

MINUTES OF THE CITY COUNCIL OF LAUREL

JULY 16, 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 6:31 p.m. on July 16, 2019.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Bruce McGee Richard Herr
 Richard Klose Irv Wilke

COUNCIL MEMBERS ABSENT: Scot Stokes Bill Mountsier

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 July 2, 2019, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

CORRESPONDENCE:

- Steve Solberg's resignation letter from the LURA Advisory Board.
- Chamber of Commerce minutes of June 13, 2019; Laurel Chamber of Commerce agenda of July 11, 2019.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims for the month of July 2019 in the amount of \$2,052,008.42.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the month of June 2019.**
- **Approval of Payroll Register for PPE 6/30/2019 totaling \$210,531.14.**
- **Receiving the Committee/Board/Commission Reports into the Record.**
 - Budget/Finance Committee minutes of July 2, 2019, were presented.
 - Council Workshop minutes of July 9, 2019, were presented.
 - Library Board minutes of May 14, 2019, were presented.
 - Library Board minutes of June 11, 2019, were presented.
 - Laurel Urban Renewal Agency minutes of June 17, 2019, were presented.
 - Cemetery Commission minutes of April 9, 2019, were presented.
 - Public Works Committee minutes of June 17, 2019, were presented.

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

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 six council members present voted aye. Motion carried 6-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS: None.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):

Judge Jean Kerr addressed the Council regarding her name being brought up during a recent Budget/Finance Committee meeting. Her name has been brought up a lot over the past year and a half without being asked to come to the table and speak on those matters. After reading the last Budget/Finance Committee minutes, she asked what questions Council has and was told it was in regard to parking tickets. Judge Kerr passed out a handout, see attached, and explained each page of her handout. She clarified that there are two processes defendants could go through. The civil process or the criminal process. She reiterated that her court is open; anyone can attend any arraignment or hearing. She requested that she be invited to the table when matters involving the Court are discussed.

SCHEDULED MATTERS:

- **Resolution No. R19-34: Resolution Approving Change Order No. 3 To The Contract For The City Of Laurel's WWTP Sludge Dewatering Facilities And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.**

Motion by Council Member Sparks to approve Resolution No. R19-34, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Resolution No. R19-35: Resolution Approving Change Order No. 4 To The Contract For The City Of Laurel's WWTP Sludge Dewatering Facilities And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.**

Motion by Council Member Herr to approve Resolution No. R19-35, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Ordinance No. O19-02: An Ordinance Amending Title 2, Chapter 2.10.030 Of The Laurel Municipal Code For The Purpose Of Changing The Regular Meeting Day Of The City Council. (1st reading)**

Motion by Council Member Wilke to adopt Ordinance No. O19-02, seconded by Council Member McGee. There was no public comment.

Mayor Nelson clarified that this ordinance is to change the date the Council meetings are held.

It was questioned why the second paragraph still stated this ordinance is to change the meetings to Mondays. It was clarified that this is the first reading and that typo will be corrected for the second reading.

It was questioned when this change would take effect. It was clarified that the ordinance would not go into effect until 30 days after it is adopted. The Mayor will discuss when this change goes into effect at the next Workshop.

A roll call vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):

Tomorrow at noon at the Yellowstone National Cemetery there will be a brief ceremony held prior to the unveiling of the signs between mile markers 1 and 2 dedicating that section of the highway to be the Pearl Harbor Memorial Veterans Highway.

Starting Thursday there is a class A American Legion baseball tournament in town.

The open house for the Water Treatment Plant and Waste Water Treatment Plant has been postponed. The date is to be determined, but possibly late August or early September.

COUNCIL DISCUSSION:

In light of the resignation letter received in the Council packet, MCA 7-15-4232 allowed the City of Laurel to grant certain powers to the LURA board. It was requested at the next Workshop that Council discuss rescinding Resolution No. R08-123 which gave the power to dispense funds to LURA and instead assigned those powers to the Planning Department, in particular, the City Planner.

Mayor Nelson asked who Council would like present to speak on this matter. Council President Eaton asked that the Clerk/Treasurer and City Planner be present.

MAYOR UPDATES:

The website is live. It went live earlier this evening. The Mayor reminded Council that is still a work in progress.

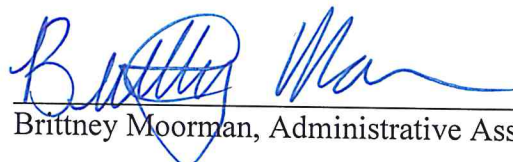
The Mayor has sent the contract for two BLS trained individuals to staff the Ambulance. This is a short-term contract. The Mayor has been investigating what others around the State are doing to address the issue. The individuals will stagger their start times by two hours. These individuals will be in addition to the volunteers currently on the department.

UNSCHEDULED MATTERS: None.

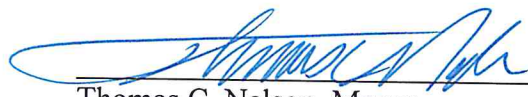
ADJOURNMENT:

Motion by Council Member Klose to adjourn the council meeting, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

There being no further business to come before the council at this time, the meeting was adjourned at 7:12 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 6th day of August 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.

10.52.080

10.52.080 Owner responsible for vehicle.

A. Every person in whose name a vehicle is registered or licensed shall be legally responsible and subject to citation for any parking of such vehicle in violation of any of the provisions of this chapter.

B. It shall be no defense to such charge that such 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 (licensed) owner thereof.

C. The express legislative purpose hereunder is to impose absolute liability upon the registered or licensed owners of vehicles for any violations of any of the provisions of this chapter, pursuant to MCA Section 45-2-104. (Prior code § 10.68.039)

10.52.090 Violation—Penalty.

Any person violating a provision of this chapter for which another penalty has not been specifically provided shall, upon conviction thereof, be punished by a fine of not less than five dollars nor more than five hundred dollars. (Prior code § 10.68.040)

Montana Code Annotated 2017

TITLE 45. CRIMES

CHAPTER 2. GENERAL PRINCIPLES OF LIABILITY

Part 1. Definitions and State of Mind

Absolute Liability

45-2-104. Absolute liability. A person may be guilty of an offense without having, as to each element of the offense, one of the mental states of knowingly, negligently, or purposely only if the offense is punishable by a fine not exceeding \$500 or the statute defining the offense clearly indicates a legislative purpose to impose absolute liability for the conduct described.

History: En. 94-2-104 by Sec. 1, Ch. 513, L. 1973; amd. Sec. 12, Ch. 359, L. 1977; R.C.M. 1947, 94-2-104; amd. Sec. 2, Ch. 425, L. 1981

PARKING VIOLATION NOTICE

LAUREL CITY COURT
BOX 10
LAUREL, MONTANA 59044
PV8436

VEHICLE MAKE	LICENSE NUMBER	STATE
Buick	3-03161C	MT
LOCATION	METER NUMBER	
5.5th St / Maple		
DATE	TIME	O.A.M. P.M.
7-26-16	1101	

THE DRIVER OF THE ABOVE VEHICLE IS IN VIOLATION OF THE FOLLOWING:
ORDINANCE ☐ STATUTE ☐ REGULATION NO. 10-48-040

- 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
 - ☐ 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

\$ 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

MKE/RR ORI/MTLIC0000 DEST/MT0560200 REQ/MSX112XXXX
Montana Vehicle Registration Record as of 20160726
Query on License: 3-03161C Results in 1 Match
LICENSE: 303161C EXPIRES: 20161130
REGISTRATION STATUS: ACTIVE License Year: 2016
License State: MT
License Type: PC/Std County Lg Tab: 303161C111601
Registration County: Yellowstone
Registration Period: 20151101 to 20161031
COLOR: GREEN YEAR: 1999
MAKE: BUICK (BUIC) MODEL: REGAL
Style: Sedan 4 Door
Vehicle Type: Passenger
VIN: 2G4WB52K4X1400086
Title State: MT Title: AA2813719
Title Status: Approved
NAME: [REDACTED]
Date of Birth: [REDACTED]
Driver License: [REDACTED] State: MT
Street Address: [REDACTED] State: MT Zip: 59044-3522
City: Laurel
Mailing Address: Same
NAME: [REDACTED]
Date of Birth: [REDACTED] State: MT
Driver License: [REDACTED] State: MT Zip: 59044
Street Address: [REDACTED]
City: Laurel
Mailing Address: Same
SOURCE: MERLIN

MRI 8108048 IN: LILSC 7803 AT 26JUL2016 11:03:19 OUT: J03000 52 AT 26JUL2016

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 Alveng 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		VEHICLE LICENSE NO.		
THE DEFENDANT IS HEREBY GIVEN NOTICE TO APPEAR IN THE FOLLOWING COURT ON THE <u>9</u> DAY OF <u>Sept</u> <u>2015</u> DAY OF <u>9:00 AM</u> TIME <u>9:00 AM</u> <input checked="" type="checkbox"/> LAUREL CITY COURT 115 WEST 1 ST ST • LAUREL MT 59044 (406) 628-1964 <input type="checkbox"/> JUSTICE COURT • COURTHOUSE ROOM 603 • BILLINGS, MT 59101 (406) 256-2895 <input type="checkbox"/> 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 <input type="checkbox"/> MUST BE ACCOMPANIED BY PARENT/GUARDIAN		STREET ADDRESS		PHYSICAL ADDRESS		
		CITY		STATE ZIP		
		SEX	WT.	HT.	DATE OF BIRTH	MO. DAY YEAR
		D/L NO.		D/L STATE		D/L EXP. YEAR
HOME PHONE		EMPLOYER		BUSINESS PHONE		
THE ABOVE NAMED DEFENDANT IS CHARGED WITH VIOLATING <input type="checkbox"/> MONTANA CODE <input type="checkbox"/> CITY CODE <input type="checkbox"/> COUNTY ORDINANCE		VEHICLE TYPE <input type="checkbox"/> CAR <input type="checkbox"/> TRUCK <input type="checkbox"/> PICKUP <input type="checkbox"/> SUV <input type="checkbox"/> VAN <input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> OTHER				
ON THE <u>24</u> DAY OF <u>Aug</u> <u>2015</u> AT <u>10:00 AM</u> HRS IN THAT SAID DEFENDANT DID KNOWINGLY OR PURPOSELY OR NEGLIGENTLY		VIO #A SECTION <u>6:08-070</u> UVC <u>NOs at Stage</u> BOND: <u>NO TAGS</u>				
DESC: <u>NO TAGS</u>		VIO #B SECTION <u>6:08-010</u> UVC <u>NO TAGS</u> BOND: <u>NO TAGS</u>				
DESC: <u>NO TAGS</u>		VIO #C SECTION <u>6:08-010</u> UVC <u>NO TAGS</u> BOND: <u>NO TAGS</u>				
DESC: <u>NO TAGS</u>		VIO #D SECTION <u>6:08-010</u> UVC <u>NO TAGS</u> BOND: <u>NO TAGS</u>				
FURTHER DESC: <u>NO TAGS</u>		LOCATION <u>600 E 4th St</u>		TOTAL RECEIVED AS APPEARANCE BOND		
I hereby swear that all information contained on this document is true and correct to the best of my knowledge.		SIGNATURE OF OFFICER <u>Carmie Chow</u> BADGE # <u>201</u>				



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. 61-3-213, 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

WNAHBAMEO

☒ RADAR UNIT 5

☐ ACCIDENT

PRIMARY REASON FOR STOP
Speed 44/35

DEFENDANT NAME
FIRST [REDACTED] LAST [REDACTED]

STREET ADDRESS [REDACTED] PHYSICAL ADDRESS [REDACTED]

CITY Billings STATE MT ZIP 59106

SEX [REDACTED] WT. 112 HT. 503 DATE OF BIRTH [REDACTED] MO. [REDACTED] DAY [REDACTED] YEAR [REDACTED]

D/L NO. 040119904120 D/L STATE MT D/L EXP. YEAR 2027

HOME PHONE 350-4346 EMPLOYER [REDACTED] BUSINESS PHONE [REDACTED]

THE ABOVE NAMED DEFENDANT IS CHARGED WITH VIOLATING
☒ MONTANA CODE ☐ CITY CODE ☐ COUNTY ORDINANCE

ON THE 17 DAY OF July YR 19 AT 1324 HRS [REDACTED] IN THAT SAID
DEFENDANT DID KNOWINGLY OR PURPOSELY OR NEGLIGENTLY

VIO #A SECTION 61-5-310(1) BOND: [REDACTED]

DESC: Speed - exceed speed limit 44/35

VIO #B SECTION [REDACTED] UVC [REDACTED] BOND: [REDACTED]

DESC: [REDACTED]

VIO #C SECTION [REDACTED] UVC [REDACTED] BOND: [REDACTED]

DESC: [REDACTED]

VIO #D SECTION [REDACTED] UVC [REDACTED] BOND: [REDACTED]

DESC: [REDACTED]

FURTHER DESC: [REDACTED]

LOCATION 400 E MAIN

I hereby swear that all information contained on
this document is true and correct to the best of my
knowledge.

SIGNATURE OF OFFICER [Signature]

BADGE # 108

TOTAL RECEIVED

none

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:

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](#)

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.