



**MINUTES  
CITY OF LAUREL  
PUBLIC WORKS COMMITTEE  
MONDAY, JUNE 16, 2025**

The Public Works Committee meeting was called to order at 6:00pm on Monday, June 16, 2025, by Chair Heidi Sparks.

**Members Present:** Heidi Sparks- Chair, Jodi Mackay - Vice Chair, Irv Wilke, Jessica Banks, Richard Herr

**Others Present:** Matt Wheeler- Public Works Director, Thadeus Lesnik- State of Montana

**Public Input:** None

**General Items:**

1. Approval of Minutes from May 19, 2025. Irv made a motion to approve the minutes of May 19, 2025, 2025. Motion was seconded by Jodi. Motion carried 5-0 to approve the minutes.
2. Emergency Call Out Report- Report attached
  - i. All items are water and sewer replated. The incident on June 5 was a water main break that took all night for repair. This was the lead going into South Pond. This has now repaired.
3. KLJ Report- Report attached
  - i. Ryan at KLJ is out of town. In lieu of a report from KLJ, the 7<sup>th</sup> Street Waterline Replacement project has been revived. Matt provided the previous task order that had been drafted previously, but not finalized. Matt stated he will be discussing this when Ryan returns from vacation.
    - o Irv asked if this project had previously been budgeted. Matt stated this specific project was not called out in the budget, but funds have been saved for the West Railroad project so there are funds available to cover this project.
    - o Irv also asked about the street on the southside regarding the street that was brought to the council at the past council meeting. Matt stated he and the mayor drove down to the street in question, and the alley and roadway look fine according their assessment. Matt also stated at this point they have done the maintenance that will be completed on that road for right now.

**New Business:**

**Old Business:**

4. West Railroad update
  - i. Thadeus stated he pulled the previous memo provided to the City in February 2024. He reviewed the numbers that were provided in that memo, which was a cost of \$10.437 million. The numbers since that memo was drafted has not changed. Funding sources from the State Urban Fund allocated to this project as

well as the funds committed by the City of Laurel will cover this cost, with roughly \$400 thousand “extra”.

- Updates and changes that have taken place since February 2024 is a re-evaluation of the storm water drainage issue on the southside. During the S 4<sup>th</sup> St project a short trunk line for drainage was put into a short part of Woodland, but was not part of that project to run the line up Woodland to West Railroad. Matt has stated there is no funding at this time to run the drainage line the rest of the way up Woodland. Because of this the State is trying to re-evaluate how to handle the stormwater drainage. The state has reached out to the railroad, which does not want to have their right-of-way used for a public storm water drainage. They are also looking at underground boulder pits as another option.

1. They are exhausting all options before having to re-evaluate the scope of the project. This could also be an evaluation of cost to run the drainage line the rest of the way up Woodland as part of the project to deal with the storm water.
2. Matt stated he will talk with Ryan to determine if he has the plans for Woodland. Since this would be water and sewer lines, there is potential to utilize enterprise funds to cover the bulk of the cost of Woodland.
3. Because of the storm water issue, this project is now pushed to a 2028 project.

5. Development of Committee Guidelines/Bylaws

- i. Attorney Braukmann was unable to attend tonight. This is being moved to July meeting for discussion.

6. Potential Street Maintenance projects

- i. Matt stated the school district would like to pave Alder. This is part of the requirements for annexation, but they still have heavy trucks running up the road. Matt does not want to have the street paved until all construction is done so they are not damaging a new road.

**Other Items:**

**Announcements**

Next Meeting will be Monday, July 21, 2025 at 6:00 pm in Council Chambers.

Meeting adjourned at 6:40 pm

# Emergency Overtime Callout List

1-1-25

TO

7-1-25

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		1-18	2-2	2-15	2-16	2-17	3-2	3-31	6-5						
Kevin Budge	406-850-5224	NA1	Y7	Y10	9	Y10	9	8	7						
Jay Hutton	406 860 7525	NA2	NA1	NA1	NA1	NA1	NA1	NA1	NA1						
Keith Guy	406-850-5464	NA3	NA2	NA2	Y10	6	5	4	Y9						
Wade Spalinger	406-530-4084	NA4	NA3	NA3	2	Y7	6	5	4						
Brandon Gonzales	406-679-0334	NA5	Y8	7	6	NA4	Y10	9	8						
Aaron Fox	406-694-7456	NA6	NA4	NA4	3	Y8	7	6	5						
Troy Clifton	406-794-7689	NA7	NA5	NA5	4	NA2	NA2	NA2	NA2						
Joel Barnhardt	406-861-6408	Y10	Y9	8	7	Y9	8	7	6						
KENT KUNTZ	406-672-7570	8	Y10	9	8	NA5	4	3	NA3						
Water and Sewer Callout		5-12	5-16	5-24	5-30	6-5	6-7	6-7							
Justin Baker	406-321-0208	na1	y3	2	y3	3	2	1							
Kevin Hoffman	406-861-7460	na2	1	NA1	na1	1	y3	2							
Daniel Nauman	406-530-4643	y3	2	Y3	2	2	1	y3							

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	8	One Call Locate - 1-800-424-5555 (City Job # 25663)
Kurt Markegard	Cell# 860-5785	Hm 208-2356	SCHESLER 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

6-5 H2O BREAK S 8TH ALL NIGHT		3-20 h2o break
6-7 walmart lift	2-6 EMERGENCY LOCATE	4-6 ELM LIFT FAIL
6-7 walmart lift	2-15 SANDING	4-22 H2O SHUTOFF E MARYLAND
	2-16 SANDING	5-12 h2o shutoff forrest
	2-17 PLOWING	5-16 village lift fail
	2-20 H2O SHUTOFF EMERGENCY	5-24 H2O LEAK
	3-2 RUN CONTAINER SITE SICK	5-30 h2o leak
	3-9 H2O TURN ON	

This is **EXHIBIT A**, consisting of 5 pages, referred to in and part of the Task Order dated.

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**Engineer's Services for Task Order: 7<sup>th</sup> Street Waterline Replacement**

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**PART 1—BASIC SERVICES**

**A1.01 Project Management**

**A. Tasks below apply to the entire Task Order.**

1. Organize and facilitate kick-off meetings (one each) with Owner and Engineer's project teams to confirm roles, responsibilities and expectations for completing the project.
2. Provide project management services consisting of creating a work breakdown structure and detailed project schedule, creating and implementing a project management plan, facilitating weekly progress meetings and team coordination, reviewing time and expenses and generating monthly invoices, providing bi-weekly status updates to Owner, and provide oversight of the day-to-day Project activities.
3. Attend up to three (3) unscheduled meetings as needed to coordinate with Owner or other stakeholders.
4. Public Informational Meeting – It is expected that one (1) public informational meeting will be held prior to construction. Engineer will prepare necessary exhibits and attend to represent the project.

**A1.02 Study and Report Phase – Not Included**

**A1.03 Topography and Boundary Survey Phase:**

- A. Provide right-of-way and parcel ownership research and mapping. Research property boundaries based on plats and certificates of survey obtained from public records. The right-of-way survey is projected to include ties only to readily identifiable property corners in order to allow survey maps on each side to be computed and attached to the base drawing. This procedure is anticipated to be sufficiently accurate to reasonably determine the existing right-of-way.
- B. Topographic and Design Surveys – Complete and furnish preliminary ground survey of project limits to include site contours, existing surface features, and above- and below-ground utilities. Topographic survey will generally be bounded within right-of-way limits, and occasionally beyond as needed to verify grades, adjacent features, and structures. The topographic survey will be accomplished by conventional survey methods. Primary control points will be established as Montana NAD83 (2002) OPUS corrected State Plane Coordinates. Prior to beginning topographic data collection, a level network will be run through all control points and tied to the vertical datum. As topographic data is collected an ongoing QC-QA process will verify all data and make sure pertinent features are included on the map.
- C. Base Drawing Preparation – Create a base drawing depicting calculated parcel boundaries, topographic survey data, and record drawings provided by Owner and other utility owners.

- D. Engineer's fee assumes that the above work will occur during a period when snow is not present at the Site.
- E. Topographic and Boundary Survey Phase Deliverable:
  - 1. Topographic Base Map
- F. Engineer's services under the Topographic and Survey Phase will be considered complete on the date when Engineer has delivered the Topographic and Boundary Survey Phase Deliverables to the Owner.

*A1.04 Preliminary Engineering Phase – Not Included*

*A1.05 Final Design Phase*

- A. As Basic Services, Engineer shall:
  - 1. Visit the Site as needed to assist in preparing the Final Design Phase deliverables and to review with Owner. Up to two (2) combined Site visits or Owner meetings are included in the Final Design Phase services.
  - 2. Prepare construction drawings and specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
  - 3. Prepare an Engineer's Opinion of Probable Cost.
  - 4. Prepare and assemble draft bid documents.
  - 5. Furnish for review by Owner, three (3) copies of the Final Design Phase Deliverables and review them with Owner. Edit documents one time per Owner's review comments.
  - 6. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from the Montana Department of Environmental Quality (MDEQ). Additional permitting is not anticipated.
  - 7. Prepare a MDEQ application package for water and sewer main replacements. Submit Application to MDEQ; revise one time per MDEQ review comments; and re-submit.
  - 8. Revise Final Design Phase Deliverables, submit the required number of final copies of such documents to Owner after receipt of Owner's comments and instructions.
- B. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the Final Design Phase deliverables.
- C. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Task Order is one. If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Task Order.
- D. Final Design Phase Deliverables:
  - 1. Final Plans
  - 2. Project Manual / Bidding Documents
  - 3. Engineer's Opinion of Probable Cost
  - 4. Completed MDEQ application package

A1.06 *Bidding Phase*

A. As Basic Services, Engineer shall:

1. Assist Owner in advertising for and obtaining bids for the Work, assist Owner in issuing assembled design, contract, and bid documents to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
2. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents.
3. Consult with Owner as to the qualifications of prospective contractors.
4. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Paragraph A2.01.B.2 of this Exhibit A.
5. Attend the bid opening, prepare bid tabulation sheets to meet Owner's schedule, evaluate bids and provide a recommendation of award (if applicable), and assist Owner in assembling final contracts for the Work for execution by Owner and Contractor and in issuing notices of award of such contracts.
6. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.

B. The Bidding or Negotiating Phase will be considered complete upon award of the construction contract.

C. Deliverables:

1. Bid Tab
2. Conformed Contract Documents
3. Addenda, If required.
4. Notice of Award Recommendation Letter

A1.07 *Construction Phase – Not Included*

A1.08 *Post-Construction Phase – Not Included*

A1.09 *Commissioning Phase—Not Included*

A1.10 *Other Services—Not Included*

## PART 2—ADDITIONAL SERVICES

### A2.01 *Additional Services Requiring an Amendment to Task Order*

- A. *Advance Written Authorization Required:* During performance under a Task Order, Owner may authorize Engineer in writing to furnish or obtain from others Additional Services of the types listed below. Unless expressly indicated above or in the specific Task Order to be included Basic Services, the following services are not included as part of Basic Services and will be paid for by Owner as Additional Services, using the basis of compensation for Additional Services, as indicated in the specific Task Order.
1. Legal survey to establishing survey monuments
  2. Traffic analyses
  3. Public or private utility analyses, modeling or design, other than water system rehabilitation identified above.
  4. Hydrologic and Hydraulic analyses
  5. Design of drainage improvements
  6. Structural design
  7. Landscape or irrigation design
  8. Right-of-way or permanent easement acquisition services
  9. Artistic renderings
  10. Assistance related to project funding
  11. Preparation or review of environmental assessments and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.
  12. Subsurface utility locates or surveys
  13. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of the Task Order, requested by Owner, or are due to any other causes beyond Engineer's control.
  14. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.

15. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
  16. Preparing additional bidding-related documents or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
  17. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
  18. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.
  19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
  20. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, mediation, lien or bond claim, or other legal or administrative proceeding involving the Project.
  21. Provide assistance in responding to the presence of any Constituent of Concern at any Site, in compliance with current Laws and Regulations.
  22. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.
- B. *Advance Written Authorization Not Required:* Engineer shall advise Owner in advance that Engineer will immediately commence to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice from Owner. Unless expressly indicated above or in the specific Task Order to be included Basic Services, the following services are not included as part of Basic Services and will be paid for by Owner as Additional Services, using the basis of compensation for Additional Services, as indicated in the specific Task Order.
1. Upon request of Owner, attendance at meetings and completing site visits in addition to those identified above.
  2. Revisions to deliverables, requested by Owner, in addition to those specified as Basic Services.



