



**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, AUGUST 19, 2024**

The Public Works Committee meeting was called to order at 6:00pm on Monday, August 19, 2024, by Committee Chair, Heidi Sparks.

Members Present: Heidi Sparks- Chair, Jodi Mackay- Vice-Chair, Irv Wilke, Jessica Banks, Shawn Mullaney

Others Present: Matt Wheeler- Public Works Director, Becky Rosenleaf- KLJ

Public Input:

General Items:

1. Approval of Minutes from July 15, 2024. Jodi made a motion to approve the minutes of July 15, 2024. Motion was seconded by Irv. Motion carried 5-0 to approve the minutes.
2. Emergency Call Out Report- Report attached
 - i. This has been a quiet month with no major issues after hours
3. KLJ Report- Report attached
 - i. Becky with KLJ provided some additional documents related to the Water Redundancy Project. Met with the City and discussed a few different grant opportunities. To go after some of the grants. Planning and Construction were separated out and grants
 - o EDA Grant was submitted in July 2024 for roughly \$820K. This is scheduled for an internal review committee on Wednesday, August 21. Anticipating to receive a Notice of Conditional Approval by the end of this week, assuming the meeting is not moved. Only question received thus far was if given the money how do they know it will be used for this project. Preliminary Engineering Report was provided, and have not received any additional questions. If awarded the grant for planning, this planning project would begin in Spring 2025 set to complete by October 2026. Construction would be set to begin in Spring 2027.
 - o Shawn asked about the grant funds and if this includes purchase of land. Becky explained these funds can be used for the appraisals of land, but not for the purchase of land. Some of the land options proposed included City owned property.
 - o Shawn asked about the funding of the construction. Becky mentioned that there are several grant options from both State and Federal agencies that we can apply for as we get to that phase of this project. Additionally, the City is looking at needing to take a loan for some of the funding and is included in the rate study they City is working on right now.
 - ii. 5th to 7th Sewer Line Replacement is nearly complete. Almost entirely funded by HB355.
 - iii. Love's construction is stalling on the water and sewer line construction

New Business:

4. Matt stated is requesting Public Works Committee to review and discuss Chapter 12.32 Trees and Boulevards section of the LMC.
 - i. Jodi said she personally doesn't have an issue with rocks or other landscaping on the boulevard. Committee members will review and discuss next month.

Old Business:

Other Items:

5. Shawn mentioned the West Railroad project which is slated for 2027 with the State of Montana. The dirt that will be excavated from this project could be used for the South Pond and a beautification project for that area. Additionally, there are grants for community fisheries that the City could go after and this could be a cost savings on the project or beautification with South Pond.
6. Jodi had a question regarding Depot Apartments. Did the issue with this development get resolved? There have been rumor of issues with management ghosting tenants such as rent checks not being cashed, calls not being returned, etc. Matt stated that all development related issues were resolved and he has not heard anything.
7. Matt stated the Container Site is now open 7 days a week. Also, has hired a Maintenance Operator 1, which was an open position.

Announcements

Next Meeting will be Monday, September 16, 2024, at 6:00pm in Council Chambers

Meeting adjourned at 6:40pm

Emergency Overtime Callout List

7-1-24

TO

12-30-24

Maintenance Shop 406-628-4773

City Dispatch 406-628-8737

Response Code	X In Column Not accepting Overtime /NA = Not Available /Y = Responding /B=Phone Busy												
Employee Name	Telephone												
Shop Callout		7-6	7-11	8-2									
Brian Kline	406-794-8552												
Kevin Budge	406-850-5224												
Jay Hatton	406 860 7525												
Keith Guy	406-850-5464												
Wade Spalinger	406-530-4084												
Brandon Gonzales	406-679-0334												
Aaron Fox	406-694-7456												
Troy Clifton	406-794-7689												
Joel Barnhardt	406-861-6408												
Water and Sewer Callout													
Justin Baker	406-321-0208	y3	2	na2									
Kevin Hoffman	406-861-7460	na2	1	na1									
Daniel Nauman	406-530-4643	y4	3	na3									
Tom Burwell	406-850-5294	1	y4	y4									

Elm Lift Station 628-7773 Village Lift Station 628-5918 Dial 9 after tone to acknowledge alarm

Wastewater Treatment Plant-628-6474

Autodailer- 628-4866

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding												
Employee	Telephone												
Thomas Henry	406-855-0831												
Cindy Caswell	406-591-9013												
Corey Nicholson	406-351-1876												
Norman Stamper	406-633-3291												

Water Treatment Plant 628-4410

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding												
Employee	Telephone												
HP Nuernberger	406-696-1008												
Dylan Ceaser	406-861-6620												
Josh Sawyer	406-591-3959												
Sam Waggoner	406-696-0249												
Joe Waggoner	406-633-1879												
TJ Worbel	406-861-7948												
Daniel Waggoner	406-697-7526												

CABLE TV down Tim Johnson 698-6254

Matt Wheeler	Cell# 208-1885	£	One Call Locate - 1-800-424-5555 (City Job # 25663)
Kurt Markegard	Cell# 860-5785	Hm 208-2356	SCHESSLER 628-4221 HESTON 281-0811
			NW ENERGY 1-800-896-7862 LUMPY 406-860-7890
Advanced Pump	406-586-1700		Century Link 1-800-573-1311 Shop 628-7707 Jeff 694-9097
GORDAN ACE ELECTRIC	406-860-5464		NorthwestPipe 252-0142 - Larry E. 656-2856
MDU 1-800-638-3278 / MDT 252-4138			Pace Construction 252-5559 (sewer backups)
MDT Supervisor Tom 655-7903/Kyle 446-2622			SanitarySystemOverflows call DEQ withing 24 hours at406-444-3080

Call Out - Date and Incident Location

7-6-24 sewer backup		
7-10-24 elm lift fail		
8-2-24 emergency locate gas leak		



2022 Pavement Maintenance Project (4th Street Reconstruction)

(KLJ #2104-00862)

Reason for Project: To provide yearly maintenance and improvements to the City of Laurel Roads Network.

Project Scope: Miscellaneous annual pavement maintenance design, bidding and construction in locations throughout the City of laurel

Current Status:

- Substantial Completion reached Date is 10/11/23
- Final Completion date was 11/16/23
- Closeout/Reconciliation Change Order approved by Council on 1/9/24
- Warranty walkthrough of Russell Park retention area on Friday 5/3/24
- Contractor recommended giving it another month of growth prior to reseeding.
- Contractor reseeded the park the week of 6/27/24
- Warranty Walkthrough to occur in October of 2024

Laurel Water Tank Funding Project

(KLJ # 2304-01608)

Reason for Project: Existing City water Tank needs to be recoated on the inside and can't happen until City has a backup storage supply. They also have needs for upgrades to their upper pressure zones. See previously approved Water System PER and City of Laurel CIP. This project looks at funding opportunities and provides grant writing services from multiple sources

Project Scope: To research funding alternatives, create packages for submittal, and assist City in finding monies for completing the future water tank and upper pressure zone improvements for the City of Laurel

Current Status:

- Task Order Signed by City on 12/13/23
- Met with EDA to discuss Funding on 1/9/24
- Letter of Support from CHS Received
- Letter of Support from Wood's Powergrip
- Submittal uploaded to EDA on 7.11.24.
- Review committee to Review in August (See Becky's Report)



5th to 7th Sewer Line Replacement

(KLJ # 2304-01231)

Reason for Project: Refurbishment of an 8" sewer line between 7th Avenue and 6th Avenue and a 10" sewer line between 6th Avenue and 5th Avenue in the alley way between 1st Street and Main Street in Laurel, Montana. The existing sewer line experienced several collapses last year.

Project Scope: To replace approximately 363 lineal feet of 8" and 383 lineal feet of 10" and will include the update of 3 manholes and associated surface replacement.

Current Status:

- Work Order Signed by City in September 2023
- Survey scheduled for week of October 16th, 2023
- Base Drawing created and Working on preliminary design
- Preliminary Plans and EEOC sent to City on 12.14.23
- DEQ Approval received on 2.20.24
- Project began advertising on 3/14/24 and bid open will be 3.28.24
- Project awarded to Western Municipal Construction
- Construction started on June 10th 2024
- Sewer Line fully installed and accepted on 7/10/24
- Change Order Requested by City personal put together with cost estimate and submitted to City on 7/10/24
- City reviewed CO#1 cost and elected not to pursue
- Contractor achieved Substantial Completion on 8/1/24
- As of 8/16/24 they have not reached final completion (waiting on asphalt correction)

Laurel Planning Services (KLJ #1804-00554)

Reason for Project: KLJ has been retained to provide City of Laurel planning services as needed.

Project Scope: Planning services may include; subdivision, zoning, development, floodplain hazard management, miscellaneous reviews and other related work. KLJ will prepare staff reports, recommendations, and attend meetings upon request.

Current Status:

- Zoning Regulations Update.
 - Draft regulations sent to City April 11th, 2023
 - Zoning Map approved by Commission on August 16th, 2023
 - Staff Recommendation to Zoning Commission to occur on December 20th, 2023
 - Back to Planning Board Meeting on 1/17/23



City of Laurel Project Status Update
August 19th, 2024



- City to publish advertisement for Public Hearing
- To be presented at Workshop on 5/7/24
- Adoption occurred at Council on 5/14/24
- 2nd Reading and Public Hearing on 5/28/24.
- Regulations adopted by Council. Minor wording and numbering corrections needed.
- Wording and numbering corrections made and submitted to Kurt 7/3/24
- Kurt comments on 8/6/24, waiting on his final comments
- Downtown Parking Study. – Project Closed Out
- Mogan Elementary School Property Annexation
 - Application package submitted 1/17/24
 - Recommendation letter send 1/24/24
 - 2nd Application package submitted 2/23/24
 - 2nd Application package recommendation letter sent 3/26/24
 - Annexation approved by Council on 5/14/24
 - Submittal Package received by City 6/4/24
 - Reviewed and returned 6/18/24
 - 2nd packed received 6/24/24
 - Reviewed and returned 7/8/24
 - 3rd package received 7/9/24
 - Water extension approved by City and DEQ
 - Installation of water is completed.
- Lance Hull Annexation
 - Plans approved and capacity to serve letter issued 2/7/24
 - Construction began 4/15/24
 - Floodplain Permit issued 5/9/24
 - City Utility and Street Extension is in progress
 - Meeting with all parties about drainage on 7/10/24
 - City has yet to accept final completion
- Love's Annexation
 - Annexation Application received 3/25/24
 - Revised Package received by City on 5/2/24
 - City requested KLJ to review on 7/12/24
 - Review sent back to City on 7/18/24



*City of Laurel Project Status Update
August 19th, 2024*



Other Notes and Information

Other potential projects have been identified during recent conversations between City staff and KLJ. City Public Works staff and KLJ task leaders meet monthly to discuss current and future projects. As these are tentative, the timing and extent of KLJ's services are TBD, unless noted otherwise.

Anticipated FY24 Projects

- Bulk Water Sales Station
 - Pushed back to a 2025 project
- West 7th Street Water and Valve Replacement
 - Pushed back until West Railroad Street is completed.

Applicant(s) & Point of Contact	City of Laurel Dave Waggoner, Mayor			
Project Location city, county, EDD	City of Laurel, Yellowstone County, Beartooth RC&D			
Budget and Source of Funds	Applicant	EDA	Other	Total
	\$ 205,161	\$ 820,643		\$ 1,025,804
Project Name	City of Laurel Water System Redundancy Project (the Project)			
What issue/need does the project address?	The Laurel water distribution system has the following deficiencies: 1) Lack of redundancy in water storage & distribution piping, 2) Improper pressure zone configuration, 3) Lack of water storage in upper pressure zone, & 4) Substandard fire protection. The Project will address these deficiencies through pre-construction planning activities leading to construction.			
Project Scope of Work: Details of what EDA funds will be used for: <ul style="list-style-type: none"> • For construction, provide general details such as feet of road and type; building will be type, size, and new vs renovation, etc. • For non-construction: purpose of contracts; if staff, what they will be doing and are they existing or new staff; what are deliverables, etc. 	<p>EDA funds are requested for pre-construction planning, environmental, land identification/acquisition, and engineering activities for construction of a new water storage tank and related water piping. The following specific planning activities will be required to create "shovel ready" plans necessary to construct the new water storage tank and related piping that will address the lack of water system redundancy and water pressure and fire protection concerns:</p> <ul style="list-style-type: none"> * Survey * Preliminary Engineering Design (60 percent design) * Environmental Assessment (MEPA/NEPA) and related agency consultations and approvals * Public/Stakeholder engagement and equity analysis * Identification of utility impacts/drafting of agreements/plans for any identified utility relocations * Creation of right-of-way (ROW) plats and temporary construction easement exhibits and appraisals for acquisition. <p>Completion of the planning project will result in "shovel ready" plans that will provide the City the opportunity to pursue additional necessary funding for construction activities to include development of a new water storage facility and related distribution piping that will create water system redundancy, address current pressure and fire protection concerns, and allow for continued business and economic development, while addressing flood risks/vulnerabilities through more climate resilient infrastructure.</p>			
Project Outcomes <ul style="list-style-type: none"> • Jobs retained or created • Private Investment • new students trained • feasibility analysis • new capacity/capabilities 	<ol style="list-style-type: none"> 1) Opportunity for creation of additional jobs/industries 2) Opportunity for private investment through new business 3) Creation of water infrastructure & related system redundancy that supports increased capacity and assurances (to serve existing and anticipated development) & addresses climate resilience 			

<p>Other Notes: Other projects connected with this activity:</p> <ul style="list-style-type: none"> • connection with federal/state initiatives • eligibility (disaster, opportunity zones, distress) • Where is local match coming from? • Any special challenges or issues (permitting, enviro, match, etc.) • How does this project fit in context of a bigger applicant vision. 	<p>In 2023, City of Laurel had a preliminary engineering report (PER) completed that outlined water system deficiencies. This was part of improvements the City had already made to address water supply and treatment. While water quality in Laurel is good, lack of system redundancy and areas of low water pressure that negatively impacts fire protection are threats to overall water system functioning. Should there be a significant wildfire or community structure fire, depending on the area, there would be inadequate water pressure to address fire fighting needs. Additionally, the existing water tank is older and in need of cleaning and basic repairs. This cannot be done as there is no additional water storage. Failure to address these concerns pose health and safety risks to the community and potential issues of non-compliance with Department of Environmental Quality (DEQ).</p> <p>Local match is being provided by the City of Laurel utilizing the City's Water Enterprise Program funds.</p> <p>Laurel is growing. The water system redundancy project is part of the community's larger vision for recruiting new business and ensuring that current businesses have consistent access to safe, clean water. Several existing businesses are heavily dependent on City water to operate their businesses and the City is currently in negotiations with new businesses (including a large travel stop) to develop. The Project is aligned with the 2022 Regional CEDS for infrastructure development, economic growth and resiliency, and business/entrepreneurship development.</p>

Matt Wheeler

From: Pratt, Aaron (Federal) <APratt@eda.gov>
Sent: Monday, August 19, 2024 1:25 PM
To: Becky Rosenleaf
Cc: City Mayor; Matt Wheeler; Kurt Markegard; Kelly Strecker; Ryan Welsh
Subject: RE: Laurel Project - EDA Grant

Hi, Becky –

Thanks very much for this additional information. It's clear to me this is a high-priority project for Laurel, and that no stone will be left unturned in securing funding for this project as it is currently phased.

Much appreciated!

Aaron

From: Becky Rosenleaf <becky.rosenleaf@kljeng.com>
Sent: Friday, August 16, 2024 11:16 AM
To: Pratt, Aaron (Federal) <APratt@eda.gov>
Cc: City Mayor <citymayor@laurel.mt.gov>; Matt Wheeler <mwheeler@laurel.mt.gov>; Kurt Markegard <kmarkegard@laurel.mt.gov>; Kelly Strecker <kstrecker@laurel.mt.gov>; Ryan Welsh <ryan.welsh@kljeng.com>
Subject: RE: Laurel Project - EDA Grant

Aaron, thank you for your time yesterday discussing Laurel's pending application for EDA Disaster Supplement Funding to complete planning activities for the Laurel Water System Redundancy Project (the Project). Based on our conversation, I am emailing to preemptively address one of the predominant questions you are anticipating to be asked during the formal IRC. If EDA funds the planning portion of the project, are there any assurances that the implementation of the project will follow in a timely manner?

As you are very aware, all substantial infrastructure projects are dependent on the ability of communities to identify and secure funding. While there are never guarantees, in discussions with the City and in submission of this grant request, we are confident saying the City is doing everything in their power to ensure that once planning for the project is completed, they can move to construction. To that end, we submit the following information for consideration:

1. This Project is the #1 priority project in the City's Capital Improvement Plan (CIP)
2. The City is currently conducting a rate study that they anticipate will give them adequate information to increase both water and sewer rates to be in greater alignment with service use and need. It is anticipated rate increases will be implemented over the next 3-5 years, increasing as much as 5 percent each year. Final numbers, rates, and the phased approach will be determined at the end of the rate study.
3. The City has been working with KLJ proactively to identify additional grant funds, starting in 2026, for completion of the project. This includes anticipating grant requests for construction to Department of Natural Resources and Conservation (DNRC), Montana Coal Endowment Program (MCEP), Economic Development Administration Public Facilities (EDA), and Bureau of Reclamation (BOR).
4. Even if anticipated grants were all awarded and the City moves forward with increased user rates, the size of the project will require it be Phased. The 2023 PER outlines various ways in which this can be done to address the most pressing issues first and to do this in a timely manner that would ideally result in completion of the entire project in a 3-5 year time frame, allowing the City the opportunity to budget in annual increments.

In November 2023, KLJ signed a task order with the City of Laurel to assist in the development and submittal of funding applications for the City of Laurel Water System Redundancy Project (the Project). Based on the preliminary engineering report (PER) completed in 2023, the Project will address the following deficiencies in the existing water distribution system: 1) Lack of redundancy in water storage and distribution piping, 2) Improper pressure zone configuration, 3) Lack of water storage in the upper pressure zone, and 4) Substandard fire protection.

Because a PER had been completed, it was originally anticipated that grant applications would address final design and construction. However, after discussion with several of the proposed grant program managers, the City, and the engineers, it became clear that there was significant additional planning that needed to be completed before there could be “shovels in the ground.” While the PER provided significant information to determine the extent of the issues and to select a preferred alternative, several additional planning activities are necessary to be ready for construction, and to be competitive for construction/implementation grants. Planning tasks remaining are:

- Identification of the final location for new/improved infrastructure elements
- Survey
- Preliminary Engineering and Design (up to 60 percent design)
- Environmental Assessment (MEPA/NEPA)
- Public/Stakeholder Engagement and Equity Analysis
- Identification/resolution of utility impacts and coordination of any anticipated relocation
- Creation of right-of-way (ROW) plats and temporary construction easement exhibits and appraisals for land acquisition
- Final engineering and design for bid package to be released

In initial conversations with the City and as outlined in the original task order, we anticipated applying for grants from Montana Coal Endowment Program (MCEP), Department of Natural Resources and Conservation (DNRC), Economic Development Administration (EDA), and Bureau of Reclamation (BOR), WaterSmart. Because of the categorization of the project as being in a “middle” place - already a PER (which is typically what MCEP and DNRC qualify as planning) but not ready for construction (which is what funders qualify as an implementation project), it was determined that applications to MCEP, DNRC and WaterSmart would either be ineligible or noncompetitive. While funding agencies will never say “don’t apply,” conversations with representatives/directors of both MCEP and DNRC indicated they felt it would be hard to be competitive in either planning or implementation for these reasons. WaterSmart has similar criteria/merit criteria.

For this reason, it was determined to focus initial efforts on just the EDA grant application and to utilize this to request funding to finish planning activities, making the Project eligible/competitive for construction/ implementation funding. Planning activity costs are estimated at \$1,025,804. EDA requires a 20 percent match, resulting in a grant request of \$820,643 (the City’s match is \$205,161). An application to EDA was submitted on July 11, 2024. EDA has been moving the application through internal division review and anticipates a full Internal Review Committee Review/Award Recommendation this month (August). Funds MUST be obligated by December 31, 2024. As a result, if funds are awarded, work is anticipated to begin early in 2025 and be completed no later than spring of 2026.

Chapter 12.32 TREES AND BOULEVARDS*

Sections:

12.32.010 Boulevards to be kept in grass and trees.

All boulevard areas must be kept in grass and trees unless specific permission is granted by the city council for other purposes. Any person failing to comply or violating the provisions of this section shall be deemed guilty of a misdemeanor.

(Ord. 05-1 (part), 2005)

12.32.020 Boulevards—Regulation of trees on.

The owner of property adjoining a boulevard shall be responsible for the care and maintenance of the boulevard and he shall keep the trees planted thereon trimmed and in a condition so that the same shall not be a public nuisance; and, if necessary for the city to remove any trees from such boulevard, the costs of such removal shall be assessed against the abutting property owner.

(Ord. 05-1 (part), 2005)

12.32.030 Cottonwood trees prohibited.

No cottonwood trees shall be planted or allowed to grow on private property or boulevards within the city limits.

(Ord. 05-1 (part), 2005)

12.32.040 Definitions.

As used in this chapter:

"Park trees" mean trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the city, or to which the public has free access as a park.

"Street trees" mean trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the city.

(Ord. 05-1 (part), 2005)

12.32.050 Creation and establishment of a city tree board.

There is hereby created and established an advisory board to the city council which will be known as the city tree board for the city of Laurel ("board") which shall consist of seven members who are residents of the city or who live within two miles thereof, and who shall be appointed by the mayor with approval of the city council. The members shall come from different interest groups including homeowners, tree professionals, street department, and city government.

(Ord. 05-1 (part), 2005)