

**MEETING AGENDA**  
**CITY OF EAST HELENA**  
**CITY HALL – 306 EAST MAIN - ROOM 110**  
**COUNCIL MEETING: 6:30 PM**  
**DATE: TUESDAY, JANUARY 6, 2026**  
**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 Feist

**PRESENTATION IN HONOR OF POLICE CHIEF MICHAEL SANDERS:** Mayor Harris  
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:** December 16, 2025

**CITY COURT REPORT:** City Judge Dennis Loveless

**DEPARTMENTAL REPORTS:**

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

**UNFINISHED BUSINESS:**

1. Request to Reissue and/or Cancel Stale-Dated Checks – Clerk/Treasurer Thorngren  
Action: Approve/Deny/Table

**NEW BUSINESS:**

1. Request to Use Main Street Park for Bike Blessing 2026, Saturday, April 25th – Roy Fair, Servants for Christ Motorcycle Ministry  
Action: Approve/Deny/Table

2. Request to Use the Trail Area in Kennedy Park for Summer Camps – Eric Dymit, Adventures in Cardboard  
Action: Approve/Deny/Table
3. Appointment of Deputy Chief Ed Royce as Acting Police Chief – Mayor Harris  
Action: Approve/Deny/Table
4. Rose Hills SID Bond Assessment Examples – Mayor Harris & City Attorney Elverum  
Action: Information Only
5. Rose Hills SID Bond Assessment Presentation – Jacob Kuntz, Helena Habitat for Humanity  
Action: Information Only
6. Wastewater Treatment Plant Improvements Phase 2 Reimbursement Bond Resolution – Public Works Director Ore  
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 City Council Meeting, Tuesday, January 20, 2026, 6:30 p.m., East Helena City Hall Room 110
2. East Helena City Council Meeting, Tuesday, February 3, 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](mailto: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, DECEMBER 16TH, 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 Leland led the Pledge of Allegiance.

**CITY OFFICIALS & STAFF PRESENT:** Mayor Kelly Harris, Council President Don Dahl, Councilmember Judy Leland, Councilmember Wesley Feist, Councilmember Suzanne Ferguson, Public Works Director Kevin Ore, Police Chief Mike Sanders, Deputy Police Chief Ed Royce, and City Attorney Pete Elverum, Fire Chief Roger Campbell.

**PUBLIC PRESENT:** Dave Jensen

**ABSENT/EXCUSED:** Clerk/Treasurer Amy Thorngren

**PUBLIC COMMENTS:**

**(0:01:03) Dave Jensen** commented on enforcement of the designated truck route. Mr. Jensen provided pictures and a written version of his comments for the record.

**(0:14:36) APPROVAL OF MINUTES:** A copy of the draft minutes of the December 2<sup>nd</sup> meeting was included in the council packet. There was no public comment. Councilmember Dahl made a motion to approve the minutes as presented. Councilmember Leland seconded the motion. The motion passed unanimously.

**CITY COURT REPORT:** No report was provided in the council packet. City Judge Dennis Loveless was excused.

**DEPARTMENTAL REPORTS:**

**Administration** – No report was provided in packet, Clerk/Treasurer Amy Thorngren was excused.

**(0:15:03) Police Department** – Police Chief Mike Sanders started with addressing this is his last council meeting prior retirement. Chief reported that there had been 235 calls-for-service in the last month and that officers received wrap training on December 11<sup>th</sup>. Chief Sanders, Officer Chris Kirkegaard, and Bonnie Jones attended Chamber Coffee. Chief Sanders then addressed the council regarding his retirement effective December 31<sup>st</sup>. He expressed his gratitude towards all City employees and his officers.

**(0:22:05) Public Works** – A written report was included in the council packet. Public Works Director Kevin Ore reported that the Montana Ave lift pump failed and was replaced with

spare pump. A service drain line for the M.C. Tank started leaking and crews will be digging and making repairs, Republic Services' landfill will be closed on the weekends for the winter season. Some budget adjustments will be made for FY-25 and FY-26 once City Clerk Thorngren returns.

**(0:31:37) Volunteer Fire Department** – Chief Campbell commented on Police Chief Sanders' retirement and wished him well. He reported that the fire department had a positive experience with the Christmas Stroll and will be having their EMS license inspection and renewal.

### **UNFINISHED BUSINESS:**

1. **(0:33:59) Request to Reissue and/or Cancel Stale-Dated Checks – Clerk/Treasurer Thorngren:** Tabled by Councilmember Fiest and 2<sup>nd</sup> by Councilmember Ferguson. The motion passed unanimously.

### **NEW BUSINESS:**

1. **(0:34:40) Discussion on Proposed Changes to The Missouri River Drug Task Force Memorandum of Understanding – Police Chief Sanders:** Police Chief Sanders discussed changes to the MRDTF MOU. It would consist of four border control agents as an addition to the task force. Chief Sanders expressed concern that Border Patrol Agents do not have Title 21 authority. Chief's recommendation was to consider not re-signing the Missouri River Drug Task Force for two years. Council had some discussion on this matter. This was an information-only item. It will be presented in future Council meetings.

**(0:58:25) MAYOR'S REPORT:** Mayor Harris reported that he attended the Christmas Stroll and the RPA Christmas Lunch on Tuesday the 16<sup>th</sup>. Mayor Harris discussed his meeting with the EPA Regional Director. He will be setting up some additional meetings with water rights stakeholders.

### **COUNCILMEMBERS' REPORTS:**

**(1:01:49) Don Dahl** reported on attending Christmas Stroll handing out cider and that he attended the Christmas Convoy.

**(1:02:12) Judy Leland** reported she attended the same events as Councilmember Dahl.

**(1:02:23) Wesley Feist** reported that he attended school Christmas performances, Coffee with the Chamber, and the MBAC board meeting. He and Mayor Harris met with an aerospace group looking at possibilities in the East Helena area.

**(1:04:17) Suzanne Ferguson** reported she attended the same events as Councilmember Dahl and Councilmember Leland.

**(1:04:58) LEGAL REPORT:** City Attorney Elverum reported that Lewis and Clark Library is moving forward with the new library and he is working with the county on a draft agreement between the library and city. He attended the EPA meeting with Mayor Harris and



Public Works Director Ore. Attorney Elverum talked about a January presentation on the Rose Hills Subdivision and bonding options for major infrastructure.

**(1:11:49) PAYMENT OF BILLS:** Claims 299472 through 299491 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 SCHEDULE:**

1. East Helena City Council Meeting, Tuesday, January 6, 2026, 6:30 p.m., City Hall Rm 110
2. East Helena City Council Meeting, Tuesday, January 20, 2026, 6:30 p.m., City Hall Rm 110

**ADJOURNMENT:** Mayor Harris adjourned the meeting at 7:42 p.m.

ATTEST:

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Mayor



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

ORIGINAL COUNCIL MEETING DATE: 01/06/2026

Agenda item:

Presentation in Honor of Police Chief Michael Sanders

From:

Mayor Harris

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

Department:

Executive

Presented by:

Mayor Harris

Action requested:

Information Only

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Congratulations, Mike! Thank you for your service to the City of East Helena!

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

\_\_\_\_\_

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: 01/06/2026

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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Holiday Greetings to our Patrons, Friends, Supporters, 2025  
Performers and Artists,

East Helena Branch Library and Staff have had another successful year! Our library usage numbers continue to grow with the community. We meet new East Helenans weekly.

The Site Committee zeroed in on a location for the new library and planning is underway. A Request for Qualifications went out this fall and after interviewing three very qualified architect firms, Mosaic Architecture was clearly at the top. We are incredibly excited to collaborate with them on the new library project! It will be around three years before a library four times larger than the current one will be in JFK Park near the pool. Our small town is growing!

Thank you for your continued support by attending or facilitating programs, reading newspapers and magazines, donating to the Craft Swap and book sales, checking out books and placing holds or interlibrary loans, using our public computers and public community room, using the children's play area and going to story time, being a Friend of the Library, and the many, many other ways that you show support for public libraries. We are so grateful for every one of you.

We wish you an incredibly happy holiday season and new year! Please visit us in the new year if it has been a while.

Sincerely,



Andrea and Emily and our subs, Becca and Jennifer

A handwritten signature in red ink, appearing to read "Andrea".  
A handwritten signature in blue ink, appearing to read "Emily".







# **Public Works Department**

*Happy New Year  
January 6th, 2026*

## **1.) WWTP Report**

- Working on some scada/pump issues at Highland Meadows lift station.
- Responded to DEQ violation letter for Shane's E-coli violation for Month of October. This is believed to just be a contaminated sample bottle when it was taken. (Discuss)

## **2.) Metal Removal Building**

- Had two heaters fail in metals building. Lewis and Clark Plumbing and Heating is making repairs.

## **3.) Source Water Report**

- Still working on getting repairs for M.C. Tank drain line scheduled.
- Crews are working on adjusting the chlorine analyzer at M.C. Creek.

## **4.) Solid Waste Report**

- The new garbage truck was delivered this past Sunday. Thank you for allowing us to make this purchase. Scott will have the new truck at City Hall prior to the meeting on Tuesday if you want to come a little early and see it. (Discuss)
- Elkhorn Landfill sent out an email stating that they are no longer mailing out landfill passes. Residents just need to come into scale house and accounts are by residents' last name and verify address.

## **5.) Parks**

- Lots of Tree Damage at both parks from the wind event that occurred on December 17<sup>th</sup>. Total of four trees at Main Street Park, and three trees along the JFK walking path. Lots of debris and branches for cleanup.
- I received the permit to remove beaver dam in Prickly Pear Creek. Reisbeck Excavation will be removing dam in the next couple of weeks.
- Fence Crafters still have some repairs to damaged fence at JFK Park.

## **6.) Pool**

- Still have roof replacement and window repair on main pool house to be completed this spring.

## **7.) Streets**

- City Zoning Officer Jeremy Fadness and I have been attending the MPO meetings working on updating the land use forecast maps for long-range transportation planning. See included Maps. (Discuss)
- Multiple Street signs around town are in the process of being repaired and or replaced that were damaged with the wind event.
- RFQ dates for Valley Drive changed to January 3<sup>rd</sup> and Jan 10<sup>th</sup> proposal opening will be Jan 15<sup>th</sup>.

## **8.) Facilities**

- New hand railing on ADA ramp at City Hall has been installed.

## **9.) Resident/City Information and Events**

- Crews went around and replaced all the damaged flags from wind.
- Having the clutch repaired in the 2007 Dodge utility truck.
- Habitat for Humanity closed on parcel 6 property, this is located on the South side of 282 just below our Wylie well tank.

# JOBS

**Growth Rate** **1.29%**

*Matches Montana Dept of Labor & Industry's projections for L&C County*

Area	2022 (Calibrated Model)	% of Totals	2046 (Future Model)	Model Growth (2022 – 2046)
<b>Lewis and Clark County</b>				
<b>Total Jobs</b>	38,508	100%	52,378	13,870
<b>Retail Jobs</b>	7,513	20%	10,220	2,706
<b>Basic Jobs</b>	16,519	44%	22,881	6,362
<b>Service Jobs</b>	13,917	37%	19,277	5,360
<b>Greater Helena MPO Planning Area</b>				
<b>Total Jobs</b>	36,650	95%	49,851	13,201
<b>Retail Jobs</b>	7,144	19%	9,717	2,573
<b>Basic Jobs</b>	15,927	43%	21,664	5,737
<b>Service Jobs</b>	13,579	37%	18,470	4,891
<b>Outside Planning Area</b>				
<b>Total Jobs</b>	1,858	5%	2,527	669
<b>Retail Jobs</b>	369	20%	502	133
<b>Basic Jobs</b>	592	32%	805	213
<b>Service Jobs</b>	338	18%	460	122

**13,201** TARGET (inside MPO)

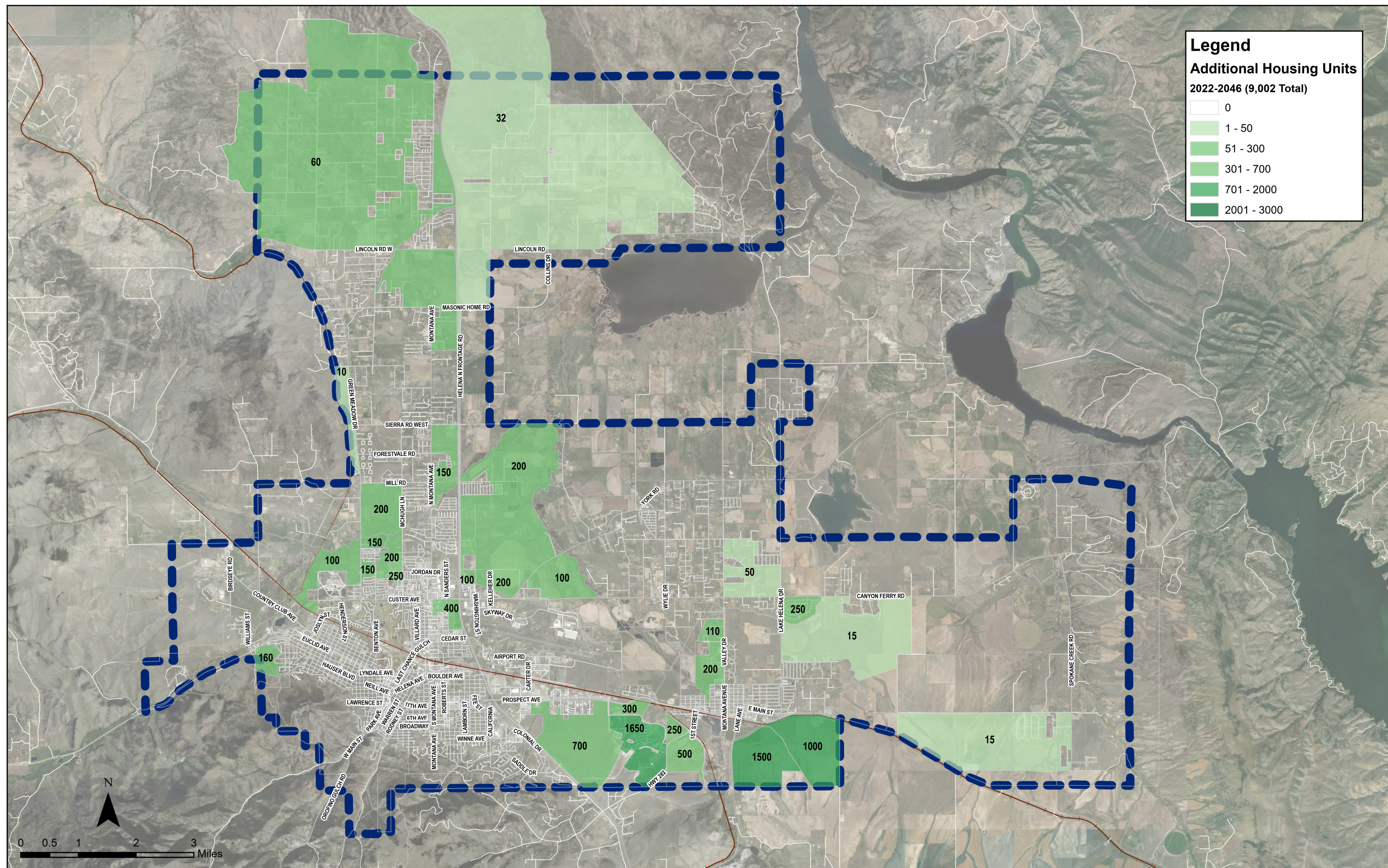
# HOUSING UNITS

**Growth Rate** **1.14%** *Matches historic growth (from Census)*

Area	2020 (Census)	% of County Totals	2022 (Calibrated Model)	2046 (Future Model)	Model Growth (2022 – 2046)
<b>Lewis and Clark County</b>					
Population	70,973	100%	71,481	93,830	22,857
Housing Units	33,599	100%	33,839	44,419	10,820
<i>Population per housing unit</i>					2.11
<b>Greater Helena MPO Planning Area</b>					
Population	62,116	88%	62,560	82,120	20,004
Housing Units	27,951	83%	28,151	36,953	9,002
<i>Population per housing unit</i>					2.22
<b>Outside Planning Area</b>					
Population	8,857	12%	8,920	11,709	2,852
Housing Units	5,648	17%	5,688	7,467	1,819
<i>Population per housing unit</i>					1.57

**9,002 TARGET (inside MPO)**













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

List of cancelled 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.



CITY OF EAST HELENA  
Outstanding Check Report

Claim Checks

Check #	Type Vendor Name	Amount	Date Issued	Cancelled
15073 S	JANE MANLY	\$25.00	11/19/08	12/31/2025
404 S	HELENA STAMP WORKS	\$12.00	01/20/10	12/31/2025
1638 S	ARLEEN R. HIBBARD	\$25.00	06/09/11	12/31/2025
1660 S	KATHRYN REED	\$12.00	06/09/11	12/31/2025
3555 S	MT DEPT OF ENVIRONMENTAL	\$70.00	07/01/13	12/31/2025
4604 S	WEX BANK	\$2,226.06	08/20/14	12/31/2025
5179 S	NORTHWEST PIPE FITTINGS, INC	\$2,317.75	04/22/15	12/31/2025
5322 S	GRIZZLY DIESEL SERVICE	\$873.02	06/17/15	12/31/2025
5890 S	K & N ELECTRIC MOTORS, INC	\$719.00	01/20/16	12/31/2025
5898 S	PACIFIC STEEL & RECYCLING	\$3.85	01/20/16	12/31/2025
7087 S	P-PODS	\$65.00	05/17/17	12/31/2025
7300 S	MONTANA DEPT OF ADMINISTRATION	\$220.00	07/28/17	12/31/2025
8125 S	LEWIS & CLARK SHERIFF'S RESERVE	\$1,040.00	07/18/18	12/31/2025
8469 S	MJC & MCCA c/o Miles City Court	\$35.00	11/21/18	12/31/2025
8675 S	ERICKSON, DELANE	\$244.24	02/20/19	12/31/2025
9471 S	Anastasia Mitchell	\$21.10	12/18/19	12/31/2025
9594 S	INTERSTATE BATTERY OF MONTANA	\$112.95	02/05/20	12/31/2025
9690 S	WILLIAM & JANEL WALKS	\$10.72	03/04/20	12/31/2025
10315 S	Gloria Soja	\$10.00	11/19/20	12/31/2025
10472 S	Harrington Physical Therapy	\$75.00	01/20/21	12/31/2025
10488 S	LEWIS & CLARK CO RECORDER	\$77.00	01/26/21	12/31/2025
10612 S	JODY DAVIE	\$42.05	03/17/21	12/31/2025
10866 S	Montana Janitorial, Inc.	\$120.00	06/16/21	12/31/2025
11034 S	ZACHARY CURTIS DUBOSE	\$7.50	08/04/21	12/31/2025
11716 S	DAPHNE BROOK 3283 E US HWY 12	\$100.00	04/20/22	12/31/2025
12077 S	JV Maintenance & Repair	\$365.26	09/07/22	12/31/2025
12617 S	TREVOR CUCHINE & JAIME CONWAY	\$142.25	03/21/23	12/31/2025
13236 S	CHRISTOPHER HAMMEN	\$100.00	10/17/23	12/31/2025
13616 S	THOMSON REUTERS - WEST	\$125.00	03/05/24	12/31/2025
13900 S	ROSITA BELVEDERE	\$268.87	06/14/24	12/31/2025
14299 S	DRUG INFORMATION SYSTEMS, INC.	\$70.00	11/15/24	12/31/2025
		<b>\$9,535.62</b>		



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

ORIGINAL COUNCIL MEETING DATE:

Agenda item:

Request to use Main Street Park for Bike Blessing 2026, Saturday, April 25th

From:

Roy Fair, Servants for Christ Motorcycle Ministry

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

Department:

Presented by:

Roy Fair

Action requested:

Use of the Main Street Park

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

I would like to request the Council's approval to use the Main Street Park, including the pavilion, portable toilets, garbage cans, and electrical service for the annual Bike Blessings. If possible, would like to be included in the January 6th, 2026 City of East Helena Council Meeting, please.

Attachments:      ☐ YES      ☒ NO      (check one)

Date submitted:

December 11, 2025

RECOMMENDATIONS:

Initial:

Approve for agenda:

☐ YES

☐ NO

\_\_\_\_\_

Referred to Dept. Head for resolution:

☐ YES

☐ NO

\_\_\_\_\_

Referred to \_\_\_\_\_:

☐ YES

☐ NO

\_\_\_\_\_

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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: 01/06/2026

Agenda item:

Request to Use the Trail Area at Kennedy Park for Summer Camps

From:

Eric Dymit, Adventures in Cardboard

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

Department:

Parks

Presented by:

Clerk/Treasurer Thorngren

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachment: A copy of the email with requested dates and a request for the same rate as last year.

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.

## City Clerk

---

**From:** Adventures Montana <montanaadventuresincardboard@gmail.com>  
**Sent:** Wednesday, December 10, 2025 5:46 PM  
**To:** City Clerk  
**Subject:** [EXTERNAL] AiC Summer 2026

Hi Amy, I hope that you've been doing well with this gradual shift to winter!

We are already planning out our summer cardboard adventures, and we are hoping to get back out to JFK Park for a few weeks again. I wanted to run some dates by you and see whether we could get back on the regular rate of \$100/week to set up tents and use the trails.

We are looking at running these following camps at JFK Park:

June 10-12

July 27-31

August 3-7

Let me know if those dates will work, and if so what the rate will be.

Thank you as always!

-Eric Dymit, Co-Director Adventures in Cardboard Montana

**ADVENTURES IN CARDBOARD  
MONTANA**

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

ORIGINAL COUNCIL MEETING DATE: 01/06/2026

Agenda item:

Appointment of Deputy Police Chief Ed Royce as Acting Police Chief

From:

Mayor Harris

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

Department:

Police

Presented by:

Mayor Harris

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Appointment of Deputy Chief Royce as Acting Police Chief in the interim between the retirement of Police Chief Sanders and the hiring of the next chief.

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

ORIGINAL COUNCIL MEETING DATE: 01/06/2026

Agenda item:

Rose Hills Bond Assessment Examples

From:

Courtney Ellis with Dorsey Whitney LLP

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

Department:

Planning

Presented by:

Mayor Harris and City Attorney Elverum

Action requested:

Information Only

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Discussion on Rose Hills Subdivision and possible City bond amounts and annual assessments.

Attachments:            ☒ YES            ☐ NO            (check one)

Date submitted:

December 30, 2025

RECOMMENDATIONS:

Initial:

Approve for agenda:

☐ YES

☐ NO

\_\_\_\_\_

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.

Good afternoon,

First, I'm assuming we are using an "assessable area" methodology, and that we are saying that the assessable area of parcels 5 and 6 is equivalent to the "sellable" area of each parcel (i.e., net of land that will be dedicated to the public right of way for roads, parks, etc., or that is otherwise not developable). Jacob estimates the total sellable area across parcels 5 and 6 to be equal to 150.54 acres or 6,557,673 square feet. He also estimates the following number of square feet to be assignable to the following kinds of development:

- Townhome--avg. 2,500 sq ft lot
- Cottage--avg. 3,600 sq ft lot
- Single-Family--avg. 5,000 sq ft lot

Second, I'm assuming an interest rate on the proposed SID bonds of 5.5%, which results in an interest rate on the assessments of 6.0%, and a term of 20 years. I've attached sample debt service schedules reflecting those assumptions for \$10M, \$7.5M, \$5M and \$2.5M.

Below, for each dollar amount, I've set out (1) the total principal amount of the financing that would be assessable against each proposed type of property, if paid up front; and (2) the annual amount that would be assessed against each proposed type of property, if not paid up front. In other words, property owners would not pay both amounts, these are just two different ways of looking at paying the same costs of the improvements—prepay at the beginning or pay with interest over time. (Note that for simplicity's sake, I'm not including the small amount of interest that would typically be necessary in an upfront prepayment.)

Assuming \$10M—

- Total principal amount of assessment:
  - $\$10,000,000 / 6,557,673 = \$1.5249/\text{square foot}$ ; let's round to  $\$1.53/\text{square foot}$
  - That would produce a total principal assessment (roughly):
    - Townhome—\$3,825
    - Cottage—\$5,508
    - Single family home—\$7,650
- Annual assessment amount:
  - Maximum annual debt service is roughly \$870,000
  - $\$870,000 / 6,557,673 \text{ sq ft} = \$0.132669/\text{sq ft}$ ; let's round to  $\$0.14/\text{square foot}$
  - That would produce an annual assessment (roughly):
    - Townhome—\$350
    - Cottage—\$504
    - Single-family home—\$700

Assuming \$7.5M—

- Total principal amount of assessment:
  - $\$7,500,000 / 6,557,673 = \$1.1436/\text{square foot}$ ; let's round to  $\$1.15/\text{square foot}$
  - That would produce a total principal assessment (roughly):
    - Townhome—\$2,875
    - Cottage--\$4,140
    - Single family home--\$5,750

- Annual assessment amount:
  - Maximum annual debt service is roughly \$650,000
  - $\$650,000 / 6,557,673 = \$0.09912$ ; round to \$0.10/square foot
  - That would produce an annual assessment (roughly):
    - Townhome--\$250
    - Cottage--\$360
    - Single family--\$500

Assuming \$5M—

- Total principal amount of assessment:
  - $\$5,000,000 / 6,557,673 = \$0.7624$ /square foot; round to \$0.77/square foot
  - That would produce a total principal assessment (roughly):
    - Townhome-- \$1,925
    - Cottage--\$2,772
    - Single family--\$3,850
- Annual assessment amount:
  - Maximum annual debt service is roughly \$436,000
  - $\$436,000 / 6,557,673 = \$0.06649$ /square foot; round to \$0.07/square foot
  - That would produce an annual assessment (roughly):
    - Townhome--\$175
    - Cottage--\$252
    - Single family--\$350

Assuming \$2.5M—

- Total principal amount of assessment:
  - $\$2,500,000 / 6,557,673 = \$0.3812$ /square foot; round to \$0.39/square foot
  - That would produce a total principal assessment (roughly):
    - Townhome--\$975
    - Cottage--\$1,404
    - Single family--\$1,950
- Annual assessment amount:
  - Maximum annual debt service is roughly \$217,000
  - $\$217,000 / 6,557,673 = \$0.03309$ /square foot; round to \$0.04/square foot
  - That would produce an annual assessment (roughly):
    - Townhome--\$100
    - Cottage--\$144
    - Single family--\$200

Finally, note that this shows the effects of financing the offsite improvements in this way, but the offsite improvements will need to be done if the development is going to occur. Any way of financing the offsite development will be passed along to the ultimate purchasers of the property.



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

ORIGINAL COUNCIL MEETING DATE: 01/06/2026

Agenda item:

Rose Hills SID Bond Assessment Presentation

From:

Helena Area Habitat for Humanity

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

Department:

Planning & Zoning

Presented by:

Jacob Kuntz

Action requested:

Information Only

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachment: Proposal for Municipal Bond Support for Rose Hills Neighborhood Infrastructure

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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## **Proposal for Municipal Bond Support Rose Hills Neighborhood Infrastructure**

**Submitted by:** Helena Area Habitat for Humanity & Eleanor Development Corporation (EDC)

**To:** City of East Helena

**Anticipated Bond Amount:** Approximately \$12,000,000

### **Executive Summary**

Helena Area Habitat for Humanity requests the City of East Helena's partnership in issuing a municipal bond to finance critical public infrastructure serving the Rose Hills neighborhood. Rose Hills is a large-scale, mixed-income, multi-generational community planned in East Helena that will provide long-term housing stability, economic growth, and public benefit.

The proposed bond would finance essential water, sewer, and transportation infrastructure. The bond would be structured with a twenty-year term beginning upon completion of the infrastructure, preceded by a Bond Anticipation Note (BAN) to fund construction-period costs.

The development of Rose Hills presents unique infrastructure challenges, particularly related to water service. Due to topography and elevation, the project requires the establishment of an upper pressure zone and associated water infrastructure in the first phase of development. This upfront requirement necessitates significant initial investment before housing construction can occur. Helena Area Habitat for Humanity has spent substantial time evaluating multiple scenarios for delivering this infrastructure, including phased construction approaches across the early stages of Rose Hills.

Throughout this process, we have worked to balance the financing realities of the project with the City of East Helena's long-term infrastructure needs and anticipated growth. After extensive evaluation, we determined that constructing the required infrastructure all at once through conventional financing models would create costs that are too great for the project to absorb. As a result, a municipal bond, which would be guaranteed by the Montana Board of Investments as a direct result of HB505, emerged as the most effective approach, allowing the necessary infrastructure to be delivered upfront. Building the infrastructure in this manner provides water, sewer, and transportation capacity that will serve Rose Hills from its first home through full build-out, representing a one-time, long-term investment that supports the success of the neighborhood and the community for decades to come.

## **Project Overview: Rose Hills Neighborhood**

Rose Hills is a planned neighborhood of approximately 250 acres that will include over 1,500 homes upon full build-out. The infrastructure financed through this bond will become permanent public assets owned and maintained by the City of East Helena. The proposed infrastructure is a one-time investment which will serve the entire Rose Hills development.

### **Purpose of the Bond**

- Finance construction of essential public infrastructure
- Enable phased housing development for the entire Rose Hills neighborhood.
- Align infrastructure costs with long-term public benefit
- Reduce financial strain during construction through interim financing

### **Proposed Bond Structure (High Level)**

Issuer: City of East Helena

Par Amount: Approximately \$12,000,000

Interest Rate Assumption: 5.5% fixed

Term: 20 years (beginning upon infrastructure completion)

Interim Financing: Bond Anticipation Note (BAN)

### **Use of Bond Proceeds**

Infrastructure / Cost Item	Estimated Cost
Water Storage Tank & Water Main	\$6,000,000
Sewer Lift Station	\$2,500,000
Two Turn Lanes	\$900,000
Bond Reserve Fund	\$600,000
Bond Issuance & Administrative Costs	\$600,000
Contingency (5%)	\$475,000
Interest on Bond Anticipation Note (BAN)	\$1,000,000
<b>Total Estimated Bond Amount</b>	<b>\$12,075,000</b>

### **Estimated Debt Service Impact**

Based on a bond par amount of approximately \$12 million, a 20-year term, and a 5.5% fixed interest rate:

- Estimated Annual Debt Service: ~\$1,010,000
- Estimated Total Debt Service (20 years): ~\$20.2 million
- Estimated Total Interest Paid: ~\$8.1 million

These figures are preliminary planning estimates and will be refined prior to issuance.

### **Impact on City of East Helena Current Residents and General Fund**

The municipal bond will be guaranteed by the Montana Board of Investments under the authority created by House Bill 505. Because of this guarantee, the City of East Helena will not be required to pledge its General Fund or full faith and credit, and the bond will have no impact on the City's General Fund. The ability to pursue this financing approach is directly tied to the income levels Rose Hills is designed to serve.

Repayment of the bond will be funded through assessments applied only to properties within the Rose Hills neighborhood and will not affect existing East Helena residents outside the development.

### **Estimated Impact on Rose Hills Homeowners**

Repayment of the bond is anticipated to occur through assessments applied to residential units within the Rose Hills neighborhood. Estimated impacts are as follows:

<b>Housing Type</b>	<b>Annual Assessment</b>	<b>Monthly Cost</b>
Townhome Unit	\$400	\$33.33
Cottage Unit	\$576	\$48.00
Single-Family Home (smaller lots)	\$720	\$60.00
Single-Family Home (larger lots)	\$880	\$73.00

These assessments would apply only to properties within the Rose Hills neighborhood and would not impact existing East Helena residents outside the development.



Commercial properties within Rose Hills would also pay an assessment. Our modeling of the debt service shows an annual cost of \$.16 per square foot of a finished commercial or residential lot. City streets, parks, and other right-of-ways have not been factored into our debt service model for the bond.

### **Requested City Action & Next Steps**

Helena Area Habitat for Humanity respectfully requests that the City of East Helena consider adoption of a resolution approving the issuance of a municipal bond for the Rose Hills neighborhood in an amount not to exceed approximately \$12 million, and authorizing City staff to collaborate with Helena Area Habitat for Humanity on bond structure, approvals, and timing. The resolution would also authorize the City to work with the Montana Board of Investments to obtain the applicable financial guarantee, including completion and submission of all required applications and documentation.

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ORIGINAL COUNCIL MEETING DATE: 01/06/2026

Agenda item:

Wastewater Treatment Plant Improvements Phase 2 Reimbursement Bond Resolution

From:

Dorsey & Whitney

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

Department:

Public Works

Presented by:

Public Works Director Ore

Action requested:

Approve/Deny/Table

PLEASE PROVIDE A NARRATIVE BACKGROUND OF THE PROPOSED AGENDA ITEM:

Attachment: Draft Resolution 636

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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**CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE**

I, the undersigned, being the duly qualified and acting recording officer of the City of East Helena, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. \_\_\_\_\_ entitled: "RESOLUTION RELATING TO FINANCING OF CERTAIN PROPOSED WASTEWATER TREATMENT PLANT IMPROVEMENTS; ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE" (the "Resolution"), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Council at a meeting on \_\_\_\_\_, 202\_, and that the meeting was duly held by the City Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof: \_\_\_\_\_; voted against the same: \_\_\_\_\_; abstained from voting thereon: \_\_\_\_\_; or were absent: \_\_\_\_\_.

WITNESS my hand officially this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
City Clerk-Treasurer

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RELATING TO FINANCING OF CERTAIN  
PROPOSED WASTEWATER TREATMENT PLANT  
IMPROVEMENTS; ESTABLISHING COMPLIANCE WITH  
REIMBURSEMENT BOND REGULATIONS UNDER THE  
INTERNAL REVENUE CODE

BE IT RESOLVED by the City Council of the City of East Helena, Montana (the “City”), as follows:

Section 1. Recitals.

1.01 The United States Department of Treasury has promulgated final regulations governing the use of proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City for project expenditures paid by the City prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation be made from the proceeds of the bonds within 18 months (or three years, if the reimbursement bond issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) after the later of (i) the date the expenditure is paid or (ii) the date the project is placed in service or abandoned, but (unless the issue qualifies for the “small issuer” exception from the arbitrage rebate requirement) in no event more than three years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

1.02 The City desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.

Section 2. Official Intent Declaration.

2.01 The City proposes to undertake the acquisition, construction, and installation of various improvements to the City’s wastewater treatment plant, including installation of oxidation ditches, aerators, and clarifiers, construction of a main process building, installation of ultraviolet disinfection banks, and related improvements (the “Project”).

2.02 Other than (i) expenditures to be paid or reimbursed from sources other than the Bonds (as hereinafter defined), (ii) expenditures permitted to be reimbursed under the transitional provision contained in Section 1.150-2(j)(2) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures for the Project have heretofore been paid by the City and no expenditures will be paid by the City until after the date of this Resolution.

2.03 The City reasonably expects to reimburse the expenditures made for costs of the Project out of the proceeds of debt evidenced by one or more series of bonds or notes in an estimated aggregated principal amount of approximately \$21,600,000 (the “Bonds”) after the

date of payment of all or a portion of the costs of the Project. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the Bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations.

Section 3. Budgetary Matters. As of the date hereof, there are no City funds reserved, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Project, other than pursuant to the issuance of the Bonds. The statement of intent contained in this resolution, therefore, is determined to be consistent with the City's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof.

Section 4. Reimbursement Allocations. The City Clerk-Treasurer shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make prior payment of the costs of the Project. Each allocation shall be evidenced by an entry on the official books and records of the City maintained for the Bonds or the Project and shall specifically identify the actual original expenditure being reimbursed.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk-Treasurer