

MEETING AGENDA
CITY OF EAST HELENA
CITY HALL – 306 EAST MAIN - ROOM 110
COUNCIL MEETING: 6:30 PM
DATE: TUESDAY, DECEMBER 2, 2025
JOIN ZOOM MEETING: <https://us06web.zoom.us/j/3787705872>
CONFERENCE CALL-IN: 1-253-205-0468 MEETING ID: 378 770 5872

MEETING CALLED TO ORDER: Mayor Harris

PLEDGE OF ALLEGIANCE: Councilmember Dahl

EAST HELENA HIGH SCHOOL ACTIVITIES UPDATE: Activities Director Shaun Murgel, East Helena Public Schools
Action: Information only

EAST HELENA SUPERFUND UPDATE: EPA/DEQ Site Team Members
Action: Information only

PUBLIC COMMENTS: Note: This time is set aside for comments from the public on matters that are not on the meeting agenda. Public comments will be taken on agenda items prior to a motion. All public comments will be limited to a reasonable duration. Prior to your comments, please state your name and address in an audible tone of voice for the record.

APPROVAL OF MINUTES: November 18, 2025

CITY COURT REPORT: City Judge Dennis Loveless

DEPARTMENTAL REPORTS:

Administration – Clerk/Treasurer Amy Thorngren
Police Department – Police Chief Mike Sanders
Public Works - Public Works Director Kevin Ore
Volunteer Fire Department - Fire Chief Roger Campbell

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Life Saving Awards for Patrol Officer Kyle Butler & Patrol Officer Zach Butler – Police Chief Sanders
Action: Information Only

2. Life Saving Awards for Deputy Police Chief Royce & Patrol Officer Zach Butler – Police Chief Sanders
Action: Information Only
3. Confirmation of Appointment of Patrol Officer Zach Butler – Police Chief Sanders
Action: Approve/Deny/Table
4. Robert Peccia & Associates Task Order 30 for Wastewater Treatment Plant Phase 2 Upgrades – Mayor Harris
Action: Approve/Deny/Table
5. Request to Reissue and/or Cancel Stale-Dated Checks – Clerk/Treasurer Thorngren
Action: Approve/Deny/Table

MAYOR’S REPORT: Mayor Harris

COUNCILMEMBERS’ REPORTS:

Don Dahl
Judy Leland
Wesley Feist
Suzanne Ferguson

LEGAL REPORT: City Attorney Elverum

PAYMENT OF BILLS: Action: Approve/Deny/Table

MEETING & EVENT SCHEDULE:

1. East Helena Christmas Stroll, Thursday, December 4, 2025
2. East Helena Christmas Convoy, Saturday, December 13, 2025
3. East Helena City Council Meeting, Tuesday, December 16, 2025, 6:30 p.m., East Helena City Hall Room 110
4. East Helena City Council Meeting, Tuesday, January 6, 2026, 6:30 p.m., East Helena City Hall Room 110

ADJOURNMENT: Mayor Harris

ADA NOTICE

The City of East 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 people with disabilities from participating in 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 Clerk as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 227-5321 or TTY Relay Service 1-800-253-4091 or 711

cityclerk@easthelenamt.us - 306 East Main Street, P.O. Box 1170, East Helena, MT 59635

MEETING MINUTES

CITY OF EAST HELENA

CITY HALL – 306 EAST MAIN - ROOM 110

COUNCIL MEETING: 6:30 PM

DATE: TUESDAY, NOVEMBER 18, 2025

JOIN ZOOM MEETING: <https://us06web.zoom.us/j/3787705872>

CONFERENCE CALL-IN: 1-253-205-0468 MEETING ID: 378 770 5872

MEETING CALLED TO ORDER: Mayor Harris called the meeting to order at 6:30 p.m. Councilmember Ferguson led the Pledge of Allegiance.

CITY OFFICIALS & STAFF PRESENT: Mayor Kelly Harris, Council President Don Dahl, Councilmember Judy Leland, Councilmember Suzanne Ferguson, Clerk/Treasurer Amy Thorngren, Public Works Director Kevin Ore, City Attorney Pete Elverum, Volunteer Fire Chief Roger Campbell, Patrol Officer Kyle Butler, and City Engineer Jeremy Perlinski

PUBLIC PRESENT: John Adams, Marjie Adams, Jacob Kuntz, Damian Briggs, Markus Briggs, Wes Beitz, De Beitz, and Dave Jensen

ABSENT/EXCUSED: City Judge Dennis Loveless, Councilmember Wesley Feist, and Police Chief Mike Sanders

(0:00:40) WASTEWATER FACILITY PLAN ADOPTION & FUTURE RATE

DISCUSSION: A copy of the presentation and Resolution 634 adopting the facility and accepting staff recommendations were included in the council packet. Jeremy Perlinski of Robert Peccia & Associates presented information on the city's current and future waste management needs and projected the necessary rate increases to fund them. He answered questions from the public and Council. Dave Jensen commented in opposition to the future rate projection. Councilmember Dahl made a motion to approve Resolution 634. Councilmember Leland seconded the motion. The motion passed unanimously.

(0:41:50) PUBLIC COMMENTS: Dave Jensen commented in opposition to nonresident decision makers. Mr. Jensen provided pictures and a written version of his comments for the record.

(0:46:45) APPROVAL OF MINUTES: The draft minutes of the November 4th meeting were included in the council packet. There was no public comment. Councilmember Leland made a motion to approve the minutes as presented. Councilmember Ferguson seconded the motion. The motion passed unanimously.

CITY COURT REPORT: City Judge Dennis Loveless was excused.

DEPARTMENTAL REPORTS:

(0:47:20) Administration – Clerk/Treasurer Amy Thorngren reported that facility rentals had increased, building permits had decreased, she had received a quote for placing legal ads with MT43 News, and she had submitted the fire department relief association's AFR.

Police Department – A written report was on the council room table. Police Chief Mike Sanders was excused.

(0:48:20) Public Works – A written report and a copy of the most recent DEQ sanitary survey inspection report were included in the council packet. Public Works Director Kevin Ore reported that headworks construction at the wastewater treatment plant continues, crews responded to a water line break at the intersection of Montana Avenue and Lewis Street, garbage service was delayed due to a truck breakdown, and new tables have been installed in the Kennedy Park pavilion.

(0:53:25) Volunteer Fire Department - Fire Chief Roger Campbell reported that calls-for-service had increased, 65 lbs. of candy were given out by the department on Halloween, and the department is preparing for their medical license inspection this month.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

1. **(0:54:50) Recreation Hall Rental Agreement for 2026** – John Adams of the Living Church of God requested Council's approval of their rental use agreement for next year. A copy of their 2026 requested usage schedule was included in the council packet. There was no public comment. Councilmember Leland made a motion to approve the rental agreement. Councilmember Dahl seconded the motion. The motion passed unanimously.
2. **(0:56:00) Car Show on Main Street Saturday, May 23rd** – Damian Briggs and the Pontiac PAC Car Club requested Council's approval to use Main Street Park and close a section of Main Street for a car show including food trucks over Memorial Day weekend. There was no public comment. Councilmember Ferguson made a motion to approve the request. Councilmember Leland seconded the motion. The motion passed unanimously.
3. **(1:01:40) Reappointment of Don Dahl to the Planning Board and Zoning Commission** - Mayor Harris thanked Don Dahl for representing the city in various capacities. There was no public comment. Councilmember Leland made a motion to reappoint Don Dahl to the planning board and zoning commission. Councilmember Ferguson seconded the motion. Councilmembers Leland and Ferguson voted aye. Councilmember Dahl abstained. The motion passed.
4. **(1:02:30) Resolution 635 Authorizing the Submittal of the MCEP Infrastructure Planning Grant Application** – The draft resolution was included in the council packet. Mayor Harris noted that the resolution was an application requirement. There was no public comment. Councilmember Dahl made a motion to approve Resolution 635. Councilmember Leland seconded the motion. The motion passed unanimously.

5. **(1:03:05) Donation of 5-Acre Parcel from the Montana Environmental Trust Group to the City of East Helena** – A copy of the quitclaim deed was included in the council packet. Mayor Harris requested Council’s approval to sign the deed for the parcel on which a water tank will be built. There was no public comment. Councilmember Ferguson made a motion to approve signing the quitclaim deed. Councilmember Dahl seconded the motion. The motion passed unanimously.

(1:03:40) MAYOR’S REPORT: Mayor Harris reported that he attended the Veterans Day ceremonies, attended the Check A Vet event at the brewery, and that he attended a meeting with the EPA regarding water rights.

COUNCILMEMBERS’ REPORTS:

Don Dahl had nothing to report.

(0:00:00) Judy Leland reported that she attended the Veterans Day ceremonies.

Wesley Feist was excused.

Suzanne Ferguson had nothing to report.

(1:07:00) LEGAL REPORT: City Attorney Elverum reported that court was busy and going well, the case he worked on for the City of Helena is ongoing, and that he attended a meeting with Habitat for Humanity

(1:08:05) PAYMENT OF BILLS: Claims 299374 through 299428 were presented for Council’s review. Councilmember Leland made a motion to pay the bills. Councilmember Ferguson seconded the motion. The motion passed unanimously.

MEETING & EVENT SCHEDULE:

1. East Helena City Council Meeting, Tuesday, December 2, 2025, 6:30 p.m., City Hall Room 110
2. East Helena Christmas Stroll, Thursday, December 4, 2025
3. East Helena Christmas Convoy, Saturday, December 13, 2025
4. East Helena City Council Meeting, Tuesday, December 16, 2025, 6:30 p.m., City Hall Room 110

ADJOURNMENT: Mayor Harris adjourned the meeting at 7:38 p.m.

ATTEST:

Clerk/Treasurer

Mayor

RECEIVED

NOV 18 2025

CITY OF
EAST HELENA, MT

CITY OF EAST HELENA
306 E MAIN ST / PO BOX 1170
EAST HELENA, MT 59635
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE:

Agenda item:

Winter updates Fall Review

From:

Shaun Murphy

Initiated by City:

☐ YES

☒ NO

(check one)

Department:

EHHS

Presented by:

Shaun Murphy

Action requested:

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Information

Attachments:

☐ YES

☒ NO

(check one)

Date submitted:

11/19/25

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

Agenda requests must be submitted to East Helena City Hall by noon the Wednesday prior to the Tuesday council meeting.

CITY OF EAST HELENA
306 E MAIN ST / PO BOX 1170
EAST HELENA, MT 59635
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 12/02/2025

Agenda item:

East Helena Superfund Update

From:

EPA/DEQ Site Team Members

Initiated by City: ☐ YES ☒ NO (check one)

Department:

Presented by:

EPA/DEQ Site Team Members

Action requested:

Information Only

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Update on yard cleanup plans and redevelopment plans at the East Helena Superfund site. Site team members will be available to answer questions.

Attachments: ☐ YES ☒ NO (check one)

Date submitted:

RECOMMENDATIONS:

Initial:

Approve for agenda:

☐ YES

☐ NO

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

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CITY COURT REPORT FOR November, 2025

RECEIPTS \$5,895.00

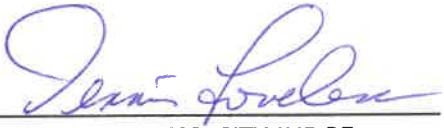
PAYMENTS

CITY TREASURER \$5,066.00

COUNTY TREASURER 829.00

RESTITUTION & OVERPMT

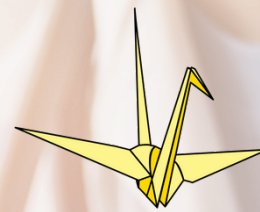
RESPECTFULLY SUBMITTED


DENNIS LOVELESS, CITY JUDGE

RECEIVED
NOV 24 2025
CITY CLERK/TREASURER
EAST HELENA, MT

Jadyn Fred Foundation

Making a difference one life at a time



AT THE JADYN FRED FOUNDATION, OUR MISSION HELPS SAVE LIVES.

Our Story

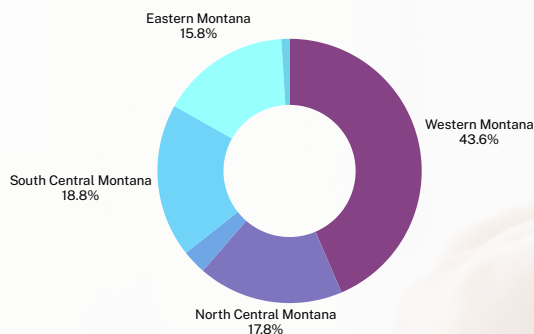
The Jadyn Fred Foundation was formed in 2001 after Jadyn Fred lost her battle with cancer at a young age. Having experienced the reality that families in Montana are often isolated from necessary medical care her parents, Britt & Alecia Fred, created the foundation with the determination to support Montana families in similar situations.



1,890+ Families

Supported since the Jadyn Fred Foundation began in 2001.

Over \$1.9 Million Given to Montana Families Since 2001



Together We Make A Difference

- With no full time employees, your financial gift goes directly to Montana families.
- The foundation works diligently to honor businesses that partner with us to fulfill our mission. To learn more about partnerships, contact Courtney our Foundation Manager.

2024'S NUMBERS:

\$224,000 & 224 Families

The Jadyn Fred Foundation supports Montana children birth to 18 who are battling cancer, major illnesses, or need surgery or ongoing medical care. **We aim to never deny a qualified family. The need for support continues to grow with over \$180,000 given already in 2025 and over 130 families served.**

LEWIS & CLARK COUNTY IMPACT:

\$147,000 & 162 Families

Since 2001 we have provided support to many families in Lewis & Clark County. The families we serve have to travel significant distances for medical care - Kalispell, Seattle, Denver, Salt Lake, etc. Our foundation provides financial support for travel, lodging, meals, uncovered bills, and more.

CONTACT US

✉ courtney@jadynfred.org

🌐 Jadynfred.org

📍 PO Box 4592, Msla, MT 59806

12/25 Council Packet Page 13



Public Works Department

Proud to serve our Community

December 2nd, 2025

1.) WWTP Report

- Prospect continues construction on headworks and lift station.
- Shane processed and hauled 99.8 tons of sludge last year. (Discuss)
- Unfortunately, we did not receive the \$30K DNRC planning grant. We will continue to look and apply for every grant opportunity.

2.) Metal Removal Building

- Replacement reject pump has been working well.

3.) Source Water Report

- Kelly, Pete and I have been attending water rights meetings.
- Crews will be putting the M.C. Creek water tank back into service this week.
- Shane is still working with John Nash on repairs to Wylie 4 on power related issues.

4.) Solid Waste Report

- Big thanks to City Attorney Elverum who facilitated the City of Deer Lodge in loaning us a garbage truck. Good news is our truck build is completed and being inspected. Hopefully we will take delivery in next couple of weeks. (Discuss)
- Looking at costs of replacement of front axle for our "back up" truck. (Discuss)

5.) Parks

- Park use has slowed down with the weather.
- Still waiting on fence repair at JFK park.

6.) Pool

- Madison, Quinn and Kimber have all committed to returning this next summer for the Pool.

7.) Streets

- I received another email from Federal Highways that the Raise Grant Agreement template has changed yet once again. We did as instructed and have copied and pasted the information and have once again submitted for review and comments. (Discuss) Email read as follows:
 - Due to the US District Court in Rhode Island recently issued a decision in the California v. Duffy litigation resulting in a permanent injunction concerning the use of immigration enforcement conditions in grant agreements, the FHWA grant agreement templates have been revised to comply with this court order. The link below will take you to the new T&C, exhibits and grant agreement template.

8.) Facilities

- Still working with electricians trying to find matching parking lot lights.
- Still working on getting some estimates for boiler replacement here at City Hall.
- We will be refinishing floors first part of next year at City Hall.
- Hand railing replacement for ADA ramp at City Hall is almost completed and ready for installation.
- Still working with security company on new locks for City Hall.

9.) Resident/City Information and Events

- Christmas Stroll is coming up December 4th.
- Christmas Convoy is scheduled for December 13th.

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EAST HELENA, MT 59635
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 12/02/2025

Agenda item:

Life Saving Awards for Patrol Officer Kyle Butler & Patrol Officer Zach Butler

From:

Police Chief Sanders

Initiated by City: ☒ YES ☐ NO (check one)

Department:

EHPD

Presented by:

Police Chief Sanders

Action requested:

Information Only

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Presentation of life saving awards

Attachments: ☐ YES ☒ NO (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

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(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 12/02/2025

Agenda item:

Life Saving Awards for Deputy Police Chief Ed Royce & Patrol Officer Zach Butler

From:

Police Chief Sanders

Initiated by City: ☒ YES ☐ NO (check one)

Department:

EHPD

Presented by:

Police Chief Sanders

Action requested:

Information Only

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Presentation of life saving awards

Attachments: ☐ YES ☒ NO (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

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(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 12/02/2025

Agenda item:

Confirmation of Appointment of Patrol Officer Zach Butler

From:

Police Chief Sanders

Initiated by City: ☒ YES ☐ NO (check one)

Department:

EHPD

Presented by:

Police Chief Sanders

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

1-year confirmation of appointment

Attachments: ☐ YES ☒ NO (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

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306 E MAIN ST / PO BOX 1170
EAST HELENA, MT 59635
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 12/02/2025

Agenda item:

Robert Peccia & Associates Task Order 30 for Wastewater Treatment Plant Phase 2 Upgrades

From:

Robert Peccia & Associates

Initiated by City: ☒ YES ☐ NO (check one)

Department:

Public Works

Presented by:

Mayor Harris

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachment:

Task Order 30

Attachments: ☒ YES ☐ NO (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

Agenda requests must be submitted to East Helena City Hall by noon the Wednesday prior to the Tuesday council meeting.

TASK ORDER NUMBER THIRTY
AGREEMENT TO FURNISH ENGINEERING SERVICES

to

CITY OF EAST HELENA

for

EAST HELENA WWTP PHASE 2 UPGRADES

FUNDING ADMIN, EQUIPMENT PRE-SELECTION, AND PRE-DESIGN TASKS

This Task Order provides for professional engineering services to be performed by ROBERT PECCIA & ASSOCIATES, INC. (hereinafter the Engineer), for the **CITY OF EAST HELENA** (hereinafter the Owner), in accordance with Article 1 of the Agreement to Furnish Engineering Services to the City of East Helena, Montana for General Engineering Services, dated May 17, 2007 (hereinafter the Agreement). All provisions of the Agreement are incorporated by reference. This Task Order represents an authorization to proceed with the scope of services, schedule, and compensation described herein. This Task Order, when executed by both parties, shall become a supplement to and part of the basic Agreement.

ARTICLE 1. SCOPE OF SERVICES

The Engineer agrees to furnish the following professional engineering services in connection with the **EAST HELENA WWTP PHASE 2 UPGRADES**, hereinafter referred to as the Project. The Project shall consist of secondary treatment upgrades at the City's existing Wastewater Treatment Plant (WWTP) including two oxidation ditches, two secondary clarifiers, a main process building, RAS/WAS pump stations, UV disinfection, mechanical and plumbing, yard piping, surface restoration, and ancillary improvements.

Please note that design and bidding services for the Project are not specifically included in this Task Order. Once the oxidation ditch equipment has been selected by the City, a scope of work and fee estimate for the design and bidding tasks will be negotiated.

A. PROJECT MANAGEMENT

Please note that project management services have been limited to twenty (20) months, which is the anticipated time until the Project begins construction. A scope of work and fee estimate for additional project management services during construction will be negotiated at a later date.

1. Project Management – The Engineer will provide project management services during the Project including staff and subconsultant management, coordination with City staff, and preparation of monthly invoices. The Engineer will conduct frequent coordination meetings with the City to review project progress, gather information, and receive feedback from City staff.
2. Project Kick-Off Meetings – The Engineer will meet with City Staff for a project kick-off meeting. The purpose of the meeting will be to discuss project goals and objectives,

scope of work, project schedule, owner preferences, and other design aspects of the Project. The Engineer will also meet with internal staff to discuss project deliverables, task budgets, and milestone deadlines.

3. Council Presentations – Up to four presentations to the City Council will be prepared to highlight and document project progress. It is anticipated that the presentations will be made on a quarterly basis with the first meeting occurring in early 2026.
4. Funding/Regulatory Agency Coordination – This task includes coordination with the Montana Department of Environmental Quality (MDEQ) and other regulatory agencies during preliminary design to ensure the proposed upgrades at the WWTP will meet their requirements. Effort to prepare project status updates and attend conference calls is also included in this task.

B. FUNDING ADMINISTRATION

Please note that funding administration services have been limited to twenty (20) months, which is the anticipated time until the Project begins construction. A scope of work and fee estimate for additional funding administration services during construction will be negotiated at a later date.

1. Prepare Revised Project Budget on Uniform Tracking Form – The Engineer will review project funding amounts, coordinate with agencies, and prepare a project budget utilizing the methods required by the funding agencies.
2. Provide Agency Required Documents to Meet Start-Up Conditions – The Engineer will complete agency-related written reports, checklists, and legal notices as required for compliance with state environmental requirements from the MDEQ State Revolving Fund (SRF) Program and other funding sources. The Engineer will complete the project management plan and schedule for approval by the Montana Department of Commerce (MCEP) and the Montana Department of Natural Resources and Conservation (DNRC).
3. Prepare and Submit Uniform Application to SRF – The Engineer will prepare a new Uniform Application reflective of the current Project and submit to the SRF Program as required by the agency.
4. Prepare Quarterly Agency Reports and Maintain Files – The Engineer will prepare agency required reports on a quarterly basis. The Engineer will establish and maintain complete and accurate project files and prepare agency documentation and reports incidental to funding management.
5. Review Project Expenditures and Drawdown Assistance - Review all proposed project expenditures or requests for payment for allocation in the project budget. In tandem with the Owner's authorized representative(s) and/or financial officers, prepare drawdown requests to the various funding agencies. Prepare the Request for Payment and Uniform Status of Funds and Uniform Invoice Tracking Reports.

C. RATE STUDY

1. Review Wastewater Fund Annual Revenue and Expenditures - The Engineer will review City-provided financial documents to evaluate operating history for both wastewater

system revenue and expenditures. Additionally, the annual estimated expenses associated with proposed improvements will be reviewed and included in rate evaluations.

2. Develop Rate Scenarios - The Engineer will develop different rate scenarios for discussion with City staff. Rate scenarios will be developed for near-term and long-term wastewater system needs and include an analysis of potential Development Fee revenue.
3. Discuss Rate Scenarios with City Staff - The Engineer will meet with City staff to discuss rate scenarios to assist the City in determining the final wastewater rate(s). Coordination and meetings with the Mayor, City Clerk, and Public Works Staff are anticipated in this work element.
4. Coordinate with SRF and Bond Counsel - The Engineer will coordinate with SRF/DNRC staff and Bond Counsel to determine final loan amounts, rate coverage calculations, and assist in loan closing.
5. Public Engagement Meetings – The Engineer will coordinate and attend up to four (4) public engagement meetings to discuss wastewater rate increases. Two of the meetings will be an Open House format with multiple staff from the Engineer providing information on the Project and answering questions on the proposed rate(s). The remaining meetings will be formal Rate Hearings with the Engineer available to present on the proposed rate increase(s) and answer questions from the Council or public. It is likely that these meetings will occur after bids have been opened to allow the final loan amount to be determined.

D. EQUIPMENT PRE-SELECTION

Since the design and operation of oxidation ditches varies between manufacturers, the general industry approach is to pre-select the oxidation ditch equipment prior to beginning detailed design. As part of this preliminary design task, the Engineer will perform a detailed, competitive evaluation of the various equipment and provide a recommendation to the City.

1. Request for Qualifications (RFQ) – The Engineer will prepare an RFQ to be sent to several manufacturers that are experienced in the design and operation of oxidation ditches. Also, the Engineer will prepare an advertisement for the RFQ that will be submitted to the City for publishing in the newspaper. The RFQ will include a general project description, influent and effluent design criteria established in the *East Helena WWTP Facility Plan*, pre-selection process timeline, and any other information required by manufacturers to allow for a competitive evaluation. The RFQ will require manufacturers to provide information on the following, which will be included in a decision matrix for evaluation:
 - General information
 - Corporate financial stability
 - Anticipated oxidation ditch process
 - Manufacturer's experience and references
 - Manufacturer's service and support

The Engineer will coordinate with and answer questions from the various oxidation ditch manufacturers during the RFQ process. This task includes time for the Engineer to evaluate the submittals and host a reconciliation meeting with City staff prior to finalizing scores for the submitted Statements of Qualification.

2. Request for Proposals (RFP) – The Engineer will prepare an RFP that will be sent to the top rated oxidation ditch manufacturers (assumed to be 3-4) from the RFQ selection process. The RFP will include a general project description, preliminary layout of the proposed upgrades, oxidation ditch design parameters, manufacturer's scope of supply, pre-selection process timeline, and any other information required by manufacturers to allow for a competitive evaluation. The RFP will require manufacturers to provide information on the following, which will be included in a decision matrix for evaluation:
 - Overall system design
 - Operational and maintenance complexity
 - Equipment layout and required footprint
 - Capital and operation and maintenance costs
 - Warranty terms

The Engineer will coordinate with and answer questions from the short-listed oxidation ditch manufacturers during the RFP process. This task includes time for the Engineer to evaluate the submittals and host a reconciliation meeting with City staff prior to finalizing scores for the submitted Proposals.

3. Final Presentations and Workshop – The Engineer will coordinate with the short-listed oxidation ditch manufacturers to schedule final presentations to be held at the Engineer's office in Helena. It is anticipated that the presentations will occur over the course of two days with participation from City staff and review engineers from MDEQ.
4. Equipment Selection Recommendation and Follow-up – The Engineer will organize a follow-up workshop with City staff to discuss and finalize the selection of one oxidation ditch manufacturer based on the competitive evaluation process. If necessary, the Engineer will contact short-listed manufacturers for additional information that was not included in their Proposals or interviews. The results of the selection process will be summarized in a technical memorandum and submitted to the City and MDEQ.
5. MDEQ Coordination – The Engineer will coordinate with review engineers from MDEQ throughout the equipment pre-selection to ensure the process meets the requirements of the SRF program. The Engineer will submit draft copies of the RFQ and RFP to MDEQ staff for review and comments.

E. PRE-DESIGN AND MDEQ COORDINATION

1. Field Surveys – The Engineer will establish a control network and conduct topographic field surveys of the applicable WWTP site. Utility mapping will be based upon information provided by others. Anticipated survey items under this task order include topographic mapping, utility mapping, and property line determination for design level.

2. Prepare Base Maps – Using the field survey and existing as-built drawings, the Engineer will prepare base maps as required at a suitable scale showing the physical features of the Project. These maps will provide the basis for plans and details.
3. Geotechnical Investigation – The Engineer will solicit a proposal from a geotechnical firm to observe boreholes and prepare a geotechnical report for the proposed structures and buried piping. Soils information from previous geotechnical reports at the WWTP will also be used for foundation design recommendations. The Engineer will coordinate with the geotechnical engineer and include the recommendations in the structural design of the Project.
4. Asbestos Inspection – As required by MDEQ for any structure that is to be demolished, the Engineer will hire a certified asbestos consultant to perform an inspection at the WWTP and provide suggestions for abatement of any identified asbestos containing materials (ACMs). All identified ACMs to be removed or modified as part of the Project will be included in the design documents.
5. Existing Solids Handling Evaluation – The Engineer will collect historical flow, load, and solids concentration data. Additionally, the Engineer will work with WWTP staff to gather additional information that will be used to prepare an accurate estimate of the capacity of the existing solids handling facilities. A condition assessment will be performed on the existing facilities and recommendations presented to the City on short-term upgrades that are needed to keep the solids handling process operating efficiently and producing dewatered sludge that can be disposed of properly. Cost estimates will be prepared to assist the City with prioritizing needed improvements. This task also includes meeting with MDEQ to discuss the condition and capacity analysis and necessary upgrades to the solids handling facilities to stay in compliance until new facilities can be constructed in the future.
6. Coordination with Pre-Selected Equipment MFR – The Engineer will work with the selected oxidation ditch manufacturer (MFR) to execute a professional services contract for technical assistance and support during design of the Project. The Engineer will review each design submittal (up to 3) from the MFR and provide written comments. The design submittals will consist of general arrangement, process and instrumentation, electrical, and mechanical drawings along with calculations and cut sheets for the MFRs supplied process equipment. The Engineer will work cooperatively with the MFR to finalize a biological flow scheme to ensure the effluent design criteria are achieved. This task includes an initial planning workshop with the City and staff from the MFR. The design support from the MFR is assumed to extend over a 6-12 month period.
7. Prepare Preliminary P&ID Drawings – The Engineer will prepare process and instrumentation diagram (P&ID) drawings for the remainder of the secondary treatment facilities associated with the Project. This task includes coordination with various manufacturers to gather information about the operation of their process equipment. The Engineer will meet with the City to review the completed preliminary P&ID drawings.
8. Establish Preliminary Hydraulic Profile – The Engineer will create a preliminary hydraulic profile for the Project based on existing site constraints and the proposed secondary treatment processes. This task includes investigation of existing water surface profiles at the WWTP and calculations for the proposed hydraulic control and

conveyance structures on the Project. The Engineer will meet with City staff to review the preliminary hydraulic profile and provide recommendations for any improvements that need to be made to existing infrastructure.

9. Respond to MDEQ Planning Comments – The Engineer will coordinate with MDEQ throughout the entire pre-design process and address planning related questions and requests from their review engineers. This effort includes providing additional info to complete the environmental assessment (EA) issued by MDEQ. It is anticipated that MDEQ will have review comments on the *East Helena WWTP Facility Plan* that will need to be addressed prior to receiving approval and as required for SRF funding on the Project. This task includes attending a meeting with MDEQ staff to review the comments and preparing a response letter.

F. PRELIMINARY ENGINEERING REPORT (PER) UPDATE

1. Prepare Preliminary Engineering Report (PER) Update – The Engineer will prepare a comprehensive PER update to the *2020 East Helena Wastewater Master Plan* to develop alternatives and construction costs for needed improvements in the City's wastewater collection and treatment systems. In accordance with the Uniform PER Outline as required by the Montana W2SACT funding agency requirements, the PER will include the following chapters:

Chapter 0: Executive Summary

Chapter 1: Project Planning

Chapter 2: Existing Facilities

Chapter 3: Need for Project

Chapter 4: Alternatives Considered

Chapter 5: Selection of an Alternative

Chapter 6: Proposed Project Design

Chapter 7: Conclusions and Recommendations

The PER update will be used in conjunction with grant application submittals to the agencies noted previously. In addition, the PER update will be submitted to MDEQ for review and comments will be incorporated as required for SRF funding on the Project.

2. Review Workshops with City Staff – The Engineer will coordinate two review workshops with the City to assess project progress, gather information, and receive feedback from City staff. The outcomes from these workshops will be used to finalize the chapters in the PER update.
3. Council Presentations – This task includes two presentations on the PER update to be given during the City's Council meetings. The Engineer will present the collection and treatment alternatives analysis from the PER update at the first meeting. The second meeting will include more detailed discussion on the preferred alternative in the PER update and discuss the funding strategy including user rates. The Engineer will help the City in soliciting public comments and participation.

4. QA/QC Review – The Engineer will coordinate a Quality Assurance\Quality Control (QA\QC) review of the PER update prior to production of the final document.
5. PER Production – The results and written chapters of the previous tasks will be included in a draft PER update that will be submitted to City staff for review. Upon return of comments, the final document will be printed and submitted to regulatory and funding agencies for review and approval. The final document will incorporate all City, MDEQ, and Engineer's QA/QC review comments.

ARTICLE 2. SCHEDULE

It is anticipated that the services listed above under Article 1, Scope of Services, are to be completed during the time period from November 1, 2025 thru June 30, 2027.

ARTICLE 3. COMPENSATION

The budget for those services described above under Article 1, Scope of Services, shall be paid on an hourly rate basis in the amount of \$425,000, as broken out below for the various phases and shown in the attached Schedule of Estimated Engineering Costs.

Project Management	\$ 101,635
Funding Administration	\$ 32,244
Rate Study	\$ 32,868
Equipment Pre-Selection	\$ 82,388
Pre-Design & MDEQ Coordination	\$ 120,868
Preliminary Engineering Report	\$ 54,997

DATED this 21st day of November, 2025.

CITY OF EAST HELENA

By: _____

Mayor Kelly Harris

ROBERT PECCIA & ASSOCIATES, INC.

By:  _____

Craig Jenneskens, P.E., President

Schedule of Estimated Engineering Costs

Robert Peccia & Associates, Inc.

East Helena WWTP Phase 2 Upgrades

Funding Admin, Equipment Pre-Selection, and Pre-Design Tasks

Work Item	Group Manager	Project Manager	Structural Engineer	Project Engineer	Project Engineer	Land Surveyor	Accountant	Engineering Designer	Funding Specialist	Admin. Assistant	Total Hours
	\$256	\$217	\$216	\$154	\$141	\$193	\$193	\$124	\$156	\$95	
PROJECT MANAGEMENT (20 months)											
Prepare Project Delivery Guide		8									8
Project Kick-Off Meetings (2 total)		8		4	4						16
Project Management											
* Project Management Activities	16	160									176
* Project Team Coordination Meetings		60		40	40						140
* Subconsultant Coordination		24									24
* Invoicing		40					10				50
Council Presentations/Updates (4 total)	4	32								16	52
Funding/Regulatory Agency Coordination	6	24									30
Subtotal	26	356	0	44	44	0	10	0	0	16	496
FUNDING ADMINISTRATION (20 months)											
Revise Project Budget and Uniform Tracking Spreadsheet		2							16		18
Prepare Documents to Meet Start-Up Conditions		2							24		26
Prepare and Submit Uniform Application to SRF		4							16		20
Quarterly Project Reports and File Maintenance		8							24		32
Review Project Expenditures and Drawdown Assistance		8							80	16	104
Subtotal	0	24	0	0	0	0	0	0	160	16	200
RATE STUDY											
Review Wastewater Fund Revenues and Expenditures		8									8
Develop Rate Scenarios	4	24									28
Discuss Rate Scenarios with City Staff		8									8
Coordinate with SRF and Bond Counsel		16							16		32
Public Engagement Meetings (4 total)	8	24			32				12	32	108
Subtotal	12	80	0	0	32	0	0	0	28	32	184
EQUIPMENT PRE-SELECTION											
Request for Qualifications (RFQ)											
* Prepare RFQ		8			40					4	52
* MFR Coordination and Questions		4			16						20
* Evaluate Submittals		16		16	24						56
* Compile Scores and Reconciliation Meeting		4		4	12						20
* QA/QC Review	4										4
Request for Proposals (RFP)											
* Prepare RFP		16			80					4	100
* MFR Coordination and Questions		6			24						30
* Evaluate Submittals		24		24	40						88
* Compile Scores and Reconciliation Meeting		8		8	24						40
* QA/QC Review	6										6
Final Presentations and Workshop		8		8	16						32
Equipment Selection Recommendation and Follow-up		4			40					4	48
MDEQ Coordination		8			4						12
Subtotal	10	106	0	60	320	0	0	0	0	12	508

Schedule of Estimated Engineering Costs

East Helena WWTP Phase 2 Upgrades

Funding Admin, Equipment Pre-Selection, and Pre-Design Tasks

Work Item	Group Manager	Project Manager	Structural Engineer	Project Engineer	Project Engineer	Land Surveyor	Accountant	Engineering Designer	Funding Specialist	Admin. Assistant	Total Hours
	\$256	\$217	\$216	\$154	\$141	\$193	\$193	\$124	\$156	\$95	
PRE-DESIGN AND MDEQ COORDINATION											
Topographic Field Surveys					4	32					36
Prepare Survey Base Maps					4	16					20
Geotechnical Investigation and Asbestos Inspection		8	4								12
Existing Solids Handling Evaluation											
* Analyze Existing Solids Data		2		16							18
* Condition and Capactiy Analysis		4		24							28
* Review Workshop with City Staff		2		8							10
* MDEQ Meeting and Coordination		4		8							12
* Recommended Improvements and Costs		4		16							20
Coordination with Pre-Selected Equipment MFR											
* Prepare Design Assistance Contract		4			8						12
* Review Scope of Supply Submittals (3 total)		12			48						60
* Review GA, P&ID, Electrical Drawings		8			36						44
* Finalize Bid Cost for Approved Scope of Supply		6			16						22
* Planning Workshop w/ City		4			8						12
Prepare Preliminary P&ID Drawings		64						128			192
Establish Preliminary Hydraulic Profile		4			16						20
Respond to MDEQ Planning Comments	2	8		8	16						34
Subtotal	2	134	4	80	156	48	0	128	0	0	552
PRELIMINARY ENGINEERING REPORT (PER) UPDATE											
Chapter 0: Executive Summary		2							8		10
Chapter 1: Project Planning		4							16		20
Chapter 2: Existing Facilities		2						4	24		30
Chapter 3: Need for Project		4							16		20
Chapter 4: Alternatives Considered		4						24	48		76
Chapter 5: Selection of an Alternative		2							32		34
Chapter 6: Proposed Project Design		2						4	24		30
Chapter 7 : Conclusions and Recommendations		4							16		20
Workshops with City Staff		4							8		12
Council Presentations (2 total)		8							16	6	30
QA/QC Review		16									16
PER Production									8	20	28
Subtotal	0	52	0	0	0	0	0	32	216	26	326
Total Hours	50	752	4	184	552	48	10	160	404	102	2,266
Labor Cost Per Employee	\$12,800	\$163,184	\$864	\$28,336	\$77,832	\$9,264	\$1,930	\$19,840	\$63,024	\$9,690	\$386,764

LABOR COSTS

Total Labor Costs **\$386,764**

DIRECT EXPENSES

Geotechnical Investigation	\$24,000
Asbestos Inspection	\$3,500
Equipment (Survey GPS \$400/day)	\$800
Equipment (Survey Robotic TS \$325/day)	\$650
Computer Charges	\$6,385
Printing	\$2,620
Misc. Supplies	\$281
Total Direct Expenses	\$38,236

TOTAL ENGINEERING FEE	\$425,000
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CITY OF EAST HELENA
306 E MAIN ST / PO BOX 1170
EAST HELENA, MT 59635
(406) 227-5321

ORIGINAL COUNCIL MEETING DATE: 12/02/2025

Agenda item:

Request to Reissue and/or Cancel Stale-Dated Checks

From:

Clerk/Treasurer Thorngren

Initiated by City: ☒ YES ☐ NO (check one)

Department:

Administration

Presented by:

Clerk/Treasurer Thorngren

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachments:

MCA 7-6-4303 Cancellation of Municipal Warrants and Checks

Example of how Bozeman handles stale checks

Attachments: ☒ YES ☐ NO (check one)

Date submitted:

RECOMMENDATIONS:

Approve for agenda:

☐ YES

☐ NO

Initial:

Referred to Dept. Head for resolution:

☐ YES

☐ NO

Referred to _____:

☐ YES

☐ NO

Agenda requests must be submitted to East Helena City Hall by noon the Wednesday prior to the Tuesday council meeting.

Montana Code Annotated 2023

TITLE 7. LOCAL GOVERNMENT

CHAPTER 6. FINANCIAL ADMINISTRATION AND TAXATION

Part 43. Claims Against Municipalities

Cancellation Of Municipal Warrants And Checks

7-6-4303. Cancellation of municipal warrants and checks. (1) The city or town council may cancel municipal warrants and checks that have remained outstanding and unpaid for a period of 1 year or longer.

(2) The city or town clerk shall:

(a) enter on the record of warrants or checks, opposite the entry of each instrument, the date when it was canceled;

(b) make a list of the canceled instruments, specifying the number, date, and amount and the person to whom it was payable; and

(c) enter the list in the minutes of the city or town council proceedings.

History: En. Sec. 1, Ch. 17, L. 1987.

Memorandum

REPORT TO: City Commission

FROM: Laurae Clark, City Treasurer
Aaron Funk, City Controller
Melissa Hodnett, Finance Director

SUBJECT: Request for Authorization to Write-Off Stale-Dated Accounts Payable Checks from the City's General Accounting Ledger

MEETING DATE: June 25, 2024

AGENDA ITEM TYPE: Finance

RECOMMENDATION: The City Commission approve the "writing-off" from the City's general accounting ledger stale Accounts Payable warrants (also known as checks) issued by the City over a year ago that have not been cashed by the recipient.

STRATEGIC PLAN: 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

BACKGROUND: Per Section 7-6-4303 of Montana Code Annotated (MCA), the City may cancel municipal warrants that have remained outstanding or un-cashed for one year or longer. In alignment with MCA, this item requests that stale Accounts Payable checks (also known as warrants) issued by the City over a year ago that have not been cashed be "written off" of the General Ledger of the City.

Attached to this report, the Commission will find details on the checks to be written off and information specific to attempts have made to contact check recipients.

The Commission's action of writing-off these checks will not preclude the holder of a stale check from ever being paid the amount they are due. The action by the Commission will simply result in eliminating the effects of this stale activity from the City's Balance Sheet. This action allows the City to maintain records in conformity with Generally Accepted Accounting Principles which will be validated by the annual audit.

UNRESOLVED ISSUES: Recipients of checks (also known as warrants) from the City who have not cashed them have not responded to multiple inquiries. Writing the checks out of the general ledger does not remove the opportunity for a recipient to later cash a check. In the event a written off check is cashed, funds will be

made available within the appropriate fiscal year's budgeted dollars which may include Reserve Funds. Reserve funds can be used for unexpected expenses such as these.

ALTERNATIVES:

As suggested by the Commission.

FISCAL EFFECTS:

The total amount of checks to be written off of the General Ledger is \$33,809.94. As a result, Cash (an asset) will be added back to the City's balance sheet with a corresponding amount recorded to "Abandoned Property" (a liability), resulting in no change in the City's Net Financial Position.

Attachments:

[Stale Checks 061824.pdf](#)

Report compiled on: June 17, 2024