

**MINUTES  
CITY OF LAUREL  
PUBLIC WORKS COMMITTEE  
MONDAY, MAY 17, 2021**

The Public Works Committee meeting was called to order at 6:00pm on Monday, April 19, 2021 by Committee Chair, Heidi Sparks.

**Members Present:** Heidi Sparks- Chair, Irv Wilke- Vice Chair, Richard Herr, Dan Koch, Marv Carter

**Others Present:** Kurt Markgard- Public Works Director

**Public Input:** None

**General Items:**

1. Approval of the Minutes from March 15, 2021 and April 19, 2021- Motion by Irv Wilke and seconded by Richard Herr. Motion carried.

**New Business**

2. Emergency Call Out Report- Report attached
3. KLJ Engineering Report- Report attached
4. Pavement Maintenance Districts Discussion led by Public Works Director Kurt
  - a. Creating districts gives the option to charge street maintenance assessment based on usage in different areas. Ex. Arterial roads can be charged differently than non-arterial
  - b. One suggestion is a business district for street maintenance
  - c. Maintenance fees remain within the district assessed
  - d. Kurt will invite Jeffiner Duray to attend the June Public Works committee meeting

**Old Business: None**

**Other Items**

- Dan Koch brought forward a few items:
  - Water issue on street at Mo's Cones- Kurt stated this is on hold to fix because W 7<sup>th</sup> will need to be reconstructed on that block. This will be coming out of street maintenance and it needs to be determined what will be left over from the Pavement Maintenance Project
  - 300 block of Montana- a hole was made to reach the water line but was not properly filled
  - Parking lot at Thompson Park by the High School needs to be addressed
- Marv Carter brought forward a few items:
  - Restrooms at the parks are currently closed, when will these be opened- Kurt stated park restrooms are typically opened after school gets out

- DMV Closure- Kurt states this was due to staffing shortage and is handled by the county not the city
- South Pond Parking lot needs gravel added

**Announcements**

5. Next Meeting will be Monday, June 21, 2021 at 6:00pm

Meeting adjourned at 7:20pm.

## Emergency Call Out for May 17, 2021 Public Works Committee Meeting

4-19-2021 Water Turn on Atchison Drive.

4-21-2021 Water turn off 511 7<sup>th</sup> Ave.

4-27-2021 Water Turn on 1316 Hwy 10 apartment complex sold.

4-29-2021 Water sprinkler leak at the pool building.

5-01-2021 Water shut off 304 3<sup>rd</sup> Ave.

City had a water leak North of Nutting Park on April 29, 2021. PWD noticed ducks flying up from a field and investigated the water in the field. Rusted out water line repair clamp from 2008 was the cause of the water leak.





*City of Laurel Project Status Update*  
*May 14, 2021*



***2022 Pavement Maintenance Project (KLJ #????-?????)***

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:*

- Project Scope and Task Order being put together
- Council Workshop June 1<sup>st</sup>, 2021
- Council Meeting June 8<sup>th</sup>, 2021

***Lindy Lane Sewer Replacement (KLJ #2014-00018)***

Reason for Project: To replace a large capacity sewer main that is cracked and has a high potential for failure.

Project Scope: To remove and replace a 115 lineal foot section of 30" sanitary sewer pipe that is just south of Interstate 90 to a manhole within Lindy Lane.

*Current Status:*

- Task Order Approved by Council on May 11<sup>th</sup>
- Kickoff Meeting May 21<sup>st</sup>

***Water System PER (KLJ #2104-00147)***

Reason for Project: To update the Preliminary Engineering Report that was completed in April 2014 with the most current information.

Project Scope: To Update the existing computer model for the water distribution system, review the booster station alternatives with regards to the new proposed school location, analyze up to 3 different sites for a new water tank, and explore funding alternative for all potential projects.

*Current Status:*

- Project Analysis is in Progress.
- Final Report is due Sept. 1<sup>st</sup>.



### ***5<sup>th</sup> Ave. Water Re-Route (KLJ #2104-00118)***

Reason for Project: To abandon the existing waterline between W. 11<sup>th</sup> and W. 12<sup>th</sup> Streets that crosses existing properties without an easement.

Project Scope: Abandonment of a 12" waterline that connects 11<sup>th</sup> St. to 12<sup>th</sup> St north of 5<sup>th</sup> Ave. in Laurel. A new 12" waterline will connect at the intersection of 5<sup>th</sup> Ave. and 11<sup>th</sup> St, route east to 4<sup>th</sup> Ave. and then north to 12<sup>th</sup> St. where it will turn back west and connect at the original connection point along 12<sup>th</sup> St.

*Current Status:*

- Bids Opened May 6<sup>th</sup>.
- Council Workshop on May 18<sup>th</sup>.
- Construction expected to begin in June and be complete in October.

### ***Southside Stormwater Study (KLJ #2004-01470)***

Reason for Project: Analyze Laurels South side to determine needed improvements for stormwater.

Project Scope: : To complete a stormwater master plan for the areas south of the train tracks and west of Highway 212.

*Current Status:*

- Project Analysis is in process.
- Final Report is due September 1<sup>st</sup>, 2021

### ***WWTP Screw Pump B Replacement (KLJ #2004-01359)***

Reason for Project: To replace screw pump B at the Laurel Wastewater Treatment Plant.

Project Scope: Reconstruction and rehabilitation of the Archimedes Screw Pump "B" at the City of laurel Wastewater Treatment Plant.

*Current Status:*

- Submittal to DEQ May 22nd, 2021
- Advertise on May 27<sup>th</sup>.
- Bid Opening June 10<sup>th</sup>.

### ***WTP Lift Well Replacement (KLJ #2004-01487)***

Reason for Project: To replace a lift well at the Laurel Water Treatment Plant.





## *City of Laurel Project Status Update*

*May 14, 2021*



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Project Scope: Reconstruction and rehabilitation of the lift well at the City of Laurel Water Treatment Plant.

*Current Status:*

- DEQ Submittal on May 22<sup>nd</sup>
- Advertise July 15<sup>th</sup>.
- Bid Opening July 30<sup>th</sup>.
- Council Workshop on August 3<sup>rd</sup>, 2021

### ***2021 Pavement Maintenance Project (KLJ #2004-00831)***

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:*

- Approved by Council on May 11th
- Start Construction June 1<sup>st</sup>
- Project to be complete by August 15th

### ***Sanitary Sewer H<sub>2</sub>S Remediation (KLJ #1804-00122)***

Reason for Project: Buildup of H<sub>2</sub>S within the WW collection system has led to deterioration of manholes and other system components.

Project Scope: Complete design and construction administration to address H<sub>2</sub>S build-up in the system.

*Current Status:*

- Waiting on Pricing to come back from supplier

### ***Water Tank Recoat (KLJ #1904-01843)***

Reason for Project: The coating on the City water tank has deteriorated to the point where it is flaking and peeling.

Project Scope: Design, bid, and administer the recoating of the water tank.

*Current Status:*

- Final Design June 15<sup>th</sup>, 2021
- Bid Date June 15<sup>th</sup>, 2021



### ***Yellowstone River Crossing (KLJ #2004-00542)***

Reason for Project: The 4" waterline that serves Riverside park campground freezes during the winter months and leaks where it crosses the Yellowstone River.

Project Scope: Design, bid, and administer the replacement the waterline that is attached to the bridge crossing the Yellowstone River

*Current Status:*

- Bid Opened on April 29<sup>th</sup>.
- Council Workshop May 18<sup>th</sup>.
- City Council for Approval May 25<sup>th</sup>
- Project to be complete by Sept. 1<sup>st</sup>

### ***Data and Asset Management (KLJ # 1804-00461)***

Reason for Project: Consolidate infrastructure information

Project Scope: Assemble city infrastructure data into a single source, which can be used to track and manage assets

*Current Status:*

- Final comments incorporated and set delivered to City

### ***Design Standards & Rules Update (KLJ # 1804-02569)***

Reason for Project: Update old standards

Project Scope: Develop a set of cohesive and concise design standards for public improvements to help facilitate reviews of new developments and ensure the public improvements are designed in the City of Laurel's best interest.

*Current Status:*

- Drafts of the all sections of the manual are complete
- Final sections of streets, water and sewer are complete

### ***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.



## City of Laurel Project Status Update May 14, 2021



### *Current Status:*

- Site Plan Review – Lot 1B, Block 1, Entertainment Subdivision package received May 7<sup>th</sup>, 2021
- Subdivision Review – Goldberg Sporting Estates Sewer Recommended language Sent to Kurt April 22<sup>nd</sup>, 2021. Needs to go to City Council
- Subdivision Review – Cherry Hills 3<sup>rd</sup> Filing Preapplication Letter sent Jan. 1<sup>st</sup>, 2021
- Subdivision review - Iron Horse Station Subdivision Water & Sewer Delivered Approved, Streets & Storm comments sent May 5<sup>th</sup>, 2021
- Growth Policy Update –Completed December 15, 2020

### ***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 bi-weekly to discuss current and future projects. As these are tentative, the timing and extent of KLJ's services are TBD, unless noted otherwise.

#### Anticipated FY21 Projects

1. West Railroad Street Reconstruction- Proposal submitted
2. Water System Planning
  - a. Booster station rehabilitation or replacement (task order forthcoming)
  - b. Water storage tank Preliminary Engineering Report
3. Capital Improvement Plan (CIP) – Task Order to Mayor
4. 7<sup>th</sup> Street reconstruction from 1<sup>st</sup> Street to
5. Waterline extension out to Golf Course Road

#### Other Potential Future Projects

1. West Side TIFF



## **ORDINANCE NO O20-03**

### **AN ORDINANCE AMENDING TITLE 12 CHAPTER 12.04 OF THE LAUREL MUNICIPAL CODE RELATING TO THE CITY'S STREET AND SIDEWALK CONSTRUCTION AND MAINTENANCE.**

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating chapters, sections and subsections to address situations and problems within the City and to remain in accordance with Montana law; and

WHEREAS, the City's Public Works Director and City Attorney prepared the amendments below to the Laurel Municipal Code to remain consistent and in accordance with the State of Montana's Laws adopted by the Legislature; and

WHEREAS, the City's Public Works Director and City Attorney prepared, reviewed, and recommends the following amendments to Title 12, Chapter 12.04 as noted herein as follows:

#### **Chapter 12.04 - STREET AND SIDEWALK CONSTRUCTION AND MAINTENANCE**

- 12.04.030 - Streets.
- 12.04.040 - Definitions.
- 12.04.050 - Creation and alteration of maintenance districts.
- 12.04.051 - Improvements within maintenance districts-District Work and Improvement Plan.
- 12.04.052 - Notice of District Work and Improvement Plan for improvements.
- 12.04.053 - Protest.
- 12.04.054 - Choice in manner of making assessments.
- 12.04.055-12.04.059 Reserved
- 12.04.060 - Resolution for assessment of costs for maintenance of existing districts.
- 12.04.061 - Notice of resolution for assessment.
- 12.04.062 - Hearing on resolution for assessment of costs.
- 12.04.063 - Assessment of costs of improvements and maintenance of improvements.
- 12.04.064 - Assessment of costs.
- 12.04.065-12.04.069- Reserved.
- 12.04.070 - Financial assistance options.
- 12.04.080 - Water user entities exempt from special assessments.
- 12.04.090 - Reserved.

#### **12.04.030 - Streets.**

A. Supervision. All maintenance and repairs of public streets, alleys, sidewalks and other public ways shall be under the supervision of the Public Works Director. He/she shall enforce all ordinances and provisions relating to such public places (except traffic ordinances).

B. Construction. It is unlawful to construct or lay any pavement on any public street, sidewalk, alley or other public way, or to repair the same, without having first secured a permit therefor. Applications for such permits shall be made to the city clerk-treasurer, and approved by the Public Works Director, and shall state the location of the intended pavement or repair, the extent thereof, and the person or firm who is to do the actual construction work. No such permit shall be issued except where the work will conform to the ordinances of the city.

C. Engineer Plans.

1. Each applicant for construction or reconstruction of any public street, alley or other public way, shall file with the Public Works Director engineering plans and specifications prepared by an engineer certified by the state. No permit shall be issued until the engineering plans and specifications are approved by the Public Works Director.

2. A certified engineer may prepare the engineering plans and specifications for construction or reconstruction of any public street. Engineering plans and specifications preparation costs by the city engineer shall be paid by the applicant. The engineering plans and specifications preparation costs shall be based on the reasonable, customary charges for similar services.

D. Inspection. All street improvements shall be inspected during the course of construction by an inspector appointed by the Public Works Director, salaries and other costs in connection with such inspections shall be paid by the applicant, and such costs shall be based on the reasonable, customary charges for similar services.

E. Bond. Each contractor for construction or reconstruction of any public street shall file a bond in the amount equal to the estimated cost of construction of the improvement and indemnify the city for any loss or damage resulting from the work undertaken or the manner of doing the same.

F. Specifications. All street and sidewalk pavements shall be made in conformity with specifications laid down or approved from time to time by resolution of the city council.

(Ord. 97-2 § 4 (part), 1997; prior code § 11.32.030)

(Ord. No. O12-07, 1-15-13)

Editor's note— Formerly numbered as § 12.04.020.

12.04.040 - Definitions.

"Improvements" as used in this section includes but is not limited to the installation of traffic signs, new curb and gutter construction, narrowing, widening and rebuilding of existing streets.

"Maintenance" as used in this section includes but is not limited to sprinkling, graveling, oiling, chip sealing, seal coating, overlaying, treating, general cleaning, sweeping, flushing, snow removal, leaf and debris removal, the operation, maintenance and repair of traffic signal systems, the repair of traffic signs, the replacement and maintenance of pavement markings, curb and gutter repair, and minor sidewalk repair that includes cracking, chipping, sinking, and replacement of not more than 6 feet of sidewalk in any 100 foot portion of sidewalk. Maintenance in the districts may be done by contract or by forces employed by the city or by both, in a manner determined by the city council.

(Ord. 04-2 (part), 2004)

#### 12.04.050 - Creation and alteration of maintenance districts.

A resolution shall be adopted dividing the whole or any part of the city or town into maintenance districts, to be known and designated by number. The resolution shall plainly define the boundaries of the district or districts and describe the streets, alleys, and public places or any part thereof constituting the district or districts. The adoption of this section has no effect on any existing maintenance districts created previous to this amendment. When defined, maintenance districts may not be changed during the same calendar year but may be changed by resolution in any succeeding year. (Ord. 04-2 (part), 2004)

#### 12.04.051 - Improvements within maintenance districts-District Work and Improvement Plan.

A. The city may prepare and improve streets, avenues, and alleys within the maintenance districts so that the maintenance will be of a durable and continuing benefit. The city council shall provide, pursuant to this ordinance, a written plan that includes the method or methods of doing the work and improvements "District Work and Improvement Plan." For the purposes of this section, "improvements" includes but is not limited to the installation of traffic signs, new curb and gutter construction, and widening of existing streets.

B. The city is authorized to maintain the work and improvements made under this section.

C. At least 12 days must elapse between the day on which the proposed District Work and Improvement Plan is introduced and the day on which final action on such plan is taken.

#### 12.04.052 - Notice of District Work and Improvement Plan for improvements.

The city clerk must give notice of the introduction of the proposed District Work and Improvement Plan and of the time it will be up for final adoption. The notice must be published as provided in MCA 7-1-4127

#### 12.04.053 - Protest.

No further action shall be taken upon the proposed district for 1 year if a written protest against passage of the proposed District Work and Improvement Plan is filed by:

A. owners of property within the proposed maintenance district having a taxable valuation, when aggregated, representing not less than 50% of the total taxable valuation of property within the district;

B. not less than 50% of the owners of property within the district; or

C. owners of property within the proposed maintenance district having projected assessments, when aggregated, representing not less than 50% of the total projected assessments for property within the district.

#### 12.04.054 - Choice in manner of making assessments.

The assessments for the costs and expenses of maintaining streets, alleys, and public places shall be made against all of the property embraced within each maintenance district by one of the methods provided in MCA 7-12-4422.

12.04.055 through 12.04.059 Reserved.

12.04.060 - Resolution for assessment of costs for maintenance of existing districts.

A. With the consultation and advice of the Public Works Director, the city council shall estimate, as near as practicable, the cost of maintenance in each established district annually, not later than the second Monday in August. The council shall pass and finally adopt a resolution specifying the district assessment option and levying and assessing all the property within the several districts with an amount equal to not less than 75% of the entire cost of said work.

B. The resolution levying the assessment to defray the cost of maintenance shall contain or refer to a list in which shall be described the lot or parcel of land assessed, with the name of the owner thereof if known, and the amount levied thereon set opposite.

C. Such resolution shall be kept on file in the office of the city clerk.  
(Ord. 04-2 (part), 2004)

12.04.061 - Notice of resolution for assessment.

A. A notice, signed by the city clerk, stating that the resolution levying a special assessment or changing the method of assessment to defray the cost of maintenance in the district or districts is on file in the city clerk's office and subject to inspection, must be published as provided in MCA 7-1-4127.

B. The notice must state the time and place at which objections to the final adoption of the resolution will be heard by the council and must contain a statement setting out the method of assessment being proposed for adoption or the change in the method of assessment that is being proposed for adoption. The time for the hearing must be at least 5 days after the final publication of the notice.

12.04.062 - Hearing on resolution for assessment of costs.

A. At the time so set, the council shall meet and hear all objections which may be made to such assessment or any part thereof and may adjourn from time to time for that purpose and may by resolution modify such assessment in whole or in part.

B. A copy of the resolution, certified by the city clerk, must be delivered to the financial officer, and the assessments shall be placed upon the tax roll and collected in the same manner as other taxes.



12.04.063 - Assessment of costs of improvements and maintenance of improvements.

The city is authorized to assess the cost of the work, improvements, and maintenance authorized by 7-12-4405 against the property in maintenance districts in the manner and as provided in 7-12-4421 and 7-12-4422 to meet the payments required to be made each year.

12.04.064 —Assessment of costs.

A. For the purposes of this section, "assessable area" means the portion of a lot or parcel of land that is benefited by the maintenance district. The assessable area may be less than but may not exceed the actual area of the lot or parcel.

B. The city council shall assess the percentage of the cost of maintenance established in MCA **7-12-4425** against the entire district as follows:

(1) each lot or parcel of land within the district may be assessed for that part of the cost that its assessable area bears to the assessable area of the entire district, exclusive of streets, avenues, alleys, and public places;

(2) each lot or parcel of land within the district abutting upon a street upon which maintenance is done may be assessed for that part of the cost that its street frontage bears to the street frontage of the entire district;

(3) if the city council determines that the benefits derived from the maintenance by each lot or parcel are substantially equivalent, the cost may be assessed equally to each lot or parcel located within the district without regard to the assessable area of the lot or parcel;

(4) each lot or parcel of land, including the improvements on the lot or parcel, may be assessed for that part of the cost of the district that its taxable valuation bears to the total taxable valuation of the property of the district;

(5) each lot or parcel of land within the district may be assessed for that part of the cost that the reasonably estimated vehicle trips generated for a lot or parcel of its size in its zoning classification bear to the reasonably estimated vehicle trips generated for all lots in the district based on their size and zoning classification;

(6) any other assessment method provided in MCA **7-11-1024** may be used; or

(7) any combination of the assessment options provided in subsections B(1) through B(7) may be used for the district as a whole or for any lot or parcel within the district.

(Ord. 04-2 (part), 2004)

12.04.065-12.04.069- Reserved.

12.04.070 - Financial assistance options.

A. The city is authorized to:

(1) enter into suitable agreements with the United States of America, the State of Montana, or a building and loan association, savings and loan association, bank, or credit union that is a regulated lender as defined in MCA 31-1-111 for loans of money and for receiving financial assistance to do the work and improvements contemplated by MCA 7-12-4405; and

(2) provide for the repayment of the loans by yearly payments from funds derived from districts created under this Chapter, apportioned over a period of time not exceeding 20 years.

12.04.080 - Water user entities exempt from special assessments.

Rights-of-way, ditches, flumes, pipelines, dams, water rights, reservoirs, equipment, machinery, motor vehicles, and other personal property owned by a nonprofit water company, water users' association, irrigation company, canal company, ditch company, reservoir company, or similar nonprofit water user entity are exempt from every special assessment imposed by any improvement or maintenance district created under this Chapter.

This Ordinance shall become effective thirty (30) days after final passage by the City Council and approved by the Mayor.

Introduced and passed on first reading at a regular meeting of the City Council on August 11, 2020, by Council Member Sparks.

PASSED and ADOPTED by the Laurel City Council on second reading this 25<sup>th</sup> day of August, 2020, upon motion of Council Member Nelson.

APPROVED BY THE MAYOR this 25<sup>th</sup> day of August 2020.

CITY OF LAUREL

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Thomas C. Nelson, Mayor

ATTEST:

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Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:

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Sam Painter, Civil City Attorney