

Minutes  
Public Works Committee  
November 18, 2019 6:00 P.M.  
Council Conference Room

Those present:

Kurt Markegard, Staff Advisor  
Emelie Eaton, Committee Chair  
Karl Dan Koch  
Marvin Carter  
Richard Herr  
Heidi Sparks

The meeting started at 6:00. There was no public in attendance.

General items

1. Review and approve minutes of August 19, 2019 meeting. The minutes were reviewed. Heidi Sparks moved the minutes be approved as written. Karl Dan Koch seconded this motion. The motion passed.
2. Emergency Call Outs: There had been five since October 21. The first was on October 22 to turn water on at 608 Elm Street. Second a water meter and line had frozen on Atchison and crews were called out to turn the water off. On November 1 an Emergency locate was requested at the corner of East 12<sup>th</sup> Street and Colorado Avenue. A City employee was called out on Veteran's Day to sand the streets. On November 18<sup>th</sup> crews were dispatched to turn water back on at various locations.

New Business

3. Engineering Report from KLJ Engineering Consultants. Before this discussion the question was asked as to why there was no longer a report from Great West even though the committee chair has seen payments go to that company in Budget and Finance committee. It was stated that Great West was doing nothing. The question was repeated as to why payments were going out to them. It was stated that COP construction had finished work on the project this company had done work for. It was then asked what happened to the issue of the wetlands which needed to be monitored. It was stated that the representative from the Army Corp of Engineers who was overseeing this project had retired. At this time Richard Herr inquired about Jason Robertus who was a lease holder by the intake. Councilman Herr stated he had heard Mr. Robertus was not

getting paid. The response was that Councilman Herr would have to talk to the City Attorney to get an answer regarding that issue.

\*WWTP Screw Press-this project is listed as closed out. It was explained that the Screw Press squeezes liquids from the sludge.

\*WWTP Screw Pump A Replacement-an Emergency Request had been made for a new Screw Pump which had been running at 60% efficiency. It was stated that the Screw Pump had been installed and they were waiting for the Manufacturer. It was explained that the Screw Pump lifts material up.

\*Sanitary Sewer H<sub>2</sub>S Remediation-there is still an odor problem. It was stated that the City is now doing a Pilot Study which will cost \$3,600. The City is working with the contractor, Hawkins, who is putting in nutrients. The study will be re-evaluated and then the line will be flushed and cleaned.

\*2018 Pavement Maintenance-this project is also listed as complete.

\*East 6<sup>th</sup> Street Improvements-the punch list for this project has been completed. There will be a warranty inspection August 15, 2020.

\*East Downtown Infrastructure Improvements-There was a Public Meeting held where 99 people who lived within the project area or within 300 feet of the project were invited. Four people attended: a representative from Town and Country; a representative from High Plains Brewery; a resident who lived within the impacted area and a resident who lived outside the impacted area. All who attended were in favor of the project. It was stated that the Design and Bidding phase of this project is scheduled for January 2020 which will give time for requests on specific entrance needs. Construction is expected to begin in May 2020.

\*Pavement Management Plan-Pages 24 and 25 of the *City of Laurel Pavement Management Plan* books were referred to. In those chart pages all streets that were classified as "6's" were referred to. A Ranking of "6" means the streets only need to be chip sealed. A "5" ranking, as listed on page 25, means the street needs a complete overlay. The original plan was to attempt to repair all "6" classified streets in 2020. However, KLJ's charts show the cost for that project would be \$1.48 million dollars. Additionally, KLJ's chart includes 12<sup>th</sup> Street which is an Urban Route. One of the reasons this *Pavement Management Plan* book is so important is because it makes the City of Laurel eligible for Urban Maintenance Funds. Urban Maintenance Funds will not be available until the spring of 2020. The City cannot apply until then. These funds are only available every two years. There is only \$1 million in the City budget for street improvements in 2020. It is hoped that the Council will agree to revising the suggestions on pages 24 and 25 to stay within the \$1 million budgeted and perhaps remove all 12<sup>th</sup> Street improvements and hope that enough Urban

Maintenance Funds can be received to make the repairs needed on 12<sup>th</sup> Street.

\*2019 Pavement Maintenance-this project was completed in August.

\*2019 Pavement Damage Repairs-this project, which included filling potholes and repairing frost heaves from the winter is completed.

\*Riverside Park Campground- It was stated that KLJ would be at the November 26 Park Board meeting to discuss and help decide how and where the camping portion of Riverside Park would be developed.

December 5<sup>th</sup> the Park Board would again meet to review the design.

The City would then review the design on December 6<sup>th</sup>. A final design is expected January 12, 2020 and bid opening for construction is expected on February 28, 2020.

\*Design Standards & Rules Update-it was stated this project is in draft outline form. The Public Works Director plans to bring the draft to the December 16 Public Works meeting.

\*Data and Asset Management-Right now the City is relying on "As Built" which are paper copies and are located in a variety of areas. It is hoped these can be scanned into one document.

\*On-Call Professional Services- nothing to report.

\*Laurel Planning Services- Nick Altonaga, the City Planner was working with KLJ and there would be no Public Works involvement until sewer issues were being discussed.

\*Other Notes and Information-  
Anticipated FY20 Projects

a. West Railroad Street Reconstruction-it was stated this project was going to come before the entire Council to discuss options. It was explained to the committee that last week the Public Works Director had received an updated broken down Task Order on the \$85,000 that KLJ had billed the City. This new Task Order shows what KLJ will be doing for the City and is a 10 item Task List that totals \$85,000. The City has to pay for items 1-9 to get to item 10 which will determine how much the City will have to pay KLJ to do the work to repair West Railroad Street. The City has \$4 million in Urban Funds. The state did not look at West Railroad when they submitted their estimate of \$9 million to repair West Railroad from 1<sup>st</sup> Avenue to South 8<sup>th</sup> Avenue. The estimate was just that – a blind estimate with no documentation or review to back it. The Public Works Director stated that actual costs could come in much higher or much lower. With KLJ doing the work we could make adjustments along the way. The state has no template for how cities can make repairs themselves, so whether Laurel could use the \$4 million in Urban Funds is still up in the air.

This ended the review of KLJ's Report.

4. Sewer Dump Station – a monthly breakdown of income from the Septic Dump Station was distributed in everyone’s packets. This included a photo showing the screen that had been installed at the dump station. Total income for January through the end of September, 2019 showed \$19,634.01.
5. Street Maintenance Levy Discussion – the Public Works Director stated that the Mayor had informed him that the law states that by August of every year the Public Works Director has to provide a plan to the Council. The response the Public Works Director had was that, with the completion of the *City of Laurel Pavement Management Plan* that information could go to the Council at any time. There is a Task Order with KLJ to potentially chip seal all “6” classified streets (see page 2, “Pavement Maintenance Plan” above). However, that work would cost \$1.48 million and there is only \$1 million in the budget so the work order will have to be revised before the January/February bid letting. It was explained that \$82,000 had already been paid to KLJ to organize all the streets and come up with the list of “6” category streets. The Public Works Director stated that the Task Order will be on the December 3 workshop and at the December 16 Public Works meeting the committee will winnow down the streets within the “6” classification to comply with the \$1 million budget limit.

Richard Herr inquired about building up the funds from year to year to do major renovations throughout the community. It was stated that the Council had to vote every year on the level of the Street Maintenance Levy and that a Council could vote to lower it, thus lowering the amount of expected funds. It was also stated that previous Mayors had instructed the Public Works Director to NOT raise taxes and this is why the amount of the assessment had not been adjusted in so long. However, this Mayor stated it was the Public Works Director’s duty to determine if additional funds were necessary. The *City of Laurel Pavement Management Plan* now had become a crucial instrument in making these determinations.

Old Business. None

#### Other Items

Richard Herr stated that work on East Maryland included paving over to the Nutting Drain and that concrete blocks had been moved. The Public Works Director stated that the blocks would be returned.

Richard Herr inquired about the anticipated annexation and development of lands west of Yard Office Road. It was stated that the entities involved have not paid their pre-application fees.

Richard Herr inquired whether the land across from the Library was going to be annexed and developed. It was stated that nothing had been received by the City.

Richard Herr inquired about the Air National Guard and statements that they wanted to create a base at the Laurel Airport. It was stated that the Air National Guard was creating their new base next to Blaine Flying in Billings. Councilman Herr stated that he had been certain plans were being made for the base to go in Laurel. It was stated that one of the biggest downfalls was the lack of water at the Laurel Airport and that if Councilman Herr wanted to know more details he could inquire of the Airport Authority. Councilman Herr stated he didn't think the Airport Authority was still active after "Doc" Smith had retired. It was explained that the Airport Authority was a legally created entity and should still be active.

Richard Herr inquired about plans for the Rod and Gun Club to have land available to them in the County north of Laurel. It was stated that any plans of that nature would have to be worked out with the County Commissioners; no one thought there were definite plans and that if Councilman Herr wanted more information his best source would be Councilman Irv Wilke as he was an active member of that Club.

Richard Herr announced that the Emergency Rescue Team was at Riverside Park working to remove a log jam off the west side of the Railroad Bridge south of Laurel.

Karl Dan Koch inquired about the recycling bin that was designated for papers and was in the "notched out" area by the High School. He stated that it had been gone for a week and he knew for a fact that recycling centers were still paying for paper so he wanted to know what happened to the bin and why wasn't the City taking in papers. No one knew anything about the missing bin.

Karl Dan Koch stated that the just remodeled East 6<sup>th</sup> Street was now a street where the High School kids were speeding. It was suggested someone refer the matter to the Police Department.

Emelie Eaton stated the street light at the corner of South 4<sup>th</sup> Street and Durland Avenue was out. It was stated that the Public Works Director would report this but there was a link where anyone could report an outage. The link is on the NWE website.

The Public Works Director then showed a series of old pictures from the 1950's and 60's showing various Public Works issues and how they had been handled. Some included people swimming in the water reservoir north of town before it had a lid. It was stated that the City needed to start planning for a new reservoir because this one only has 5-7 years of life left.

6. Announcements

The next meeting will be on December 16<sup>th</sup>, 2019 at 6:00 p.m. in the Council Conference room.

The November 18, 2019 Public Works meeting was adjourned at 7:27 p.m.

Respectfully submitted,  
Emelie Eaton  
Public Works Chair

Emergency Call-outs for Public Works November 18<sup>th</sup>, 2019 PW meeting

10-22-19 Water Turn on 608 Elm

11-1-19 Water turn off Atchison

11-1-19 E 12<sup>th</sup> Street and Colorado Emergency locate

11-11-19 Sand Streets

11-18-19 Water turn on's



**City of Laurel Project Status Update**  
**November 15, 2019**



**WWTP Screw Press (KLJ #1804-00120)**

Project Manager: Travis Jones/Doug Whitney

Reason for Project: The City's WWTP does not currently have adequate sludge handling equipment, which has led to overfilling and backup of the drying beds, digesters, and various other WWTP components. Completion of this project will allow for improved operations and allow for maintenance of the digesters, which cannot be taken offline until this project is completed.

Project Scope: Design and construction of a new screw press to process WWTP sludge.

Milestones:

- Preconstruction meeting was held December 13, 2018
- Notice to Proceed will be January 7, 2019 (150-day contract)
- Start-up of the sludge press and cake pump June 13, 2019
- Substantial Completion – August 2, 2019
- Final Completion- September 9, 2019
- Project Closed Out

Current Status:

- Warranty Inspection NLT August 2, 2020

**WWTP Screw Pump "A" Replacement (KLJ #1804-0347, Task 6)**

Project Manager: Doug Whitney

Reason for Project: This key component of the WWTP has failed and needs to be replaced asap

Project Scope: Replace screw press "A".

Milestones:

- The City has order the Screw pump from the manufacture.
- Quotes have been received Star Service is low .
- Star Service has signed agreement
- Replacement installed 11 Nov 19

Current Status:

- Installing drive unit and groutin





**City of Laurel Project Status Update**  
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**Sanitary Sewer H<sub>2</sub>S Remediation (KLJ #1804-00122)**

Project Manager: Doug Whitney

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 the design and construction administration for the proposed air injection/diffuser system to address H<sub>2</sub>S build-up within the system.

Milestones:

- Sewer sampling plan submitted to the City
- Sewer samples collected on July 19, 2018
- Results of sewer sampling received on July 30, 2018
- Analyses of sampling and recommendations for a second round submitted on August 3, 2018
- Second round of samples collected on August 14, 2018
- Second round of sampling results received on August 27, 2018
- Results of second round of sewer sampling received on September 25, 2018
- H<sub>2</sub>S monitoring: April 2-19, 2019 – Completed
- Pilot Bioaugmentation equipment has been installed.
- Dosage increase authorized on October 11, 2019

Current Status:

- H<sub>2</sub>S levels are being monitored until 18 Nov 19

**2018 Pavement Maintenance (KLJ #1804-00123)**

Project Manager: Carl Jackson

Reason for Project: This continues the City's annual pavement maintenance. As a result of significant freeze-thaw during the 2017-18 winter, several City streets have significant pavement damage.

Project Scope: The 2018 scope is hot mix asphalt for repaving West 4<sup>th</sup> Street (6<sup>th</sup> Ave. - 8<sup>th</sup> Ave.) and pothole repairs on West Railroad Street.

Milestones: Warranty inspection was completed in October, no deficiencies were noted.

Current Status:

- **Project is closed**



**City of Laurel Project Status Update**  
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**East 6th Street Improvements (KLJ #1804-00121)**

Project Manager: Carl Jackson

Reason for Project: Street reconstruction between 1st Ave. and Wyoming Ave. to address failed pavement, saturated subgrade conditions and surface runoff improvements. UPDATE: the scope recently changed to include new water main from Pennsylvania to Wyoming.

Project Scope:

- Grading, paving, parking, and drainage enhancements (minor water main in Wyoming)
- Special Improvement District (sidewalks, driveways)
- Safety improvements
- Water main from Pennsylvania to Wyoming, including the Wyoming intersection valves.

Milestones:

- Bidding – April/May 2019
- SID creation – May/June 2019
- Construction – Substantial Completion walkthrough on August 15, 2019
- Substantial Completion for the Striping September 9, 2019
- DEQ Certification- September 16, 2019
- Punchlist Complete-

Current Status:

- Warranty Inspection NLT August 15, 2020



**City of Laurel Project Status Update**  
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**East Downtown Infrastructure Improvements (KLJ #1804-01309)**

Project Manager: Matt Corcoran

Reason for Project: Reconstruction and rehabilitation of streets, utilities and various other infrastructure improvements including Washington Ave., Idaho Ave. and Ohio Ave. generally bound between E. Main Street and E. 1st Street, as well as E. 1<sup>st</sup> Street generally bound between Washington Ave. and Alder Ave.

Project Scope: Preliminary engineering, SID creation, design, bidding and construction.

Milestones:

- Survey & Geotechnical field work – complete
- SID creation – Summer/Fall 2019 (tentative)
- Design & Bidding – Full bid package ready in January 2020
- Construction – May 2020
- Delivering Local Assistance Grants Submitted- September 2019

Current Status: Design is in-process and KLJ is expediting plans and specifications to start the bidding/construction sequence in January 2020.

**Pavement Management Plan Update (KLJ #1804-01970)**

Project Manager: Bryan Vanderloos

Reason for Project: Develop an updated pavement management plan (PMP) including MDT and City streets within the Laurel corporate limits. This will be used for prioritizing the City's annual pavement maintenance projects, along with satisfying MDT's requirement that the City update its PMP on a regular basis to be eligible for certain future State funding.

Project Scope: Conduct a field inventory by assessing paved streets utilizing the Pavement Surface Evaluation and Rating (PASER) methodology. A rating of 1-10 will be given to each road segment based on distresses such as cracks, ruts, potholes, etc. Known roads that have failed pavement sections and are in disrepair will not be evaluated, and simply given a poor rating.

Milestones:

- Final edits are complete, and the final draft was given to Kurt and Matt.
- Comments have been received by City

Current Status: Need to make revisions per Kurt Markegard 14 Nov 2019



*City of Laurel Project Status Update  
November 15, 2019*



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**2019 Pavement Maintenance (KLJ #1904-00230)**

Project Manager: Bryan Vanderloos

Reason for Project: This continues the City's annual pavement maintenance.

Project Scope: This year's project entails crack seal, chip seal, pavement markings, and other miscellaneous items on the following streets: South Washington Avenue; 5th Avenue from West Main Street to West 2nd Street; Cottonwood Avenue from East Main Street to the Ditch Crossing; East 8th Street from 1st Avenue to Pennsylvania Avenue; and Pennsylvania Avenue from East 8th Street to East Maryland Lane.

Milestones:

- Bidding – complete
- Construction – April-June 2019
- Substantial Completion August 12, 2019
- Final Completion August 21, 2019

Current Status:

- Warranty Inspection NLT August 21, 2020

**2019 Pavement Damage Repairs (KLJ # 1904-00962)**

Project Manager: Matt Corcoran

Reason for Project: Repairing pot holes and other pavement damage caused by previous winter freeze/thaw

Project Scope: Work consists of pothole and pavement restoration work in various locations throughout town. Location will be flexible and determine in cooperation with Public Works staff. The contract bid documents will be written in such a way so that quantities can be increased or decreased depending on the City's budget.

Milestones:

- Design and Bid Document Preparation – Complete
- Bidding – Complete
- Pre-Construction Meeting– August 21<sup>st</sup> 2019
- Construction Notice to Proceed – August 26<sup>th</sup> (35 day contract)
- Change Order No. 1 – Executed
- Substantial Completion- August 12, 2019

Current Status: Project Complete



*City of Laurel Project Status Update  
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***Riverside Park Campground (KLJ # 1904-00634)***

Project Manager: Matt Corcoran

Reason for Project: New campground in Riverside Park

Project Scope: Work consists of surveying and designing a new campground within Riverside Park.

Milestones:

- Design and Bid Document Preparation – ASAP
- Bidding – ASAP
- Construction – ASAP (goal is to be ready for next season)
- Council Approval

Current Status:

- KLJ completed the Survey 8 Nov 19
- Preparing topographic base map

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

Project Manager: Matt Smith

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.

Milestones:

- Draft outline 24 Oct 2019

Current Status:

- Review of draft sections of water and sewer 3 Dec 2019.



**City of Laurel Project Status Update**  
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***Data and Asset Management (KLJ # 1804-00461)***

Project Manager: Matt Smith

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

Milestones:

- City Approved Project October 8, 2019

Current Status:

- KLJ is progressing.

***On-Call Professional Services (KLJ #1804-00347)***

Project Manager: Matt Corcoran

Reason for Project: This contract would enable KLJ to provide consulting services that are not part of an approved task order. Generally, this would apply to situations where KLJ's fees are small enough that a separate task order is not necessary, or for time-sensitive matters.

Project Scope: Services may include engineering, surveying, planning or government relations.

Milestones: (as needed)

Current Status:



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***Laurel Planning Services (KLJ #1804-00554)***

Project Manager: Forrest Sanderson

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.

Milestones: (as needed)

Current Status:

Floodplain Management – Joint Application for improvements at Riverside Park will need to be completed and a Floodplain Development Permit issued.

Subdivision Review – KLJ Staff are available to assist as necessary.

Zoning – KLJ Staff are available to assist as necessary.

Riverside Park Campground (KLJ#1904-00634) – The project will be transferred to Matt Corcoran for design and management where Forrest has a regulatory role as City Floodplain Administrator. Forrest will remain as project liaison between City and Project Manager.

Growth Policy Update – This project has just begun with coordination between the Laurel City Planner and KLJ.



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### ***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 FY20 Projects

1. West Railroad Street Reconstruction- Proposal submitted
2. Water Storage Tank Recoat
3. 2020 Pavement Maintenance- Proposal submitted
4. Water System Planning
  - a. Master Plan Update (potentially update PER concurrently)
  - b. Booster station rehabilitation or replacement (task order forthcoming)
  - c. Water storage tank
5. Capital Improvement Plan (CIP) assistance – pending further direction from the City.

#### Other Potential Future Projects

1. WWTP Archimedes Screw Rehabilitation
2. Examining engineer review of 3<sup>rd</sup> Party submittals to City
3. Lion's park grant application assistance
4. On-call government relations
5. West side groundwater remediation
6. West Side TIFF
7. School Lot





## Septic Dump Station for 2019

January	802.24
February	658.36
March	2134.52
April	1865.93
May	1164.28
June	2754.2
July	3122.08
August	3407.64
September	3724.76
October	
November	
December	
total	19634.01

