



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, MARCH 05, 2019  
6:30 PM  
COUNCIL CHAMBERS**

NEXT RES. NO.  
R19-06

NEXT ORD. NO.  
O19-01

**WELCOME . . .** By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified times for citizen comments on its agenda -- once following the Consent Agenda, at which time citizens may address the Council concerning any brief community announcement not to exceed one minute in duration for any speaker; and again following Items Removed from the Consent Agenda, at which time citizens may address the Council on any matter of City business that is not on tonight's agenda. Each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. Citizens may also comment on any item removed from the consent agenda prior to council action, with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. If a citizen would like to comment on an agenda item, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor. Once again, each speaker is limited to three minutes.

Any person who has any question concerning any agenda item may call the City Clerk-Treasurer's office to make an inquiry concerning the nature of the item described on the agenda. Your City government welcomes your interest and hopes you will attend the Laurel City Council meetings often.

**Pledge of Allegiance**

**Roll Call of the Council**

**Approval of Minutes**

1. Approval of Minutes of February 19, 2019.

**Correspondence**

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

**Consent Items**

**NOTICE TO THE PUBLIC**

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

2. Claims for the month of February 2019.
3. Approval of Payroll Register for PPE 2/24/2019 totaling \$180,902.83.
4. Receiving the Committee/Board Minutes into the Record.
  - Budget/Finance Committee minutes of February 19, 2019.
  - Council Workshop minutes of February 26, 2019.
  - Emergency Services Committee minutes of January 28, 2019.
  - Tree Board minutes of October 18, 2018.
  - Tree Board minutes of January 17, 2018.
  - Tree Board minutes of February 21, 2019.

**Ceremonial Calendar**

**Reports of Boards and Commissions**

### **Audience Participation (Three-Minute Limit)**

*Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.*

### **Scheduled Matters**

- [5.](#) Appointment of Jon Rutt to the Park Board for a term ending December 31, 2022.
- [6.](#) Resolution No. R19-06: A Resolution Accepting The Proposal Submitted By Morrison Maierle Systems To Provide The City's Information Technology ("IT") Support And Services And Authorizing The Mayor To Execute A Contract With Morrison Maierle Systems For Such Services.

### **Items Removed From the Consent Agenda**

### **Community Announcements (One-Minute Limit)**

*This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.*

### **Council Discussion**

*Council members may give the City Council a brief report regarding committees or groups in which they are involved.*

### **Mayor Updates**

### **Unscheduled Matters**

### **Adjournment**

**The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.**

### **DATES TO REMEMBER**

**Backup material for agenda item:**

Approval of Minutes of February 19, 2019.

DRAFT

# MINUTES OF THE CITY COUNCIL OF LAUREL

FEBRUARY 19, 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 6:32 p.m. on February 19, 2019.

COUNCIL MEMBERS PRESENT:      Emelie Eaton      Heidi Sparks  
                                         Bruce McGee      Richard Herr  
                                         Scot Stokes      Irv Wilke  
                                         Richard Klose      Bill Mountsier

COUNCIL MEMBERS ABSENT:      None

OTHER STAFF PRESENT:      Stan Langve, Police Chief

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 February 5, 2019, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

## CORRESPONDENCE:

- Chamber of Commerce minutes of January 10, 2019; Laurel Chamber of Commerce agenda or February 14, 2019.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

## CONSENT ITEMS:

- **Claims for the month of February 2019 in the amount of \$153,790.58.**  
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 January 2019.**
- **Approval of Payroll Register for PPE 2/10/2019 totaling \$164,283.72.**
- **Receiving the Committee/Board/Commission Reports into the Record.**
  - Budget/Finance Committee minutes of February 5, 2019 were presented.
  - Council Workshop minutes of February 12, 2019 were presented.
  - Park Board minutes of January 3, 2019 were presented.
  - Laurel Airport Authority minutes of January 15, 2019 were presented.
  - Library Board minutes of January 8, 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 eight council members present voted aye. Motion carried 8-0.

CEREMONIAL CALENDAR: None.

DRAFT

**REPORTS OF BOARDS AND COMMISSIONS:** None.

**AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):** None.

**SCHEDULED MATTERS:**

- **Confirmation of Appointments.**
  - Appointment of Andrea Beechie to the Laurel Police Reserves.

Motion by Council Member Sparks to approve to approve Andrea Beechie to the Laurel Police Reserves, seconded by Council Member Wilke.

Police Chief Langve introduced Ms. Beechie to Council.

There was no council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R19-05: A Resolution Approving A Task Order Authorizing Kadrmas, Lee & Jackson, Inc. For Services Relating To The City Of Laurel's 2019 Pavement Maintenance Project.**

Motion by Council Member Herr to approve Resolution No. R19-05, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None.

**COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):** None.

**COUNCIL DISCUSSION:**

Emergency Services will meet February 25, 2019 at 6 p.m.

It was requested that the Annexation Policy be added to Council Packets for next weeks Workshop.

Public Works Committee did not meet in February, let the Chair know if there are any items that need to be on the March agenda.

**UNSCHEDULED MATTERS:**

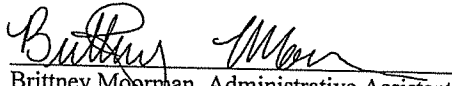
Mayor Nelson stated that he has watched the last two meetings he has been unable to attend. The item pulled from last weeks agenda will be on next weeks Workshop. The Annexation Policy will be included in the packet.

Mayor Nelson also stated there will be updates on the West Railroad and LURA projects.

**ADJOURNMENT:**

Motion by Council Member Stokes 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 eight council members present voted aye. Motion carried 8-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:47 p.m.

  
Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 5<sup>th</sup> day of March 2019.

\_\_\_\_\_  
Thomas C. Nelson, Mayor

Attest:

\_\_\_\_\_  
Bethany Langve, Clerk/Treasurer

**Backup material for agenda item:**

Receiving the Committee/Board Minutes into the Record.

Budget/Finance Committee minutes of February 19, 2019.

Council Workshop minutes of February 26, 2019.

Emergency Services Committee minutes of January 28, 2019.

Tree Board minutes of October 18, 2018.

Tree Board minutes of January 17, 2018.

Tree Board minutes of February 21, 2019.

**MINUTES  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 19, 2019**

**Members Present:**    **Emelie Eaton**                      **Scot Stokes**  
                                 **Bruce McGee**                      **Richard Klose**

**Others Present:**        **Mayor Nelson**                      **Bethany Langve**

**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 from the February 5, 2019 Budget and Finance Committee meeting – Bruce McGee made a motion to approve the minutes of the February 5, 2019 Budget and Finance Committee meeting, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for annual replacement of turnout gear. – The Fire Chief submitted his annual purchase requisition for replacement of turnout gear. This is an annual purchase that is budgeted by the Fire Chief. There were no questions or comments regarding this purchase. Bruce McGee made a motion to approve the purchase requisition from the Fire Department for annual replacement of turnout gear, seconded by Scot Stokes, all in favor, motion passed.
- Review and approve the January 2019 journal vouchers - The Committee reviewed the January 2019 journal vouchers. Bruce McGee made a motion to approve all the January 2019 journal vouchers, seconded by Scot Stokes, motion passed.
- Review and approve the January 2019 utility billing adjustments - The Committee reviewed the January 2019 utility billing adjustments. Emelie Eaton made a motion to approve the January 2019 utility billing adjustments, seconded by Scot Stokes, all in favor, motion passed.
- Review and approve the January 2019 financial statements - Bethany briefly went over the January 2019 financial statements. The Committee commented that they appreciated the notes that the Clerk/Treasurer made on the Financial Statements. Richard Klose made a motion to approve the January 2019 financial statements, seconded by Bruce McGee, all in favor, motion passed.
- Review and recommend approval to Council claims entered through 02/15/2019 – Scot Stokes had previously reviewed the claims detail report and the check register for accuracy. There were two questions regarding claims. The Clerk/Treasurer answered the questions. Richard Klose made a motion to recommend approval to Council all claims entered through 02/15/2019, seconded by Bruce McGee, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 02/10/2019 – The Committee reviewed the Comp/Overtime hours for pay period ending 02/10/2019 and had no questions or comments regarding the comp/overtime reports.
- Review and approve payroll register for pay period ending 02/10/2019 totaling \$164,283.72 – The Committee reviewed the payroll register for pay period ending 02/10/2019. Richard Klose made a

motion to approve the payroll register for pay period ending 02/10/2019 totaling \$164,283.72, seconded by Bruce McGee, all in favor, motion passed.

**New Business**

**Old Business**

**Other Items**

- The auditors will be back to complete the audit March 11-13<sup>th</sup> – The Clerk/Treasurer stated that the auditors will be back on March 11<sup>th</sup> through March 13<sup>th</sup> to complete the Fiscal Year 2018 audit.
- The Committee briefly discussed the budget process with the Mayor

**Announcements**

The next Budget and Finance Meeting will be held March 5, 2019 at 5:30pm

Respectfully submitted,



Bethany Langve  
Clerk/Treasurer



**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, FEBRUARY 26, 2019**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on February 26, 2019.

**COUNCIL MEMBERS PRESENT:**

☒ Emelie Eaton  
☒ Bruce McGee  
☐ Scot Stokes  
☒ Richard Klose

☒ Heidi Sparks  
☒ Richard Herr  
☒ Irv Wilke  
☒ Bill Mountsier

**OTHERS PRESENT:**

Matthew Lurker, Chief Administrative Officer  
Kurt Markegard, Public Works Superintendent  
Nick Altonaga, City Planner  
Forrest Sanderson, Interim Planner

**Public Input:**

There was none.

**General Items:**

1. Introduce Planner to Council

The CAO introduced the City Planner, Nick Altonaga, to Council. He asked Mr. Altonaga to if he would like to address the Council.

Mr. Altonaga stated he is grateful for the opportunity. He had been looking for this type of position for a while. He has always wanted to move to Montana.

It was questioned if he had a family. Mr. Altonaga stated that he had a father and a brother and sister back East. He has a significant other who is in Texas and looking to move here potentially.

2. Appointment of Jon Rutt to the Park Board for a term ending December 31, 2022.

There was a question if someone who lives outside the city limits can serve on boards. Under LMC 12.28.010 all Park Board appointments need to live within two miles of city limits. Mr. Rutt lives within that two-mile radius of city limits. Mayor Nelson stated he is working on having potential appointments vetted.

**Executive Review:**

3. Resolution - A Resolution Accepting The Proposal Submitted By Morrison Maierle Systems To Provide The City's Information Technology ("IT") Support And Services And Authorizing The Mayor To Execute A Contract With Morrison Maierle Systems For Such Services.

The CAO gave a brief overview of the RFP process. Vendors were invited for a site visit prior to bidding. The RFP requests a five-year fixed firm price. There are a few exclusions from the fixed firm price, such as the

replacement of equipment or adding to or subtracting from our infrastructure. There were three vendors who bid on the RFP. Systems were not only the most cost-effective option but offered the best services as well. This vendor will be working with the VOIP vendor.

Thad McGrail, Account Manager for Systems, stated that the only time there would be an additional cost would be when the City adds or takes away from the network. One of the first things they would do coming in would be to do a network mapping. They are 98% sure they understand the City of Laurel's needs. The levels of service would then be discussed. Part of the network mapping will be to identify any unique software systems the City utilizes, such as at the Wastewater Treatment Plant.

The City Attorney has reviewed the document and spoken with Mr. McGrail of what submitted materials are part of the contract.

The Clerk/Treasurer was asked to pull what the City is currently paying our current vendor. The proposed contract is less than what the City is currently paying.

Mr. McGrail brought the Council's attention to the five percent discount starting at year two. Systems does a yearly review to make sure there is no growth or contraction of use. In the event, there is a large project a proposal will be brought to Council for approval.

#### **Council Issues:**

##### **4. Annexation/Zoning Discussion [Goldberg L.L.C]**

Mayor Nelson gave a brief overview of the issues with the annexation and zoning and why this item was removed from the last Council Workshop Agenda. This item will come forward once all the issues have been addressed.

Kurt Markegard, Public Works Director, was questioned at the public hearing where the city limits are. The Ward Zoning map shows the city limits the best. The Public Works Director looked into the legal description of Lot 25, it does not have a section line. There is 30 feet missing from the plat. Upon looking at the annexed property across the street from around 1982 property was annexed to the section line, there is 30 feet that were missing. It is questionable who owns this land. The plat was filed in 1940. Those owners and their descendants have perished. After researching ownership, the Public Works Director went to the County Courthouse and found that Lot 25 encompasses Elanor Roosevelt. The white line, showing the road, could be an error. These issues would be resolved through the annexation agreement. Forrest Sanderson, the Interim Planner, has discussed these issues with Performance Engineering.

Forrest Sanderson, Interim Planner, stated there are three potential items before Council, annexation, zoning, then development. Annexation is discretionary and is a business decision. The Annexation Policy (Resolution No. R08-22) has been included in Council's packets. Zoning must meet the Growth Policy and the other 11-points of the test as stated in Montana Law and the Laurel Municipal Code. Development is the final step in this process. Council has the most discretion at annexation and the least discretion at the development point in the process. However, we are looking at setting the framework for urban scale development and urban scale infrastructure. It was stated at the public hearing that the City of Laurel does not have a good track record of insuring that things are getting done so we are proposing an annexation agreement to spell out the duties, expectations, and outcomes. The example of Lot 18 was given. Lot 18 is developed. Per the Annexation Policy Council needs an Annexation Agreement outlining how they address the issues with Lot 18. The Interim Planner sent Performance Engineering an email outline (included in the Council Packet) the items that need to be addressed as outlined in the Annexation Policy. A draft of the agreement was received today. The Interim Planner has not had a chance to review the proposed agreement. If City Staff are comfortable with that

agreement, then the agreement will be brought to Council. This project will have a clear play book for both the City and Developer for moving forward. Council will have a recommendation regardless of the outcome of Staff and Legal review.

5. Update on West Railroad

The City had a preliminary meeting with the State. It was brought forward to the Public Works Committee in error that there are no funds to do the project. The State brought forward its cost estimates for this project. These estimates are high; it is suspected the true cost of the project to be under those estimates. The estimated shortfall was between \$700,000 and \$2.5 million. The City is looking at what options there are to be able to move forward with this project. When there is an update available the item will be brought back to Council.

6. LURA Project Update

Some Council Members were lead to believe that this project was also on hold and not moving forward. The TIF District itself will expire in three years. Staff is hoping to be able to start on this project this year. The project would be bonded through LURA and would extend the TIF District out to the maximum State statute. The possibility of using LURA funds to complete the West Railroad project is also being examined.

**Other Items:**

There was none.

**Review of Draft Council Agendas:**

7. Draft Council Agenda March 5, 2019.

There were no changes.

**Attendance at Upcoming Council Meeting:**

All in attendance will be present.

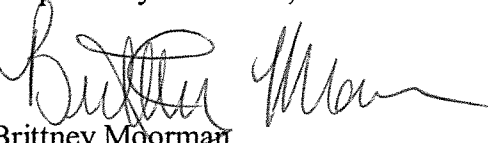
**Announcements:**

Council Members thanked the Public Works Department for their hard work the past few days keeping the streets cleared off.

Public Works Committee will be meeting in March.

The council workshop adjourned at 7:16 p.m.

Respectfully submitted,

  
Brittney Moorman  
Administrative Assistant

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**

**MINUTES  
CITY OF LAUREL  
EMERGENCY SERVICES COMMITTEE  
MONDAY, JANUARY 28, 2019**

**Members Present:**    **Irv Wilke**                      **Bill Mountsier**  
                              **Bruce McGee**                **Pat Kimmet**  
                              **Richard Klose**                **Taryn Massa**

**Others Present:**    **Chief Peters**                **Chief Langve**  
                              **Bethany Langve**

**General Items**

1. Review and approve the minutes of the September 24, 2019 and the October 22, 2018 meetings. – Richard Klose made a motion to approve the minutes of the September 24, 2018 and October 22, 2018 meetings, Bill Mountsier seconded the motion, all in favor, motion passes.

**New Business**

1. The Committee was handed the list of meeting dates for 2019. The Chair asked if there was any questions or comments regarding the current meeting dates. There were none during the meeting.
2. Police Chief Langve was present to provide an update on the Laurel Police Department. Chief Langve has officially been the new Chief of Police since the 18<sup>th</sup> of December. Chief Langve is still learning what Emergency Services does and how the Chief of Police works with Emergency Services. The Committee explained that they are there to be a sounding board for the community and both the Fire and Police Chiefs. The Committee will bring forward any issues or needs that they hear through constituents to the Chiefs and vice versa. Chief Langve stated that his department is currently working through the unprecedented amount of change in personnel. Approximately 80 years' worth of experience recently left the department. It takes about a year to recruit, train and get a new person up to speed. Making sure that there is the man power to handle the call volume is critical. One of the issues that is still coming up is parking and how-to best address that. It is difficult to address the parking calls when you have one patrolman on duty. Need to explore options on how to meet the needs. The Chief has ideas on how to potentially solve some of these problems and he hopes to bring these ideas forward to the Mayor. There is a conditional job offer out to a new Police Officer. That potential new Police Officer is currently in the background stage of hiring. There is also one new Police Officer at the academy currently and one going to go in April of 2019. Travis Pitts is the acting Captain and Joel Sauter is also assisting with command duties. The Police Department may be fully staffed but when you have officers at the academy and on FTO the department is not fully staffed. The individual that is currently being given a conditional job offer now will most likely be in the academy January of 2020. It does take about a year to get an officer fully trained and about five years to get a well-seasoned officer. Even after 19 years the Chief still learns and sees new things, so you are never fully trained as a Police Officer.
3. Fire Chief Peters was present to provide an update on the Laurel Fire Department and the Laurel Ambulance Department. Chief Peters stated that he is currently working with the CAO to update the Laurel Municipal Code to combine the fire and ambulance. Assistant Chief Hutchens is working on a staffing plan to provide full time staffing for the Ambulance

Department. Assistant Chief Hutchens has a meeting scheduled with the CAO to discuss some options for staffing. Once that is outlined Chief Peters will bring that to the Emergency Services Committee to move that forward. The Fire Department is looking into replacing an apparatus. Two years ago, the Fire Department obtained a ladder truck from the Department of Defense. It is going to cost the City between \$75,000-150,000 to put that ladder truck in service. The Fire Department also has a main line pumper truck that is 23 years old. They are looking at trading in both the ladder and pumper trucks on a Quint ladder truck. Chief Peters went over several legislature bills he is watching. He will keep the Committee posted on these bills as they continue through the different houses.

## **Old Business**

1. Chief Langve spoke to the Committee about parking issues. He has received a lot of requests for diagonal parking. As the City business district grows, he anticipates parking is going to continue to be a problem. Chief Langve would like to see how other Cities have handled growth when it comes to parking. As the schools get increased student drivers there is going to be increased parking issues. The City needs to plan for this and try to find a remedy. It is going to be expensive and finding the money is hard. Signage is essential and must be complied with. The Police Department responds by complaint, when officers are available. The laws are older and could use some updating. There is a concern with the interchange there is going to be increased traffic. As the City grows, there is going to need to be parking enforcement but where do we get the funding for it. The Committee stated that people quit complying with parking signage when parking tickets quit being written and the laws quit being enforced. Chief Langve stated that he feels we must get a better plan in place for these events. We must get the entire community involved in these events, starting with the individuals or groups that put the events on. Having enough staff is always a problem at large events. Parking is one of the growing pains that the City of Laurel is having to face. The City needs to work with the Community on this issue and plan for the continued growth of the City.
2. Chief Peters spoke to the Committee regarding ambulance and fire calls. The end of year reports will be given to the Committee in February. Three of the fire drivers are currently enrolled in the EMT course so they can cross over as a fire driver EMT. EMT's and paramedics are becoming harder and harder to find across the State. Chief Peters spoke about the need for community education regarding when to call an ambulance. The number of non-emergent calls increase every year. The Committee asked if there is any recruitment that occurs for the EMT courses taught here in Laurel. Chief Peters stated that yes, there is heavy recruitment and there is an interview process that is done. The Committee stated that they were impressed with the number of ambulance calls that were answered. Chief Peters stated that having volunteers is essential and finding volunteers is becoming harder and harder. Laurel is fortunate to have an incredible volunteer group all around from Fire, Ambulance and Police. Chief Peters stated that we need a full-time staff, but we need the money. Recently a new ambulance biller was chosen, and the revenues should increase with this new ambulance biller.

## **Other Items**

### **Announcements**

1. The next meeting will be held February 25, 2019 at 6:00pm

MINUTES  
CITY OF LAUREL  
Tree Board  
10/18/2018 09:30 AM  
Public Works Conference Room

A Tree Board was held in the Public Works Conference Room and called to order by LuAnne Engh at 09:30 AM on 10/18/2018.

**COMMITTEE MEMBERS PRESENT:**

- |                                                                       |                                                  |
|-----------------------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> LuAnne Engh, Chairman             | <input checked="" type="checkbox"/> Richard Herr |
| <input checked="" type="checkbox"/> Aaron Christiansen, Vice-Chairman | <input type="checkbox"/> Matt Wheeler            |
| <input checked="" type="checkbox"/> Walter Widdis, Secretary          | <input type="checkbox"/> Kurt Markegard          |
| <input checked="" type="checkbox"/> Dale Ahrens                       | <input type="checkbox"/> Phyllis Bromgard        |

**OTHERS PRESENT:**

_____	_____
_____	_____
_____	_____
_____	_____

1. Public Input

- a. None

2. General Items

- a. Arbor Day - May 7, 2019 - South Pond - Approximately 11:30.
- b. Trees that will be planted are( 3) - 2" Amber Blaze Maple and (3) - 2" Hackberry trees which will cost about \$1800 - We need to check with Matt Wheeler to see if he needs to get bids for this amount or if we just purchase from the best source. This give us an idea of how much we need to raise this year.

- c. Theme for Arbor Day - Walter will put an article in the Outlooks asking any students to submit a theme and design. We will talk to the HS, MS and elementary and home schoolers.
- d. General tree maintenance throughout the city has been done
- e. Downtown tree District - Aaron is making an inventory and maintenance list to be used for the LURA grant due in March.

### 3. New Business

- a. Grants - The DNRC grants for Arbor Day (\$750 + \$300) are due Jan 19<sup>th</sup>. Aaron will talk to Kurt about these and the Urban Forestry Grant due Nov. 11<sup>th</sup>.
- b. Walmart Grant is not due until Feb. 1<sup>st</sup> - Dale is also talking to Walmart about the Employee volunteer program which would generate funds too. For each volunteer we would receive the equivalent of their wages as a donation.
- c. Northwest Energy Grant - \$500 - Bethany did this last year. LuAnne will check with her to see if this is available this year.
- d. The DNRC Urban Forestry grant due next month for up to \$15K is something we are very interested in pursuing but there isn't enough time this year. LuAnne suggested these funds could be used for Riverside for tree removal which is so expensive. The committee felt the Park Board should be in charge of that.
- e. Clean Up South Pond/Lion's Park - Coordination with churches and community groups in the Spring. Ask Fran for a list of the jobs that need to be done.

### 4. Old Business

- a. Pacific Recycling has finished the plates for identifying the trees planted last year during Arbor Day - they look very nice and we appreciate their donation. LuAnne will take a photo and send a thank you.

### 5. Other Items

- a. Karen Courtney - Code changes - Karen was unable to attend
- b. Vandalism and Camera for South Pond - Walter talked to Chief Musson - cost is very high but we still don't have an exact cost.
- c. We will invite Lynne Peterson, Graff Principal to the January Meeting
- d. Seeley Daniels, HS teacher and FFA advisor will meet with LuAnne Nov. 9th

### 6. Announcements

- a. Next meeting November 29<sup>th</sup> - 9:30
- b. December Meeting - December 20<sup>th</sup> - 9:30

The Tree Board adjourned at 10:45 AM.

Respectfully submitted,

LuAnne Engh  
Committee Chairman

**NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.**



**MINUTES  
CITY OF LAUREL**

**Tree Board**

01/17/2019                      09:30 AM

**Public Works Conference Room**

A Tree Board was held in the Public Works Conference Room and called to order by LuAnne Engh at 09:30 AM on 01/17/2019.

**COMMITTEE MEMBERS PRESENT:**

☒ LuAnne Engh, Chairman  
☒ Aaron Christiansen, Vice-  
Chairman  
☒ Walter Widdis, Secretary  
☒ Dale Ahrens

☒ Richard Herr  
☒ Matt Wheeler  
☒ Kurt Markegard  
☒ Phyllis Bromgard

**OTHERS PRESENT:**


**1. Public Input**

- a. Fran Schweigert also present
- b. Kurt's report - Feb 5<sup>th</sup> - webinar offered to anyone on Salt & boulevard trees

**2. General Items**

- a. November 29<sup>th</sup> minutes approved
- b. Arbor Day Theme and Design TREES HELP EVERYONE by 3<sup>rd</sup> grader Colton Watts - approved that we give him a \$50 Walmart gift card at the Arbor Day Ceremony, May 7<sup>th</sup>

- c. Shirts and banner by Dynamic - Aaron will contact and decide the shirt color - LuAnne suggested something bright (orange or blue) We have used Yellow and Gray in the past . LuAnne asked Dynamic if there was a price increase. 2019 prices increased by 10% - if we order 72 shirts will be \$6.40 - XX - \$2.50 XXX \$3.00 more
- d. Fundraising - balance in our account is \$1200 - not sure what we will need for funds until we get bids on the trees. Aaron said we should continue to contact our sponsors as we have in the past. LuAnne cautioned that we shouldn't have too much excess money sitting in our account from year to year. We should find ways to use it.
- e. Aaron will develop a fundraising letter with the Theme and Logo - people to contact donors : LuAnne - banks, Laurel Ford Fran - JM Auto, Employees Union, Aaron - Rocky Mt Compost, Tech Construction, Albaugh, State Farm, Larned Tree, Matt - Rotary
- f. Fran asked that we ask Rocky Mountain for 2 loads of compost instead of \$ We can still get other supplies from ACE Hardware - stakes, fertilizer, tree guards, etc.
- g. LuAnne has sent out email requests to our vendors - Only 5 confirmed so far so she'll call to follow up.
- h. Downtown tree District - Aaron has the inventory and maintenance list done and is ready to submit to LURA for their grant in March .

### 3. New Business

- a. Dale researched the DNRC mini grant for schools (\$500) Lynn Peterson offered to work on it with help from the District Clerk.
- b. Lynn also agreed to be the motivational speaker for the ceremony
- c. Dale to find out the Walmart volunteer contact so that they can be included in the ceremony
- d. Aaron said local arborists will donate their time for trimming on Arbor Day. Fran needs help trimming the row on Railroad Street at South Park and Nutting Park.

### 4. Old Business

- a. Grants - Dale and Kurt finished the DNRC grant for \$750
- b. Walmart Grant is due in Feb. Dale reminded us that the Walmart volunteers will generate a donation with their volunteer hours.
- c. Northwest Energy Grant - \$500 - Bethany has not seen anything on this.
- d. Fran has removed all the Russian Olive trees around the pond. The center garden has been cleaned and ready for the Ceremonial Tree to be planted.

- e. Aaron and Fran will meet at the park to locate the trees for Arbor Day
- f. Matt will get quotes (3) for trees for Arbor Day - 2" B&B work the best.

5. Other Items

- a. Lions - Phyllis reported the group has blueprints for the dock and pathway -they are still waiting for Lions International for funds (that will need to be matched) Arron would like to see their plan before deciding on Arbor Day trees so they compliment the design. Lions have sampling for the Freeway side of the pond - students could be planting these on Arbor Day
- b. Karen Courtney - Code changes - Karen was unable to attend
- c. Kurt Markegard - Code changes for Boulevard landscaping - next meeting
- d. Kurt Markegard - offered his application letter for Tree City USA recertification - ATTACHED
- e. Volunteer Hours -Kurt handed out the form for 2019 we need to include Garden Club and Walmart volunteer hours next year

6. Announcements

- a. Next meeting February 21 - 9:30
- b. Following meetings - Feb. 21, March 21, April 18, May 2

The Tree Board adjourned at 10:40 AM.

Respectfully submitted,

LuAnne Engh  
Committee Chairman

**NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.**

MINUTES  
CITY OF LAUREL  
Tree Board

02/21/2019 09:30 AM  
Public Works Conference Room

A Tree Board was held in the Public Works Conference Room and called to order by LuAnne Engh at 09:30 AM on 01/17/2019.

**COMMITTEE MEMBERS PRESENT:**

<input checked="" type="checkbox"/> LuAnne Engh, Chairman	<input checked="" type="checkbox"/> Richard Herr
<input type="checkbox"/> Aaron Christiansen, Vice-Chairman	<input type="checkbox"/> Matt Wheeler
<input checked="" type="checkbox"/> Walter Widdis, Secretary	<input type="checkbox"/> Kurt Markegard
<input checked="" type="checkbox"/> Dale Ahrens	<input checked="" type="checkbox"/> Phyllis Bromgard

**OTHERS PRESENT:**

_____	_____
_____	_____
_____	_____
_____	_____

1. Public Input

- a. Fran Schweigert also present

2. General Items

- a. January minutes approved
- b. Arbor Day Theme and Design TREES HELP EVERYONE by 3<sup>rd</sup> grader Colton Watts -
- c. Shirts and banner by Dynamic - Aaron was not available to report. He has the graphic from Walter Widdis. LuAnne is collecting the shirt count.

- d. Fundraising - No new funds to date - Aaron hasn't had time to develop a letter. LuAnne was going to try to put something together for the banks, Napa, Employees Union, ACE hardware (supplies - stakes, fertilizer, bark) , Rocky Mountain Compost (5 yards) and Rotary
- e. Lions are donating \$300 for the memorial tree
- f. LuAnne says presenters are set. Still waiting on NOAA Weather
- g. Site Map - we need to send this out the week before so there isn't any confusion - Walter is going to work on this using Aaron's photo layout
- h. Downtown tree District - Aaron has the inventory and maintenance list done and submitted to LURA for their grant.

### 3. New Business

- a. DNRC mini grant for schools (\$500) Doni at the district is working on this.
- b. NW Energy grant (\$500) - Dale had it done but didn't have the city TAX ID - he is going to work with Matt to do this next week
- c. Dale filed the Walmart grant- from this he is requesting the volunteers program.
- d. Aaron said local arborists will donate their time for trimming on Arbor Day. Fran needs help trimming the row on Railroad Street at South Park and Nutting Park. Aaron will update next month

### 4. Old Business

- a. Fran has removed all the Russian Olive trees around the pond. The center garden has been cleaned and ready for the Ceremonial Tree to be planted.
- b. Aaron and Fran will meet at the park to locate the trees for Arbor Day
- c. Matt will get quotes (3) for trees for Arbor Day - 2" B&B work the best.

### 5. Other Items

- a. Lions - Phyllis shared the drawing of the dock plan Lions have sampling for the Freeway side of the pond - students might plant these on or after Arbor Day
- b. Karen Courtney - Code changes - Karen updated that the boulevard cleanup is the focus of the council - Tree Code change will have to wait.
- c.

### 6. Announcements

- a. Next meeting March 21 - 9:30
- b. Following meetings - , April 18, May 2

The Tree Board adjourned at 10:15 AM.

Respectfully submitted,

LuAnne Engh  
Committee Chairman

**NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.**

**Backup material for agenda item:**

Appointment of Jon Rutt to the Park Board for a term ending December 31, 2022.

February 9, 2019

City of Laurel  
Tom Nelson, Mayor  
P. O. Box 10  
Laurel, MT 59044

RE: Park Board

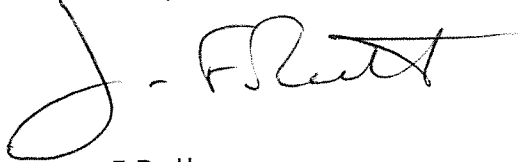
Dear Mr. Nelson;

I attended a Park Board meeting on February 7, 2019 and expressed interest in joining the board.

I am officially requesting appointment to that board to fill a vacancy.

Please let me know if I need to provide further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon F. Rutts". The signature is stylized with a large, looping initial "J" and a horizontal line extending from the end.

Jon F Rutts  
1231 1<sup>st</sup> Ave  
Laurel, MT 59044  
[jrutts1@gmail.com](mailto:jrutts1@gmail.com)

Cell - 406-861-7169



**Backup material for agenda item:**

Resolution No. R19-06: A Resolution Accepting The Proposal Submitted By Morrison Maierle Systems To Provide The City's Information Technology ("IT") Support And Services And Authorizing The Mayor To Execute A Contract With Morrison Maierle Systems For Such Services.

**RESOLUTION NO. R19-06**

**A RESOLUTION ACCEPTING THE PROPOSAL SUBMITTED BY MORRISON MAIERLE SYSTEMS TO PROVIDE THE CITY'S INFORMATION TECHNOLOGY ("IT") SUPPORT AND SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH MORRISON MAIERLE SYSTEMS FOR SUCH SERVICES.**

WHEREAS, the City of Laurel published a Request for Proposals ("RFP") seeking proposals from qualified companies to provide the City's Information Technology Support and Services as described in the published RFP; and

WHEREAS, the City publicly opened the responses to the RFP, and considered the proposals submitted by qualified companies and has determined that it is in the best interest of the City to select the successful company that appeared most qualified, available and the most affordable; and

WHEREAS, the City Staff is recommending the Council selecting Morrison Maierle Systems as the company to provide the services sought by the City through the RFP process.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council hereby accepts the proposal submitted by Morrison Maierle Systems; and

BE IT FURTHER RESOLVED, the City Council hereby authorizes the Mayor authority to execute a contract for the services and costs provided in the RFP and Contract on the City's behalf.

Introduced at a regular meeting of the City Council on March 5, 2019, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 5<sup>th</sup> day of March 2019.

APPROVED by the Mayor this 5<sup>th</sup> day of March 2019.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney



## We have prepared a quote for you

### Monthly Managed IT Services

Quote # 001821  
Version 2

Prepared for:

**City of Laurel Montana**

Tom Nelson  
tnelson@laurel.mt.gov



Phone: 406.237.1212

Email: [tmcgrail@getsystems.net](mailto:tmcgrail@getsystems.net)

Web: [www.getsystems.net](http://www.getsystems.net)

Friday, March 01, 2019

City of Laurel Montana  
Tom Nelson  
PO Box 10 115 West First Street  
Billings, Montana 59044  
[tnelson@laurel.mt.gov](mailto:tnelson@laurel.mt.gov)

Dear Tom,

Morrison-Maierle Systems is pleased to submit the following proposal for Computer Network Management for City of Laurel Montana.

Morrison-Maierle Systems has provided information technology solutions to the market since 1982. We specialize in educating you in the options available to ease your business' concerns in the 21st century. Our professional scope ranges from architecting, designing and supporting networks to engineering and implementing local and wide area network solutions.

Morrison-Maierle Systems' network and technical engineers' combined experience allows us the ability to successfully provide and support custom solutions for our valued clients. Our relationships with partners have allowed us the ability to design, scale and implement effective infrastructure solutions for our diverse client base.

By coordinating and managing all of your technical solutions, vendors and proactively managing your network, you will see the benefits of the ability to completely focus on running your business.

Morrison-Maierle Systems is uniquely qualified to provide IT project and ongoing service support for City of Laurel Montana. We sincerely appreciate the opportunity to present this proposal.

Thank you for taking the time to discover the Morrison-Maierle Systems' difference and we look forward to working with City of Laurel Montana.

Thad McGrail  
Account Manager  
Billings - Systems

## Managed Services

This Computer Maintenance and Management Agreement (Managed Services) is made this date, by and between City of Laurel Montana, (hereinafter "Client") and **Morrison-Maierle Systems** (hereinafter "Systems"). Systems will provide specialty labor to manage the Client's workstations, servers and or other devices.

### True IT Maintenance

Reacting to problems as they occur, no matter how quickly, is not maintenance. It is always more expensive to be reactive than proactive. With a Managed Services plan in place, emergency onsite visits and downtime is greatly reduced. Below are just a few steps we take in maintaining your network:

- Backup monitoring
- RAID Status
- Anti-Spyware software and management
- Server / Desktop performance monitoring
- Anti-Malware software and management
- Operating system updates
- 3rd party software updates (Java, Adobe, etc.)
- Scheduled Preventative Maintenance
- License and Asset Management (server)
- Availability Monitoring
- Internet Security application

### Proactive Monitoring

As part of the Managed Services agreement, *Systems* will provide remote 24/7/365 monitoring of the health and performance of the Client's workstations and/or servers (including an Exchange mail system) to detect and then rectify IT issues before they become critical. The Client can choose to be notified of significant events. Monitoring includes but is not limited to:

- Data backups
- Event logs
- Available drive space
- Network and internet connectivity
- Virus (malware) alerts
- Hardware difficulties

### Support Options

In the unlikely event the Client has a problem with a workstation or a server, and *Systems* has not already attempted to notify the Client, the Client should contact *Systems*. Phone support using our Help Desk is the clients' first and best contact option. If the issue cannot be resolved with phone and remote support, an engineer will be dispatched to the site. Most Help Desk requests can be answered and resolved remotely. All incidents, whether called in or reported via the ticket system, will be submitted as tickets and available for tracking all the way from first report to final resolution.

## Hardware Prerequisites

- Workstations and servers must be running **Windows 7 or better**. Older workstations or operating systems **cannot** be covered under this agreement but can be supported on a time and material basis.
- Client must have a high-speed internet connection.

## Fully Managed Monitored Items

### General

- Document software and hardware changes (as performed)
- Schedule planning and update meetings (quarterly)
- Scheduled Reports (as requested)
- Unlimited Remote Support (ongoing)
- Unlimited Help Desk Support (ongoing)

### Servers

- Advanced Performance Monitoring (ongoing)
- Scheduled Preventative Maintenance (monthly)
- Managed Anti-Virus / Definition updates / Scheduled scans (weekly)
- Managed Patch / Microsoft critical and security updates (monthly)
- Reboot servers (as needed)
- Monitor hard drive free space on server (ongoing)
- License & Asset Management (ongoing)
- Active Directory Management (ongoing)
- Key Application Maintenance (ongoing)
- Alert Client to dangerous conditions (ongoing)

- \* Memory running low
- \* Hard drive showing sign of failure
- \* Hard drive running out of disk space
- \* Controllers losing interrupts
- \* Network cards report unusual collision activity

### Backup / Disaster Recovery

- Manually Verify Backup Status (weekly)
- Monitor Backup Status (ongoing)
- Remediate failed backups (as needed)
- Test Restores (quarterly)
- Data Restore (as needed)

### Workstations

- Advanced Performance Monitoring (ongoing)
- Scheduled Preventative Maintenance (monthly)
- Managed Anti-Virus / Definition updates / Scheduled scans (weekly)
- Managed Patch / Microsoft critical and security updates (weekly)
- Reboot PC (as needed)
- Alert Client to dangerous conditions (ongoing):

- \* Memory running low
- \* Hard drive showing sign of failure
- \* Hard drive running out of disk space
- \* Controllers losing interrupts
- \* Network Cards report unusual collision activity

## **Networks / Security**

- Performance Monitoring / Capacity Planning (as needed)
- Firewall Management & Maintenance at one location (ongoing)
- Router Management & Maintenance at one location (ongoing)
- Network Health Review (quarterly)
- Switch Monitoring (ongoing)
- Wi-Fi Management (ongoing)
- Manage Internet Security (ongoing)
- Manage E-mail Security (ongoing)

## **Mobile Devices**

- Configure and maintain email sync (as needed)
- Maintain Security policies (ongoing)
- Locate / Wipe lost devices (as needed)

## **Applications**

- Client specific software

## **Vendor 3rd Party Support**

- Client Specific - time outside of basic troubleshooting will be billed at the reduced hourly rate of \$125/hour

## **Phone System**

- Client Specific - time outside of basic troubleshooting will be billed at the reduced hourly rate of \$125/hour

## **End User Security Testing and Training**

With Systems' End User Security Testing and Training, we conduct phishing simulations as an effective way to test City of Laurel Montana employee's security awareness and susceptibility to social engineering tactics. The reason phishing is a prime choice for criminals is the same reason it is beneficial to City of Laurel Montana.

### **Key Features**

- **Template Library:** Pre-designed templates can be used for conducting tests. These can be used as is, or modified as necessary.
- **Customizable Templates:** All templates can be modified or custom templates can be created from scratch.
- **Website Cloning:** The system provides the ability to clone a website page. This capability allows for extreme flexibility in configuring test scenarios.
- **Completion Redirect:** Upon completion, each recipient can be provided a message, or redirected to a specific webpage, such as a company training website.
- **Comprehensive Reporting:** With several robust reporting options available, the information needed to address security issues is readily available.

### **Benefits to City of Laurel Montana**



- **Increased Security:** Phishing simulation provides quantifiable results that can be measured. These measurements allow improvement to be identified and tracked.
- **Visibility:** With the comprehensive reporting, key stakeholders can understand the security weaknesses.
- **Demonstrated Responsibility:** As a responsible organization, City of Laurel Montana should demonstrate to stakeholders, including auditors, the steps that City of Laurel Montana has taken to address current threats, with social engineering attacks being a key threat.
- **Improved Training Retention:** Employees can receive training on what to do and what to avoid, but until an employee experiences it, their actions are unknown. After seeing what is capable, employees understand and are more security conscious. This fact will help City of Laurel Montana improve training retention.
- **Net Reduced Training Cost:** By pinpointing employees who are more susceptible, such as via the Repeat Failures Report, City of Laurel Montana can provide additional training to those employees without the cost and burden to other employees.

## Service Descriptions

### Support and Escalation

*Systems* will respond to Client's Trouble Tickets in accordance with client SLA, and with best effort after hours or on holidays. Trouble Tickets must be opened by Client's designated I.T. Contact Person, by email to our Help Desk ([helpdesk@getsystems.net](mailto:helpdesk@getsystems.net)), Help Desk Client portal ([helpdesk.getsystems.net](http://helpdesk.getsystems.net)) or by phone to our Help Desk. Each call made to the *Systems* helpdesk will be assigned a Trouble Ticket number for tracking. Our escalation process is detailed in the client SLA.

**NOTE:** Calls or emails directly sent or made to technicians will NOT be held to the standards of the client SLA or any other response times expressed or implied.

### Service outside Normal Working Hours

Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding holidays, and previously scheduled services shall be addressed as best effort and will not be subject to SLA response times. Client shall be provided with contact information for after-hours support and will typically require leaving a message and waiting for a call back.

### Holiday Emergency support

Support requests on holidays, defined as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Day after Thanksgiving, Christmas, and ½ Day Christmas Eve (should Christmas Eve fall on a Monday through Thursday), will be charged at \$180.00 per hour and shall be addressed as best effort and will not be subject to SLA response times. Client shall be provided with contact information for Holiday support and will typically require leaving a message and waiting for a call back.

### Service outside 50 mile radius

Travel to out-of-town locations, defined as more than 50 miles one way from the closest *Systems* office, will be billed for travel at the rate of \$1.00 per mile each way. Distance will be calculated from the closest *Systems* office.

### Assumptions

- 3rd party database software to be managed by others. If *Systems* works with 3rd party support on behalf of the Client, the discounted hourly rate of \$125/hour will be billed.
- E-mail to be managed by others.

## Network Information



Item	Qty	Description
Servers	5	City Exchange Server(1) City File Server (1), 911 Dispatch 2 servers, Fire Dept 1 File server
Backup / Disaster Recovery	5	Cloud Backup (up to 500 GB) Servers ONLY as listed above
Workstations	40	PCs / Workstations / Laptops
Firewall / FWaaS	6	SonicWALL TZ300 FWAAS: Sewer, Water, Library, 911 dispatch, City office, Shop
Mobile Devices	NA	Cell Phones / Tablets
Wi-Fi	2	Ubiquiti
E-Mail Security	65	Advanced Email Security with Archive
End User Security Testing & Training	NA	Monthly Simulated Phishing Tests on Employees

This proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of Client and *Systems* hereby represent and certify that they are fully empowered to bind the respective parties to this Contract.

## Quote Expiration

This proposal may be withdrawn if not accepted within 90 days from the *Systems* signature date.

Monthly Services	Recurring	Qty	Ext. Recurring
<b>Monthly Cost</b>	\$4,829.00	1	\$4,829.00
Recurring Subtotal			\$4,829.00

On-Boarding	Price	Qty	Ext. Price
<b>On-Boarding Fee</b> One time fee for on-boarding and set up of a new client.	\$4,829.00	1	\$4,829.00
Subtotal			\$4,829.00

## Monthly Managed IT Services

### Prepared by:

#### Billings - Systems

Thad McGrail  
406.237.1211  
[tmcgrail@getsystems.net](mailto:tmcgrail@getsystems.net)

### Prepared for:

#### City of Laurel Montana

PO Box 10 115 West First Street  
Billings, Montana 59044  
Tom Nelson  
1-406-628-8456  
[tnelson@laurel.mt.gov](mailto:tnelson@laurel.mt.gov)

### Quote Information:

#### Quote #: 001821

Version: 2  
Delivery Date: 03/01/2019  
Expiration Date: 02/06/2019

## Quote Summary

Description	Amount
On-Boarding	\$4,829.00
<b>Total:</b>	<b>\$4,829.00</b>

## Recurring Expenses Summary

Description	Amount
Monthly Services	\$4,829.00
<b>Recurring Total:</b>	<b>\$4,829.00</b>

## Payment Options

Description	Payments	Interval	Amount
<b>Term Options</b>			
Commitment of Acceptance	12	Managed Services	\$4,829.00
	1	One-Time	\$4,829.00

Labor hours spent on the network, PCs or servers other than covered maintenance tasks (updates for Microsoft, Adobe, Java, Antivirus, etc.) is not covered. Maintenance that is classified as a project or the cost of any parts that are required (software or hardware) to either keep the client's IT working, upgrade it or add to it is not covered. Adding devices that are not present and covered at the signing of this agreement or the replacement of existing devices unless otherwise noted will be billed at a reduced rate of \$125/hour.

Upon receiving this commitment, Systems agrees to schedule staff and negotiate a suitable start date to begin the implementation of our service(s).

This Agreement is valid from the Effective Date outlined herein and is valid until further notice. This Agreement should be reviewed at a minimum once per fiscal year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.



Phone: 406.237.1212

Email: [tmcgrail@getsystems.net](mailto:tmcgrail@getsystems.net)

Web: [www.getsystems.net](http://www.getsystems.net)

In agreeing to partner with Systems, the Client acknowledges that project scope, deliverables, ongoing management and methodology outlined in this proposal are satisfactory and agrees to accept ongoing support cost as specified herein. The terms and conditions of this Agreement are confidential between the parties and shall not be disclosed to anyone else, except as may be necessary to effectuate its terms.

## Billings - Systems

## City of Laurel Montana

Signature: \_\_\_\_\_

Name: Thad McGrail

Title: Account Manager

Date: 03/01/2019

Signature: \_\_\_\_\_

Name: Tom Nelson

Date: \_\_\_\_\_



## Systems Managed Services Level Agreement

### Managed Services Agreement

#### 1. Term of Agreement

This Agreement between City of Laurel herein referred to as Client, and Morrison Maierle Systems, hereinafter referred to as Systems, is effective upon the date signed, and shall remain in force for a period of one year. Each year within 30 days of this documents anniversary date this managed service agreement will be discussed by both parties and revised as needed.

- a) This Agreement may be terminated by either Party upon thirty (30) days' written notice if the other Party:
  - a. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
  - b. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
  - c. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.
- b) If either party terminates this Agreement, Systems will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider.

#### 2. Fees and Payment Schedule

Fees will be \$ \$4829 per month, invoiced to Client on a monthly basis. Services will be suspended if payment is not received within 15 days following date due. Refer to Appendix B for services covered by the monthly fee under the terms of this Agreement.

***It is understood that any and all Services requested by Client that fall outside of the terms of this Agreement will be considered Projects, and will be quoted and billed as separate, individual Services.***

#### 3. Coverage

Onsite and Remote Management of Client's IT networks (including Helpdesk) will be provided to the Client by Systems between the hours of 8:00 am – 5:00 pm Monday through Friday, excluding public holidays. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions, as well as services that fall outside this scope will fall under the provisions of Appendix B. Hardware costs of any kind are not covered under the terms of this Agreement.

#### **Support and Escalation**

Systems will respond to Client's Trouble Tickets under the provisions of Appendix A, and with best effort after hours or on holidays. Trouble Tickets must be opened by Client's designated I.T. Contact Person(s), by email to our Help Desk, Help Desk Client portal or by phone to our Help Desk. Calls or emails directly sent or made to technicians will NOT be held to the standards of this agreement. Each call made to the Systems helpdesk will be assigned a Trouble Ticket number for tracking. Our escalation process is detailed in Appendix A.

Any support work that originates within the normal hours of 8:00 am – 5:00 pm will be considered a part of the agreement even if the work extends beyond those hours. Should a problem non-related to the afterhours supported service occur while on-site or remote, and is deemed as critical to the client's business production the required time to resolve the issue may be billed as outlined in Appendix B.



## Systems Managed Services Level Agreement



### ***Service outside Normal Working Hours***

Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday (excluding holidays and previously scheduled services) shall be addressed as best effort and will not be subject to SLA response times. Client shall be provided with contact information for afterhours support and will typically require leaving a message and waiting for a call back.

### ***Holiday Emergency support***

Support requests on holidays, defined as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Day after Thanksgiving, Christmas, and ½ Day Christmas Eve (should Christmas Eve fall on a Monday through Thursday), will be charged at \$180.00 per hour and shall be addressed as best effort and will not be subject to SLA response times. Client shall be provided with contact information for Holiday support and will typically require leaving a message and waiting for a call back.

### ***Service outside 50 mile radius***

Travel to out-of-town locations defined as more than 50 miles one way from the closest Systems office will be billed for travel at the rate of \$1.00 per mile beyond the 50 miles each way. Distance will be calculated from the closest Systems office.

### ***Limitation of Liability***

In no event shall Systems be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs.

## **4. Additional Maintenance Services**

### ***Hardware/System Support***

Systems shall provide support of all hardware and systems specified in Appendix B, provided that all Hardware is covered under a currently active Vendor Support Contract; or replaceable parts be readily available, and all Software be Genuine, Currently Licensed and Vendor-Supported. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required to resolve any issues, these will be passed on to the Client after first receiving the Client's authorization to incur them.

### ***Ransomware / Virus recovery***

Damages caused by, and recovery from, ransomware or virus infections are covered only for those clients utilizing Systems layered security package. This would include Managed Firewall, managed Antivirus, Managed Microsoft patching, Backup for all devices (Workstations and servers), Internet security, Email security, and end user training. This Service is limited to those systems specified in appendix B. Any remediation for clients not utilizing the Systems layered security package will be restored outside this agreement and will be subject to hourly charges. These charges will be passed on to the Client after first receiving the Client's authorization to incur them.

### ***Monitoring Services***

Systems will provide ongoing monitoring and security services of all critical devices as indicated in Appendix B. Systems will provide monthly reports as well as document critical alerts, scans and event resolutions to Client. Should a problem be discovered during monitoring, Systems shall make every attempt to rectify the condition in a timely manner through remote means.





## Systems Managed Services Level Agreement

### 5. Suitability of Existing Environment

#### **Minimum Standards Required for Services**

In order for Client's existing environment to qualify for Systems Managed Services, the following requirements must be met:

All Servers with Microsoft Windows Operating Systems must be running Windows 2008 Server or later and have all the latest Microsoft Service Packs and Critical Updates installed.

All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems must be running Windows 7 Pro or later and have all the latest Microsoft Service Packs and Critical Updates installed.

All Server and Desktop Software must be Genuine, Licensed and Vendor-Supported.

The environment must have a currently licensed, up-to-date and Vendor-Supported Server-based Antivirus Solution protecting all Servers, Desktops, Notebooks/Laptops, and Email or have such a service included in the agreement.

The environment must have a currently licensed, Vendor-Supported Server-based Backup Solution or have such a service included in the agreement.

The environment must have a currently licensed, Vendor-Supported Hardware Firewall between the Internal Network and the Internet or have such a service included in the agreement.

Any Wireless data traffic in the environment must be secured with a minimum of 128bit data encryption.

Costs required to bring Client's environment up to these Minimum Standards are not included in this Agreement.

### 6. Excluded Services

Service rendered under this Agreement does not include:

1. Parts, equipment or software not covered by vendor/manufacturer warranty or support.
2. The cost of any parts, equipment, or shipping charges of any kind.
3. The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
4. The cost of any 3<sup>rd</sup> Party Vendor or Manufacturer Support or Incident Fees of any kind.
5. The cost to bring Client's environment up to minimum standards required for Services.
6. Failure due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
7. Service and repair made necessary by the alteration or modification of equipment other than that authorized by Systems, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than Systems.
8. Maintenance of Applications software packages, whether acquired from Systems or any other source unless as specified in Appendix B.
9. Programming (modification of software code) and program (software) maintenance unless as specified in Appendix B.

### 7. Miscellaneous

This Agreement constitutes the entire Agreement between Client and Systems for monitoring/maintenance/service of all equipment listed in "Appendix B." Its terms and conditions shall prevail should there be any variance with the terms and conditions of any order submitted by Client.

Systems is not responsible for failure to render services due to circumstances beyond its control including, but not limited to, acts of God.



8. **Acceptance of Service Agreement**

This Service Agreement covers only those services and equipment listed in "Appendix B." *Systems* must deem any equipment/services Client may want to add to this Agreement after the effective date acceptable. The addition of equipment/services not listed in "Appendix B" at the signing of this Agreement, if acceptable to *Systems*, shall result in an adjustment to the Client's monthly charges.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

Shaun Brown, President

Authorized Signature

*Systems*

Date

Authorized Signature

Client

Date



PartnerDirect  
Preferred

