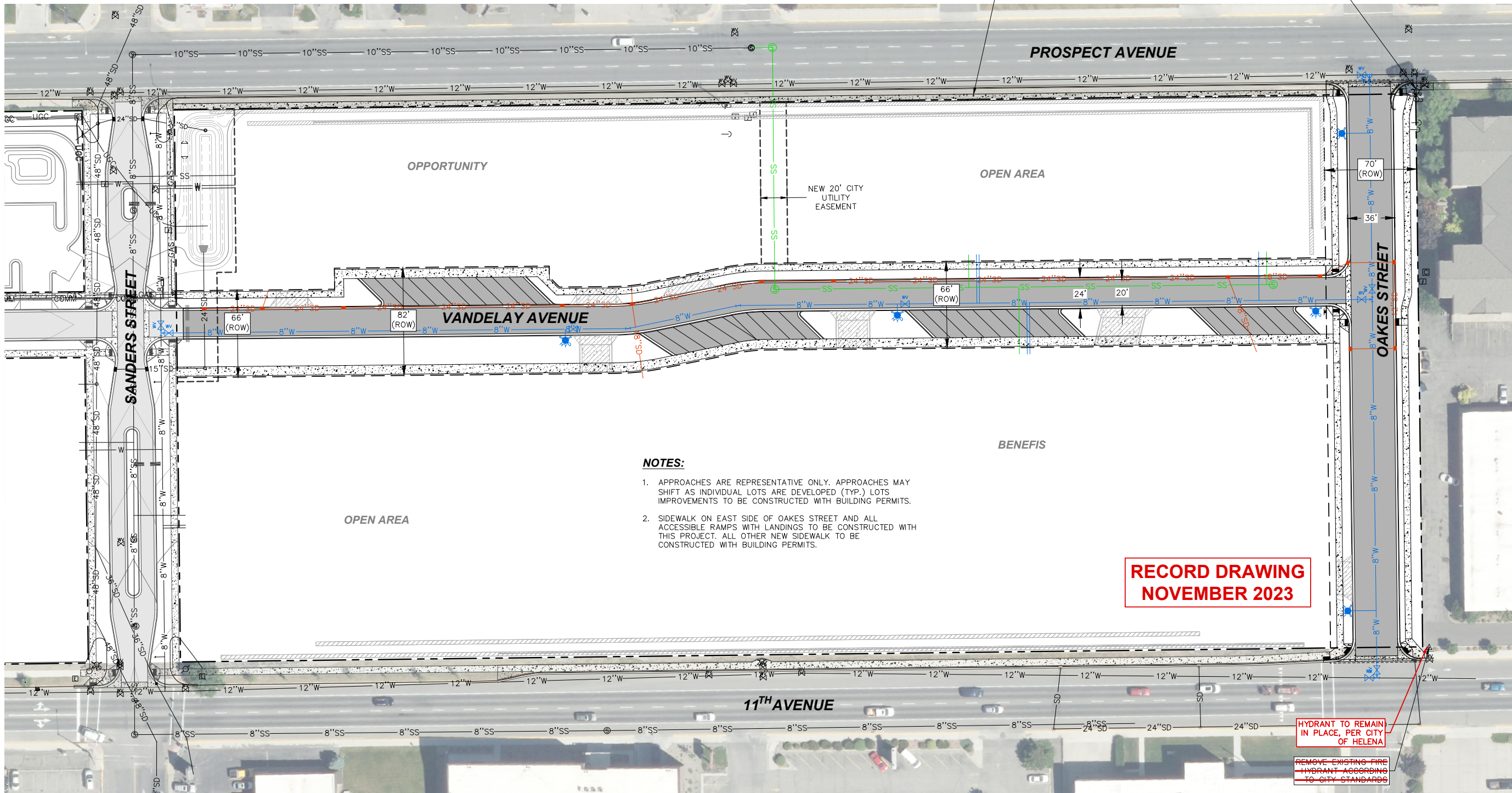
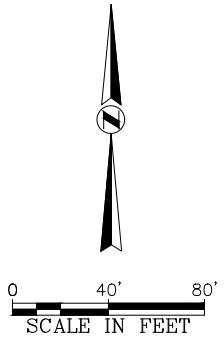
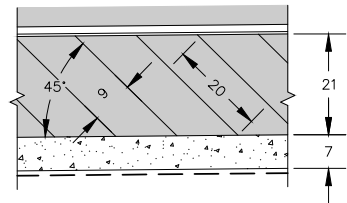
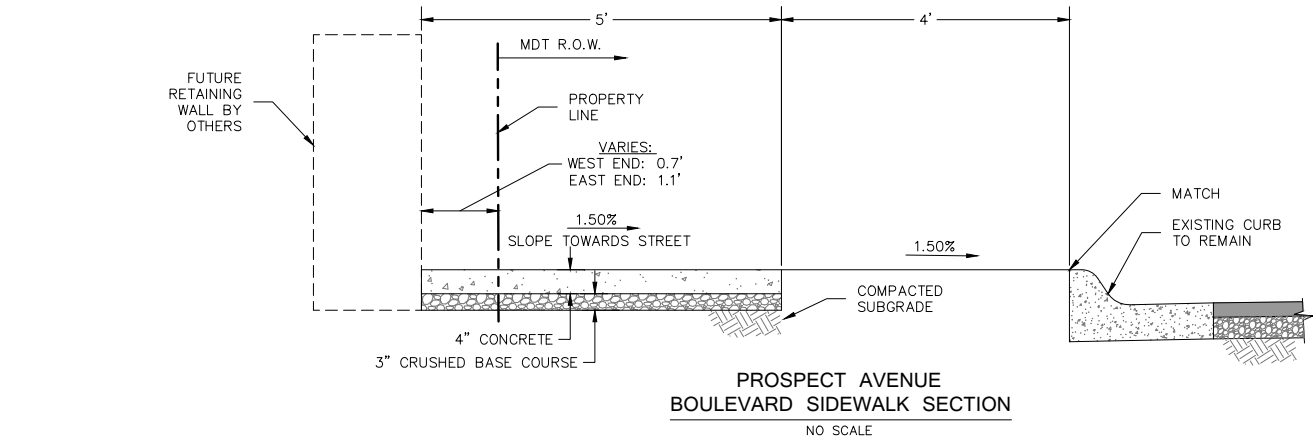
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TOWN CENTER
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TITLE SHEET

SHEET
T1.0

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Stahly Engineering & Associates, Inc. CDP#0001 2020



- NOTES:**
1. APPROACHES ARE REPRESENTATIVE ONLY. APPROACHES MAY SHIFT AS INDIVIDUAL LOTS ARE DEVELOPED (TYP.) LOTS IMPROVEMENTS TO BE CONSTRUCTED WITH BUILDING PERMITS.
 2. SIDEWALK ON EAST SIDE OF OAKES STREET AND ALL ACCESSIBLE RAMPS WITH LANDINGS TO BE CONSTRUCTED WITH THIS PROJECT. ALL OTHER NEW SIDEWALK TO BE CONSTRUCTED WITH BUILDING PERMITS.

**RECORD DRAWING
NOVEMBER 2023**

HYDRANT TO REMAIN
IN PLACE, PER CITY
OF HELENA

REMOVE EXISTING FIRE
HYDRANT ACCORDING
TO CITY STANDARDS



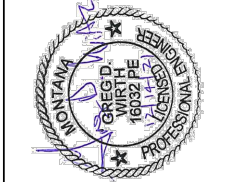
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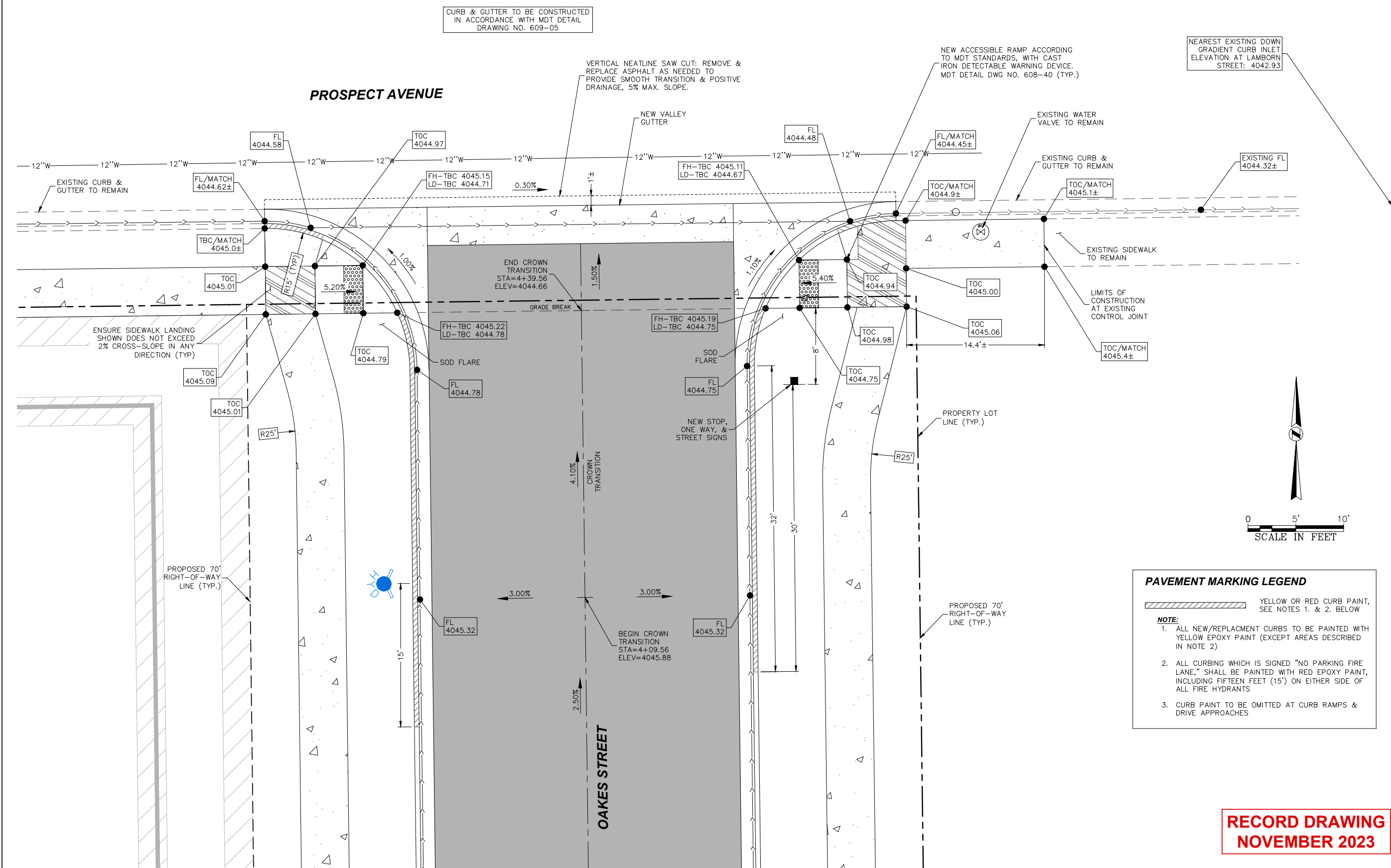
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**OVERALL SITE
PLAN**

SHEET
C1.1

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PAVEMENT MARKING LEGEND

 YELLOW OR RED CURB PAINT, SEE NOTES 1. & 2. BELOW

NOTE:

1. ALL NEW/REPLACEMENT CURBS TO BE PAINTED WITH YELLOW EPOXY PAINT (EXCEPT AREAS DESCRIBED IN NOTE 2)
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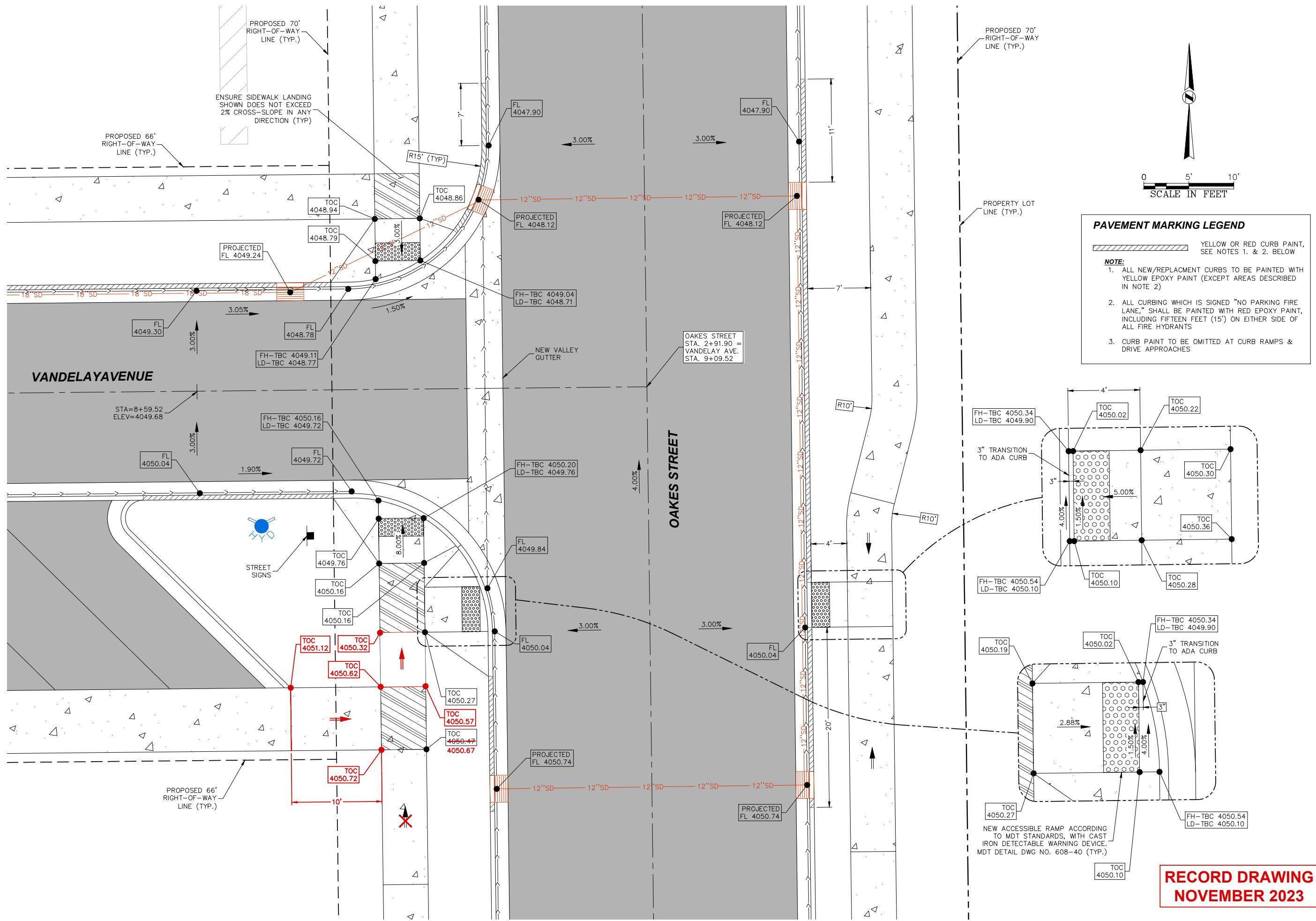


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PROSPECT
AVENUE &
OAKES STREET

SHEET
C5.3

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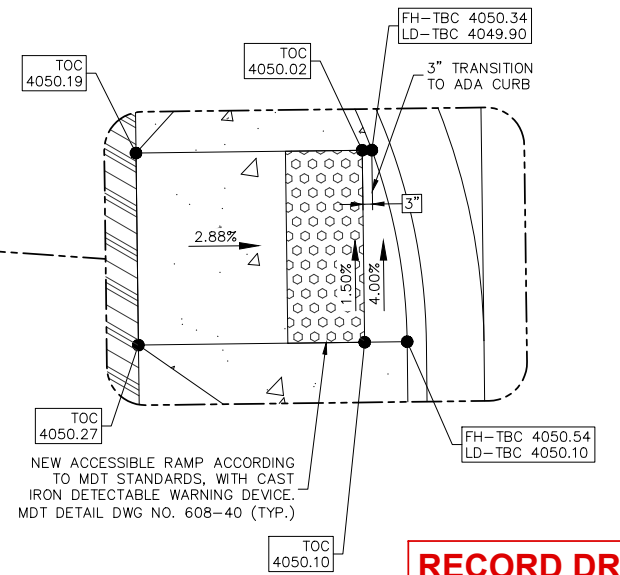
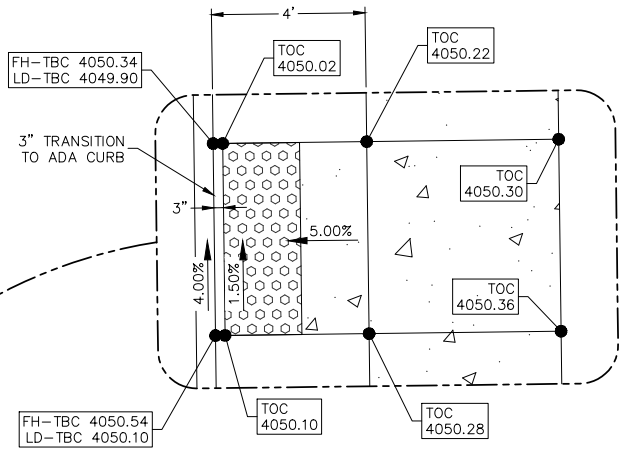


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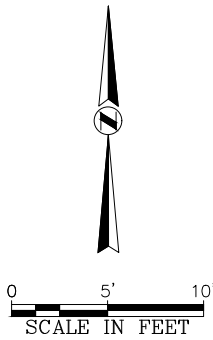
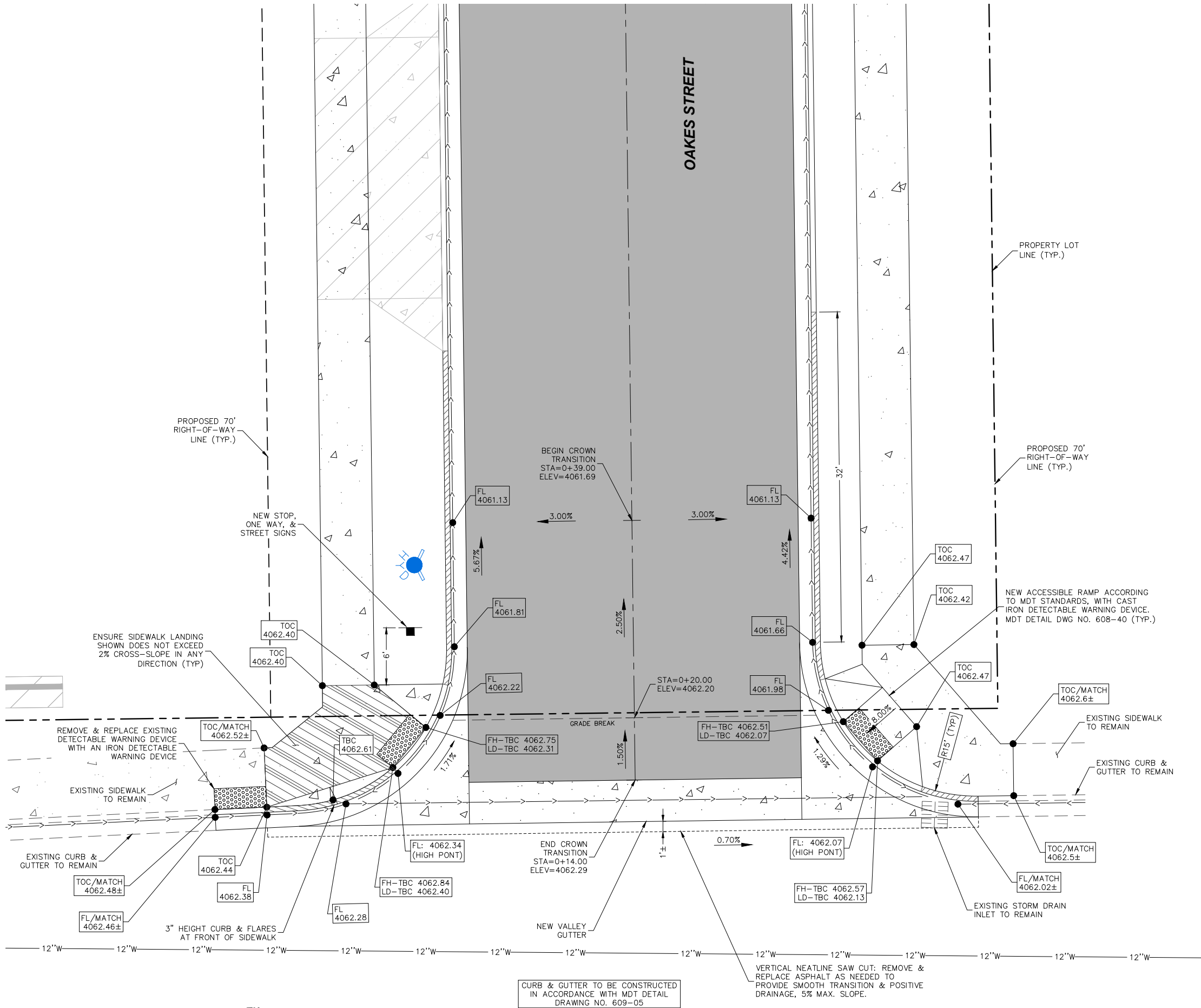
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TOWN CENTER
D & M DEVELOPMENT**

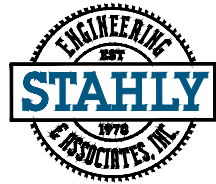
**VANDELAY
AVENUE &
OAKES STREET**

Sheet
C5.4



PAVEMENT MARKING LEGEND

-  YELLOW OR RED CURB PAINT, SEE NOTES 1. & 2. BELOW
- NOTE:**
1. ALL NEW/REPLACEMENT CURBS TO BE PAINTED WITH YELLOW EPOXY PAINT (EXCEPT AREAS DESCRIBED IN NOTE 2)
 2. ALL CURBING WHICH IS SIGNED "NO PARKING FIRE LANE," SHALL BE PAINTED WITH RED EPOXY PAINT, INCLUDING FIFTEEN FEET (15') ON EITHER SIDE OF ALL FIRE HYDRANTS
 3. CURB PAINT TO BE OMITTED AT CURB RAMPS & DRIVE APPROACHES



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No.	DATE	DESCRIPTION	ISSUE / REVISION			
			QCR	CDP	CDP	CDP
1	6-15-2021	City of Helena Submittal	EOR	GDW	GDW	
2	12-14-2021	Response To City Comments		GDW	GDW	
3	12-28-2021	Response To MDT Comments			GDW	
4	5-19-2022	Response To City Comments				

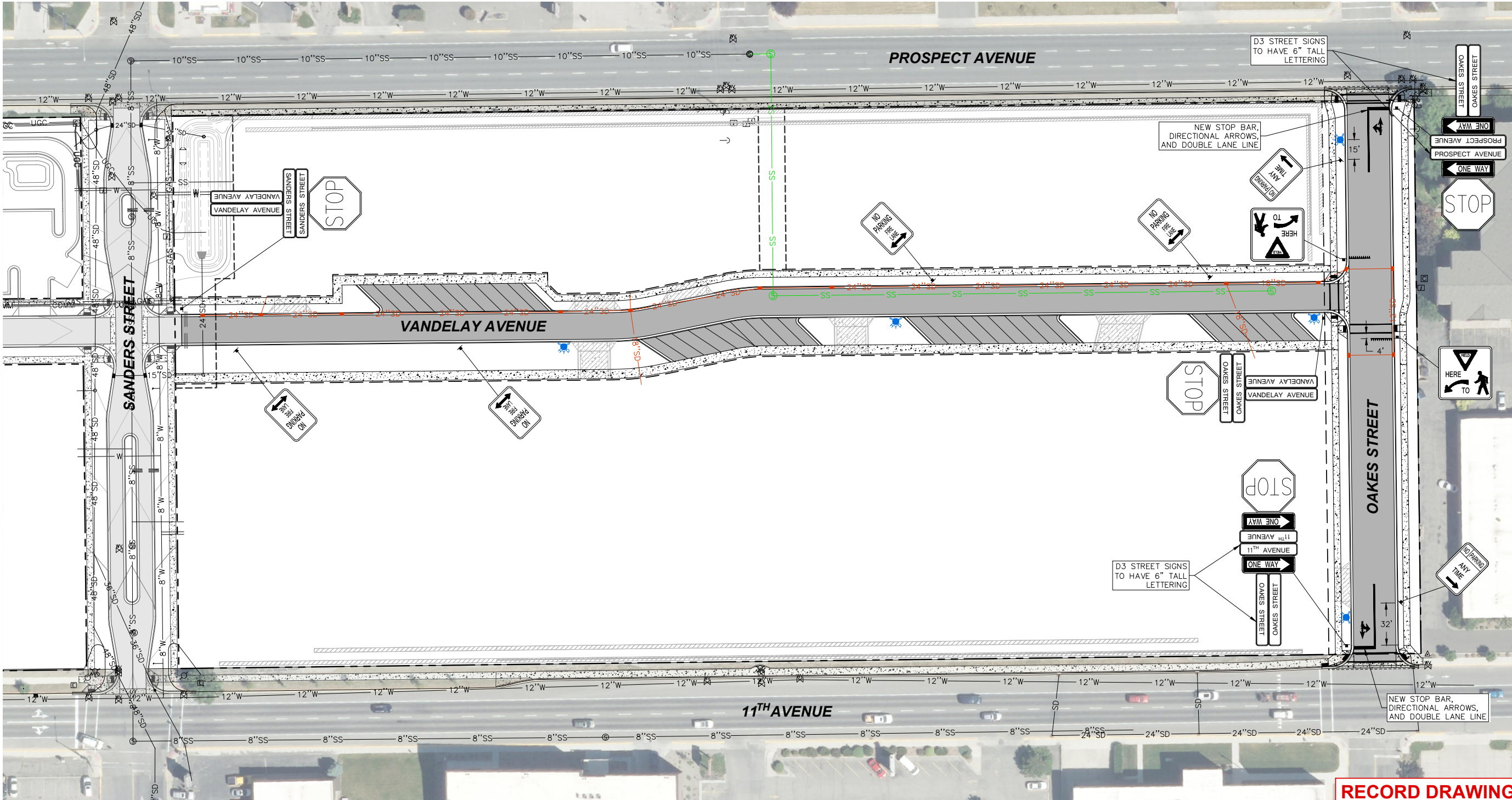


CAPITAL HILL
TOWN CENTER
D & M DEVELOPMENT

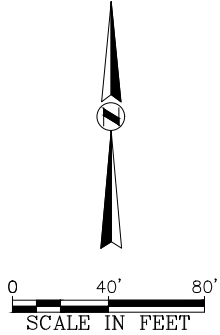
11TH AVENUE &
OAKES STREET

SHEET
C5.5

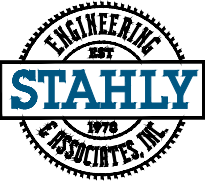
**RECORD DRAWING
NOVEMBER 2023**



- PAVEMENT MARKING NOTES**
1. NEW STOP BARS, YIELD BARS, CROSSWALK STRIPING, AND DIRECTIONAL ARROWS TO BE WHITE THERMOPLASTIC
 2. NEW DOUBLE LANE LINES TO BE PAINTED WITH YELLOW EPOXY PAINT
 3. ALL CURBING WHICH IS SIGNED "NO PARKING FIRE LANE," SHALL BE PAINTED WITH RED EPOXY PAINT, INCLUDING FIFTEEN FEET (15') ON EITHER SIDE OF ALL FIRE HYDRANTS



**RECORD DRAWING
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ISSUE / REVISION		QCR	DESCRIPTION
No.	DATE	EOR	
1	6-15-2021	CDP	City of Helena Submittal
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3	12-25-2021	CDP	Response To MDT Comments
4	5-19-2022	CDP	Response To City Comments



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TOWN CENTER
D & M DEVELOPMENT

SIGNAGE

SHEET
C5.6

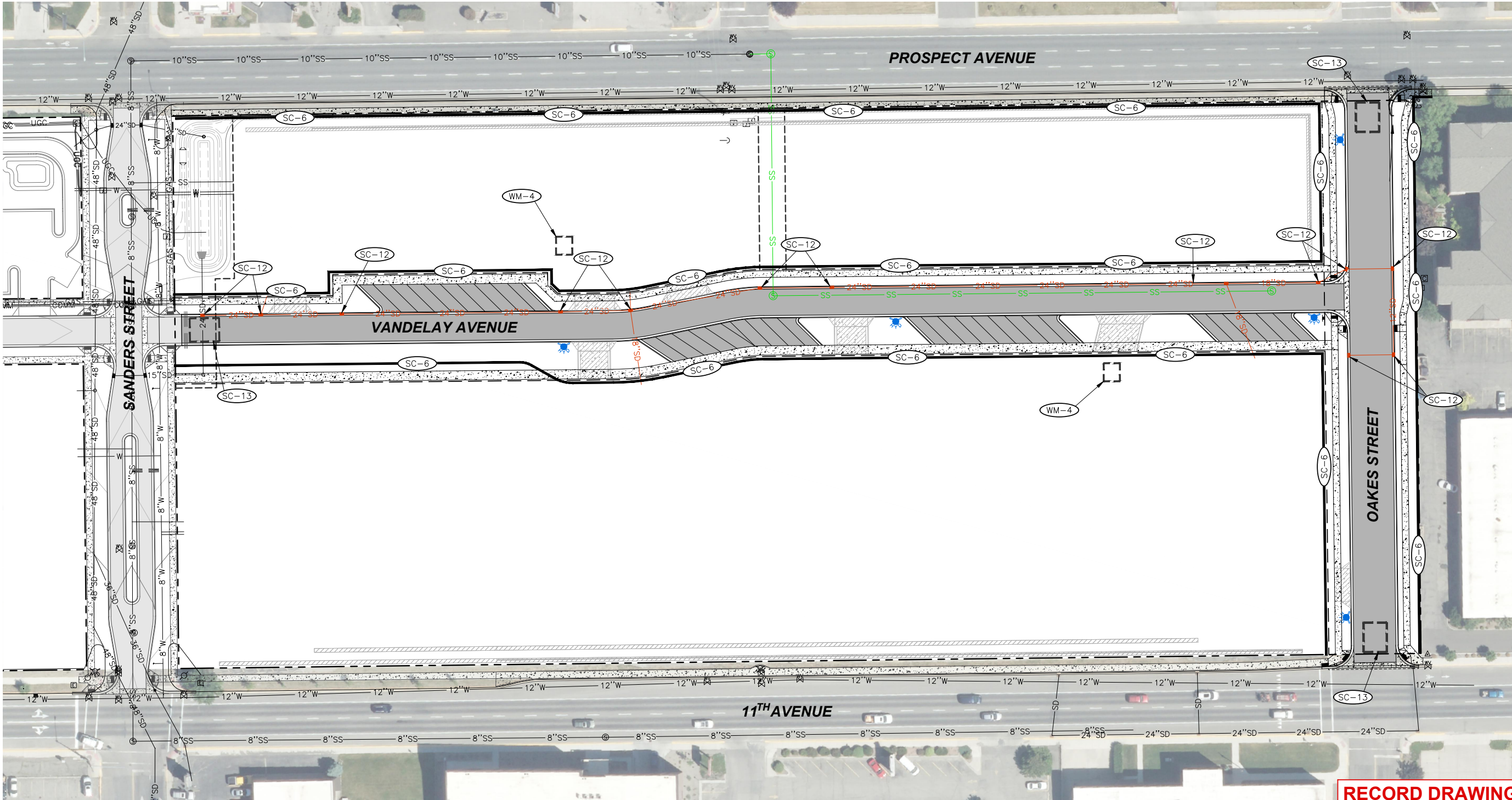
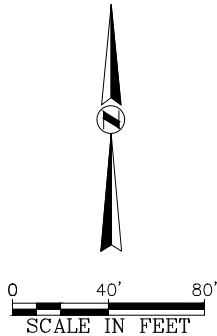
\\Stahly-Hin\Projects\2340-D&M Development\0021_Vandelay-Oakes\Documents\Construction\8.0 Final Acceptance\7.0 Electronic Files\2340-0021_EC_EC1.dwg, EC1.0, Plotted: Nov 15, 2023 - 10:22am, jmorris

EROSION CONTROL NOTES:

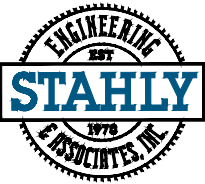
1. ALL BMP'S MUST BE INSTALLED IN ACCORDANCE WITH THE APPROVED EROSION CONTROL PLAN AND/OR SWPPP PRIOR TO ANY EARTHWORK OR EXCAVATION.
2. CLEAN, REPAIR AND MAINTAIN ALL BMP'S AS NECESSARY.
3. ALL EROSION CONTROL BMP'S ARE TO REMAIN IN PLACE AND MAINTAINED UNTIL FINAL STABILIZATION IS COMPLETED AND ALL DISTURBED AREAS ARE ESTABLISHED WITH VEGETATIVE PROTECTIVE COVER.
4. INSTALL FIBER ROLLS IN SWALES PER MDT DWG NO. 208-38. CONTRACTOR CAN USE SILT FENCE IN PLACE OF FIBER ROLLS PER MDT DWG NO. 208-30, SEE PLANS FOR LOCATIONS.
5. PROVIDE 'TEMPORARY CONSTRUCTION EXIT - COMMERCIAL' ACCORDING TO CITY OF HELENA STANDARD DRAWING 4-7. TEMPORARY EXIT TO REMAIN IN PLACE DURING ALL CONSTRUCTION ACTIVITIES PRIOR TO PAVING.
6. CONTRACTOR IS RESPONSIBLE FOR ENSURING ONSITE SOIL IS NOT TRACKED ONTO ADJACENT ROADS OR PROPERTIES.
7. UPON STABILIZATION OF DISTURBED AREA, SANDERS STREET A& VANDELAY AVENUE DETENTION PONDS (BMP) SHALL BE CLEANED OUT.

- SC-6 BMP: FIBER ROLL DETAIL, SEE SHEET C1.4
- SC-12 BMP: STORM DRAIN INLET PROTECTION DETAIL, SEE SHEET C1.4
- SC-13 BMP: STABILIZED ENTRANCE/EXIT (TRACKING PAD)
- WM-4 BMP: CONCRETE WASHOUT

REFERENCE: MONTANA DEPARTMENT OF TRANSPORTATION: EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES MANUAL, DECEMBER 2016.



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D & M DEVELOPMENT

EROSION
CONTROL PLAN

SHEET
EC1.0