



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, NOVEMBER 12, 2019  
6:30 PM  
COUNCIL CHAMBERS**

**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 the Minutes of October 22, 2019 City Council Meeting.

**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 November 2019.
3. Approval of Payroll Register for Pay Period Ending 10/20/2019 totaling \$188,989.05.

**Ceremonial Calendar**

**Reports of Boards and Commissions**

4. [Review the Following Minutes:](#)
  - [Budget](#) and Finance Minutes of October 22, 2019.
  - Park Board Minutes of October 3, 2019.

**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 Victoria Wessel and Michael Cassou to the Laurel Volunteer Ambulance Department.
6. Resolution No. R19-83 A Resolution Of The City Council Authorizing The Laurel-Yellowstone City-County Planning Board To Work With Staff And The City's Engineers To Prepare Comprehensive Updates To The City's Growth Management Plan.
7. Resolution No. R19-84 Resolution Approving An Amendment To The Contract With High Point Networks For The City Of Laurel's Voice Over Internet Protocol (VOIP) Service And Support And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.
8. Resolution No. R19-85 A Resolution Of The City Council Adopting The Yellowstone County Emergency Operations Plan On Behalf Of The City Of Laurel, Montana.
9. Resolution No. R19-86 A Resolution Approving An Amendment To The Task Order For The City Of Laurel's 2019 Pavement Maintenance Repairs Project And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.

## **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.**

**Item Attachment Documents:**

Approval of the Minutes of October 22, 2019 City Council Meeting.

# MINUTES OF THE CITY COUNCIL OF LAUREL

OCTOBER 22, 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 6:30 p.m. on October 22, 2019.

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

COUNCIL MEMBERS ABSENT:  
  Scot Stokes

OTHER STAFF PRESENT:           Bethany Langve, Clerk/Treasurer

Mayor Nelson led the Pledge of Allegiance to the American flag.

Mayor Nelson asked the everyone present to observe a moment of silence.

## ROLE CALL OF THE COUNCIL

### MINUTES:

Motion by Council Member Klose to approve the minutes of the regular meeting of October 8, 2019, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. The motion carried 7-0.

**CORRESPONDENCE:** None.

**COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:** None.

**PUBLIC HEARING:** None.

### CONSENT ITEMS:

- **Claims for the month of October 2019 in the amount of \$188,998.07.**  
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 September 2019.**
- **Approval of Payroll Register for PPE 10/6/2019 totaling \$189,175.76.**

Motion by Council Member McGee to approve the consent agenda, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. The motion carried 7-0.

**CEREMONIAL CALENDAR:** None.

### REPORTS OF BOARDS AND COMMISSIONS:

- **Review reports from Boards and Commissions.**
  - Laurel Chamber of Commerce Minutes of September 12, 2019.
  - Park Board Minutes of June 6, 2019.
  - Park Board Minutes of July 11, 2019.
  - Park Board Minutes of September 5, 2019.
  - Park Board Minutes of October 3, 2019.
  - Tree Board Minutes of September 12, 2019.
  - Library Board Minutes of August 13, 2019.
  - Budget and Finance Committee Minutes of October 8, 2019.

There were no questions or comments regarding the presented minutes.

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

**SCHEDULED MATTERS:**

- 1. Appointment of Nick Altonaga as an Ex-Officio Member, for the City of Laurel, to the Big Sky EDA Committee.**

Motion by Council Member Eaton to approve the appointment of Nick Altonaga as an Ex-Officio Member, for the City of Laurel, to the Big Sky EDA Committee, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

- 2. Resolution No. R19-80 A Resolution Authorizing The Award Of A Grant To The Front Porch From The Tax Increment Financing District Funds Pursuant To The LURA Small Grant Request Program For Eligible Applicants And Improvements.**

Motion by Council Member Wilke to approve Resolution No. R19-80, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

- 3. Resolution No. R19-81 A Resolution Of The City Council Authorizing The Submission Of A CDBG Grant Application And To Commit The Matching Funds Required By The Creating Agency.**

Motion by Council Member Mountsier to approve Resolution No. R19-81, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

- 4. Resolution No. R19-82 A Resolution Authorizing The Mayor To Sign A Resolution For The State Of Montana Updating The Agents Authorized To Acquire Surplus Property Through The State Of Montana Surplus Property Program.**

Motion by Council Member Sparks to approve Resolution No. R19-82, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

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

**COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):**

Dixie Feller, President of the Laurel Library Board, stated that the Library was conducting their semi-annual book sale, and everyone was invited to attend. The book sale was currently going on and would be happening all week this week during regular Library hours. The Council asked if there were any books on CD for sale. Ms. Feller stated that there was a fairly good selection of books on CD for sale as well as musical CD for sale. There were also large print books, small print books, paperbacks, children's books, fiction, non-fiction, and even some antique books for sale. They have something that would appeal to everybody.

**COUNCIL DISCUSSION:**

Council Member Herr stated at the Public Works meeting it was brought up that a company in the very near future was going to be building a wind farm in Bridger MT. He wanted to know how Laurel could get involved in possible housing of the employees that will be building the wind farm. Bridger only has six motel rooms and Council Member Herr would like to investigate the possibility of Laurel being utilized for housing.

Council Vice President McGee stated that the Emergency Service Committee meeting will take place Monday October 28<sup>th</sup> at 6:00 pm in the Council Chambers.

Council President Eaton stated that the Laurel Leaf Pick-up will happen the week of November 4<sup>th</sup>. All bagged leaves need to be in the alley for pick-up by the City staff. Council

President Eaton requested a discussion be put on the next Council Workshop regarding proper right-of-way in an uncontrolled intersection.

Council Member Sparks stated that she attended the 2019 Montana League of Cities and Towns conference and the importance of the 2020 Census was a topic. She would like the City to inform the public of the importance of the Census and how to participate. She stated that the 2020 Census website has a lot of information on it. The Mayor stated that a City mailer could be sent out with an update on what is going on in the City and it could include information on the upcoming Census. The Clerk/Treasurer stated that this will be the first year the Census can be completed online. Dixie Feller stated that the Montana State Library has started a project on the Census, and anyone can access the Laurel Library computers themselves and the staff at the Library can help them.

**MAYOR UPDATES:**

The Mayor stated that the Public Works Director had informed him the leaf pick-up was November 4<sup>th</sup> through the 7<sup>th</sup>. The Mayor stated that he read in the Laurel Outlook a statement regarding the new intake not working. He stated that since the intake had been blown out, in late June or July, it has been running. It has been running fine ever since. The valve is barely cracked open as the City only has to utilize a small fraction of what is available to it. The employees at the Water Plant believe that when the intake was started up, the Yellowstone River turbidities were high, and the intake sucked up a lot of debris. The valve was opened all the way and the suction sucked up all the debris, plugging up the screen. The intake is running on only a fraction of what it can do, and it is supplying both the City and CHS. The Council asked if it would be beneficial to run an article in the paper stating that the intake is running. The Mayor thought it would be a good idea. The Mayor reminded the Council there was no workshop next week.

**UNSCHEDULED MATTERS:** None.

**ADJOURNMENT:**

Motion by Council Member Herr 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, and all seven council members present voted aye. Motion carried 7-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:55 p.m.

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

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 22<sup>nd</sup> day of October 2019.

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

Attest:

\_\_\_\_\_  
Kelly Strecker, Deputy Clerk

**Item Attachment Documents:**

Budget and Finance Minutes of October 22, 2019.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 22, 2019**

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

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

The Meeting was called to order by Chair Eaton at 5:40 pm.

**Public Input:** *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

**General Items**

- Review and approve the minutes of the October 8, 2019 meeting. Mayor Nelson made a motion to approve the minutes of the October 8, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion to approve the October 8, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Ambulance Department for two CF-33 Toughbooks. The Committee reviewed the documents provided regarding the purchase requisition. They had no questions or comments regarding the purchase. Bruce McGee made a motion to approve the purchase requisition for the two CF-33 Toughbooks. Emelie Eaton seconded the motion to approve the purchase requisition for CF-33 Toughbooks, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Water Department for a lawn tractor. The Committee reviewed the documents provided regarding the purchase requisition. The committee asked if this tractor had a cab on it for the colder temperatures. The Clerk/Treasurer stated that she didn't know but she would find out. The Committee talked briefly regarding the three quotes and chose the Kubota Lawn Tractor. The Committee had no further questions or comments regarding the purchase. Bruce McGee made a motion to approve the purchase requisition for the Water Department to purchase a Kubota Lawn Tractor. Emelie Eaton seconded the motion to approve the purchase of a Kubota Lawn Tractor for the Water Department, all in favor, motion passed.
- Review and approve the September 2019 Utility Billing Adjustments. The Committee reviewed the September 2019 Utility Billing Adjustments and had no questions or comments. Richard Klose made a motion to approve the September 2019 Utility Billing Adjustments, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the September 2019 Financial Statements. The Clerk/Treasurer briefly went over the September 2019 Financial Statements. The Committee had no questions or comments. Bruce McGee made a motion to approve the September 2019 Financial Statements. Richard Klose seconded the motion to approve the September 2019 Financial Statements, all in favor, motion passed.
- Review and approve the September 2019 Month End Close Report. The Committee reviewed the September 2019 Month End Close report. The Committee had no questions or comments. Mayor Nelson made a motion to approve the September 2019 Month End Close report. Emelie Eaton seconded the motion to approve the September 2019 Month End Close report, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 10/18/19. Richard Klose had previously reviewed the Claims Detail report and the check register for accuracy. There were no questions regarding the claims. Bruce McGee made a motion to recommend approval to Council the claims entered through 10/18/19, Richard Klose seconded the motion, all in favor, motion passed.



- Review and approve Payroll Register for pay period ending 10/06/19 totaling \$189,175.76. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay period ending 10/06/19 totaling \$189,175.76, Bruce McGee seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

**Other Items**

- Review the September 2019 Journal Vouchers. The Committee reviewed the September 2019 Journal Vouchers and had no questions or comments.
- Review the Comp/Overtime report for pay period ending 10/06/2019. The Committee reviewed the comp/overtime report for pay period ending 10/06/2019 and had no questions or comments.
- The Clerk/Treasurer stated that she had looked into the purchases questioned at the 10/08/19 meeting. None of the purchases were made on different dates to circumvent the Purchasing Policy. What had happened is a purchase was made over a thousand dollars, with the Mayor's approval, and it was shipped in two separate shipments. The two separate shipments generated two invoices, and this is what made it look like two separate orders. All purchases were done correctly via the policy. The Clerk/Treasurer passed out to the Committee the warranty information for the heat trace approved at the 10/08/2019 meeting for the FAP Building. The Committee had no additional questions or comments regarding the heat trace.
- The Mayor stated that he had received the prosecutor's resignation. The Committee asked if it was normal for a prosecutor to put in their resignation so quickly. The Mayor stated that he had received some feedback from the previous law firm and this prosecutor that the workload was too demanding. The Committee stated that if the pay is not equal to the demand then the pay needed to be looked at. The Mayor agreed and stated that the City would need to go out for another prosecutor. The Committee asked if the City would be able to hire a full-time attorney. The Committee asked what the City currently pays for attorneys. The Clerk/Treasurer stated that currently the City pays approximately \$89,000 in just wages. The Committee asked if the City could look into hiring individuals recently out of law school. The Committee stated that if the City has a full-time workload then the City needs to pay full-time wages. The Mayor stated that he was working on a long-term solution, but it wasn't an easy one. The Mayor stated that he recently met with the Planning Director regarding delegating duties to his two staff members, and the meeting went well. The Mayor stated that he read in the Laurel Outlook a statement from Don Nelson regarding the intake not running nor being utilized. The Mayor stated that he will be attending the October 28, 2019 Emergency Services Committee meeting as the safety mill levy would be discussed. The Mayor also stated that the Ambulance response has gone up and he hopes that the department will stay encouraged with all the support they have from the Fire Department, Council and the citizens.

**Announcements** –

- The next Budget and Finance Meeting will be held on November 12, 2019 at 5:30pm
- Emelie Eaton will be reviewing claims for the next meeting

Respectfully submitted,

Bethany Langve  
Clerk/Treasurer

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

*Draft Minutes*

**Item Attachment Documents:**

5. Park Board Minutes of October 3, 2019.

**MINUTES  
CITY OF LAUREL  
PARK BOARD  
THURSDAY, OCTOBER 3, 2019**

**BOARD MEMBERS PRESENT:**

Irv Wilke, Richard Herr  
Evan Bruce, Scot Stokes,  
\*Matt Wheeler

**OTHERS PRESENT:**

None

**Public Input**

None

**General Items**

**1. Review and approve the minutes of the August 1, 2019 meeting.**

Irv Wilke motioned to approve the minutes and Richard Herr second; voted 4-0 approval.

**New Business**

**2. Review and approve Baseball Field Leases**

Richard Herr motioned to approve the leases as they were, Irv Wilke seconded; voted 4-0 for approval

**Old Business**

**3. Review and approve a bid to teardown Caretaker's House at Riverside Park.**

The members reviewed the bid from CSI. Matt said the city could do it as “busy work” when city staff had nothing else to do. Irv motioned that the council sends in a recommendation to the city council for the city staff to take down the building themselves. Evan seconded. Voted 4-0 for approval.

**4. Revisit the discussion regarding opening Riverside Park for camping.**

It was still wanted by the city to wait for the trees to be taken down before the park opens.

**5. Revisit the discussion regarding changing the park hours.**

We need to have the ordinance changes ready with changes for the city council before we send it off. It was discussed to have instead of hours, say open from sunrise to sunset. It

was decided to have all the parks at 6 a.m. - 10 p.m. as previously voted. The ordinance with changes will be sent to Scott to submit to the Mayor.

### **Other Items**

#### **6. Update on Riverside Park**

There was no update for the historical registration of the park. The city planner has not gotten back to Evan on the progress. The task order for campground design will be voted on by the City Council on October 8th.

#### **7. Updates from Public Works Superintendent.**

The tennis courts were needed to be torn out and should be on the next agenda. Thomson Park has dying trees, and the city staff is working on replacing them with the Tree Board. Kids Kingdom has trees getting old. Matt said we should start thinking about the equipment in Kids Kingdom because of their age. And the pool is also getting up in age, but attendance is going down.

### **Announcements**

#### **8. The next Park Board meeting will be held on November 7th at 5:30 pm.**

Respectfully submitted,  
Evan Bruce  
Secretary

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Park Board for the listed date.

**Item Attachment Documents:**

Appointment of Victoria Wessel and Michael Cassou to the Laurel Volunteer Ambulance Department.



# LAUREL

EMERGENCY MEDICAL SERVICES

215 W 1<sup>st</sup> St, Laurel, MT 59044 | Phone: (406) 628 - 1611 | Fax: (406) 628 - 7351

10/11/2019

Dear Mayor:

I would like to recommend two individuals for appointment to the ambulance service.

The first is Victoria Wessel, a Nationally Registered EMT. Victoria comes to us from Central Valley Fire in Belgrade. Additionally, she is a full-time 911 dispatcher for the City of Billings. Victoria has a passion for emergency medical services. She is very sharp and would make an excellent addition to the team.

The next is Michael Cassou. Ironically, Michael also worked at Central Valley Fire in Belgrade for some time as well. Michael is now a full-time firefighter with the Billings Fire Department. Michael is tremendously intelligent, and is excited to begin working with our service in a patient care provider role.

Both of these individuals are highly proficient at what they do. They would make great assets to the City.

Thanks,

Riley Hutchens, NREMT  
EMS Director

**Item Attachment Documents:**

7. Resolution No. R19-83 A Resolution Of The City Council Authorizing The Laurel-Yellowstone City-County Planning Board To Work With Staff And The City's Engineers To Prepare Comprehensive Updates To The City's Growth Management Plan.



**RESOLUTION NO. R19-83**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE LAUREL-YELLOWSTONE CITY-COUNTY PLANNING BOARD TO WORK WITH STAFF AND THE CITY'S ENGINEERS TO PREPARE COMPREHENSIVE UPDATES TO THE CITY'S GROWTH MANAGEMENT PLAN.**

WHEREAS, the City of Laurel's Growth Management Plan has not been updated for a number of years and is likely outdated; and

WHEREAS, the City Council budgeted funds to pay the cost of updating the Growth Management Plan to update the Plan to guide future growth and development within the City of Laurel; and

WHEREAS, the Mayor and City Staff recommend working with the City's Engineers and the Laurel-Yellowstone City-County Planning Board to begin the process of updating the current Growth Management Plan in accordance with the procedures and process required by Montana law; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, the City Council hereby authorizes and directs the Laurel-Yellowstone City-County Planning Board to work with City Staff and the City's Engineers to provide comprehensive updates to the City's current Growth Plan to be presented to the City Council for final adoption; and

BE IT FURTHER RESOLVED, the Mayor is authorized to execute an appropriate agreement with the City's Engineers consistent with the budget to pay for services required for this project on the City's behalf.

Introduced at a regular meeting of the City Council on November 12, 2019, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 12<sup>th</sup> day of November 2019.

APPROVED by the Mayor this 12<sup>th</sup> day of November 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

**CITY HALL**  
115 W. 1<sup>ST</sup> ST.  
PLANNING: 628-4796  
WATER OFC.: 628-7431  
COURT: 628-1964  
FAX 628-2241

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



Office of the City Planner

October 24, 2019

Regarding the Planning Board conducting a comprehensive update to the Laurel Growth Management Plan

Mayor Nelson,

I would like the City Council to discuss and approve a formal order to the Laurel City-County Planning Board begin the process to create a comprehensive update to the Laurel Growth Management Plan. An updated Growth Management Plan is a statutory necessity and is important to help guide city-wide policies and decisions that address future growth and development.

The Planning Department will guide the Planning Board through this process with the assistance of consultants from KLJ. This is an important process to undertake now as there are many challenges and opportunities facing the City of Laurel. Thank you for your consideration of this matter.

Nicholas Altonaga

A handwritten signature in blue ink, appearing to read "Nicholas Altonaga", is written over a horizontal line. The signature is stylized and cursive.

Planning Director

**Item Attachment Documents:**

8. Resolution No. R19-84 Resolution Approving An Amendment To The Contract With High Point Networks For The City Of Laurel's Voice Over Internet Protocol (VOIP) Service And Support And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.

**RESOLUTION NO. R19-84**

**RESOLUTION APPROVING AN AMENDMENT TO THE CONTRACT WITH HIGH POINT NETWORKS FOR THE CITY OF LAUREL'S VOICE OVER INTERNET PROTOCOL (VOIP) SERVICE AND SUPPORT AND AUTHORIZING THE MAYOR TO SIGN ALL CHANGE ORDER DOCUMENTS ON THE CITY'S BEHALF.**

WHEREAS, the City of Laurel previously executed an contract for Voice Over Internet Protocol (VOIP) Service and Support with High Point Networks on August 20, 2019, via Resolution No. R19-47; and

WHEREAS, the City of Laurel required professional services for the City of Laurel's Voice Over Internet Protocol (VOIP) Service and Support as described in and approved by Resolution No. R19-47; and

WHEREAS, City Staff and the contractor discovered that additional and/or alternative work on the project, as detailed in the attached quote, is required. The additional work increased the charges due under the original contract.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby approves the attached Quote and authorizes the Mayor to execute it and all necessary documents on the City's behalf.

Introduced at a regular meeting of the City Council on November 12, 2019, by Council Member \_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 12<sup>th</sup> day of November 2019.

APPROVED by the Mayor this 12<sup>th</sup> day of November 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

# PROPOSAL



**PROPOSAL NAME:** Mitel Phone System

**PROPOSAL DATE:** October 16, 2019



**PREPARED FOR:**

City of Laurel  
Bethany Langve

115 West First Street  
Laurel, MT 59044

cityclerk@laurel.mt.gov



**PREPARED BY:**

Mike Felten  
High Point Networks, LLC.

Direct/Mobile/Fax: 406-281-7222

mike.felten@highpointnetworks.com



877.850.6459



[www.HighPointNetworks.com](http://www.HighPointNetworks.com)



[sales@highpointnetworks.com](mailto:sales@highpointnetworks.com)

## Mitel Phone System



### Mitel Summary

**NOTE - Pricing is based on NJPA / Sourcewell discounts**

**Completion Date:** 2019 TBD

**P.O.C(s):** Tom Nelson

**Site Address:** 115 West First Street, Laurel, MT 59044

**Project Brief:** Phone System RFP to replace existing Voice Platform at multiple sites and install a Mitel Connect solution to link all sites together to communicate on a 4-digit dial plan.

#### **System Configuration Summary:**

Sites: 7, FAP, City Hall, Library, Shop, Water Wastewater, Pool. Shop and Pool do not have internet and will continue to use analog lines and existing phones.

IP Stations: 49 Total not including City Shop and Pool. 15 -FAP, 22-City Hall, 3-Library, 7-Water, 2-Wastewater.

Analog Stations: 6

T1-PRI/SIP Trunks: Client to receive SIP trunk from CenturyLink

Standard Analog Trunks: 13

Fax Line: 6

Server: Physical server, with Virtual (VMWare 5.5 – 6.5)

Virtual Appliances: Virtual Spare, Virtual Service Appliance

Advance Applications: None

#### **User Licenses**

Connect Essentials: 42 – Includes Ext+Mbx, Connect desktop client with IM, collaboration, softphone and video. Also includes Web and App dialer

Connect Advanced: 3 – Includes Ext+Mbx, Connect desktop and mobility client with IM, collaboration, softphone and video. Also includes Web and App Dialer, Remote Phone, CRM client integration and Operator.

Connect Courtesy: 4 – Includes Ext Only with no Connect client capability

#### **Methodology**

Installation: 6 Phase Installation plan – Voice communication system analysis and ordering, Environmental and infrastructure analysis and upgrade, Resource scheduling and tracking, System load and configuration, Installation Readiness Review, Cutover

Admin/End User Training: Included in professional services estimate and will be scheduled during the Project Kick-off call.

#### **End User Training**

- a. 90 Min training classes will cover the VoIP Phone and PC Client.
- b. 15-20 end users per class max.

## Mitel Phone System

### Admin Training

- a. 4 Hour Administrator training will be provided following the system cutover.
- b. Admin Training will cover how to manage your system for every day to day maintenance and changes.

### TRAINING:

- All end user training to be provided onsite by an HPN Mitel certified trainer.
- Operator/Reception training will be provided only to Operator/Reception staff, as well as IT members that will be supporting.
- Training classes will utilize 8-10 of the purchased IP Phones from this project to be setup in the assigned training room for hands on training.
- Overhead projector or a TV will be needed to aid in the PC Connect Client portion of the training.
- Our trainer will provide a POE switch to MiVoice Connect all the training phones for the duration of the training class.
- We Recommend a class schedule to be discussed and posted for employees to sign up for an available class that will fit their day-to-day work schedule.

Handouts will be provided to every user that attends the training session, and extras will be left to be used for future reference.

### Scope of Work:

#### HPN Responsibilities:

- Project Management
  - Discovery and Call Flow for System Configuration
  - Configuration of L2/L3 Network Configuration
    - a. Voice VLAN Configuration
    - b. IP Address Configuration
    - c. DHCP scope Configuration
  - Configuration of Windows Server for the MiConnect Director server
    - a. VM 5.5/6.0/6.5
    - b. Windows 2012R2 Server
  - Remote – Configuration of MiConnect Switch(s) and any other Peripheral appliance(s)
  - Remote – Programming of MiConnect Director based on baseline configuration approved by customer
  - Onsite Installation
    - a. MiConnect Switches, Wall Racks, Termination Blocks, and prepping for Cutover
    - b. IP Phone placement and IP Phone Wall Mounts
    - c. Verify/Testsystem Trunk(s), Call Flow, Analog devices, paging and etc.
- Onsite – Network assessment of Voice Network
- Assistance with MiConnect PC Client rollout via GPO/AD
  - Onsite – Instructor Lead End User training
  - Onsite – System Trunk cutover and Testing of System operation
  - Onsite – First Day Support to verify System is operating as designed
  - Remote – Administrator Training – 4hr
  - 10 days Post Install Support of moves/adds/changes
  - Project Documentation

#### Client Responsibilities:

- Provide Detailed User Information
- Provide Detailed Trunk Information
- Provide Building Layout Map for Phone Placement/Cabling requirements
- Power Source - Recommend Adequate dedicated or UPS power to ensure all racked equipment is on UPS power.
- Rack Space – MiConnect Switches are at 1U height and can combine two switches into a 1U Tray
- DHCP Server configuration to Connect Specification
- Music on hold source or files, or Standard MiConnect MOH can be used.
- Training sign-up sheets for end users to attend Training Class

## Mitel Phone System

- Training area

### **Exclusions:**

- Any other work requested outside of this Scope of Work
- Cabling services are not included in this Scope, if Cabling is required an additional Quote will need to be approved, or Customer is to source Cabling contractor to complete prior to our Initial Onsite visit
- PC updates or patches for Connect Client, these will need to be done prior to our initial Onsite visit
- All IP Phones ship with a desktop bracket, wall brackets do NOT come standard, if additional brackets are needed they will be billed separately
- Paging bell/PA System
- Legacy System disposal
- Legacy system wiring disposal
- All IP phones include 7 foot patch cord, if longer patch cable required, additional patch cable will be invoiced
- Additional/All fees for dedicated fax lines and analog trunks from carrier

### **Change Control**

In the event that it becomes necessary to alter the scope of work, High Point Networks will initiate contact with the company's point of contact to work out the details associated with impacts to schedules, deliverables and/or financial commitments. No changes to the scope of work will occur without prior authorization.



# Mitel Phone System

Revision of Phone Quote to reflect changes in equipment and labor associated. Juniper Hardware purchased thru NASPO Master Contract AR 229

## Hardware / Phones / Licenses

Qty	Item	Description	Price	Ext. Price
1	60186	Connect Small Business Edition 100 HW bundle, digital trunking without server. Includes ST100DA and rack-mount tray.	\$1,644.43	\$1,644.43
1	60196	Connect Small Business Edition 100 SW bundle, 50 users. Includes 50 Essentials, 1 Courtesy license bundles, 1 Operator license, 24 SIP Trunk licenses, 4 Additional Site license.  The phone switch in this bundle will be placed at City Hall and phones at FAP will register to it.	\$3,152.44	\$3,152.44
3	10580	Voice Switch ST50A,  Mitel phone switch for Water, Wastewater and Library	\$1,341.46	\$4,024.38
-3	10580	Voice Switch ST50A,  Remove these as all phones will register to FAP	\$1,341.46	(\$4,024.38)
3	10223	Kit, rack mounting tray, for ShoreGear Switch 1U h.	\$75.00	\$225.00
-3	10223	Kit, rack mounting tray, for ShoreGear Switch 1U h.  Returned as they are not needed	\$75.00	(\$225.00)
1	60047	Analog Harmonica and Cable	\$75.00	\$75.00
3	10304	Shoretel VM Guide Manual Pack/25	\$10.00	\$30.00
3	10503	ShoreTel 480/480g IP Phone Quick Reference, Doc. Pack, Qty 25	\$10.00	\$30.00
42	10577	Mitel IP Phone IP480g - Requires ST 14 or later.  Standard phone with grey scale screen and 8 programmable buttons. Includes 2 for spares	\$198.00	\$8,316.00
3	10384	Shoretel IP930D DECT Phone, includes base, handset and charger.  Mobile handsets for use at Water, Wastewater and Library	\$321.41	\$964.23
5	10389	ShoreTel Handset : IP930D DECT Phone (Add-on) - includes handset charger - Requires ST 14 or later  Additional handsets and chargers (no base) for Water and Wastewater.	\$106.78	\$533.90
-2	10389	ShoreTel Handset : IP930D DECT Phone (Add-on) - includes handset charger - Requires ST 14 or later  Spare handset for Water Wastewater and Library	\$106.78	(\$213.56)
3	10449	Radio Repeater : IP930D DECT Phone -Requires ST 14 or later  Repeaters for Water	\$262.11	\$786.33
-2	10449	Radio Repeater : IP930D DECT Phone -Requires ST 14 or later  Repeaters for Water and Wastewater for the portable handsets.	\$262.11	(\$524.22)
2	30044	Additional Site License.	\$265.61	\$531.22
-2	30044	Additional Site License.  Not required because all phones will register to FAP	\$265.61	(\$531.22)

# Mitel Phone System

## Hardware / Phones / Licenses

Qty	Item	Description	Price	Ext. Price
3	30149	Connect ONSITE Advanced license bundle. Includes Ext+Mbx, Connect desktop and mobility client with IM, collaboration, softphone and video. Also includes Web and App Dialer, Remote Phone, CRM client integration and Operator.	\$267.76	\$803.28
3	30145	Connect ONSITE Courtesy license. Includes Extension Only with no Connect client capability	\$53.12	\$159.36
1	18008	ShoreWare Emergency Notification, 5 or fewer Notifies designated users (5 or less) if someone dials 911 within the City offices.	\$1,180.49	\$1,180.49
6	10553	IP Phone POE Power Adapter, 10/100/1000 Mbit Ethernet with IEC-C5 cord (North America) To power the phones at the Library and Wastewater.	\$35.00	\$210.00
2*	10580	Voice Switch ST50A, Additional switches for Pool and City Shop (optional)	\$1,341.46	\$2,682.92
16	30043	SIP Trunk Software License	\$50.00	\$800.00
4	30043	SIP Trunk Software License Needed to add 4 more as we requested a quote for 20 SIP connections from CenturyLink which will allow 20 simultaneous calls throughout the City.	\$50.00	\$200.00

\*Optional Amount: \$2,682.92

Subtotal: \$18,147.68

## Misc. Equipment

Qty	Item	Description	Price	Ext. Price
1	Misc	MISC Termination Equipment and cables. Only invoiced if needed	\$300.00	\$300.00
2	WALLSHELF4U	Wall-Mount Server Rack with Built-in Shelf - Solid Steel - 4U - rack (wall mount) - 4U	\$125.00	\$250.00
-1	WALLSHELF4U	Wall-Mount Server Rack with Built-in Shelf - Solid Steel - 4U - rack (wall mount) - 4U Only need one of these	\$125.00	(\$125.00)

Subtotal: \$425.00

# Mitel Phone System

## Network Switches

Qty	Item	Description	Price	Ext. Price
1	16535	Extreme Networks X440-G2 X440-G2-48p-10GE4 - Switch - managed - 48 x 10/100/1000 (PoE+) + 2 x 1 Gigabit / 10 Gigabit SFP+ + 4 x combo SFP - rack-mountable - PoE+  PoE network switch at City Hall for City Hall and FAP	\$3,157.26	\$3,157.26
<p><b><u>Extreme Product Warranty / Support Summary of Entitlements for Extreme 440 G2 Series switches</u></b></p> <p>WARRANTY Limited Lifetime Warranty With Express Advanced Hardware Replacement</p> <p>DURATION OF WARRANTY PERIOD Product Lifetime</p> <p>ACCESS TO EXTREME GLOBAL TECHNICAL ASSISTANCE SUPPORT Product Lifetime (8 AM to 5 PM, Monday to Friday local End User's time)</p> <p><i>Customer is entitled as part of this warranty to utilize Extreme warranty support line via email, Web form or telephone available from 8 AM to 5 PM (Monday to Friday) local End User's time for basic hardware and operational software troubleshooting assistance in connection with warranty claims, including RMA's (excluding installation, configuration and general networking troubleshooting).</i></p> <p>E-SUPPORT Product Lifetime</p> <p>SOFTWARE/FIRMWARE SUPPORT Product Lifetime for Base Operational Software Updates and Upgrades (Base Operational Software — Embedded software that is required to operate an Extreme-branded network device and is offered for sale as an inclusive component of such hardware network device product as further described in Extreme's published price list applicable to such hardware product ("Covered Product"))</p> <p>HARDWARE REPLACEMENT Advanced exchange replacement hardware shipped next business day from RMA approval time</p>				
1	16533	Extreme Networks ExtremeSwitching X440-G2 X440-G2-24p-10GE4 - Switch - managed - 24 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ + 4 x combo SFP - rack-mountable - PoE+  PoE Network switch for Water	\$1,996.71	\$1,996.71
2	10304	10 Gigabit Ethernet SFP Passive Cable Assembly 1m Length  For connection between City Hall and FAP	\$95.00	\$190.00
2	10099	Power Cord, 13A, NEMA 5-15, IEC320-C15;	\$29.00	\$58.00
1	16531	Extreme Networks X440-G2-12p-10GE4	\$1,415.89	\$1,415.89
-1	16535	Extreme Networks X440-G2 X440-G2-48p-10GE4 - Switch - managed - 48 x 10/100/1000 (PoE+) + 2 x 1 Gigabit / 10 Gigabit SFP+ + 4 x combo SFP - rack-mountable - PoE+  To be replaced with Juniper switches	\$3,157.26	(\$3,157.26)

# Mitel Phone System

## Network Switches

Qty	Item	Description	Price	Ext. Price
-1	16533	Extreme Networks ExtremeSwitching X440-G2 X440-G2-24p-10GE4 - Switch - managed - 24 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ + 4 x combo SFP - rack-mountable - PoE+	\$1,996.71	(\$1,996.71)
		To be replaced with Juniper switches		
-2	10304	10 Gigabit Ethernet SFP Passive Cable Assembly 1m Length	\$95.00	(\$190.00)
		To be replaced with Juniper switches		
-2	10099	Power Cord, 13A, NEMA 5-15, IEC320-C15;	\$29.00	(\$58.00)
		To be replaced with Juniper switches		
-1	16531	Extreme Networks X440-G2-12p-10GE4	\$1,415.89	(\$1,415.89)
		To be replaced with Juniper switches		

## Juniper Network Switches

Qty	Item	Description	Price	Ext. Price
8	EX2300-C-12P	EX2300 Compact Fanless 12-port 10/100/1000BaseT PoE+, 2 x 1/10G SFP/SFP+ (optics sold separately)	\$762.80	\$6,102.40
		WTP, WWTP, Library, City Hall, Fire, Ambulance x 2, Police		
8	SVC-COR-EX23-C12P	Juniper Care Core Support for EX2300-C-12P	\$34.00	\$272.00
2	EX2300-24P	EX2300 24-port 10/100/1000BaseT PoE+, 4 x 1/10G SFP/SFP+ (optics sold separately)	\$1,046.34	\$2,092.68
		City Hall and Police		
2	SVC-COR-EX23-24P	Juniper Care Core Support for EX2300-24P	\$43.00	\$86.00
1	EX2300-48P	EX2300 48-port 10/100/1000BaseT PoE+, 4 x 1/10G SFP/SFP+ (optics sold separately)	\$1,810.98	\$1,810.98
		City Hall		
1	SVC-COR-EX23-48P	Juniper Care Core Support for EX2300-48P	\$76.00	\$76.00
2	EX-SFP-1GE-SX-COMP	1GB MM SFP Juniper Compatible optics	\$42.86	\$85.72

**Subtotal:** \$10,525.78

## Server

Qty	Item	Description	Price	Ext. Price
1	VS6-ESSL-KIT-C	VMware vSphere Essentials Kit ( v. 6 ) - license - 3 hosts, maximum 2 processor/host	\$495.00	\$495.00
1	VS6-ESSL-SUB-C	VMware vSphere Essentials Kit - ( v. 6 ) - subscription license ( 1 year )	\$65.00	\$65.00

# Mitel Phone System

## Server

Qty	Item	Description	Price	Ext. Price
1	210-AQUB	PowerEdge R340 Sever	\$3,479.00	\$3,479.00
		PowerEdge R340 Server Trusted Platform Module 2.0 3.5" Chassis with up to 4 Hot Plug Hard Drives PowerEdge R340 Shipping Intel Xeon E-2134 3.5GHz, 8M cache, 4C/8T, turbo (71W) Heatsink for 80W or less CPU 2666MT/s UDIMMs Performance Optimized RAID 5 PERC H730P Adapter RAID Controller, 2GB On-Board LOM iDRAC9,Enterprise Redundant SD Cards Enabled 32GB microSDHC/SDXC Card 32GB microSDHC/SDXC Card No Internal Optical Drive for x4 and x8 HDD Chassis ReadyRails Static Rails for 2/4-post Racks No Bezel Dell EMC Luggage Tag Performance BIOS Settings Dual Hot Plug Power Supplies 350W No Systems Documentation, No OpenManage DVD Kit VMware ESXi 6.5 U2 Embedded Image on Flash Media (License NotIncluded) No Media Required UEFI BIOS Boot Mode with GPT Partition IDSDM and Combo Card Reader US Order Page 3Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682 PowerEdge R340 Motherboard, V2 PowerEdge R340 Shipping Material for 3.5" Chassis iDRAC Group Manager, Disabled iDRAC, Factory Generated Password PCIe Riser, 1x FH x8 PCIe Gen3 slot, 1x LP x4 PCIe Gen3 slot, R240/R340 Standard Fan Basic Hardware Services: Business Hours (5x10) Next Business Day On Site Hardware Warranty Repair, 3 Years Dell Hardware Limited Warranty Plus On Site Service On-Site Installation Declined 16GB 2666MT/s DDR4 ECC UDIMM 1TB 7.2K RPM SATA 6Gbps 512n 3.5in Hot-plug Hard Drive NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), PowerCord, North America		

Subtotal: \$4,039.00

## 3 year Gold Support

Qty	Item	Description	Price	Ext. Price
2770	91303-G	High Point Networks ShoreCare Partner Support Gold (3 Years paid annually, No Phones)	\$1.05	\$2,908.50
		This amount to be paid anually for 3 years.		

Subtotal: \$2,908.50

## Mitel Phone System

### HPN Service Bundle

Qty	Item	Description	Price	Ext. Price
1	PROSERVE-PKG	High Point Networks Professional Services defined in the pdf online or above in this document	\$28,750.00	\$28,750.00

**Subtotal:** \$28,750.00

# Mitel Phone System

**Prepared for:**

**City of Laurel**  
 Attn: Bethany Langve  
 115 West First Street  
 Laurel, MT 59044

**Prepared by:**

**High Point Networks, LLC**  
 Mike Felten  
 Direct: 406-281-7222  
 mike.felten@highpointnetworks.com



## Quote Summary

Description	Amount
Hardware / Phones / Licenses	\$18,147.68
Misc. Equipment	\$425.00
Juniper Network Switches	\$10,525.78
Server	\$4,039.00
3 year Gold Support	\$2,908.50
HPN Service Bundle	\$28,750.00
<b>Total:</b>	<b>\$64,795.96</b>

## \*Optional Items

Description	Amount
Hardware / Phones / Licenses	\$2,682.92
<b>Optional Subtotal:</b>	<b>\$2,682.92</b>

For questions related to your quotation, please contact us using the information above. By signing below, the undersigned accepts High Point Networks Master Service Agreement and represents that he or she is authorized to execute the agreement on behalf of the customer. Acceptance of the quote online is considered acceptance of an offer and binding. All quotes are subject to shipping costs that may not be listed on the quote. Prices quoted are valid for 30 days from Quotation Date. Limitation of Liability for Consequential Damages. High Point Networks, LLC shall not be liable for any indirect, incidental, consequential, exemplary, or punitive damages of any kind or nature. All projects exceeding 10 hours of service will require a 50% down payment of the total project due upon acceptance of the quotation and the remainder due within 30 days of completion. Payment for all other orders are due in 30 days subject to credit approval. Credit card usage as a form of payment may be accepted on pre-approval basis and may be subject to a convenience fee. \*Optional\* items on the above quote are not included in the total pricing at the bottom of the quote. Note: Once product is ordered and shipped there is NO right of return and may be subject to a restocking fee. Product cannot be returned if ordered in error. Product cannot be returned if next generation product has been released.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Item Attachment Documents:**

9. Resolution No. R19-85 A Resolution Of The City Council Adopting The Yellowstone County Emergency Operations Plan On Behalf Of The City Of Laurel, Montana.



**RESOLUTION NO. R19-85**

**RESOLUTION OF THE CITY COUNCIL ADOPTING THE YELLOWSTONE COUNTY  
EMERGENCY OPERATIONS PLAN ON BEHALF OF THE CITY OF LAUREL,  
MONTANA.**

WHEREAS, all citizens and property within Yellowstone County are at risk to a wide range of hazards such as floods, fires, tornados, chemical and toxic material spills, winter storms, earthquakes, civil disorder, terrorist situations, and nuclear attack; and

WHEREAS, when such an unfortunate event occurs; local, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Emergency Operations Plan is needed to coordinate the response of emergency personnel and supporting services of all county and municipal agencies in the event of an emergency or disaster and during the aftermath and recovery.

WHEREAS, the Yellowstone County Disaster and Emergency Services (YCDES) Coordinator is also the City of Laurel DES Coordinator; and

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Laurel hereby adopts the “Yellowstone County, Emergency Operations Plan” as approved by the Yellowstone County Department of Emergency Services (YC DES) and the Yellowstone County Local Emergency Planning Committee (LEPC).

PASSED and APPROVED by the City of Laurel this 12<sup>th</sup> day of November 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

\_\_\_\_\_  
Sam Painter, Legal Counsel  
Thompson Painter Law, PC

## EMERGENCY OPERATIONS PLAN OVERVIEW

The Emergency Operations Plan (EOP) as a whole, including this basic plan, Emergency Support Functions (ESFs) and associated county annexes provide a framework to approach a disaster or emergency response. This plan is not intended to be a checklist and does not replace critical thinking or ingenuity. While the responsibilities written into this plan are final, the actions of an individual or organization in completing those responsibilities are up to the individual or organization and are left open for the individual or organization to adjust to the situation as needed to achieve the standing three (3) objectives below and any other objectives set for a particular incident.

Yellowstone County Standing Objectives:

1. Life Safety of Responders and the Public
2. Incident Stabilization
3. Protection of Property

It is the responsibility of Yellowstone County and all incorporated cities and towns to protect life, property and the environment from the effects of a disaster. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from state and federal government.

This plan is based upon the concept that emergency functions for city and county agencies involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

Many of the agencies who have duties under this plan also have additional duties in an Incident Commander or Unified Command role during an incident based on their legal and jurisdictional duties.

This plan accounts for activities before, during, and after emergency operations, enumerated as the phases of emergency management. This plan is focused on the coordination/all-hazards aspect of an integrated emergency management system (e.g. role of the EOC) and not on the command and control of field operations. Duties and operations under this EOP are in coordination with incident command but do not establish incident command over field operations.

## EMERGENCY OPERATIONS PLAN OVERVIEW

See the included organizational chart, NIMS, ICS training and the remainder of this plan to clarify how this works.

Emergency Support Functions (ESFs) are the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

### **Emergency Support Functions**

- ESF1 Transportation
- ESF2 Communications
- ESF3 Public Works and Engineering
- ESF4 Firefighting
- ESF5 Emergency Management
- ESF6 Mass Care, Housing, and Human Services
- ESF7 Resources Support
- ESF8 Public Health and Medical Services
- ESF9 Urban Search and Rescue
- ESF10 Oil and Hazardous Materials Response
- ESF11 Agriculture and Natural Resources
- ESF12 Energy
- ESF13 Public Safety and Security
- ESF14 Long-term Community Recovery and Mitigation
- ESF15 External Affairs

### **Authorities and References**

1. Federal Civil Defense Act of 1950(PL 81-920), as amended.
2. Disaster Relief Act of 1974 (PL 93-238), as amended.
3. Emergency Management & Assistance (Code of Federal Regulations – Title 44)
4. Public Law 93-288 Robert T Stafford Disaster Relief & Emergency Assistance Act. As amended 2005 by HR3858, Pets Evacuation and Transportation Standards Act.

## EMERGENCY OPERATIONS PLAN OVERVIEW

5. Title III of the Superfund Amendments and Reauthorization Act (SARA), the Emergency Planning & Community Right-to-Know Act (EPCRA)
6. National Response Framework, U.S Department of Homeland Security
7. National Incident Management System, Presidential Policy Directive 5 (PPD-5)
8. Montana Codes Annotated Title 10, Chapter 3 and Title 2, Chapter 9.
9. Resolutions, Ordinances or Agreements included or referenced in this EOP.
10. All Annexes and Appendices included or referenced in this EOP

**EMERGENCY OPERATIONS PLAN**

**PROMULGATION DOCUMENT RESOLUTION R19-\_\_**

WHEREAS, all citizens and property within Yellowstone County are at risk to a wide range of hazards such as floods, fires, tornados, chemical and toxic material spills, winter storms, earthquakes, civil disorder, terrorist situations, and nuclear attack; and

WHEREAS, when such an unfortunate event occurs; local, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Emergency Operations Plan is needed to coordinate the response of emergency personnel and supporting services of all county and municipal agencies in the event of an emergency or disaster and during the aftermath and recovery.

WHEREAS, the Yellowstone County Disaster and Emergency Services (YCDES) Coordinator is also the City of Laurel DES Coordinator.

NOW, THEREFORE, I, the Mayor of the City of Laurel, by virtue of the power and authority vested in me by the laws of this State, do hereby adopt this Yellowstone County Emergency Operations Plan. This plan can be put into action by the undersigned, the Yellowstone County DES Coordinator, or our designee and is effective upon execution.

IN WITNESS WHEREOF, we have subscribed our signatures

this 12<sup>TH</sup> day of November, 2019.

ATTEST:

CITY OF LAUREL

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

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

Approved as to form:

\_\_\_\_\_  
Sam Painter, Legal Counsel  
Thompson Painter Law, PC

**Item Attachment Documents:**

10. Resolution No. R19-86 A Resolution Approving An Amendment To The Task Order For The City Of Laurel's 2019 Pavement Maintenance Repairs Project And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.

**RESOLUTION NO. R19-86**

**RESOLUTION APPROVING AN AMENDMENT TO THE TASK ORDER FOR THE CITY OF LAUREL'S 2019 PAVEMENT MAINTENANCE REPAIRS PROJECT AND AUTHORIZING THE MAYOR TO SIGN ALL CHANGE ORDER DOCUMENTS ON THE CITY'S BEHALF.**

WHEREAS, the City of Laurel previously executed an Agreement for Professional Services with Kadrmass, Lee & Jackson, Inc. ("KLJ") on December 5, 2017, via Resolution No. R17-69; and

WHEREAS, the City of Laurel required engineering services for the City of Laurel's 2019 Pavement Maintenance Project as described in and approved by Resolution No. R19-05; and

WHEREAS, City Staff requested additional work on the project as detailed in the attached Task Order Document and the additional work increased the charges due under the original task order.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby approves the attached Task Order Amendment and authorizes the Mayor to execute it and all necessary documents on the City's behalf.

Introduced at a regular meeting of the City Council on November 12, 2019, by Council Member \_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 12<sup>th</sup> day of November 2019.

APPROVED by the Mayor this 12<sup>th</sup> day of November 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

This is **EXHIBIT K**, consisting of [two (2)] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated [June 4<sup>th</sup>, 2019].

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## **Amendment To Task Order: 2019 Pavement Repairs**

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### **1. Background Data:**

- a. Effective Date of Task Order: June 4<sup>th</sup>, 2019
- b. Owner: City of Laurel
- c. Engineer: Kadrmas, Lee & Jackson, Inc. (dba “KLJ”)
- d. Specific Project: **2019 Pavement Repairs**

### **2. Description of Modifications**

- a. Engineer performed the following Additional Services:
  - 1. Services resulting from significant change to the scope of repairs after bids were awarded including; identifying additional areas of repair, generating new bid items and quantities, negotiating new unit bid prices, modifying and monitoring progress to fit additional areas within the project budget.
- b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:
  - 1. \$7,000.00 on an hourly not to exceed basis

### **3. Task Order Summary (Reference only)**

- a. Original Task Order amount: \$[49,135.00]
- b. Net change for prior amendments: \$[ - ]
- c. This amendment amount: \$[7,000.00]
- d. Adjusted Task Order amount: \$[56,135.00]

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The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is November 12, 2019.



OWNER:

ENGINEER: Kadrmas, Lee & Jackson, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_