



City of Helena

CITY OF HELENA
City Commission Meeting
November 3, 2025 - 6:00 PM

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

1. **Call to Order and Roll Call**
 - A. Meeting Rules of Procedure
2. **Pledge of Allegiance**
3. **Minutes**
 - A. 10-20-25 Commission Meeting
4. **Board & Committee Update**
 - A. Board Appointments
5. **Consent Agenda**
 - A. City Manager Selection Process Overview Document Updates
 - B. Transportation Systems- Approval of the Annual Update to the Transportation Coordination Plan and Capital Rankings between Capital Transit and community partners.
6. **Bid Award**
 - A. Bid Award for the MRWTP Actuator Purchase #25-24
7. **Communication/Proposals from Commissioners**
8. **Report of the City Attorney**
9. **Report of the City Manager**
10. **Communications from the Helena Citizens Council**
11. **Public Communications**
12. **Adjournment**

It is the policy of the City Commission to take public comment on any action item. For further information on any of the items mentioned above, please contact the City Clerk's Office at 447-8410 or dmclayborn@helenamt.gov.

To read packet information while attending a City Commission Meeting please use the City/County wireless network COMM_MEET during the meeting.

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

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or

activities should contact the City's ADA Coordinator, Anne Pichette, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

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

Email: citycommunitydevelopment@helenamt.gov

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

Rules of Procedure:

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

Decorum and Expectations:

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

Zoom Participation Decorum:

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

Public Comment:

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

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

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

Public Meetings and Recordings:

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

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



City of Helena
City Commission Meeting
October 20, 2025 – 6:00 PM
Zoom Hub Link; <https://zoom.helenamt.gov/c/36053471/publicmeetings>
City County Building Commission Chambers, Room 330

Time & Place

A regular City Commission meeting was held on Monday, October 20, 2025 at 6:00 p.m.
via Zoom Hub Link: <https://zoom.helenamt.gov/c/36053471/publicmeetings> and
physically in the City County Building Commission Chambers, Room 330.

Call to Order and Roll Call

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

In Person

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

Via Zoom

None

Pledge of Allegiance

(00:00:40) Mayor Collins asked attendees to please stand and join in the
Pledge of Allegiance.

Minutes

- A.** 10-1-25 Admin Meeting
- B.** 10-6-25 Commission Meeting
- C.** 10-6-25 Special Commission Meeting
- D.** 10-14-25 Special Commission Meeting

(00:01:11) **There being no comments or questions from the Commission,**
Mayor Collins accepted Minutes A, B, C, and D.

Presentations

A. Confirmation of Fire Department Firefighter/EMT Christopher Waner

(00:01:46) Fire Chief Campbell presented Item A and introduced Firefighter/EMT Waner.

(00:02:59) **Commissioner Dean made a motion to approve the confirmation of Firefighter/EMT Christopher Waner. Commissioner Shirliff seconded the motion.**

(00:03:12) The Mayor and Commission thanked and congratulated Firefighter/EMT Waner.

(00:04:41) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

(00:05:10) Mayor Collins administered the Oath of Office for Firefighter/EMT Waner.

Consent Agenda

A. Claims

B. Change Order No. 2 for Wastewater Treatment Plant Scum Pump Station Rebuild City of Helena Project #19-42

(00:07:46) **Commissioner Reed made a motion to approve Consent Agenda Items A and B. Commissioner Dean seconded the motion.**

(00:07:58) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.



Communications/Proposals from Commissioners

- (00:08:14) Commissioner Reed requested consensus for updating guidelines to the Affordable Housing Trust Fund during a future meeting.
- (00:08:45) Commissioner Shirtliff and Mayor Collins expressed support.
- (00:09:00) Commissioner Dean, Commissioner Logan, and Manager Burton discussed adding this to a future meeting agenda.

Report of the City Attorney

- (00:10:02) City Attorney Dockter informed the Commission of her recusal from City Manager recruitment functions and that Assistant City Attorney Petesch would serve in her stead.

Report of the City Manager

- (00:10:32) City Manager Burton had nothing to report.

Communications from the Helena Citizens Council

- (00:10:50) HCC Chair Kuiper discussed recent and upcoming meeting agenda items.

Regular Items

A. Consider a Resolution of Intent and Set the Public Hearing for the Consideration of the 2025 City of Helena Land Use Plan and Future Land Use Map

- (00:11:47) Community Development Director Brink presented Item A.
- (00:18:47) Commissioner Dean thanked Community Development Staff and asked Director Brink about next steps following approval.
- (00:20:50) Commissioner Reed asked Director Brink about use of the Plan during the budget process.
- (00:22:22) Commissioner Shirtliff thanked Director Brink and Staff.
- (00:23:00) **Commissioner Dean made a motion to approve a Resolution of Intention to repeal the 2019 City of Helena Growth Policy, as amended, and adopt the 2025 City of Helena Land Use Plan and Future Land Use Map and to set the Public Hearing**



**for November 17th, 2025 at 6:00 p.m. Commissioner Shirtliff
seconded the motion.**

(00:23:36) Mayor Collins called for a vote.
Commissioner Shirtliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Aye**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**

The motion carried 5:0.

**B. Consideration of Proposal for Community Input Survey and
Community Listening Session Prior to November 5, 2025**

- (00:24:00) Clerk Clayborn presented Item B.
- (00:26:08) Commissioner Reed asked Clerk Clayborn about next steps for considerations.
- (00:26:50) Commissioner Dean asked Clerk Clayborn about the current number of applicants.
- (00:17:20) Sherry Jones provided public comment, expressing concerns about the hiring process.
- (00:30:28) Anne Hausrath provided public comment, expressing concerns about the hiring process.
- (00:32:21) Jay White provided public comment, expressing concerns about the hiring process.
- (00:34:08) Paul Pacini provided public comment, expressing concerns about the hiring process.
- (00:35:53) Gregory Thomas provided public comment, discussing additional resources for recruitment.
- (00:37:03) Commissioner Logan discussed additional considerations for moving forward with the recruitment process given possible scenarios following the impending election.
- (00:44:29) Commissioner Reed discussed adding more public engagement opportunities throughout the hiring process and expressed concerns for the proposed timeline.



- (00:46:47) **Commissioner Dean made a motion to approve CMS to conduct the proposed community input survey with a follow-up listening session to be completed by CMS prior to November 5, 2025, initial screening process begins. Commissioner Reed seconded the motion.**
- (00:47:10) Mayor Collins called for a vote.
- Commissioner Shirliff voted: **Aye**
- Commissioner Logan voted: **Aye**
- Commissioner Reed voted: **Aye**
- Commissioner Dean voted: **Aye**
- Mayor Collins voted: **Aye**
- The motion carried 5:0.**

Public Hearings

- A. Consider a request for a Demolition Permit to allow partial demolition of a contributing property located in the South-Central Helena Historic District in a R-3 zoning district for a residential structure located at 425 Pine Street, legally described as Lot 19A & the E Lot 20, Block 559, Helena Townsite 1869, S31, T10 N, R03 W, per COS #524880/B, Helena, Montana

- (00:48:15) Community Development Director Brink presented Item A.
- (01:04:45) Commissioner Dean asked Director Brink about conditions 4, 5, and 6.
- (01:06:54) Commissioner Logan asked Director Brink and Heritage Preservation Administrator Macefield about condition 4 specifics.
- (01:08:58) **Commissioner Reed made a motion to conditionally approve a partial demolition permit for a contributing property located in the South-Central Helena Historic District in a R-3 zoning district for a residential structure located at 425 Pine Street, legally described as Lot 19A & the E Lot 20, Block 559, Helena Townsite 1869, S31, T10 N, R03 W, per COS #524880/B, Helena, Montana with property address 425 Pine Street with the following conditions: 1. The existing original 290-square foot log cabin shall be retained and incorporated in the front portion of the remodeled and expanded residence, and the front door, roof line and stone retaining wall shall be retained as stated in the application; 2. The new addition shall be set back from the original log cabin portion as shown on the Exterior Elevations page submitted**



September 5, 2025; 3. The building's exterior shall have lap siding matching the current siding located under the existing asbestos siding and shingle roofing to minimize the effects of the new construction on the South-Central Historic District. Commissioner Logan seconded the motion.

(01:10:17) Commissioner Dean made a motion to amend the motion to include condition number 4: Any historic objects or materials that are discovered shall be documented by photographs in the place found, along with written descriptions, and submitted to the Community Development Department and the Historic Preservation Officer. There was not a second; motion dies.

(01:10:45) Commissioner Dean discussed her rationale for the amendment.

(01:11:27) Commissioner Reed asked Director Brink for clarification about the necessity for condition number 4 given the current laws.

(01:12:16) Commissioner Logan asked Director Brink and Attorney Dockter for clarification of the language within condition number 4.

(01:14:44) Mayor Collins called for a vote for Commissioner Reed's original motion.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

(01:15:00) Mayor Collins addressed the Boy Scout Troop in the audience and invited Scoutmaster Garrett Camp to address the Commission.

B. Consider a Resolution to set rates for all customers of the City of Helena water system and hold a public hearing

C. Consider a Resolution to set rates for all customers of the City of Helena wastewater system and to hold a public hearing

(01:16:08) Public Works Director Leland presented Items B and C.

(01:18:12) Commissioner Reed asked Director Leland about the inflationary costs and the consequences of putting off rate increases.

(01:20:47) Commissioner Reed made a motion to approve a Resolution to set residential and commercial water base and usage rates. Commissioner Logan seconded the motion.

(01:21:24) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Aye**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**
The motion carried 5:0.

(01:21:59) Commissioner Logan made a motion to approve a Resolution to set residential and commercial wastewater base and usage rates. Commissioner Dean seconded the motion.

(01:22:13) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Aye**
Commissioner Dean voted: **Aye**
Mayor Collins voted: **Aye**
The motion carried 5:0.

D. Consider a Resolution for services charges or equipment purchases for all customers of the City of Helena water system

(01:22:36) Director Leland presented Item D.

(01:23:55) Commissioner Dean asked Director Leland about the payment difference going to ratepayers.

(01:24:19) Commissioner Shirliff made a motion to approve a Resolution to set charges for services or equipment purchases. Commissioner Logan seconded the motion.

(01:24:31) Mayor Collins called for a vote.
Commissioner Shirliff voted: **Aye**
Commissioner Logan voted: **Aye**
Commissioner Reed voted: **Aye**



Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

E. Consider a Resolution to increase charges for all customers of the City of Helena Wastewater system

(01:24:50) Director Leland presented Item E.

(01:26:00) **Commissioner Reed made a motion to approve a Resolution to increase charges for all customers of the Helena wastewater system. Commissioner Logan seconded the motion.**

(01:26:16) Mayor Collins called for a vote.

Commissioner Shirliff voted: **Aye**

Commissioner Logan voted: **Aye**

Commissioner Reed voted: **Aye**

Commissioner Dean voted: **Aye**

Mayor Collins voted: **Aye**

The motion carried 5:0.

Public Communications

(01:26:40) Senior Patrol Leader Weston Neary of Boy Scout Troop 1207 thanked the Mayor and Commission for allowing their troop to attend.

Adjournment

(01:27:15) There being no further business before the Commission, the meeting adjourned at 7:28pm.

MAYOR

ATTEST:

CLERK OF THE CITY COMMISSION

November 3, 2025

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

I am recommending the following board appointments:

ADA Compliance Committee

Appointment of Misty Kipp to a first term on the ADA Compliance Committee as a Representative of the Disabled Community. Term expires September 1, 2028.

Business Improvement District

Appointment of Blair Hitchcock-Rolfe to a first term on the Business Improvement District. Term expires October 31, 2028.

City/County Consolidated Parks Board

Reappointment of Doug Habermann to a second term on the City/County Consolidated Parks Board as a City Appointee. Term expires September 30, 2028.

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

City of Helena, Montana

October 30, 2025

To: The Helena City Commission

From: Dannai Clayborn, Clerk of the Commission

Subject: *City Manager Recruitment Process Overview Update*

Present Situation: City Staff and CMS present for the City Commission's consideration and acceptance of the updated version of the "City Manager Selection Process Overview" document related to the City Manager Recruitment process.

Background Information: At the October 29, 2025, Administrative Meeting, the Commission discussed several updates of the City Manager Recruitment Process Overview document provided by CMS to the Commission as a work product to memorialize the recruitment process to date.

At the meeting, CMS and City Staff presented an updated recruitment process document, which included recent additions such as a public outreach survey and a listening session. Commissioner Dean proposed further revisions to ensure the entire Commission is involved in all remaining components of the recruitment process—an inclusion not present in earlier versions. After discussing the proposed changes outlined in the meeting packet, all five Commissioners reached a consensus to move forward with the revisions.

Proposal/Objective: City Staff and CMS request the Commission review and discuss the provided materials and consideration of the updated work product to provide clarity to the consultant, Staff and the public.

Advantage: .

Notable Energy Impact: N/A

Disadvantage: N/A

Notice of Public Hearing: N/A

**Staff Recommendation/
Recommended Motion:** Staff recommends the approval of the updated version of the City Manager Selection Process Overview document the Commission provided consensus direction to approve at the October 29, 2025, Administrative meeting to include the proposed amendments by Commissioner Dean.



City Manager Selection Process Overview

The Helena City Commission is conducting its search for the new City Manager. The full Commission will conduct both the first-round interviews as well as the finalist interviews to include a final hiring decision. Communication and Management Services LLC (CMS) is supporting the Commission in these efforts.

The Commission feels it is important to ensure the successful candidate's vision and approach align with the City of Helena's values and needs. To support this determination, the Commission will observe how the candidates interact with City leadership and the public. Because the Commission is the final decision-maker, it is not asking participants to rank or vote on candidates, but rather, to interact with candidates and provide their feedback to the Commission regarding this interaction.

Following is an overview of the selection process including events that the Commission is arranging to enable citizen and City leadership participation in the process:

1. The Commission defined the salary range, interview process, and posting timeframe and reviewed and approved the contract with CMS during the October 6, 2025 Commission Meeting. The position is open until filled. The first review of applications will occur within 30 days of the posting, beginning on November 5, 2025 and the City will continue accepting applications until it acquires a qualified applicant pool. The City is requiring a resume, cover letter and three professional references.
2. The City will conduct a community survey and listening session to gather community input on the desired characteristics of and community priorities for the next City Manager.
3. The Commission will review and screen applications based on pre-defined criteria to identify semi-finalists. CMS will provide Commissioners access to the Applicant Tracking System. Commissioners will agree to maintain the confidentiality of all candidates who assert their individual right to privacy in the process.
4. CMS will conduct preliminary pre-screening interviews with semi-finalists to discuss the terms and conditions of employment and the selection process and verify candidates are interested in proceeding.
5. The Commission will conduct preliminary screening interviews (videoconference) with semifinalists to narrow the field to finalists. The video interviews are tentatively scheduled for November 2025 (contingent on the City receiving a qualified applicant pool by that time).

Finalists will come to the City of Helena for in-person interviews and meetings to include:

6. The full City Commission will conduct an in-person interview with finalists. The Commission will base the interview on pre-defined questions and rate responses using valid and reliable criteria. The interview meetings are open to the public.
7. City Leadership will conduct an in-person interview with individual finalists in an open meeting. City Leadership should request input from their staff on issues of concern or interest to them. CMS will work with leadership to develop questions and parameters for the interview, will have CMS facilitate the interviews, and the Commission members should be given access to a recording to observe the interactions. We will ask leadership to provide their assessment of the candidate's presentation and interview performance. The Commission will consider this input when making the decision. *
8. Finalists will make a presentation and have a question-and-answer session in a Town Hall public meeting with interested parties to include the Commission, City leadership, and citizens. The Commission will determine the presentation topic(s). The presentations will be brief and allow time for questions and answers. Attendees can suggest questions using index cards, which will be vetted prior to presentation to candidates. The Commission will observe candidate interactions with City leadership and citizen participants to determine if candidates are responsive to issues and concerns. *

**Citizen and leadership input are not the only determining factors in the decision. The Commission must also consider candidate backgrounds, Commission interview performance, and reference and background checks. While citizen and city leadership input is vitally important to the Commission, it is possible the final decision may not align with this input due to these additional considerations.*

9. Potential timeline*

Activity	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
	6-Oct	13-Oct	20-Oct	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec	22-Dec	29-Dec	5-Jan	12-Jan	19-Jan
Define position & profile																
Determine \$, duration, ads																
Recruitment period																
Community Input																
Send acknowledgement letters																
Resume screening																
Preliminary (screening) interviews																
Community / Director Engagement																
City Tour																
Finalist Interview																
Reference and background checks																
Job offer																
Negotiate comp. & contract																
Notify unsuccessful candidates																
Successful candidate starts TBD																

**The timeline is contingent on the size and quality of the applicant pool. CMS will begin reviewing applications on November 5, 2025 and will continue to accept applications until the position is filled (or until a sufficient applicant pool is developed).*

City of Helena, Montana

10/30/2025

To: Honorable Mayor Collins and Helena City Commissioners

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

Subject: Approval of the Annual Update to the Transportation Coordination Plan and Capital Rankings between Capital Transit and community partners.

Present Situation: This is an annual update to the Transportation Coordination Plan as required, specific to segment 5310 of TransADE Funds which is then used to complete a Grant Request. Attached is the current plan which was approved by the Capital Transit Advisory Committee (CTAC). The CTAC includes representatives of public, private, and non-profit transportation and human-services providers, and other programs sponsored by federal, state, and local agencies that either provide a form of transportation in the community or have an interest in community transportation services.

The FY-27 Transportation Coordination Plan reflects how transportation coordination is progressing in our community. In addition, local coordination plans are used by the State in their scoring metrics when considering all Capital Equipment Grant requests that are submitted by transit/transportation providers throughout the State of Montana. The Coordination Plan maximizes Helena's collective coverage by minimizing duplication of services. Finally, the Transportation Coordination plan seeks to provide greater access to transportation services for people with disabilities, older adults, and individuals with lower incomes.

West Mont submitted the only capital request this year for a Small ADA/Light-Duty Cutaway Bus for 12 passengers and 6 wheelchair stations. This vehicle will be a replacement for another bus that West Mont currently operates that is over 20 years old. The executive committee of the CTAC approved the request.

Background Information: Review and approval of the annual update to the Transportation Coordination Plan is both required and needed to complete our grant application package submittal.

Proposal/Objective: Approval of the Annual Update to the Transportation Coordination Plan and Capital Rankings between Capital Transit and community partners.

Advantage: An annual update to the Transportation Coordination Plan satisfies a requirement specific to segment 5310 of TransADE Funds which is then used to complete a Grant Request.

Notable Energy Impact: N/A

Disadvantage: Not accepting the CTAC Updated Transportation Coordination Plan for FY-27 for inclusion of our grant package submittal would constitute an incomplete submission, impacting the City of Helena/Capital Transit's ability to secure operational funding in FY-27.

Notice of Public Hearing:

N/A

**Staff Recommendation/
Recommended Motion:**

Recommend approval of the annual update to the Transportation Coordination Plan and Capital Rankings.



FY2027 Coordination Plan

1. Date Adopted/To be adopted: 10/14/2025

Capital Transit currently has 13 vehicles in its fleet: **2016 Ford Entourage, 2 2017 Spirit of Liberty Freightliner buses (ARBOCS), 2 2018 Ford Elkhart Coach cutaways, 2019 Ford Elkhart Coach cutaway, 2015 Ford Elkhart Coach cutaway, 2 Dodge Grand Caravans (mini vans), and 4 (2 2022) (2 2020) Ford Transit Vans.**

The **2016 Ford F-550 Entourage** is a purple cutaway bus. It is a 27-passenger bus with 2 wheelchair stations. This bus is equipped with a 2-way radio and cameras. This bus is off lien. The approximate mileage is 147,552.

The (2) **2017 Spirit of Liberty Freightliner buses (ARBOCs)** are Midsized purple buses with a seating capacity of 29 and 2 wheelchair positions. These buses are equipped with 2-way radios and camera systems. These buses are used in rotation for our East Helena Service. The mileage on these buses is 75,103 and 86,435.

The (2) **2018 Ford E-450 Elkhart Coaches** are purples cutaways buses. They are the smaller cutaways and seat 12 people with 2 wheelchair positions. It is equipped with a 2-way radio and a camera system. The miles on these buses are 116,778 and 107,832.

The **2019 Ford E-450 Elkhart Coach** is a purple cutaway. It is a 12-passenger bus with 6 wheelchair stations. It is equipped with a 2-way radio and a camera system. The miles on this bus are 122,951.

The **2015 Ford E-450 Elkhart Coach** is a purple cutaway bus. It is a 13-passenger bus with 2 wheelchair stations. It is equipped with a 2-way radio and a camera system. This bus is planned to be replaced when the previous fiscal year award vans come in. The miles on this bus are 191,353.

The (2) **2019 Dodge Grand Caravans** are white minivans. They are 5-passenger mini vans with 2 wheelchair stations but are currently set up for 1. It has a 2-way radio and a camera system. The miles on these vans are

33,815 and 29,511.

The (2) **2020 Ford Transit Vans** are purple and white transit vans. They are 9 passenger vans with 2 wheelchair positions but are currently set up for 1. They have a 2-way radio and a camera system. The miles on these vans are 71,520 and 55,593.

The (2) **2022 Ford Transit Vans** are purple and white Transit vans. They are 9-passenger vans with 2 wheelchair stations but are currently set up for 1. It has a 2-way radio and a camera system. The miles on these buses are 43,624 and 50,549.

2. Agencies and Private Sectors involved:

Capital Transit does not coordinate transportation with any other Agency, but clients of the following Agencies do utilize City of Helena's/Capital Transit's services for the following:

West Mont, Ability MT, RMDC, MRHW, Family Outreach- Capital Transit provides noncontracted rides for clients of said entities to the grocery store, appointments, shopping, special events, and day-to-day living.

No private sectors are currently participating.

3. Agencies and Private Sectors not involved:

Lewis and Clark County and City of East Helena- Lewis and Clark County and the City of East Helena provide most of the match for our East Valley service. Both City of East Helena and Lewis and Clark County are active members of the TAC but do not have transportation services to offer.

St. Peters Health, Good Samaritan, and YWCA- are currently not active members of the CTAC.

Other facilities' clients that utilize Capital Transit's services but are not involved in the TAC are as follows: Beehive, Touchmark, Hunter Pointe, Ascension, and Cooney Healthcare.

Non-participating private sectors are as follows: First Student and Salt Lake Express.

First Student:

First Student provides School bus services at the discretion of and under contract to the Helena Public School Districts.

Salt Lake Express:

Salt Lake Express provides intercity transportation from Helena to the cities along the I-15 Corridor. Salt Lake Express is currently not an active member of the TAC. Salt Lake Express has permission to use the curb side bus stop to the north of the facility; loading and unloading of passengers and their luggage only; there are no freight services provided by SLE at the Capital Transit Facility.

4. Needs Assessment:

The City of Helena/Capital Transit conducts periodic surveys through our scheduling software platform as well as enabled a comment section so riders can provide feedback on their ride experience. We discuss transit needs in our TAC. We currently have small amounts of public involvement through clients of our current TAC members.

Capital Transit is open Monday through Friday with operational hours of 6:30am to 6:00pm, with Lobby and Scheduling hours from 8 am to 4 pm. Our service is a demand response service within Helena city limits and a small portion of East Helena. East Helena also has 2 virtual bus stops at the Intersection of Kalispell Ave N & E Clinton St or East Helena City Hall. Our East Helena service runs 2 morning runs and 2 afternoons runs. Our bus leaves Capital Transit's Station at 8 and 9 am for the am runs and 2 and 3 pm for the afternoon runs. Our East Helena service runs to East Helena from the Transit station and vice versa only.

5. Public Involvement:

Public involvement for CTAC meetings has been handled by the CTAC. Minutes for each CTAC meeting are kept. Transit items which go before the lead agency for formal decisions are conducted through the City of Helena's city administrative meetings and city commission meetings process. All items before the City Commission are properly public noticed and minutes are kept.

6. Private Sector:

City of Helena/Capital Transit is the only public transportation agency in the area.

7. Plan for Growth and /or increase ridership:

We are currently working to fill staffing vacancies. As our staffing situation continues to stabilize, we expect to see ridership numbers continue to increase within our current operating model. As the ridership increases, and as funding and staffing allows, we would like to expand the service area, hours of operation, operational days and possible combination(s) of those options.

8. Transportation Advisory Committee (TAC) Meetings:

City of Helena/ Capital Transit has only one Transportation Advisory Committee (TAC). It is comprised of several individuals representing local agencies, including adults with developmental disabilities (Ability MT), RMDC, Family Outreach, MRHW, West Mont, City of East Helena, St. Peter's Health, Good Samaritan, and Lewis and Clark County. The TAC reviews all applications for new vehicles and operating funds. The TAC also reviews any other transportation related concerns or ideas in the Helena area.

Helena

Family Outreach Inc.

About Family Outreach

Founded in 1977, Family Outreach Inc. is a state-contracted 501(c)(3) non-profit provider of intervention and support services for individuals with developmental delays or disabilities across the lifespan. Headquartered in Helena with branch offices in Bozeman and Butte, our operations cover 19 counties of western Montana. We are proud to have been among the first nonprofit organizations to follow the modern model of supporting and integrating people with disabilities in their communities, using an inclusive approach that fosters dignity and respect. Our services include Early Intervention, Supported Living, Vocational Rehabilitation, Applied Behavior Analysis, and more. We served a total of 907 clients in our fiscal year ending June 2025. Family Outreach aims to make a lasting positive impact on the lives of people with disabilities, pursuing our vision to build communities where abilities are celebrated, and every individual can achieve their fullest potential.

Description of Transportation Services

Most transportation needs within our organization fall into two categories: staff traveling to meet with a family or client at their home, or staff transporting clients from one location to another (e.g., to a job site or store). There are occasional staff trips between offices to facilitate administrative or other required tasks. Different service programs have different needs, and everyone shares the vehicles through a reservation system. For example, a Job Coach in Support Services may drive one company vehicle from Helena to Townsend to meet an adult client at their home and take them to a job site in Townsend. When work at the job site is completed for the day, the Job Coach drives their client home before returning to Helena with the vehicle. Meanwhile, a member of Early Intervention staff may drive another company vehicle to a family's home to perform an assessment of their young child as part of intake procedures and then return it to the office when the assessment is complete. Company vehicles enhance the ability of Family Outreach staff to perform their duties and fulfill our shared mission to provide individuals and families with personalized innovative support to empower people with disabilities.

Vehicle Inventory:

LOCATION	VEHICLE	CURRENT MILEAGE	FY2025 MILEAGE
Helena	2016 Subaru Impreza	104,821 mi	+4,859 mi
Helena	2022 Chrysler Pacifica	47,443 mi	+5,915 mi
Bozeman	2016 Subaru Impreza	121,258 mi	+10,489 mi
Bozeman	2021 Toyota Corolla	33,258 mi	+11,046 mi
Butte	2018 Subaru Impreza	77,305 mi	+7,561 mi
Butte	2021 Toyota Corolla	47,907 mi	+11,489 mi
Missoula (formerly Helena)	2018 Subaru Impreza	72,054 mi	+5,007 mi
Kalispell (formerly Bozeman)	2019 Subaru Impreza	77,473 mi	+7,304 mi

Future Needs

In previous years, Family Outreach has requested replacement vehicles via Capital Assistance Grant funding, but we are still awaiting delivery of these vehicles. This year, Family Outreach will focus on addressing the transportation needs of its Butte office by requesting infrastructural upgrades through the Butte–Silver Bow Transportation Advisory Committee.

WEST MONT FY27 COORDINATION PLAN

Empowering People to Succeed by Promoting Dignity, Ability, and Independence

About Us

West Mont is a Montana 501(c)(3) non-profit organization that was established in 1973. We operate 17 locations throughout Helena and provide a wide variety of services, care, and support for over 250 individuals with disabilities annually.

Residential Services (Group Homes /Apartments): Our 13 homes operate 24 hours a day, 7 days a week with trained staff onsite as needed to ensure the safety and care of our residents. Residential staff escort and transport clients to and from medical appointments, shopping excursions, jobs in the community or to vocational sites, social activities, and community outings.

Vocational Sites: Our vocational enterprises offer employment and job training options at four sites: West Mont Flower Shop, West Mont Farm & Gardens, Blaine Work Services, and VASTT. Each program offers meaningful activities and work giving clients a sense of accomplishment and the opportunity to connect with peers and earn a paycheck.

Supported Employment Services: Our job coaches and supported employment program managers help clients find and prepare for work in the community. Staff may provide transportation, help with interviews, assist with resume writing, oversee the development of social and “soft” skills, provide on-the-job training, give job coaching, etc., to ensure a successful placement.

Supported Living Services: Our supported living staff ensure those who need supports at home, get them and have the opportunity to live with dignity and self-determination. Staff teach the necessary skills to help clients live as independently as possible. This can include assistance with personal hygiene, household maintenance, safety, meal preparation, transportation, and shopping.

Description of Transportation Services

West Mont provides transportation to adults with disabilities who reside with us, attend our vocational and employment programs, participate in our supported services programs, and/or participate in other West Mont activities. Some clients can utilize Capital Transit for transportation; however, more and more, our medically fragile and physically challenged clients require staff assistance with transportation.

The West Mont fleet has a median age of 10 years (average age of 12 years), with an average odometer reading of 92,146 miles, and is comprised of 20 passenger vehicles, ranging from 12-person buses to vans, and passenger cars. West Mont provides necessary transportation for clients, 7 days per week. Transportation can include driving clients to their jobs, medical appointments, shopping, and on outings.

In FY25 (12 months ending in 06/30/25), West Mont vehicles:

Provided 46,643 rides (3,886 avg./month)

Drove 140,893 miles (11,741 avg/month)

We occasionally receive requests from families or individuals needing transportation that are not enrolled in our services, and we attempt to fulfill reasonable requests for assistance. For many years, West Mont has been an active member of the Capital Transit Advisory Council.

For FY27, we respectfully request a Small ADA/Light-Duty Cutaway Bus for 12 passengers and 6 wheelchair stations. This bus would be used as a replacement vehicle for one of our existing buses at our Caldwell location that serves our most medically fragile clients. The current bus is over 20 years old and has been having mechanical and other issues that have been compromising its usefulness as of late. The additional wheelchair stations will greatly improve our ability to transport multiple wheelchair users at the same time, so that their access to the community is increased and staff no longer need to take multiple trips for any group with more than two wheelchair users.

West Mont FY25 Transportation Inventory

#	YEAR	MAKE	MODEL	LOCATION	MILEAGE
1	2009	Toyota	Sienna (Green)	Blaine	137,755
2	2001	Chevy	Silverado (White)	Blaine	167,555
3	2003	Chevy	TranStar	Caldwell	90,958
4	2005	Dodge	Caravan (Blue)	Supported Services	134,212
5	2015	Ford	Transit (White)	Farm	143,029
6	2009	Chrysler	T&C (Silver)	Farm	142,474
7	2022	Ford	Transit (White)	Cedar	11,074
8	2009	Chevy	Express (White)	L&C	73,757
9	2006	Toyota	Sienna (Silver)	Supported Services	155,093
10	2022	Ford	Transit (White)	L&C	6,668
11	2015	Dodge	Caravan (White)	Ron's Place	51,805
12	2018	Ford	W/C Creative Coach Bus E450 (White)	Ron's Place	19,527
13	2013	Ford	Focus (Blue)	Supported Services	81,474
14	2019	Nissan	Versa (Red)	Supported Services	112,985
15	2019	Chevy	Traverse Trax (Black)	Supported Services	106,541
16	2009	Chevy	Express (White)	Tara	136,554
17	2008	Toyota	Sienna (White)	Tara	164,551
18	2019	Ford	Transit 350 Wagon (White)	Townsend	21,221
19	2016	Dodge	Grand Caravan (Blue)	Hillside	74,083
20	2023	Ford	Transit (White)	Hillside	11,602

Bolded vehicles were acquired from grants submitted to and awarded by the Montana Department of Transportation.

Rocky Mountain Development Council, Inc. (Rocky)

Rocky Mountain Development Council, Inc. strives to improve quality of life and promote self-sufficiency for individuals and families.

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Rocky strives to improve quality of life and promote self-sufficiency for individuals and families.

Rocky is a Community Action Agency, formed in 1965 after President Lyndon Johnson declared a "war on poverty" in response to a national poverty rate of 19%. Several pieces of legislation were passed and this law is how Community Action Programs were born. As a community resource for individuals and families, Rocky is committed to improving quality of life, especially for low-income citizens, in Lewis & Clark, Broadwater, and Jefferson Counties. Currently, Rocky encompasses senior services, affordable housing, energy assistance, child care, Head Start and provides senior volunteer opportunities. Rocky has been serving young children during their early educational years and older adults in their most challenging years for 59 years.

Description of Transportation Services

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Virtually all of Rocky's programs require transportation in one form or another. Rocky provides free transportation for Helena area older adults, within Helena city limits, participating in the following Rocky programs: Helena Senior Center (located in the Neighborhood Center) for lunch and other activities, Foster Grandparent Program, Senior Companion Program, Retired & Senior Volunteer Program, and Rocky's Agency on Aging.

Each year, Rocky helps over 800 older adults in Lewis & Clark, Broadwater, and Jefferson counties live as independently through the Meals on Wheels Program. Hot nutritious meals are delivered Monday through Friday, to older adults 60 and over who are home bound or have trouble preparing their own meals due to a disabling physical, emotional, or environmental condition. Rocky's Meals on Wheels program transitioned to primarily a volunteer-based model. Rocky also distributes shelf stable groceries through the Commodity Supplemental Food Program to income eligible older adults throughout the tri-counties, Elliston, and White Sulphur Springs bi-monthly.

Rocky is a partner in the Eagles Manor Complex, which currently includes the Penkay Eagles Manor (with 66 one-bedroom and single-room occupancy units), Eagles Manor II (with an additional 44 units), and Eagles Manor III (additional 30 units in the common complex), which is located at 715 North Fee in Helena. These units are dedicated to low-income older adults and adults with disabilities. The complexes are home to the frail elderly with a median age in the 80s. Most experience age-related disabilities and need walkers, wheelchairs, and portable oxygen tanks. Few drive or have access to personal vehicles. The Eagles shuttle is primarily used for senior outings, such as breakfast or lunch away from the facility.

Senior Companions and Foster Grandparents is a (55 years and older) volunteer program for low-income older adults. Volunteers receive a small hourly stipend and are reimbursed for the mileage they log in support of providing service. Senior Companions provide in-home services, transportation, and run errands for their frail older adult clients. Not only do these programs serve the specific target population noted, they also provide a strong protective factor for the impoverished senior volunteers themselves.

It is the policy of Rocky to provide equal opportunity to all of its employees and clients and to assure that there shall be no discrimination against any person on the basis of sex, age, race, color, religion, creed, national origin, physical or mental handicap, marital status, political beliefs, veterans' status, sexual orientation, gender identity or expression, or genetic information unless related to a Bonafide occupational requirement.

Service Productivity

Rocky provided 1,563 one-way, passenger-trips between July 2023 and June 2024 (FY24).

Rocky's current monthly ridership average is approximately 261 one-way rides. Our current ridership average is 28 passengers. Area demographics indicate that there will be a steady rise in the percentage of older adults in the population for the next 20 years, as reflected in the projected growth in the tri-county population aged 65 and older.

Service Analysis – Vehicle Fleet

Rocky Vehicle Inventory Description Fund Name

Rocky's vehicle fleet is 21 vehicles (includes trailers); four are used for Rocky's Weatherization, a

The following list provides the detail.

Rocky Vehicle Inventory Description	Fund Name
2023 Jeep Compass	Head Start
2023 Dodge Ram	Head Start
2017 Jeep Patriot	Head Start
2020 Chevy Traverse	Head Start
2020 Buick Enclave	Head Start
2008 Ford Ranger	Meals on Wheels
2023 Subaru Forester Wilderness	Meals on Wheels
2017 Subaru Forester	Meals on Wheels
2013 Chevy Express Bus – 13 psgr.	Senior Transportation (Eagles)
2020 Ford Elkhart Coach E450 Bus-13 psgr.	Senior Transportation
2007 Starcraft Bus	Senior Transportation
2003 GMC Savana Cube Van	CSFP (Commodity Supplemental Food Program)
2018 Chevy Silverado 1500 LT	CSFP (Commodity Supplemental Food Program)
2020 Load Runner Cargo Trailer 7 X 16	CSFP (Commodity Supplemental Food Program)
2009 Dodge Ram 2500 (donated)	Weatherization
1998 Cargo Mate Trailer	Weatherization
2012 Nissan Rogue	Weatherization

2014 Rav 4	Weatherization
2021 Subaru Ascent Limited – Vehicle #1	Agency on Aging
2021 Subaru Ascent Limited – Vehicle #2	Agency on Aging
2009 GMC Savana Van	Facilities

Future Needs

Currently Rocky has no immediate needs for short-term transportation purchases.

Table 2: Rocky Short-Term Needs

Description	Amount
Total Estimated Short-Term Needs	\$00

Rocky is an active member of the HATAC

MRWH FY27 TAC Coordination Plan

Many Rivers Whole Health is a Montana 501(c)(3) non-profit community mental health agency that provides behavioral health and substance use services to children and adults within 14 different counties throughout Montana. In Helena we provide an array of services, including Outpatient Psychiatry, Therapy, Case Management, Care Coordination, and Peer Support; Residential services for Group Home Placement and Adult Foster Care; Day Treatment services; as well as having a Program for Assertive Community Treatment (PACT) team, which consists of a medication provider, co-occurring professional, nursing, care coordination, and vocational support. About 95% of the clients we serve receive Medicaid and are often also on disability or elderly, along with their behavioral health diagnoses and challenges.

We currently have four leased vehicles (two passenger vehicles and two 12-passenger vans), as well as one owned 12-passenger van and an owned minivan in Helena. We provide transportation assistance for clients through our Case Management, Peer Support, and PACT services, to assist with attending appointments or obtaining necessities.

Residential Services: Our two Behavioral Health Group Homes are Sleeping Giant Group Home, which has 12 beds, and Hannaford Group Home, which has another 8 beds. Each group home utilizes a 12-passenger van. Our Hannaford Group Home staff transport clients to and from our Day Treatment program Monday through Saturday, as well as to medical appointments, shopping groups, community outings and other social activities. Due to the proximity of Sleeping Giant Group Home to our main office in Helena, transportation is not necessary for these clients to attend Day Treatment, though they still receive staff assistance with appointments and other activities. Many Rivers also has five contracted Adult Foster Care providers for an additional 18 beds. Clients in these programs must be adults with Severe Disabling Mental Illness (SDMI) diagnoses.

Outpatient Services: Our Case Management and Peer Support programs also provide transportation for clients when assisting with employment, housing, care coordination, and attending appointments. These programs typically utilize our 5-passenger leased vehicles.

Program for Assertive Community Treatment (PACT): This multidisciplinary team provides a variety of services to clients admitted to the PACT program, including care coordination, nursing, co-occurring therapy, vocational support, tenancy support, and overall case management. PACT can serve up to 100 clients, as well as an additional smaller percentage of clients in the Community Maintenance Program level for those with less severe needs. PACT services adults with Severe and Disabling Mental Illnesses with attending appointments, shopping, therapy, and social groups, vocational and tenancy support, group coordination, and community outings. PACT clients also receive crisis support services 24/7, which can require transportation services to assist client with obtaining the appropriate level of care in a variety of community settings. PACT is unable to provide transportation for individuals who are not admitted to the program, but staff do assist with referring to other community agencies throughout Lewis and Clark County that might be able to assist.

Ability Montana FY27 Coordination Plan

Ability MT is a 501(c)(3) nonprofit and one of four Centers of Independent Living (CIL) in the state of Montana. We are funded in part by the Rehabilitation Act of 1973 as amended in 1992 (Title VII – Independent Living Services) and the Montana Department of Public Health and Human Services (Disability Services Division). Ability MT provides Information and Referral, Transition Services, Peer Counseling, Independent Living Training, and Individual and Systems Advocacy to people with disabilities throughout southwest Montana, along with a Self-Directed Personal Assistance program and a Veterans Directed program. We currently serve approximately 360 consumers in our 14-county area.

Ability MT has 1 accessible van in the Helena area. We are looking for grant funding to be able to operate this van during the evenings and weekends when Capital Transit is not operational.

Ability MT is an active member of the HATAC.

Helena Area Transit Advisory Committee (CTAC) Executive Committee Minutes
5310 Request Ranking Meeting for FY27
October 14th, 2025

Attendees (All-Online): Emily McVey (United Way), Mindy Diehl (RMDC), Sandie Dearman (Ability MT), Jackie Mohler (Family Outreach), Jessie Obrecht (West Mont)

Meeting was called to order at 3:00pm.

The committee heard details of the one request for this year, which came from West Mont. The request is for a Small ADA/Light-Duty Cutaway Bus for 12 passengers and 6 wheelchair stations. This vehicle will be a replacement for another bus that West Mont currently operates that is over 20 years old.

The committee completed the attached ranking sheet and scored the request an 11 out of 11.

Following the scoring, the committee voted to approve their ranking and approval of the request on behalf of the CTAC. Jessie Obrecht abstained from voting as a representative of the requesting agency.

Meeting adjourned at 3:15pm.

HATAC

Ranking Outline for FY 2027

Capital Funds Capital Equipment Requests

(increase ridership to the elderly and disabled passenger)

Applicants Name: West Mont Date: 10/14/2025

Criteria	Points	Award Score
Applicant is a HATAC member and has attended 50% of the FY 2025 meetings	1 if yes 0 of no	1
Applicant has demonstrated coordination within the greater Helena area community.	1-5 ranking 5 being highest level of coordination	5
Applicants' request(s) supports the overall betterment of community transportation options in the greater Helena area.	1-5 ranking 5 being best option for Helena area community	5

Total: 11

Executive Committee members names:

Emily Mc Vey

Mindy Diehl

Sandra Dearman

Jackie Mohler

City of Helena, Montana

10/24/2025

To: Mayor Collins and the Helena City Commission

From: Tim Burton, City Manager
Ryan Leland, Public Works Director
Jamie Clark, City Engineer

Subject: Bid Award for the MRWTP Actuator Purchase #25-24

Present Situation:

There are 8 multi-media filters used for water treatment at the City of Helena's Missouri River Water Treatment Plant (MRWTP). Each filter has 6 actuated valves to allow for filter use, backwash and air scour of dirty filtration media. Actuated valves can be operated remotely using the control system at the plant.

Due to a recent flood at MRWTP, 17 electric actuators failed and require replacement. The 17 actuators that require replacement consisted of two different brands originally installed when the plant was remodeled in the 1970's. The two brands are not waterproof and as others have failed over the years the Water Treatment team has replaced them with Rotork IQT series actuators. The Rotork actuators have been consistently more reliable and are waterproof. This bid purchase will replace the 17 actuators that failed with Rotork Actuators.

Bids were opened for the MRWTP Actuator Purchase on September 16th, 2025. The city received 1 responsive bid for the project. Western States Automation submitted the bid which totals \$149,872.00.

Background Information:

There are 8 multi-media filters used for water treatment at the City of Helena's Missouri River Water Treatment Plant (MRWTP). Each filter has 6 actuated valves to allow for filter use, backwash and air scour of dirty filtration media. Actuated valves can be operated remotely using the control system at the plant.

Due to a recent flood at MRWTP, 17 electric actuators failed and require replacement. The 17 actuators that require replacement consisted of two different brands originally installed when the plant was remodeled in the 1970's. The two brands are not waterproof and as others have failed over the years the Water Treatment team has replaced them with Rotork IQT series actuators. The Rotork actuators have been consistently more reliable and are waterproof. This bid purchase will replace the 17 actuators that failed with Rotork Actuators.

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Proposal/Objective:

Consider awarding the bid of City Project #25-24 to Western States Automation for \$149,872.00.

Advantage:

Award of the bid will allow the City to replace the actuators damaged during the recent flood at MRWTP.

Notable Energy Impact:

n/a

Disadvantage:

no disadvantages to this award are expected

Quasi-Judicial Item:

Fals

Notice of Public Hearing:

False

**Staff Recommendation/
Recommended Motion:**

Move to award the bid received for City Project #25-24 MRWTP Actuator Purchase to the low bidder Western States Automation in the amount of \$149,872.00.

**Exhibit 2****Bid Sheet****City of Helena Project #25-24 MRWTP Actuator Purchase****Sheet 1****Engineers Estimate
City Of Helena, MT****Western States Automation
Boise, ID**

Item No.	Est. Quantity	Unit	Description	\$	Unit Price	\$	Total Price	\$	Unit Price	\$	Total Price
1	3	EA	ROTORK IQT250 INTELLIGENT ON/OFF ELECTRIC ACTUATOR FOR 6" FILTER WASTE VALVE (MODEL VA-IQT250WTFA10/300B0000/480V) INCLUDES ADAPTATION HARDWARE	\$	7,500.00	\$	22,500.00	\$	7,392.00	\$	22,176.00
2	6	EA	ROTORK IQT250 INTELLIGENT ON/OFF ELECTRIC ACTUATOR FOR 6" AIR SCOUR VALVE (MODEL VA-IQT250WTFA07/300B0000/480V) INCLUDES ADAPTATION HARDWARE	\$	7,500.00	\$	45,000.00	\$	7,178.00	\$	43,068.00
3	6	EA	ROTORK IQTM2000 INTELLIGENT MODULATING ELECTRIC ACTUATOR FOR 14" BACKWASH VALVE (MODEL VA/IQTM2000WT/403B0000/480V). INCLUDES ADAPTATION HARDWARE	\$	11,000.00	\$	66,000.00	\$	10,961.00	\$	65,766.00
4	2	EA	ROTORK IQT2000 INTELLIGENT ELECTRIC ACTUATOR FOR 18" WASTE VALVE (MODEL VA/IQT2000WT/300B0000/120V). INLCUDES ADAPTATION HARDWARE	\$	9,500.00	\$	19,000.00	\$	9,431.00	\$	18,862.00
Base Bid Total				\$152,500.00				\$149,872.00			

BUDGET WORKSHEET
MRWTP Actuator Purchase
City of Helena Project #25-24

Description		Estimate or Cost
ENGINEERING		
Survey, Design and Bidding		\$ -
Construction Management		\$ -
Total Engineering Cost		\$ -
CONSTRUCTION COSTS		
Material Purchase		\$ 149,872.00
		\$ -
Total Cost		\$ 149,872.00
Misc Cost		\$ 160.00
Total Project Estimate		\$150,032.00

Budget Description and Number	Project # from Tyler	Budget Amount
Water Treatment (52430540-492100)	WT25008	\$ 200,000.00
Totals		\$ 200,000.00

Project Manager	Adam Jorgenson
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