

MINUTES OF THE CITY COUNCIL OF LAUREL

JULY 2, 2019

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on July 2, 2019.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Bruce McGee Richard Herr
 Scot Stokes Irv Wilke
 Bill Mountsier

COUNCIL MEMBERS ABSENT: Richard Klose

OTHER STAFF PRESENT: None

Mayor Nelson led the Pledge of Allegiance to the American flag.

Mayor Nelson asked the council to observe a moment of silence.

MINUTES:

Motion by Council Member McGee to approve the minutes of the regular meeting of June 18, 2019, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CORRESPONDENCE:

- Jerry Williams Resignation Letter

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims for the month of June 2019 in the amount of \$754,127.25.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 6/16/2019 totaling \$175,312.40.**
- **Receiving the Committee/Board/Commission Reports into the Record.**
 - Budget/Finance Committee minutes of June 18, 2019, were presented.
 - Council Workshop minutes of June 25, 2019, were presented.
 - Laurel Airport Authority minutes of May 21, 2019, were presented.
 - Tree Board minutes of June 6, 2019, were presented.
 - City-County Planning Board minutes of July 19, 2018, were presented.
 - City-County Planning Board minutes of June 6, 2019, were presented.
 - Laurel Urban Renewal Agency minutes of May 20, 2019, were presented.

The mayor asked if there was any separation of consent items. There was none.

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Motion by Council Member Eaton to approve the consent items as presented, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS: None.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):

Nancy Cummins, 4123 Rangveiw Drive (Billings), stated she is not a resident of Laurel but does own property here. She recently checked on her rental property and found the road in front of her home had been coned off and was in disrepair. She had contacted the City Staff and was told there was no money. She was also told there was a bid for proposal but that the time had expired. And she was also told that another bid was going out for contract work and that the City was in the process of addressing the most urgent needs first. She was also told the work would be done in July and August. She asked Council for clarification on if the road will be repaired in front of her property. She stated that all the roads in the City are in urgent need of repair.

Mayor Nelson clarified that Council is unable to address this issue at a business meeting, but that City Staff would be in touch to clarify.

SCHEDULED MATTERS:

- **Re-appointment of Ken Olsen to the Cemetery Commission for a two-year term ending June 30, 2021.**

Motion by Council Member Sparks to approve the Mayor's re-appointment of Ken Olsen to the Cemetery Commission for a two-year term ending June 30, 2021, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Motion to approve Council Member Klose to be absent from the City of Laurel for more than ten days (LMC 2.12.060)**

Motion by Council Member Mountsier to approve Council Member Klose to be absent from the City of Laurel for more than ten days (LMC 2.12.060), seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R19-32: A Resolution Of The City Council Granting Permission For A Property Owner To Utilize Decorative Concrete Within The Boulevard That Adjoins The Owner's Property Located In The City Of Laurel.**

Motion by Council Member Herr to approve Resolution No. R19-32, seconded by Council Member Mountsier. There was no public comment.

It was stated that the resident lives on a corner. It was further questioned if the corner would be handicap accessible. It was clarified that the corner would be ADA compliant. It was further clarified that this variance request was in regards to the boulevard, not the sidewalk.

A Council Member stated that typically he is not in favor of variances. However, with this variance, the City is on the cusp of changing the code to include other types of boulevards besides just grass and trees. They noted that it is difficult to keep the boulevard looking nice.

A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R19-33: A Resolution Of The City Council Authorizing The Mayor To Sign A Contract With Encode Corporation For Replacement Of Two Condenser Units At The Fire, Ambulance And Police Building.**

Motion by Council Member Wilke to approve Resolution No. R19-33, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

Council thanked the Laurel Volunteer Fire Department for all their hard work during the Fourth of July.

It was requested that there be an update on the City's website at the next Workshop.

A Council Member stated they had heard on the news that Billings would have the National Guard helicopter base. It was questioned if this was the same one previously discussed. The Mayor stated he would pass along any information he had on the topic.

Park Board will meet July 11th.

MAYOR UPDATES:

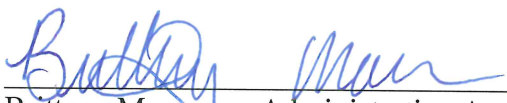
Mayor Nelson reminded Council that a lot of people would be in town for the Fourth of July. He reminded residents to be aware of the additional foot traffic and have a Happy Fourth.

UNSCHEDULED MATTERS: None.

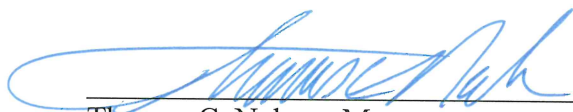
ADJOURNMENT:

Motion by Council Member Stokes to adjourn the council meeting, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:50 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 16th day of July 2019.


Thomas C. Nelson, Mayor

Attest:


Bethany Langve, Clerk/Treasurer

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 2, 2019**

Members Present: Emelie Eaton
 Bruce McGee
 Scot Stokes

Others Present: Mayor Nelson

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

- Review and approve the minutes of the June 18, 2019 meeting. Scot Stokes made a motion to approve the minutes of the June 18, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 6/28/19. Bruce McGee had previously reviewed the Claims Detail report and the check register for accuracy. He stated that he wondered if there was not a celebration over finishing the Sed Basin due to charges he saw and felt were out of the ordinary. Also, he stated that he felt the drone was nothing more than an in vogue expensive toy which required expensive repairs which were paid on this register. Scot Stokes inquired about the Verizon contract as he saw it was over \$1,000 again this month. Bruce McGee made a motion to recommend approval of the claims entered through 6/16/19. Scot Stokes seconded the motion, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 6/16/19. There were no questions.
- Review and approve Payroll Register for pay period ending 6/16/19 totaling \$175,312.40. The two page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 6/16/19 totaling \$175,312.40. Scot Stokes seconded the motion, all in favor, motion passed.

New Business – none

Old Business – none

Other Items –

- Update from the Mayor - Mayor Nelson was asked to speak about any issues of interest.
 1. The Mayor spoke about LURA and recent resignation of Steve Solberg from the advisory portion of that board. Scot mentioned that there may be other resignations in protest over the bondable project. The Mayor spoke to options regarding the future of that group.
 2. A question was asked by Bruce McGee about what authority the Council would have if it knew a branch of City government was not following directives and options given in LMC. It was decided that the Mayor was going to speak to the prosecuting attorney regarding this issue. Vice Chair McGee was going to inquire of Judge Kerr to get further information.
 3. Chairwoman Eaton inquired about whether the City of Laurel had really been considered in the selection process now that the Air National Guard had announced it is going to create a second base in Billings. It was explained that there is no water and sewer services and there likely would not be for six years. Scot commented on it hindering growth.

5. BUSINESS LICENSES AND REGULATIONS

10. VEHICLES AND TRAFFIC

3. REVENUE AND FINANCE

9. PUBLIC PEACE, MORALS AND WELFARE

Montana Code Annotated 2017

TITLE 45. CRIMES
CHAPTER 2. GENERAL PRINCIPLES OF LIABILITY
Part 1. Definitions and State of Mind

Absolute Liability

History: En. 94-2-104 by Sec. 1, Ch. 513, L. 1973; amd. Sec. 12, Ch. 359, L. 1977; R.C.M. 1987, 94-2-104; amd. Sec. 6, Ch. 485, L. 1984; amd. Sec. 1, Ch. 359, L. 1987.

MKE/RR ORI/MTLIC0000 DEST/MT0560200 REQ/MSX112XXXX
Montana Vehicle Registration Record
Query on License: 3-03161C Results in 1 Match

LICENSE: 303161C
REGISTRATION STATUS: ACTIVE
License State: MT
License Year: 2016
Registration Type: PC/Std County Lg
Registration County: Yellowstone
Registration Period: 20151101 to 20161031
COLOR: GREEN
MAKE: BUICK (BUIC)
Style: Sedan 4 Door
Vehicle Type: Passenger
VIN: 2G4WB52K4X1400086
Title State: MT
Title Status: Approved

Title: AA2813719

State: MT

State: MT Zip: 59044-3522

State: MT

State: MT Zip: 59044

SOURCE: MERLIN

MT 8108048 IN: LISC 7803 AT 26JUL2016 11:03:19 OUT: J03000 52 AT 26JUL2016

PARKING VIOLATION NOTICE

LAUREL CITY COURT
BOX 10
LAUREL, MONTANA 59044

PV 8436

VEHICLE MAKE Buick	LICENSE NUMBER 3-03161C	STATE MT
LOCATION S. 5th St / Maple	METER NUMBER	
DATE 7-26-16	TIME 1101	<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.

THE DRIVER OF THE ABOVE VEHICLE IS IN VIOLATION OF THE FOLLWING:

☒ ORDINANCE ☐ STATUTE ☐ REGULATION NO. 10.48.040

FOR THE REASON INDICATED BELOW:

- | | | |
|--|---|--|
| <input type="checkbox"/> OVERTIME PARKING | <input type="checkbox"/> DOUBLE PARKING. | <input type="checkbox"/> FIRE LANE |
| <input type="checkbox"/> LOADING ZONE | <input checked="" type="checkbox"/> WRONG DIRECTION | <input type="checkbox"/> ALLEY |
| <input type="checkbox"/> PROHIBITED AREA | <input type="checkbox"/> KEYS IN IGNITION | <input type="checkbox"/> IN CROSS WALK |
| <input type="checkbox"/> RESTRICTED ZONE | | |
| <input type="checkbox"/> TOO CLOSE TO FIRE PLUG | <input type="checkbox"/> PARKED ACROSS LINES | |
| <input type="checkbox"/> TOO CLOSE TO INTERSECTION | <input type="checkbox"/> OBSTRUCTING TRAFFIC LANE | |
| <input type="checkbox"/> TOO CLOSE TO STOP SIGN | <input type="checkbox"/> BLOCKING PRIVATE DRIVEWAY | |
| <input type="checkbox"/> PERMIT/DECAL VIOLATION | | |
| <input type="checkbox"/> OTHER | | |

\$ 25.00 IS THE AMOUNT OF THE FINE FOR THE
VIOLATION INDICATED.

IF THIS AMOUNT IS DELIVERED OR MAILED TO THE ABOVE
DEPARTMENT WITHIN 72 HOURS, NO
FURTHER ACTION WILL BE TAKEN.

OFFICER Deuts BADGE NO. 111

PARKING VIOLATION NOTICE

LAUREL CITY COURT
BOX 10
LAUREL, MONTANA 59044

PV 8661

VEHICLE MAKE	LICENSE NUMBER	STATE
Buick	3-52057B	MT
LOCATION	METER NUMBER	
E 8th Ball Field	P201600409	
DATE	TIME	<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.
5/5/16	1908	

THE DRIVER OF THE ABOVE VEHICLE IS IN VIOLATION OF THE FOLLOWING:

☐ ORDINANCE ☐ STATUTE ☐ REGULATION NO. _____

FOR THE REASON INDICATED BELOW:

- ☐ OVERTIME PARKING ☐ DOUBLE PARKING ☐ FIRE LANE
☐ LOADING ZONE ☐ WRONG DIRECTION ☐ ALLEY
☐ PROHIBITED AREA ☐ KEYS IN IGNITION ☐ IN CROSS WALK
☒ RESTRICTED ZONE 10-48-030
☐ TOO CLOSE TO FIRE PLUG ☐ PARKED ACROSS LINES
☐ TOO CLOSE TO INTERSECTION ☐ OBSTRUCTING TRAFFIC LANE
☐ TOO CLOSE TO STOP SIGN ☐ BLOCKING PRIVATE DRIVEWAY
☐ PERMIT/DECAL VIOLATION
☐ OTHER _____

I think this ticket was unfair. There was no sign where I was parked.
\$ 25⁰⁰ IS THE AMOUNT OF THE FINE FOR THE VIOLATION INDICATED.

IF THIS AMOUNT IS DELIVERED OR MAILED TO THE ABOVE DEPARTMENT WITHIN 72 HOURS, NO FURTHER ACTION WILL BE TAKEN.

OFFICER Huentas BADGE NO. 113

on 5-14-16

There were 12 cars parked in same spot and not one of them got a ticket.

There are signs in the middle and further down but not where I pulled in and parked. I never went down far enough to see signs.

I am from out of town and didn't know that it was no parking. You should have signs on both sides.

EYE		HAIR		215 CR 0005376	
COURT COPY	NOTICE TO APPEAR AND COMPLAINT			ISSUED BY	LAUREL POLICE DEPARTMENT 069A 50119
STATE OF MONTANA vs.		DEFENDANT NAME FIRST		MIDDLE	LAST
THE DEFENDANT IS HEREBY GIVEN NOTICE TO APPEAR IN THE FOLLOWING COURT ON		STREET ADDRESS		PHYSICAL ADDRESS	
THE <u>9</u> DAY OF <u>Sept</u> YR <u>2015</u> TIME <u>9:00 AM</u>		CITY		STATE	ZIP
		SEX	WT.	HT.	DATE OF BIRTH
		D/L NO.		D/L STATE	D/L EXP. YEAR
		HOME PHONE		EMPLOYER	BUSINESS PHONE
		THE ABOVE NAMED DEFENDANT IS CHARGED WITH VIOLATING		VEHICLE LICENSE NO.	
		<input type="checkbox"/> MONTANA CODE <input type="checkbox"/> CITY CODE <input type="checkbox"/> COUNTY ORDINANCE		LIC. STATE	
		ON THE <u>24</u> DAY OF <u>Aug</u> YR <u>2015</u> AT <u>10:00 AM</u> IN THAT SAID		VEHICLE YEAR	
		DEFENDANT DID KNOWINGLY OR PURPOSELY OR NEGLIGENTLY		VEHICLE COLOR	
		VIO #A SECTION <u>6:08-070</u> UVC		VEHICLE MAKE	
		DESC: <u>NO tag at house</u>		<input type="checkbox"/> CAR <input type="checkbox"/> TRUCK	
		VIO #B SECTION <u>6:08-010</u> UVC		<input type="checkbox"/> PICKUP <input type="checkbox"/> SUV	
		DESC: <u>NO TAGS</u>		<input type="checkbox"/> VAN <input type="checkbox"/> MOTORCYCLE	
		VIO #C SECTION UVC		<input type="checkbox"/> OTHER	
		DESC:			
		VIO #D SECTION UVC			
		DESC: <u>Retrieving Rocket Launcher (F)</u>			
		FURTHER DESC: <u>8-7020</u>			
		LOCATION <u>600 E 4th</u>			
		I hereby swear that all information contained on this document is true and correct to the best of my knowledge.		SIGNATURE OF OFFICER <u>Cornel Chow</u> BADGE # <u>201</u>	

LAUREL CITY COURT
115 WEST 1st ST • LAUREL MT 59044
(406) 628-1964

☐ JUSTICE COURT • COURTHOUSE
ROOM 603 • BILLINGS, MT 59101
(406) 256-2895

☐ YOUTH COURT • COURTHOUSE
ROOM 607 • BILLINGS, MT 59101
(406) 256-2838

FAILURE TO APPEAR UNDER SEC. 61-5-215, MCA
MAY RESULT IN A SUSPENSION OF YOUR
DRIVERS LICENSE OR PRIVILEGE TO DRIVE

☐ MUST BE ACCOMPANIED BY PARENT/GUARDIAN

☐ FELONY ☐ JAILED

SEARCH:
☐ CONSENT ☐ RADAR UNIT
☐ DENIED ☐ ACCIDENT
☐ WARRANT

PRIMARY REASON FOR STOP:

☐ B/A TEST GIVEN
☐ B/A TEST REFUSED
B/A RESULTS

TOTAL RECEIVED

AS APPEARANCE BOND

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1A



Is a parking ticket civil or criminal law?

A parking ticket is only a civil offence, under the road traffic act, the only time it becomes criminal is when you don't pay it.

MCA Contents / TITLE 46 / CHAPTER 11 / Part 4 / 46-11-401 Form of char...

Montana Code Annotated 2017

TITLE 46. CRIMINAL PROCEDURE

CHAPTER 11. COMMENCEMENT OF PROSECUTION

Part 4. The Charge

Form Of Charge

46-11-401. Form of charge. (1) The charge must be in writing and in the name of the state or the appropriate county or municipality and must specify the court in which the charge is filed. The charge must be a plain, concise, and definite statement of the offense charged, including the name of the offense, whether the offense is a misdemeanor or felony, the name of the person charged, and the time and place of the offense as definitely as can be determined. The charge must state for each count the official or customary citation of the statute, rule, regulation, or other provision of law that the defendant is alleged to have violated.

(2) If the charge is by information or indictment, it must include endorsed on the information or indictment the names of the witnesses for the prosecution, if known.

(3) If the charge is by complaint, it must be signed by a sworn peace officer, under oath by a person having knowledge of the facts, or by the prosecutor.

(4) If the charge is by information, it must be signed by the prosecutor. If the charge is by indictment, it must be signed by the lead juror of the grand jury.

(5) The court, on motion of the defendant, may strike surplusage from an indictment or information.

(6) A charge may not be dismissed because of a formal defect that does not tend to prejudice a substantial right of the defendant.

History: En. 95-1503 by Sec. 1, Ch. 196, L. 1967; R.C.M. 1947, 95-1503(a) thru (e); amd. Sec. 118, Ch. 800, L. 1991; amd. Sec. 17, Ch. 262, L. 1993; amd. Sec. 1, Ch. 389, L. 2001; amd. Sec. 1748, Ch. 56, L. 2009.

Created by **LAWS** 

COURT
COPY

NOTICE TO APPEAR AND COMPLAINT

ISSUED
BY

LAUREL POLICE DEPARTMENT 069A 53345

STATE OF MONTANA vs.

THE DEFENDANT IS HEREBY GIVEN NOTICE
TO APPEAR IN THE FOLLOWING COURT ON

THE 17
DAY OF July YR 19
TIME 0900

LAUREL CITY COURT
115 WEST 1ST ST • LAUREL MT 59044
(406) 628-1964

☐ JUSTICE COURT • COURTHOUSE
ROOM 603 • BILLINGS, MT 59101
(406) 256-2895

☐ YOUTH COURT • COURTHOUSE
ROOM 607 • BILLINGS, MT 59101
(406) 256-2838

FAILURE TO APPEAR UNDER SEC. 51-5-215, MCA
MAY RESULT IN A SUSPENSION OF YOUR
DRIVERS LICENSE OR PRIVILEGE TO DRIVE

☐ MUST BE ACCOMPANIED BY PARENT/GUARDIAN

☐ FELONY ☐ JAILED

SEARCH:

☐ CONSENT
☐ DENIED
☐ WARRANT

☐ B/A TEST GIVEN
☐ B/A TEST REFUSED
B/A RESULTS

W NA H B A ME O

☒ RADAR UNIT 5
☐ ACCIDENT

PRIMARY REASON FOR STOP
Speed 44/35

DEFENDANT NAME FIRST <u>[REDACTED]</u> MIDDLE <u>[REDACTED]</u> LAST <u>[REDACTED]</u>		VEHICLE LICENSE NO. <u>[REDACTED]</u>	
STREET ADDRESS <u>[REDACTED]</u>		PHYSICAL ADDRESS <u>[REDACTED]</u>	
CITY <u>Billings</u>	STATE <u>MT</u>	ZIP <u>59106</u>	VEHICLE YEAR <u>2017</u>
SEX <u>[REDACTED]</u> WT. <u>112</u> HT. <u>503</u>	DATE OF BIRTH <u>[REDACTED]</u>	MO. <u>[REDACTED]</u> DAY <u>[REDACTED]</u> YEAR <u>[REDACTED]</u>	VEHICLE MAKE <u>Ford</u>
D/I NO. <u>040119904120</u>		D/L STATE <u>MT</u>	D/L EXP. YEAR <u>2027</u>
HOME PHONE <u>350-4346</u>		EMPLOYER <u>[REDACTED]</u>	BUSINESS PHONE <u>[REDACTED]</u>
THE ABOVE NAMED DEFENDANT IS CHARGED WITH VIOLATING <input checked="" type="checkbox"/> MONTANA CODE <input type="checkbox"/> CITY CODE <input type="checkbox"/> COUNTY ORDINANCE			
ON THE <u>17</u> DAY OF <u>July</u> YR <u>19</u> AT <u>1324</u> HRS <u>[REDACTED]</u> IN THAT SAID DEFENDANT DID KNOWINGLY OR PURPOSELY OR NEGLIGENTLY VIO #A SECTION <u>61-5-310(1)</u>			
DESC: <u>Speed - exceed speed limit 44/35</u> BOND: <u>[REDACTED]</u>			
VIO #B SECTION UVC <u>[REDACTED]</u> BOND: <u>[REDACTED]</u>			
VIO #C SECTION UVC <u>[REDACTED]</u> BOND: <u>[REDACTED]</u>			
VIO #D SECTION UVC <u>[REDACTED]</u> BOND: <u>[REDACTED]</u>			
FURTHER DESC: <u>[REDACTED]</u>			
LOCATION <u>400 E MAIN</u>			
I hereby swear that all information contained on this document is true and correct to the best of my knowledge.			
SIGNATURE OF OFFICER <u>[REDACTED]</u> BADGE # <u>108</u>			

TOTAL RECEIVED

AS APPEARANCE BOND

PARKING TICKET INFORMATION

OVERVIEW

ARTICLE 24-400. - STOPPING, STANDING, AND PARKING

Sec. 24-400. - Owner's absolute liability for violations.

Every person in whose name a vehicle is registered or licensed shall be responsible for the parking, stopping or standing of a vehicle in violation of this article. It is no defense to a charge for such violation that the vehicle was illegally parked by another, unless it is shown that at such time the vehicle was being used without the consent of the registered or licensed owner thereof.

(Ord. No. 02-5232, § 1, 12-9-02)

PARKING TICKET VIOLATION FINE TABLE

Please click on the link, [Parking Ticket Violation Table](#), to view the different parking violations that can be issued within the city limits. The downtown parking area has an escalating fine amount when a vehicle is in violation of either a "posted sign" or "metered" violation because of the timed parking regulations. The purpose behind timed parking is to increase vehicle turnover for the downtown businesses and support economic development.

FINES FOR METERED AND TIMED POSTED SIGNED PARKING

- First ticket - \$0, Courtesy, Warning
- Second ticket - \$10
- Third ticket - \$20
- Fourth and subsequent tickets - \$40

If fewer than 365 days have elapsed between the issuance of the first ticket and the issuance of the present ticket, the fine will escalate from the previous ticket as provided above. When 365 or more days have elapsed from the issuance of the first ticket, the fine reverts back to a first citation and the 365 day count starts over.

HOW TO PAY A PARKING TICKET

Below are options on how to pay a city issued parking ticket:

- **Paying by mail** - Please mail your parking ticket with either a check or a money order to the following address:

<https://ci.billings.mt.us/256/Parking-Ticket-Information>

PO Box 1178

Billings, MT 59103

- **Paying by cash** - Please go to the City Finance office, located at 210 N 27th Street. Please bring either your parking ticket or license plate number with you.
- **Paying by credit card** - Contact the Parking Division's main office at (406) 657-8412 to make a payment over the phone. The city **does not** accept American Express. Please have either your parking ticket number or license plate number before calling.
- **Please note at this time the Parking Division does not accept on-line payments for parking tickets.**

HOW TO CONTEST A CITY ISSUED PARKING TICKET

If you would like to contest your parking ticket, you have **five** business days once the ticket has been issued to submit the [Parking Ticket Complaint Form](#) to the City of Billings Parking Division. If you have pictures you would like to submit with your form, please email them to the Parking Division at parking@ci.billings.mt.us (please include the ticket number in the subject line). Please allow the Parking Division at least two weeks to review and research your complaint. We will either contact you by a letter or a phone call on our decision. Below are options on how to receive and submit the contest form.

- **Contesting by mail** - Click on the Parking Ticket Complaint Form link above, or go to the main Parking page, click on Parking Forms, and then Parking Ticket Complaint Form. Please mail the completed form, along with the parking ticket, to the following address:

City of Billings Parking Division

PO Box 1178

Billings, MT 59103

- **Contesting electronically** - To access the electronic contest form, please click on the following link <http://www.ci.billings.mt.us/forms.aspx?fid=200>. Once all required fields have been completed, please click the submit button.
- **Requesting a Contest Form in person** - Go to the Finance Department, located at 210 N 27th St, and request a Parking Ticket Complaint Form.
- **Requesting a Contest Form by mail** - Contact the Parking Division's main office at, (406) 657-8412, and request a Parking Ticket Complaint Form to be mailed to you.

HELPFUL NUMBERS

HELPFUL LINKS

[Parks & Recreation](#)<https://ci.billings.mt.us/256/Parking-Ticket-Information>

CITY OF BILLINGS PARKING TICKET COMPLAINT FORM
PARKING DIVISION
PO BOX 1178
BILLINGS MT 59103

DATE: _____
LICENSE PLATE #S: _____ TICKET #'S: _____

Name: _____
Address: _____
City/State/Zip: _____
Phone: (home) _____ (work/cell) _____

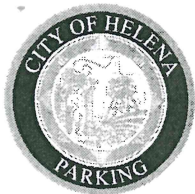
COMPLAINT: _____

Complainant's Signature: _____
RESPONSE REQUESTED: _____ YES _____ NO

Below for office use only

ACTION TAKEN: _____

Matter resolved by: _____ phone _____ letter _____ in person
Action Taken: _____ dismissed _____ voided _____ ticket returned to pay
SIGNED: _____ DATE: _____



PARKING CITATION APPEAL SUBMISSION

Last Name

First Name

Address

City

State

Zip

Phone 1

Phone 2

Violation #

Officer #

Vehicle Plate #

Or VIN #

Date of Submission of Appeal:

Have you appealed a parking violation with City of Helena Parking before?

YES

NO

Please tell us why you believe the violation was written in error:

DO NOT WRITE BELOW THIS LINE – HPC USE ONLY

OFFICER REMARKS:

ADJUDICATION:

VALID

INVALID

RATIONALE:

DATE OF DECISION:

BY:

DATE OF NOTIFICATION OF TICKET HOLDER:

Please complete this appeal and submit it to City of Helena Parking *within 10 days of receipt of the citation.*

Your appeal will be reviewed and you will be notified of the decision within 10 days of submission.
