



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, JANUARY 15, 2019
6:30 PM
COUNCIL CHAMBERS**

NEXT RES. NO.
R19-01

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 January 2, 2019.

Correspondence

2. [Laurel](#) Chamber of Commerce minutes of December 12, 2018; Laurel Chamber of Commerce agenda of January 10, 2019.

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.*

3. Claims for the month of January 2018.
4. Clerk/Treasurer Financial Statements for the month of November 2018.
5. Approval of Payroll Register for PPE 12/30/2018 totaling \$220,562.03.
6. [Receiving](#) the Committee/Board Minutes into the Record:
 - a. Budget/Finance minutes of 1.2.2019.
 - b. Emergency Services Committee minutes of 9.24.2018.
 - c. Public Works Committee minutes of 12.17.2018.

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

7. [Confirmation](#) of Appointments:
 - a. Appointment of Armondo Hernandez to the Laurel Volunteer Fire Department.
 - b. Appointment of Solomon Arno to the Laurel Volunteer Ambulance Service.
8. [Resolution](#) No. R19-01: A Resolution Of The City Council Authorizing The Release Of Funds From The Tax Increment Financing District Fund For Façade Improvements And Signage For The Property Located At 117 West Main Street, Laurel Montana.

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 January 2, 2019.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

JANUARY 2, 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 January 2, 2019.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Richard Herr
 Irv Wilke
 Bill Mountsier
COUNCIL MEMBERS ABSENT: Bruce McGee Scot Stokes
OTHER STAFF PRESENT: None

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

Mayor Nelson asked the council to observe a moment of silence.

MINUTES:

Motion by Council Member Herr to approve the minutes of the regular meeting of December 18, 2018, as presented, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

CORRESPONDENCE

- WBI Energy Transmission Letter

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims for the month of December 2018 in the amount of \$981,415.02.**
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 December 2018.**
- **Approval of Payroll Register for PPE 12/16/2018 totaling \$169,601.23.**
- **Receiving the Committee/Board/Commission Reports into the Record.**
 - Budget/Finance Committee minutes of December 18, 2018, were presented.
 - Laurel Airport Authority minutes of September 25, 2018, were presented.
 - Laurel Airport Authority minutes of October 23, 2018, were presented.
 - Emergency Services Committee minutes of October 22, 2018, 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 Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

CEREMONIAL CALENDAR: None.

DRAFT

REPORTS OF BOARDS AND COMMISSIONS: None.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Confirmation of Appointments.**
 - Appointment of Evan Bruce to Park Board for a term ending December 31, 2022.

Mayor Nelson gave a brief overview of the process needed if Council does not have a Workshop.

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

Mayor Nelson asked that Mr. Bruce introduce himself to Council. Mr. Bruce stated that he is currently serving on the Yellowstone Historic Preservation Board and the City/County Planning Board. He spent time on the Master Plan Committee. He is interested in serving on the Park Board.

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

Motion by Council Member Sparks to approve Evan Bruce to the Park Board for a term ending December 31, 2022, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

Mayor Nelson clarified that at the City Council meeting Council should have made a motion to suspend Council rules to cancel the Workshop.

Mayor Nelson stated that there are two appointments and one resolution, on a LURA grant, on next weeks Workshop. Council may make a motion to suspend the rules and dispose of the Workshop scheduled on January 8, 2019.

Motion by Council Member Eaton to suspend Council rules and cancel the Workshop scheduled for January 8, 2019, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION: None.

MAYOR UPDATES:


Mayor Nelson gave a brief update on the search for a City Planner. A conditional job offer should be made soon.

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

There being no further business to come before the council at this time, the meeting was adjourned at 6:49 p.m.


Brittney Moorman, Administrative Assistant

DRAFT

Council Minutes of January 2, 2019

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 15th day of January 2019.

Thomas C. Nelson, Mayor

Attest:

Bethany Langve, Clerk/Treasurer

Backup material for agenda item:

Laurel Chamber of Commerce minutes of December 12, 2018; Laurel Chamber of Commerce agenda of January 10, 2019.

Laurel Chamber of Commerce **Board Meeting Minutes**

The Meeting was held on **December 12, 2018 at Fowl Play**. In attendance were: Executive Board Members: President- Carrie Smith, Treasurer- Sandy Reese and Executive Secretary- Camilla Nelson. Directors: Katie Whitmoyer, Patsy Woody, Lori Hodges, Beth Hoferer and Brent Renier. Members: Megan Cutting, Evan Bruce and Amanda Powell

Carrie called the meeting to order.

The minutes were reviewed: Katie motioned that the minutes be approved, Lori 2nd, minutes were approved

Bills to be presented for payment:

- Lions Club Sign- \$50 Evan motioned to pay for the sign, Lori 2nd, approved

Old BUSINESS

- **Vote for new board members-** Ballots were passed out and Board members voted
 - Amanda Powell- Laurel Health & Rehab
 - Carrie Smith- Beartooth Tax & Consulting
 - Evan Bruce- Laurel Outlook
 - Megan Cutting- Town & Country
- **Vote for new executive board members-** Amanda Powell- President, Chase Anderson- VP, Evan Bruce- Treasurer, Brent motioned, Katie 2nd, it was approved
- **Decorations-** meet at the boxcar 8am on the 6th,
- **Holiday Open House-** Dec 20th 5-7 pm

NEW BUSINESS

- **New Members-** First Congregational Church and Coburn Tax
- **Annual Meeting-**
Can we borrow the projector from the school? - Lori said to pick up the day before
Need volunteers to take stuff to golf course- Katie, Megan& Beth said they could help
Baskets needed for raffle items- if you have any we would love them
Donations- we can pick up or you can drop off at the Chamber
- **4th of July Run-** 6th ST will be closed for construction; we will need to figure out somewhere else to start the run. Amanda mentioned that we use to start at the HS
- track; Cami will look into this as an option.

Ribbon cuttings-

OPEN FORUM

Business after Hours -

- **December-** Chamber Open House
- **January -** Annual Meeting

Meeting Adjourned **Next meeting – January 10, 2019** **Sid's**

Agenda
Laurel Chamber of Commerce
January 10, 2019
Sid's

Moment of Silence

Presentation of minutes:

Guest Speaker -

Financial Report -

Yellowstone Checking -	\$ 67,239.18
Altana CD	\$ 8,361.59
Altana Saving	\$ 748.49
Christmas Repair Fund	\$ 655.96
TOTAL	\$ 77,005.22

Bills to be presented for payment: - done to date

OLD BUSINESS

- **New Board-** Contact info, and signatures

NEW BUSINESS -

- **Annual Meeting** - The Annual Meeting is January 24th. Invitations are out. Get your RSVP's and donations into the Chamber.
- **Comp Tickets-** for Lumpy for all he does to help us with the Christmas decorations?
- **Decorations-** We had 7 blow down, pole by IGA fell down with the 2 bells
- **Committees-** need 1 for Budget, and 4th of July,

Ribbon Cuttings

-

OPEN FORUM -

Business After Hours -

If you would like to host an event, please contact the Chamber.

January- Annual Meeting Jan 24th

Next Meeting - February 14 , 2019 KC's Palace

Backup material for agenda item:

Receiving the Committee/Board Minutes into the Record:

Budget/Finance minutes of 1.2.2019.

Emergency Services Committee minutes of 9.24.2018.

Public Works Committee minutes of 12.17.2018.

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
WEDNESDAY, JANUARY 02, 2019**

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

1. Review and Approve the minutes from the December 18, 2018 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes from the December 18, 2018 meeting, Bruce McGee seconded the motion, all in favor, motion passed.
2. Review claims entered through 12/28/2018 and recommend approval to Council – Richard Klose had reviewed the claims and check registers, for accuracy, prior to the meeting. The committee asked who provided maintenance for the Ambulance and Fire Department vehicles. Bethany stated that Mr. Herr provided maintenance for the Fire and Ambulance Department vehicles. The Committee asked what specifically he did for each department. Bethany stated that the Fire Chief would have to answer that question as she did not know. The Committee asked the Mayor if he could ask the Fire Chief to attend a meeting, so they could ask him. Richard Klose made a motion to recommend approval of the claims entered through 12/28/2018 to Council, Bruce McGee seconded the motion, all in favor, motion passed.
3. Review the Comp/Overtime report for pay period ending 12/16/2018 – The Committee reviewed the Comp/Overtime report for PPE 12/16/2018. There were no questions or comments regarding the report.
4. Review and approve the payroll register for pay period ending 12/16/2018 and totaling \$169,601.23 – The Committee reviewed the payroll register for PPE 12/16/2018. Richard Klose made a motion to approve the payroll register for PPE 12/16/2018 and totaling \$169,601.23, Bruce McGee seconded the motion, all in favor, motion passed.

New Business

Old Business

5. Update from the CAO regarding the Courts outstanding accounts receivables – The Mayor stated that the CAO would attend the next Budget and Finance to provide an update on this subject.

Other Items

Bethany stated that HB 124 Entitlement share is being discussed during this legislative session and the City needs to pay close attention to what the State is trying to do with this bill. The Mayor will be keeping tabs on this and will be reporting back to Council.

Announcements

6. The next Budget and Finance Committee meeting will be held on January 15, 2019 at 5:30pm

Emergency Services Committee Meeting 09.24.2018

Members Present: Bruce McGee, Richard Klose, Taryn Massa, Chief Brent Peters.

Others Present: Clerk/Treasurer to take minutes

1. Bruce McGee called the meeting to order at 17:30. Bruce stated that there were not enough member present to make a quorum, so no official business could be conducted.
2. Public Input:
3. Old Business:

Chairmen McGee adjourned the meeting at 17:45.

Minutes
Public Works Committee
December 17, 2018 6:00 P.M.
Council Conference Room

Those present:

Kurt Markegard, Staff Advisor

Emelie Eaton, Chair

Karl Dan Koch

Marvin Carter

Richard Herr

Heidi Sparks

1. The meeting started at 6:00. There was no public in attendance.
2. General items
Review and approve minutes of November 19, 2018 meeting. The minutes were reviewed. Heidi Sparks moved the minutes be approved as written. Marvin Carter seconded. The motion was approved.
3. New Business
 - a. Chairwoman Eaton stated she wanted to make sure that everyone understood a few basics regarding making motions and what authority committee members had. First, she stated that no one but the Mayor has the authority to direct staff to take any action whatsoever. Committees can make motions and express an interest in how staff should direct a chain of events to occur but ultimately issues are passed from Committee to Council or the Mayor. Either Staff or a committee member needs to move an issue from committee by requesting it appear on a subsequent workshop agenda for Council discussion. No committee member can expect to tell any staff member what actions they should take. Motions can be made during regular discussion and issues can be pointed out during "Other Items" but it is up to staff to direct the flow of work for City Employees. Additionally, all motions should be directed to the Chair and be made in complete sentences so that whoever is taking the minutes for that meeting can clearly write what the motion is without having to guess at the intent. All committee members understood and expressed hope that they had not caused any issues. It was further stated that Staff

had the authority at any time to point out that a committee member was overstepping their authority.

b. Emergency Call-outs

Kurt had supplied all attendees with a list of all Emergency Call-outs since July 1, 2018. The July items had been reviewed at the July Public Works meeting. The August items had been reviewed at the August Public Works meeting. The September items had been reviewed at the September 17th meeting. The October items had been reviewed at the October 15th meeting. The November items had been reviewed at the November 19 meeting. On November 28th there was a city wide power outage which affected the sewer plant. On December 6th the Power Logistics Computer in the Blower Building failed. This affected the arms that slowly move the water and prevent settlement from solidifying. There was a spare unit at the water plant which is now being used. It will cost \$4,500 to get a new unit and \$1,400 in labor to have it installed. Kurt felt this was an emergency and rather than going through with a purchase requisition which would have to be approved by the Budget and Finance committee he went directly to the Mayor. The unit currently being used will be returned to the water plant and considered a spare after the new unit is installed. K. Dan Koch asked whether it would be cost effective to upgrade both. Kurt stated he thought it might but since this was handled as an emergency he could not include a new unit for the Water plant. Richard Herr inquired whether the non-working unit would be used as spare parts. Kurt stated that he always liked to have spare parts and if it was possible he would use anything that would function. area with a four way stop which compounds the ice build-up.

c. Right of Way - Boulevards

Various sections of the Rules and Regulations on Streets for the City and Public Works Standards were read regarding boulevards. There was general discussion regarding what can and cannot be done on boulevards and who has the authority to enforce the Rules and Regulations. Most of the provisions that were read could be enforced by the Chief of Police or Public Works Director. Kurt Markegard felt that it was better to have the Chief of Police enforce infractions of the rules and stated that the issue of rocks on the boulevard had been addressed by the police department. This was all brought to the committee's attention because Council President Eaton had asked a question at the workshop about whether there were rule that prohibited rocks and who was responsible for enforcing those rules. Public Works Director Markegard wanted to apologize because at that workshop he had stated that only the City Ordinance could be enforced. He further stated that he wanted to change Rules and Regulations on Streets, Division 2, Streets; Subsection 9,

Boulevards to add dry scaping. Specifically he wanted to develop a Task Order for KLJ to update the Rules and Regulations for the Public Works department. However, he stated that there was no funding available. Heidi Sparks inquired whether KLJ receiving a Task Order have to happen before the committee reviews and suggests changes. Kurt stated he hoped there could be a sub-committee, as he had suggested a couple years ago, be developed to review the Rules and Regulations. Marvin Carter and Heidi Sparks made a joint motion that the minutes should reflect that the committee suggests to the Mayor the Rules and Regulations be updated along with corresponding City Ordinances. K. Dan Koch seconded. The committee approved passing this motion to the Mayor 5-0.

4. Old Business

- a. Intake Hot Water Line. Kurt reported the intake hot water line is operating.
- b. Sewer Dump Station Reports. Kurt had put a copy of an e-mail from Kelly Strecker showing income for October and November, 2018. The e-mail stated in October the Septic Dump Station brought in \$2,642.16. In November the same brought in \$2,869.48. He believed the "hoped for monthly average" was \$2,750 and stated the last two months, despite cooler weather, had brought in average incomes.

c. KLJ and Great West Engineering Reports

Kurt had December 12, 2018 Project Progress Update from Great West. Task Order No 26. As was stated previously, the leak was fixed. The report states Great West is covering costs for this repair.

Task Order No. 29

Regarding putting lettering on the new water storage tank, Kurt stated it would not cost the City anything extra to have a cobalt blue tank but to have 4' lettering, in white stating "Laurel" would cost an additional \$2,600. Marvin Carter made a motion to direct Kurt to tell the Mayor the Committee would like to see the additional money spent on this item. Heidi seconded the motion. Marvin, Heidi, Karl Dan Koch and Richard Herr voted for the item. Emelie Eaton voted no. The matter will be passed to the Mayor to make the decision to spend the additional \$2,600 for the white lettering.

KLJ's December 15, 2018 City of Laurel Project Status Update was next reviewed. The Screw Press/Digester Rehabilitation project was under a 150 day contract to be finished.

The H2S Remediation issue. Nothing discussed

Archimedes Screw Rehabilitation. Nothing discussed.

East 6th Street improvements.

The scope of this project changed with the City requesting off-street parking within Thompson Park; and installing a new water main within East 6th Street to provide looping for side street connections. KLJ had completed looking at the water main on December 3rd and had determined that the water pressure was sufficient and there was no need to loop. This was paid for out of Water Enterprise Funds.

The issue of off street parking had been reviewed and KLJ had provided some estimates for cost. If the City were to put in parking east of the shelter, where the ice skating rink was many years ago, it would cost approximately \$275,000. If a lot was put west of the shelter, where the tennis courts now sit, the cost would be roughly \$150,000. However, for the number of spots gained, KLJ had suggested that diagonal parking would create a sufficient number of parking spots and save the City a considerable amount. However, they stated that it is up to the City, namely the Mayor and Public Works Director, to determine how they should proceed. Kurt did state that there would be additional concerns with run off and spring time drainage should a parking lot be put inside Thompson Park. It is still hoped this project will go out for bid in February 2019 with construction to end in August 2019.

Pavement Maintenance. Nothing discussed

LURA Infrastructure Improvements

Kurt explained that the mayor has proposed LURA fund improvements to Washington Avenue; Idaho Avenue and Ohio Avenue between East Main Street and East First Street. Kurt repeated that Council members need to remember that LURA is only an advisory committee and that the Council has the final say on what projects will be funded and what will not be funded and the direction the committee should take. KLJ expects construction for these street improvements will occur during the 2019 construction season. Kurt stated that two manholes not in the construction area have been identified as needing to be lined. There are two other manholes that are in the construction area that also need to be lined. They connect to clay piping.

Pavement Management Plan

Data collection was completed November 1. Heidi inquired whether the final report, expected to be completed in February, 2019, would go directly to the Council or come to the Public Works Committee first. Kurt stated the information would be provided to the committee first. There was no further discussion on KLJ's Project Status Update.

5. Other Items

Richard Herr inquired regarding the City County Planning Board and City involvement in a trailer park in Nutting Brothers Subdivision near 8th

Street and Maryland Lane and whether this park would be annexed into the City. Kurt briefly explained that the issue had come before both entities; that it had been passed from one developer to another and every developer was looking for the least expensive way to develop the area.

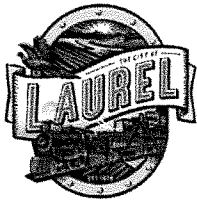
Marvin Carter stated that the condition of the streets was deplorable; that many citizens were very upset by this and that several were considering paying their taxes under protest to draw attention to the issue.

6. Announcements

The next meeting is scheduled for January 21, 2019 at 6:00 p.m. Kurt pointed out that that Monday is MLK Day, and thus a holiday. He personally does not wish to work holidays if he can avoid it and thus would like the committee to find another date to meet. After discussion about the 14th and 28th Heidi pointed out that the 22nd is the fourth Tuesday of a five Tuesday month and thus we could meet at 6:00 that night. The committee agree that was acceptable. Kurt then pointed out that February 18th is the scheduled date to meet after that and, again, he would like the committee to find another time to meet. Discussion followed and it was decided that the February meeting date would be decided in January.

The December Public Works meeting was adjourned at 7:37 p.m.

Respectfully submitted,
Emelie Eaton
Public Works Chair



**AGENDA
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, DECEMBER 17, 2018
6:00 PM
COUNCIL CHAMBERS CONFERENCE ROOM**

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

1. Review and approve minutes from November 19, 2018.

New Business

2. Motions within a Committee Meeting
3. Emergency Call-Outs
4. Right of Way - Boulevards

Old Business

5. Intake Hot water line
6. Sewer Dump Station Reports
7. KLJ and Great West Engineering Reports- SED Basin, Screw Press, E. 6th Street

Other Items

Announcements

8. Next Meeting will be on January 21, 2019. (Holiday)

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

**Minutes
Public Works Committee
November 19, 2018 6:00 P.M.
Council Conference Room**

Those present:

**Kurt Markegard, Staff Advisor
Bill Mountsier, Vice Chair
Emelie Eaton, Chair
Karl Dan Koch
Marvin Carter
Richard Herr
Heidi Sparks**

- 1. The meeting started at 5:58. There was no public in attendance.**
- 2. General items**
 - a. Review and approve minutes of October 15, 2018 meeting. The minutes were reviewed. Karl Dan Koch moved the minutes be approved as written. Heidi Sparks seconded. The motion was approved. Not wanting to request a change in the minutes, Kurt Markegard wanted clarification from Karl Dan Koch regarding what exactly he had meant regarding his end of the meeting request under "Other Items" and particularly the directive of "comes out on Pennsylvania Avenue". Karl Dan Koch clarified that he was speaking of the new part of the ditch by the body shop and was concerned about compaction before paving.**
- 3. New Business**
 - a. Emergency Call-outs**

Kurt had supplied all attendees with a list of all Emergency Call-outs since July 1, 2018. The July items had been reviewed at the July Public Works meeting. The August items had been reviewed at the August Public Works meeting. The September items had been reviewed at the September 17th meeting. The October items had been reviewed at the October 15th meeting. On November 16th City crews were requested to turn on water at 2509 Atchison Drive. This was in response to a mistaken address on shut off day. On October 28th the Village Lift Station backup floats were activated because they needed cleaning. October 28th is Kurt Markegard's birthday and he responded to this call after his birthday dinner. On November 7th crews were requested to do sanding at

intersections because of an ice and snow storm. On November 11th there was a water leak at the Townhomes at 8th Avenue and East 9th Street. Because the leak occurred between the curb boxes and the building it was not the City's responsibility to make repairs. Because all 12 curb boxes are located side by side it was impossible to determine which townhome the leak was specifically coming from so water had to be turned off to all twelve townhomes. The building owner was then notified and instructed to make repairs before the water could be turned on again. On November 12th crews were requested to clean glass off South East 4th Street. The back window of a vehicle had been broken and shattered glass was on the road. On November 16th crews were again asked to sand at intersections after an ice and snow storm. Bill Mountsier commented that he felt more ice and snow should be applied to the corner of First Avenue and First Street. He stated it is a high traffic area with a four way stop which compounds the ice build-up.

b. Intake Hot Water Line

It was noted that this is the first item in the November 19, 2019 Project Progress Update supplied by Great West but Kurt wanted to cover it separately. He reviewed the issue of the water pump cavitating; the pump subsequently being lowered; the line having to be flushed by outside crews; and City Crews discovering there was no pressure in the line; die being injected into the line and never coming out at the intake or in any nearby wells. Kurt showed a picture of where the line comes out right beside the building at the intake 3 miles west of town. It showed a 2' separation between the pipe and connection. Kurt stated that there is an anticipated 1" expansion per 32 degrees the water in the pipe is heated. He thought initially, that issue, in addition to the trench settling was the reason for the leak. The picture shows this was an installation issue and the contractor followed all recommendations. It now has become an issue between Great West and the pipe manufacturer. The pipe vendor told Great West there was no need for thrust mounting to be installed. Karl Dan Koch inquired about expansion joints. The pipeline is actually a pipe within a pipe which also stops friction between the soil and pipe. Kurt explained that a "C" Clamp will be installed over the pipe once it is reconnected. Karl Dan Koch inquired as to whether they would be pouring any cement. The "C" Clamp is made of concrete, so yes, there will be concrete poured. Bill Mountsier inquired how deep the pipe is. The pipe is 5'-6' deep to protect it below the frost line. He then inquired what's to stop this from happening again. Kurt responded that this is the only place this has occurred; the line has been vacuumed to make sure no rocks are in the pipe and work is expected to be completed by November 20th.

c. Fall Alley Cleanup Report

Kurt stated that he felt the Fall Cleanup was a success with four compacted 40 yard dumpsters being hauled away after the effort. He stated that there were a few complaints that city crews had missed a residence and more about the crews running late. Richard Herr inquired how abandoned vehicles were towed away and how to encourage a resident near him to give up some of his vehicles. He stated there are three vehicles with weeds growing beside them. Marv Carter stated the area near the Congregational Church is also bad.

4. Old Business

a. KLJ and Great West Engineering Reports

Kurt had a copy of the November 19, 2018 Project Progress Update from Great West ready for all members.

Task Order No. 25. The Rock Weir has been removed.

Task Order No. 26.

1. The leak in the line had been discussed under new business.
2. CHS and Kurt have come to an understanding regarding the wetland restoration issue. CHS no longer has concerns regarding this matter and the farmer continues to plow the land.

Task Order No. 29

Kurt showed a film of the old water storage tank being pulled over and explained the issue of the bottom being bolted to an old bottom which was bolted to cement. He then showed photos of colored water tanks and inquired if the committee felt the City should put up a colored tank and possibly have the words "*Welcome to Laurel*" printed on the south side of it. The committee voted six to one for the Cobalt Blue tank. Emelie held out for the Forest Green tank. Bill Mountsier made a motion that Kurt inquire about how to get lettering on the side of the tank and how much it would cost. Heidi seconded. The committee unanimously agreed that Kurt should inquire about this. Kurt then showed photos of the pock marked interior sides of the tank. He stated that it was a relief to discover this problem after the tank was removed. These pock marks indicate the corrosion inside the 60 year old tank.

Task Order No. 38

The committee was shown photos of ongoing construction of the new sedimentation basins and the valve for raw water or settled water was pointed out. Richard Herr questioned whether CHS Refinery receives raw or treated water. It was stated that presently the refinery receives raw water until the late spring/early summer when the water flow increases and the water runs dirty. Then the refinery has to receive treated water, which they have to "un-treat" because it has chlorine in it which interferes with the refinery process. When the new sedimentation basins are

completed the refinery will have a new option of receiving “settled” water. Settled water has no chlorination but is not filtered. There will be three pipes to supply raw water and three pipes to the sedimentation basins. It was pointed out that the new basins will give a much greater supply of water and will easily provide water when the City of Laurel expands. Presently the city is filtering water in a deficit supply system.

Task Order No. 39. Water and Sewer Rate Study

The comment was made that the wording on this task order still implies that Great West feels the City should raise rates. Kurt explained that two years ago the City did not have the reserves it has now and there was concern regarding funding projects but the City has worked past those issues and funding is available for all current and past projects. Heidi Sparks inquired as to whether the City has paid for this study. It was stated that Great West has been paid for all work they have done to date and, as the summary indicates, there is no work being done on this issue. Kurt stated that he felt it would take a Resolution requesting the Task Order be closed for this not to appear on the monthly updates. He explained that the former CAO had wanted Great West to push for a rate increase because of the need for reserves. The committee stated they felt the community would not benefit from a rate increase and that the Council should not support a rate increase. Kurt stated that he is looking 20 years ahead to projects the City will need to undertake. Heidi Sparks stated that on KLJ's reports they indicate they are doing a Capital Improvement Plan for the City, which she is very much in favor of. However, she feels that KLJ should use the information Great West has gathered and do a rate study along with a Capital Improvement Plan.

KLJ's November 15, 2018 City of Laurel Project Status Update was not reviewed but, through discussion, some items will be summarized here. The bids had been opened on the Screw Press/Digester Rehabilitation project. Those bids came in at \$1.5 million and \$1.3-\$1.4 was the budgeted estimate.

The H2S Remediation issue. Nothing discussed
East 6th Street improvements.

The scope of this project changed with the City requesting off-street parking within Thompson Park; and installing a new water main within East 6th Street to provide looping for side street connections. It is hoped this project will go out for bid in February 2019 with construction to end in August 2019.

Pavement Maintenance. Nothing discussed

LURA Infrastructure Improvements

Kurt explained that the mayor has proposed LURA fund improvements to Washington Avenue; Idaho Avenue and Ohio Avenue between East Main Street and East First Street. Kurt repeated that Council members need to remember that LURA is only an advisory committee and that the Council has the final say on what projects will be funded and what will not be funded and the direction the committee should take. KLJ expects construction for these street improvements will occur during the 2019 construction season.

Pavement Management Plan

Data collection was completed November 1.

On-Call Professional Services

Public Works Director Markegard requested KLJ assist with estimating costs to extend City infrastructure to the West Laurel Interchange. During discussion of the Rate Increase Study, Richard Herr had stated that, if the City were to grow, the need for a rate increase may be offset by the new customers. Kurt had commented that presently developers are expected to pay for the cost of all new infrastructure and can be reimbursed if the cost exceeds a certain level.

Laurel Planning Services

Riverside Park Latrine project is on-going.

Other: Capital Improvement Plan. Kurt stated that he is going to be applying for CDGE grants which are due in April. He stated Forrest Sanderson will be providing a memo summarizing what needs to be done. Per the discussion from Great West's report, Heidi Sparks made a motion that Kurt look into cancelling Great West's Task Order on the Rate Study increase and inquire of KLJ whether they can use Great West's information in conjunction with the Capital Improvement Plan. Bill Mountsier seconded the motion.

5. Other Items

Heidi Sparks stated that in the 300 block of Yellowstone Avenue there is a hole in the street where someone had obviously done work. Kurt stated he would complete a work order to fill the hole.

Richard Herr commented that it was nice to see the manholes being raised on 5th, 6th and 7th. It was explained to him that this came through Council.

6. Announcements

The next meeting will be December 17, 2018 at 6:00 p.m.

The November Public Works meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Emelie Eaton

Public Works Chair

October 15, 2018

Public Works Emergency Call-outs since July 1, 2018

7-1 Elm Lift Station Alarm

7-11 110 Yellowstone Sewer Complaint

8-5 H2O Break North of Nutting Park

8-9 Replace manhole lid East Main Street

8-16 Water turn on 201 3rd Avenue

August Meeting

8-18 Digester Sump Pump Fail

8-23 Water leak at 110 ½ 7th Avenue

September Meeting

9-3 H2O problem 921 4th Avenue

9-6 H2O turn on 1055 Montana Ave

9-8 H2O leak South 8th Ave

9-15 Murry Heights Water Booster pump noise

October Meeting

9-24 Elm Lift Station Failure

10-10 Elm Lift Station Failure- Alarm was set off by AT&T update. We changed the alarm to go to water treatment plant.

November Meeting

10-16 Water turn on at 2509 Atchison Dr.

10-28 Village Lift Station backup floats activated

11-7 Sanding

11-11 Water Leak 8th Ave. and East 9th Street Townhomes

11-12 Clean Streets S.E. 4Th Street Glass shattered across road

11-16 Sand Streets for Ice and Snow Storm

December Meeting

11-28 Sewer Plant Power Failure

12-6 PLC to the Blower Building failed- needs replaced

Part 5 - Street Design Technical Standards

1 GENERAL CONDITIONS

- 1.1 The arrangement, type, extent, width, grade, and location of all streets must be considered in their relation to existing and planned streets, to topographical conditions and to public convenience and safety, and in their relation to the proposed uses of the land to be served by them.
- 1.2 All roads must meet the design specifications in Table 1. Urban-suburban roads must meet the design specification in Figure 1.
- 1.3 Where streets terminate, either a cul-de-sac, "T" or "Y" turnaround must be provided at the terminus. Cul-de-sacs, "T" and "Y" turnarounds must conform to the design specifications set forth in Table 1, *Road Design Standards for Subdivisions*.
- 1.4 All streets within a subdivision must either be dedicated to the public or be private streets to be owned and maintained by an approved property owners' association.
- 1.5 Proposed roads which will intersect state or county roads shall be kept to a minimum. State and county permits and/or authorization must be obtained. Turn lanes may be required and must be built to the Approach Standards for Montana Highways.
- 1.6 Residential driveways must not have direct access to primary highways. Where no reasonable option is available, the Montana Department of Transportation may issue a road approach permit.
- 1.7 Local streets must be designed so as to discourage through traffic.
- 1.8 Whenever a subdivision abuts or contains an existing or proposed arterial highway or major thoroughfare, the governing body may require frontage roads, with a reservation prohibiting access along the rear property line, deep lots, or other treatment as may be necessary for adequate protection of residential properties and to separate arterial and local traffic.
- 1.9 All roadway improvements including pavement, curbs, gutters, sidewalks, and drainage must be constructed in accordance with the specifications and standards prescribed in the latest edition of the Montana Public Works Standard Specifications (MPWSS), including any revisions.
- 1.10 Plans, specifications, and special provisions for street design projects must be completed by a Registered Professional Engineer (RPE).
- 1.11 Roadway subgrades must be free of topsoil, sod, vegetation, or organic matter, soft clay, or other substandard materials, properly rolled, shaped, and compacted, and subject to approval by the governing body.

- 1.12 Streets and roads must be designed to ensure proper drainage, including but not limited to surface crown, culverts, curbs and gutters, drainage swales, and storm drains.
- 1.13 Where access from a public road to the subdivision will cross properties not owned by the subdivider, the subdivider must obtain proper easements, at least 60 feet wide, from each property owner or the appropriate administration of public lands. Each easement must allow construction and perpetual maintenance of a road across the property and allow vehicular travel on the road.

Table 1 Road Design Standards Subdivisions		
Minimum Design Standards	Minor Collector	Local Street
1. Minimum Right-of-Way Width	70 ft 70 ft	60 ft 60 ft 64
2. Minimum Roadway Width ^a	26 ft	24 ft
3. Minimum Curb Radius or Edge of Pavement at Intersections	25 ft	15 ft
4. Maximum Grades ^b	8%	9%
5. Approaches onto Public Roads		
a. minimum sight distance	200 ft	150 ft
b. minimum width	35 ft	30 ft
c. maximum grade for 20 feet	5%	5%
d. minimum grade for 20 feet	1%	1%
6. Curvature ^c		
a. design speed	25 mph	25 mph
b. maximum curve	23	53.5
c. minimum radius	249 ft	107 ft
7. Cul-de-Sacs and Turnarounds		
a. Long Cul-de-Sac		
i. maximum road length		600 ft
ii. cul-de-sac: minimum outside right-of-way radius		52 ft
iii. cul-de-sac: minimum outside roadway radius		44 ft
b. Short Cul-de-Sac		
i. maximum road length		100 ft
ii. cul-de-sac: minimum outside right-of-way radius		40 ft
iii. cul-de-sac: minimum outside roadway radius		35 ft
c. "T" or "Y" Turnaround		
i. backup lengths (2 required)		30 ft ea.
ii. inside turning radius		26 ft
iii. outside turning radius		38 ft

Adequate and appropriate easements must be granted by each property owner through a signed and notarized document that grants the easement.

The location of any road easement must be shown on the plat or on a supplemental map. The existence of easements must be noted on the face of the final plat and any deeds or other instruments conveying lots within the subdivision.

- ^a Where parking will be permitted, add eight feet on each side. If guardrail installation is required or a shoulder is desired, add two feet to each side of roadway.
- ^b Grades over 10% must not exceed 100 feet in length.
- ^c Curvature is based on a superelevation of 0.08/ft.

2 ALIGNMENT CRITERIA FOR STREETS

- 2.1 Minimum centerline radius of horizontal curvature based on design speeds shall be as follows (assuming a normal crown):
 - 2.1.1 Major streets - 1,000 feet (25 mph)
 - 2.1.2 Collector streets and industrial and commercial streets - 800 feet (25 mph)
 - 2.1.3 Residential collector streets - 500 feet (25 mph)
 - 2.1.4 Residential streets - 300 feet (25 mph)
 - 2.1.5 Alleys - 50 feet (15 mph)
- 2.2 Intersections
 - 2.2.1 Streets must intersect at 90 degree angles, except where topography precludes, and in no case may the angle of the intersection be less than 60 degrees to the centerline of the roadway being intersected.
 - 2.2.2 Two streets meeting a third street from opposite sides must be offset at least 125 feet for local roads and 300 feet for arterials or collectors.
 - 2.2.3 No more than two streets may intersect at one point.
 - 2.2.4 Intersection design must provide acceptable visibility for traffic safety as dictated by the designed operating speeds on the individual roadways.
 - 2.2.5 Hilltop intersections are prohibited, except where no alternatives exist. Intersections on local roads within 100 feet of a hilltop are prohibited. Intersections on arterial and collector roads within 200 feet of a hilltop are prohibited.
 - 2.2.6 Maximum grade of approach to a major highway must not exceed 5%.
- 2.3 Where the angle of intersection is acute, or where a sight-distance problem may be anticipated, an increased property line radius may be required by the PWD.
- 2.4 The angle between centerlines of intersecting streets shall be as nearly right angles as possible, but in no case less than 80 degrees or greater than 100 degrees, except as approved by the PWD.
- 2.5 All streets entering upon any given street shall have their center lines directly opposite each other or separated by preferably 300 feet, 200 feet minimum.

3 GRADIENT

Streets and roads must be designed to ensure proper drainage, including but not limited to surface crown, culverts, curbs and gutters, drainage swales, and storm drains.

4 GRADING

- 4.1 Generally, roadways will be graded by the developer 3 feet beyond the right-of-way.
- 4.2 Additional grading beyond the right-of-way may be required to provide for safe sight-distance and to control drainage.
- 4.2 All grading or excavating in public right-of-way and encroachments shall be first authorized by a valid encroachment permit.
- 4.3 Slope easements shall be provided for all abutting property that requires a cut or fill when meeting either existing or proposed grades.

5 PAVEMENT, STRUCTURAL SECTIONS

All streets shall be surfaced by the developer in accordance with the following specifications:

- 5.1 All design shall conform to the latest edition and revisions of the MPWSS.
- 5.2 Road surfacing on all classes of residential streets shall be asphaltic concrete.
- 5.3 Major Streets, Collector Streets, and Industrial Streets
 - 5.3.1 Surfacing shall be asphaltic concrete.
 - 5.3.2 Structural section shall be determined using standard design methods, engineering soils analysis, traffic index, and standard specifications.
- 5.4 Minimum thickness of asphaltic concrete surfacing shall be 3 inches.
- 5.5 Minimum thickness of base material shall be 8 inches.
- 5.6 Alley surfacing shall be of 2 inches of ¾-inch crushed gravel surface, and 4 inches of 3-inch minus base.

6 CROSS-FALL, CROWN, AND CROSS-SLOPE IN STREETS

- 6.1 "Crown" is the highest part of the street shape between paving edges.
- 6.2 "Cross-slope" is the gradient determined by dividing the difference in elevation from crown to pavement edge by the horizontal distance from crown to pavement edge, expressed as a percentage.
- 6.3 "Grade" is the slope of the longitudinal road profile generally measured along the centerline, expressed as a percentage.

7 UTILITY PLACEMENT WITHIN STREETS

Water and sewer utilities to be constructed in streets shall be installed according to Part 6 and Part 7.

8 STREET CLASSIFICATION

8.1 Collector Street

A collector street is a street used for major traffic flow. Access to residential lots should be discouraged, and access to business lots should require turning lanes.

8.2 Residential Collector Street

A Residential Collector Street is a street designed to provide main ingress and egress to a subdivision or neighborhood. Traffic flows of 400 vehicles per day to 4500 vehicle per day.

8.3 Local Residential Street

A Local Residential Street is a street which provides access to individual lots or areas. Cul-de-sacs are within this category. Traffic flow of 400 vehicles per day or less.

8.4 Alley

An Alley is a secondary City street which services primarily as a service access to individual lots.

8.5 Bicycle Path and/or Walkway

A Bicycle Path and/or Walkway is an access way for non-motored use, primarily for recreational use.

9 HALF-WIDTH STREETS, ALLEYS, HILLSIDE STREETS

9.1 Half-Width Street

When warranted, half-width streets may be permitted by the City Council along the boundary of a subdivision or the property of the developer. Such street shall be designed and improved by the developer as follows:

9.1.12 The right-of-way shall have a minimum width of 40 feet.

9.1.2 Surfaced roadbed shall be 28 feet in width, or one-half of the surfaced improvement that would be required for the development of the street at its ultimate width, whichever is greater.

9.2 Alleys

Alleys shall be designed and improved by the developer.

9.2.1 Right of way shall be a minimum of 20 feet in width.

9.2.2 There shall be no intersecting alleys.

- 9.2.3 Surfaced roadbed shall be 15 feet of the right-of-way, except at intersections with streets where standard returns shall be constructed.

9.3 Hillside Street

- 9.3.1 To encourage the orderly development of steep areas, certain deviations from the normal standards for residential streets will be permitted as specified herein.
- 9.3.2 These deviations shall apply only to residential, residential cul-de-sac, and residential loop streets in areas where the natural slope exceeds specified limits.

10 CURB and GUTTER, SIDEWALKS

- 10.1 Portland cement concrete curb, gutter, and sidewalks shall be constructed by the developer.
- 10.2 Sidewalks shall be constructed per the latest edition of the MPWSS.
- 10.3 Sidewalks shall typically be constructed adjacent to the curb line. Other sidewalks shall be constructed only if authorized by the PWD.
- 10.4 Curb and gutter and sidewalks shall be constructed at the total cost of developers or property owners.

11 DRIVEWAYS

11.1 Residential Driveway

- 11.1.1 Driveways serving property used solely as a single family, two-family, or three-family residence shall be residential type driveways conforming to the latest edition of the MPWSS Standard Drawings.
- 11.1.2 Driveways shall be constructed 12-foot minimum/24-foot maximum, measured at the base of the driveway.

11.2 Commercial Driveway

- 11.2.1 All driveways other than residential driveways shall be commercial driveways conforming to the latest edition of the MPWSS Standard Drawings.
- 11.2.2 Commercial driveways shall be 12-foot minimum/25-foot maximum.

11.3 Driveway Separation/Distance from the Property Line

- 11.3.1 Driveway, except for approved joint-use driveways and driveways or lots having 25-foot frontage or less, shall be located at least 5 feet from the side property line.
- 11.3.2 Driveways, other than approved joint-use driveways, shall be separated by a distance of at least 10 feet. Exceptions are allowed for cul-de-sacs. Multiple driveways for a single lot shall only be approved on a case-by-case basis.

11.4 Location

Driveways shall be so located by the approval of the Public Works Director as to result in no undue interference with or hazard to the free movement of normal traffic or interfere with the placement and proper functioning of highway sign, signals, lighting, or other devices that affect traffic operation.

11.5 Frontages

Frontages of 50 feet or less shall be limited to one driveway, with not more than two driveways to be provided to any single property tract or business establishment, except where the property frontage exceeds 600 feet.

11.6 Drainage Structures

All driveways shall be so constructed so as not to impair drainage within the street or highway right-of-way nor alter the stability of the roadway subgrade and at the same time not impair or materially alter drainage of the adjacent areas. All drainage structures required within the public right-of-way and under the driveways as a result of the property being developed shall be installed in accordance with the standards of the Public Works Director.

11.7 Transition Design

All driveways shall have the back of curb dropped a minimum of 4 inches for the width of the driveway. The minimum driveway transition distance shall be from the back of the curb to the property line and shall occur in a uniform manner. Curb fillets constructed by filling in the curb and gutter are prohibited as a means of transition from the street to the driveway. This prohibition of curb fillets is retroactive to all existing curb fillets within the City and all future annexations to the City. Exceptions for cause must be approved by the Public Works Director.

11.8 Width Limitations

Residential use driveway width as measured parallel with the edge of the traveled way, shall be limited to 10 feet per garage stall or parking pad to a maximum of three. For commercial uses, driveway width shall be limited to 45 feet.

11.9 Adjoining

The distance between two adjacent driveways to the same frontage shall be not less than 30 feet.

11.10 Right-of-Way Distances

Gasoline pump islands or other installations with parking parallel to the right-of-way line shall be at least 10 feet outside of the right-of-way line. Buildings or other installations with an angle of ninety degrees parking between it and the right-of-way line shall be at least 30 feet outside the right-of-way line.

11.11 Intersection Clearances

At an intersecting street or highway, the dimension measured along the edge of the traveled way to provide adequate corner clearance shall be measured a minimum distance of 10 feet from the intersecting property line except at intersections where there are traffic signals, the nearside clearance shall be two or more times this distance.

11.12 Culverts

Driveway culverts shall only be allowed by approval of the PWD. If permitted, culverts shall be maintained by the property owner.

11.13 Curb Cuts

Every curb cut and driveway apron constructed or altered in the street right-of-way shall conform to the following regulations:

- 11.13.1 No driveway apron shall be constructed closer than 5 feet from the side property line or as may be regulated by City specifications in effect at the time of such work.
- 11.13.2 No driveway apron shall be closer than 5 feet to, nor shall it be so located as to interfere with, intersecting sidewalks, utility facilities, light standards, fire hydrants, catch basins, street signs, signals, or other public improvements or installations.
- 11.13.3 Any necessary adjustments to utility facilities, light standards, fire hydrants, catch basins, street signs, signals, underground conduits for street lighting or fire alarm systems, or other public improvements or installations shall be accomplished without cost to the City.
- 11.13.4 No curb cut shall be made between the points of curvature of any curb radius at intersections nor closer than 10 feet from the points of curvature.
- 11.13.5 No curb cut or driveway apron shall be located so as to create a hazard to pedestrians or motorists, or to invite or compel illegal or unsafe traffic movements.
- 11.13.6 Every curb cut and/or driveway apron must provide complete access to a parking space, building or loading dock on private property requiring the entrance of vehicles.
- 11.13.7 In any commercial, professional, and industrial zone, driveways shall be designed such that vehicles entering or egressing shall not be required to back from or into a street right-of-way.
- 11.13.8 All curbs cuts and driveway aprons are to be constructed of Portland cement concrete of a quality and type as specified by the Public Works Director, and in accordance with City specifications in effect at the time of such work. Curb

cuts shall be permitted only with construction of adjoining concrete aprons having a minimum depth of 5 inches.

- 11.13.9 All work shall be done under the supervision of the Public Works Director, and in accordance with City specifications in effect at the time of such work.
- 11.13.10 The licensed and bonded contractor or his agent doing the construction or alteration work shall maintain the premises in a safe manner and shall provide adequate barricades and lights at his own expense to protect the safety of the public using the adjacent streets or sidewalks and shall hold the City free from any damages incurred by his operations.
- 11.13.11 The angle between any driveway apron and the street and/or curb line shall be ninety degrees to the street tangent or on a radial line to the street curve.
- 11.13.12 The two side borders of each driveway apron between the curbline and property line shall be parallel.
- 11.13.13 City street right-of-way shall not be used for private commercial purposes. A permit for the construction of a curb cut driveway shall not be issued unless vehicles which will use the driveway can be parked entirely within the private property lines.
- 11.13.14 Any curb cut or driveway apron which has become abandoned or unused through a change of the conditions for which it was originally intended shall be closed and the owner shall replace any such curb cut and/or driveway apron with a standard curb and sidewalk (if necessary) to be constructed according to the City specifications in effect at the time of such work. In the event the owner does not make such replacement within sixty days after notice, the City may do so at the expense of the owner.
- 11.13.15 Driveways serving facilities that will generate five hundred or more vehicle trips per day may, after review and recommendation of the City building inspector/City engineer and the City/county planning board, be classified and constructed as a street intersection. A complete design of the intersection shall be submitted to the City Public Works Director before a permit is issued. Approval of this type entrance may be contingent upon the applicant installing traffic control devices at this sole expense. This type of entrance shall be included in calculating number, spacing, or any other requirement pertaining to driveways as specified herein.
- 11.13.16 Restrictions

In addition to the general regulations prescribed herein, curb cuts and driveway aprons to be constructed or altered in districts must conform to the following:

- 11.13.16.1 Where a property abuts more than one City street, the maximum curb cut permitted on each street shall be considered separately and shall be governed by the frontage of the property on that street.

11.13.16.2 Two or more curb cuts serving the same property must be separated by islands with full height curb not less than 25 feet long.

11.13.16.3 Where a property width is 60 feet or less, joint curb cut with an adjoining property of 60 feet or less may be constructed at a maximum width of 28 feet. Both property owners must be in agreement to a joint curb cut and must submit a written agreement to the Public Works Director. The City Public Works Director shall have discretion to waive the maximum width restriction in a proper case, after application has been submitted, when in his opinion the purpose and intent of this section will be maintained.

12 STREET NAME SIGNS

12.1 The developer shall install street name signs as part of the improvements. Installation and design shall be in accordance with the latest Montana Department of Transportation (MDT) specifications and the MPWSS Standard Drawings and at the locations specified by the City, i.e., one (1) sign at each intersection will be required.

13 SURVEY MONUMENTS

Boundary, lot corner and street survey monuments shall be installed or preserved as a part of the street improvements as follows:

13.1 The developer of any street other than in a new subdivision shall:

13.1.1 Reset or preserve all existing monuments affected by the street improvements.

13.1.2 Set such additional monuments to mark the limiting lines of the streets as the City may require.

14 DRAINAGE FACILITIES

14.1 General

All developments being constructed within the City of Laurel shall be protected from drainage problems by the use of proven engineering techniques as set forth and described hereinafter. Problems resulting from natural waters such as creeks, springs, and groundwater from storm water runoff, from winter icing accumulations, and from spring breakup waters, will be considered in determining the necessary drainage improvements that will be required for any specific project.

14.2 Types of Required Improvements

The following improvements, if based on or designed in accordance with proven engineering techniques, are viable alternatives which may be used in solving drainage problem: Placement of proper drainage easements or reserves, construction of temporary storage areas, construction of subdrains, construction of dry wells, construction of metering basins, placement of staggered culverts, and other methods or combinations of the above, if the situation warrants such use.

14.3 Basis for Required Improvements

The need for drainage improvements may be based on one or more of the following items: topographic maps, field inspections, historical information, soil tests, existing storm drainage improvement studies, and any future drainage-related studies, reports, or ordinances as may be adopted for use by the City.

14.4 Design of Improvements

14.4.1 Design Size. Storm drain inlets, pipes, and drainage structure shall be sized to carry storm drainage runoff based on engineering calculations for the following minimum storm recurrence frequency:

For drainage areas less than 50 acres - a ten-year storm frequency, 6 hour duration; for drainage areas greater than 50 acres but less than 100 acres - a 20-year storm, 6 hour duration; for drainage areas greater than 100 acres - a 50-year storm, 6 hour duration; for improvements to drainage channels in the floodway - a 100-year storm, 6 hour and 24 hour duration whichever produces the greater flow.

The rational formula may be used in calculating storm runoff utilizing rainfall intensity.

14.4.2 Discharge Design. Plans for storm drainage shall indicate where the storm water will be discharged. If the proposed development will increase the rate or energy of runoff, it must be shown that the pipes and channels downstream from the discharge point can carry the proposed runoff without damage to the adjoining properties. Provisions should be made for detainage and/or retainage of storm water on site, with no net increase in discharge after development.

14.4.3 Easements. Where storm drains run outside an existing public right-of-way, easements will be required for public maintenance. Such easements shall be a minimum of 20 feet.

14.5 Valley gutters shall be allowed only on minor streets at intersections.

15 REPAIRING UTILITY CUTS

The design of all excavations, including ground and surface water control, where necessary should be made available for review by the public works agency. (MPWSS Drawing No. 02221-1)

15.1 When requested, the construction equipment and procedures to be used *shall* be described in the permit application.

15.2 Pipe installation *shall* be done according to the requirements of the appropriate agency specifications in use. The required granular material should meet the material requirements for Select Granular Fill in the MPWSS, latest edition.

15.3 Pavement *shall* be cut at termination points of pavement replacement.

- 15.4 Pavement and shoulder removal *shall* be done in a manner that provides for proper restoration of the replacement section.
- 15.5 Straight vertical cuts of the pavement are required. Pavement surfaces that become undermined *shall* be cut back and removed.
- 15.6 The backfill material *shall* be placed and compacted according to established standards for backfilling structures, culverts, pipes conduits, and direct burial cable.
- 15.7 Generally, cuts *shall* be filled at the end of each work day. With prior approval, cuts may be properly signed and barricaded and left open.
- 15.8 The backfill material *shall* be replaced in layers not to exceed 6 inches and thoroughly compacted before placement of an additional layer. Mechanical compaction is required. The permit holder will be liable for repairs for a period of 1 year after total completion.
- 15.9 Under the permit, construction which adversely affects the subsurface drainage of the pavement structure *shall* be corrected by the addition of surface or subsurface drain.
- 15.10 The replacement pavement *shall* be similar to the existing pavement in composition and texture. The selection of the material type, composition, and place methods should be approved by the PWD. All joints to be tacked.
- 15.11 The limit of pavement replacement *shall* be such that the replacement pavement is supported by thoroughly compacted, subbase material and the pavement is restored to the proper grade, cross-slope, and smoothness. In addition, the replacement section shall be at a minimum 12 inches greater in all directions than the disturbed soils. All joints to be tacked.
- 15.12 Inspection is required.
- 15.13 Non-shrink backfill may be required by the PWD.

16 STREET LIGHTING

The City will require lighting along streets.

12.32.010 - Boulevards to be kept in grass and trees.

All boulevard areas must be kept in grass and trees unless specific permission is granted by the city council for other purposes. Any person failing to comply or violating the provisions of this section shall be deemed guilty of a misdemeanor.

(Ord. 05-1 (part), 2005)

7 OBSTRUCTIONS AND ENCROACHMENTS

7.1 ENCUMBERING OR OBSTRUCTING STREETS

7.1.1 Permit Required. No person shall encumber or obstruct, or cause to be encumbered or obstructed, any street, sidewalk, alley or other public place in the City by placing therein or thereon any building materials, trash, vehicle, earth, garbage, rubbish, debris, or accumulated snow and ice removed from an adjoining private premises, without first having obtained permission in writing from the City.

7.2.2 Removal of Obstruction – Authority to Order. The Public Works Director or Chief of Police shall/is authorized to order any article or thing which encumbers, litters or obstructs any street, sidewalk, alley or other public place within the City, to be removed. If such removal shall not be made within six hours after notice to the owner or person in charge thereof, or if the owner cannot be readily found for the purpose of the notice, the City shall cause the same to be removed to some suitable place to be designated by such official, at the expense of the person responsible thereof.

7.2.3 Any tree, bush or other vegetation located in or above, or projecting into the public right-of-way, shall be maintained by the property owner as per section 9.5 so as not to constitute a public nuisance.

7.2.3.1 Trees shall not be located in the designated sidewalk portion of the street right-of-way. No portion of any tree shall be maintained below eleven (11) feet above the designated sidewalk portion of the public right-of-way.

7.2.3.2 Trees shall not be located in the designated street portion of the street right-of-way. No portion of any tree shall be maintained below fourteen (14) feet above the designated street portion of the public right-of-way.

7.2 SIGN PLACEMENT

7.2.1 Permit Required. No person shall place or maintain any shafts of wood, iron or other material, bill boards, signs, fences, poles, rods, cables, or alleys of the City without first obtained a permit from City Council.

7.3 ENCROACHMENT PERMIT

No encroachment on any public right-of-way, public sidewalk or other public property shall be allowed except by authority of an encroachment permit issued by the City. Applications for an encroachment permit shall be made on the forms and in accordance with the procedure prescribed by the Public Works Director. A fee for the permit application shall be charged to cover the administrative cost of processing as prescribed by council resolution. If the issuance of the permit is approved, the City shall issue the permit. If the permit is denied, the applicant shall be provided with a statement of the reasons therefor, which reasons shall be entered in writing on the application.

7.4 STRUCTURAL OBSTRUCTIONS

- 7.4.1 Any building, fence, porch, steps, gallery, or other structural obstruction now upon or hereafter placed or erected upon any street or alley within the City, or which may be upon any new street or alley which may hereafter be opened or created within the City, shall be removed therefrom within a reasonable time, not exceeding 30 days and not less than 3 days after an order to remove, in writing, has been given to the owner or person responsible for the obstruction.
- 7.4.2 If the owner or person responsible for such obstruction cannot be readily found for the purpose of the notice, it shall be the duty of the Public Works Director or the Chief of Police to cause the obstruction to be removed, in his discretion. The expense of the removal shall be recoverable from the owner or the person responsible for the obstruction.
- 7.4.3 Any person who interferes with, resists or obstructs shall be deemed guilty of a violation of this section.

7.5 NOTICE TO REMOVE OBSTRUCTION

Notice to remove obstructions specifying same, and the place and extent of same, shall be given to the occupant or owner of the land involved, or to the person owning or causing such obstruction. Notice shall be given by leaving it at the place or residence of the person to be served, if he resides in the City, or by posting it on the obstruction, if such person does not reside in the City.

7.6 AUTHORITY TO REMOVE OBSTRUCTION

- 7.6.1 If the obstruction required to be removed is denied, and the owner, occupant or person controlling the matter or thing charged with being an obstruction, refuses either to remove or permit the removal thereof, the City shall commence in the proper court an action to abate the same as a nuisance; and if the City recovers judgement, it may, in addition to having the same abated, recover \$10.00 for every day such nuisance remained after the notice, and also the costs in the action.
- 7.6.2 The City Council may, at any time, order the Chief of Police to forthwith remove any such obstruction without commencing an action.

7.7 PUTTING INJURIOUS MATERIALS ON STREET

- 7.7.1 No person shall throw or deposit upon any street, any glass bottle, glass, nails, tacks, wire, cans, or any other substance likely to injure any person, animal or vehicle upon such street.
- 7.7.2 Any person who drops, or permits to be dropped or thrown upon any street, any destructive or injurious material shall immediately remove the same or cause it to be removed.
- 7.7.3 Any person removing a wrecked or damaged vehicle from a street shall remove any glass or other injurious substance dropped upon the street from such vehicle.
- 7.7.4 A person convicted of violating this section shall be fined not less than \$50.00.

7.8 DUMPING SNOW ON PUBLIC PROPERTY

It is unlawful for the owner, operator, tenant or other person in charge or control of any private property to blade, dump, or shovel, or to allow the blading, dumping, or shoveling of snow from the property into any public street, alley or right-of-way.

7.9 ENCROACHMENT RENTALS

7.9.1 Every person maintaining or owning a bow window, shop[window, balcony, portico, stairway, porch, box, step, door, building, wall coal hole, areaway, gasoline pump, gasoline tank, sprinklers, decorative lighting, or any other structure, encumbrance, obstruction or encroachment, in or upon or extending or projecting on, over, across or above and within 7 feet of the grade of any public property, public street, avenue, sidewalk or alley in the City, shall obtain an encroachment permit and shall pay the City an annual encroachment rental fee therefor, on or before the thirtieth day of November of each year.

7.9.2 The amount of the annual encroachment rental fee to be paid to the City for each structure, encumbrance, obstruction or encroachment, shall be prescribed by Council resolution. If a fee is based on surface area, the surface area shall be determined by projecting the encroachment vertically up or down onto the surface of the public right-of-way or public property.

7.9.3 The City Council may, annually, by resolution, make a special assessment for the annual rental required by subsection 7.9.1 of this section, upon the lot or lots, abutting on that part of the street, avenue or alley, and on that side of the street, avenue or alley on which a structure, encumbrance, obstruction or encroachment as described in subsection 7.9.1 of this section is situated, when the person who maintains or owns such structure, encumbrance, obstruction or encroachment is the owner of such abutting lot or lots. In all other cases, such rental shall be collected by other lawful means and by suit, if necessary.

7.9.4 In case of neglect, failure or refusal of any person to pay the annual rental required by subsection 7.9.1 of this section, the City Council shall cause the structure, encumbrance, obstruction, or encroachment which such person has failed, neglected or refused to pay such rental, to be removed from the street, sidewalk, avenue or alley in, upon, over, across or above which the same is situated, without notice.

7.9.5 The erecting or maintaining of poles by telephone, telegraph or electric light companies, for which permits have been granted by the City, are excepted from the provisions of this section. There is also excepted from the provisions of this section the maintenance of light poles and bus benches placed by the authority of the City.

7.10 SALE OF MERCHANDISE ON SIDEWALKS – PERMISSION REQUIRED

The Council may permit any person, upon application, the right to exhibit merchandise or goods, or to temporarily install booths upon sidewalks, however, such permits or licenses shall be temporary in nature and upon special permit granted by the Council under controlled conditions.

7.11 EXCEPTIONS

7.11.1 Transit shelters as approved by the City Commission and located so as to not unduly interfere with vehicle or pedestrian traffic and access to utilities and abutting properties in the immediate vicinity.

7.11.1.1 A transit shelter shall be defined as a structure occupying no more than 120 square feet in floor area and designed for the temporary shelter of transit passengers.

7.11.2 Pushcarts or any other non-motorized wheeled devices may be moved or used on the City sidewalks under the following conditions:

7.11.2.1 No pushcart or other device shall exceed 36 inches in width, 5 feet in length, and 7 feet in height.

7.11.2.2 No vendor selling from a pushcart or such device shall conduct business in such a way as would restrict or interfere with the ingress or egress of abutting property owners or tenants or create or become a public nuisance, increase traffic or pedestrian congestion, or delay or constitute a hazard to traffic, pedestrians or property or obstruct adequate access for fire or police.

7.12 CLEAR VISION TRIANGLE

7.12.1 Alleys: A clear vision triangle shall measure ten (10) feet into the lot and twenty (20) feet parallel to the street as measured from the property line corner. Any fence, wall, signs, plant material or other material shall provide an unobstructed cross-visibility at a level between 3 feet and 8 feet above street surface elevation. Trees having over eight (8) feet of clear trunk as measured from the surface elevation with limbs and foliage trimmed in such a manner as not to extend into the cross-visibility area and complying with section 7.2.3 are permitted in the clear vision triangle.

7.12.2 Commercial Zoned Driveway Approaches: A clear vision triangle shall measure ten (10) feet into the lot and twenty (20) feet parallel to the street as measured from the property line corner. Any fence, wall, signs, plant material or other material shall provide an unobstructed cross-visibility at a level between 3 feet and 8 feet above street surface elevation. Trees having over eight (8) feet of clear trunk as measured from the surface elevation with limbs and foliage trimmed in such a manner as not to extend into the cross-visibility area and complying with section 7.2.3 are permitted in the clear vision triangle.

7.12.3 Controlled Intersections (stop sign or traffic signal): A clear vision triangle shall measure twenty-five (25) feet in both directions as measured from the property line corner. Any fence, wall, signs, plant material or other material shall provide an unobstructed cross-visibility at a level between 3 feet and 8 feet above street surface elevation. Trees having over eight (8) feet of clear trunk as measured from the surface elevation with limbs and foliage trimmed in such a manner as not to extend into the cross-visibility area and complying with section 7.2.3 are permitted in the clear vision triangle.

7.12.4 Uncontrolled Intersections: A clear vision triangle shall measure one hundred ten (110) feet in both directions as measured from the intersection of the centerlines in the adjoining street intersection. Any fence, wall, signs, plant material or other material shall provide an unobstructed cross-visibility at a level between 3 feet and 8 feet above street surface elevation. Trees having over eight (8) feet of clear trunk as measured from the surface elevation with limbs and foliage trimmed in such a manner as not to extend into the cross-visibility area and complying with section 7.2.3 are permitted in the clear vision triangle.

7.12.5 Vehicles shall not be parked in the public right-of-way so as to obstruct the line of site created by the clear vision triangle. In the Central Business District vehicles shall not be parked in the public right-of-way so as to obstruct the maximum symmetrical line of site resulting from the allowable zero building setback from the property line or as per Montana Department of Transportation standards where applicable.

9 BOULEVARDS

9.1 ADJOINING OWNER'S RESPONSIBILITY

It shall be the duty of the owners and tenants of any premises adjoining the public right-of-way to maintain the boulevard section within the limits of the right-of-way, including trees, in front of and adjoining their premises in safe and substantial condition.

9.2 CLEAR VISION TRIANGLE – MOVED TO SECTION 7.12

9.3 PROHIBITED VEHICLE PARKING

No vehicle shall be parked upon any boulevard area in the City except in the following instances:

9.3.1 Upon any lawfully constructed driveway, although no vehicle may be parked upon any sidewalk or sidewalk area; and

9.3.2 Upon any boulevard area in a residential area if the boulevard area has no curbing or has a curb cut access to the boulevard area.

9.4 ENCROACHMENT PERMIT

A temporary and revocable permit to allow encroachments upon any inside boulevard area within any area of the City may be granted to the owner or lessee of the adjoining property by the Public Works Director or designee. Any such Boulevard Encroachment Permit must comply with the following conditions:

9.4.1 The encroachment as proposed must not be detrimental to the health, safety, or welfare of the public as a whole.

9.4.2 Payment to the City of a one-time application fee to defray administrative costs. The fee shall be established by City Council resolution.

9.4.3 Payment to the City of an annual encroachment rental fee based upon the square footage of encroachment. The annual rental fee shall be established by City Council resolution.

9.4.4 No encroachment permit may be granted to allow parking necessary to fulfill the requirements of off-street parking code.

9.4.5 In all locations where the sidewalk is constructed adjacent to the street curbing and in all locations where no sidewalk has been constructed, no permit may be granted for any encroachment within 7 feet from the back of the curb.

9.4.6 Parking blocks shall be placed in the boulevard area for any permit issued for vehicle parking under this section, and must be placed sufficiently back from the sidewalk area to keep parked vehicles at least 2 feet from the sidewalk or beyond the 7-foot sidewalk area provided in subsection 9.4.5 of this section.

9.4.7 The Boulevard Encroachment Permit may be issued by the Public Works Director or designee at the permit holder's risk upon receipt of a completed application and the processing fee.

Should the City deem it necessary, the Boulevard Encroachment Permit may be revoked upon giving 30 days' notice in writing to the permit.

9.4.8 The Public Works Director or designee shall have the authority to deny or immediately revoke any such permit wherever the public safety may be jeopardized or other traffic, utility or other concerns are paramount.

9.4.9 Any permits issued for fencing part of the boulevard area shall ensure that no fence is installed within 2 feet of any sidewalk or where a sidewalk does not exist, within 7 feet of the back of the curb section.

9.4.10 The requirements of clear vision triangle must be met for any permit involving a corner lot.

9.4.11 Any violation of the terms of this permit shall be cause for immediate revocation at the time of the violation. If the permit holder chooses to reapply for a new permit, the entire permit process including any charges must be repeated.

9.4.12 Upon notice of revocation of a Boulevard Encroachment Permit, the permit holder shall remove or correct any encroachments affected by the revocation within 10 days. The City shall not be held liable for any costs as a result of the revocation, removal, or corrections.

9.4.13 Once a permit has been revoked, should the responsible party fail to remove or correct the situation, the City shall have the structure removed and the cost of the removal assessed to the permit holder.

9.4.14 In any case where it is contended that the decision of the Public Works Director or designee regarding an application was unfair, inequitable or unreasonable; the party objecting thereto may appeal in writing to the Board of Adjustment and submitted to review by the City Council.

9.5 REGULATION OF TREES

The owner of property adjoining a boulevard shall be responsible for the care and maintenance of the boulevard and shall keep the trees planted thereon trimmed and in a condition so that the same shall not be a public nuisance; and, if necessary for the City to remove any trees from such boulevard, the costs of such removal may be assessed against the abutting property owner.

9.6 VIOLATION-PENALTY

Any violation of the provisions of this section shall be considered a public offense punishable under the general penalty of the official code of the City.

Kurt Markegard

From: Kelly Strecker
Sent: Thursday, December 13, 2018 11:26 AM
To: Kurt Markegard
Subject: SEPTIC HAUL CHARGES

Kurt,

Here are the septic haul charges for the last couple of months.

October: \$2642.16

November \$2869.48

Sincerely,

Kelly

MEMORANDUM

Date: December 12, 2018

To: Kurt Markegard, Public Works Director – City of Laurel

From: Chad E. Hanson, PE

Subject: Project Progress Update

The following sections summarize the current status and recent progress on active task orders under our "on-call" engineering contract with the City. Please let me know if you have any questions and/or would like more information.

Task Order No. 25 – Intake Emergency Plan

Wilson Brother Construction removed the temporary weir. Great West will continue to assist the City in coordinating the work and/or with any permitting issues related to the work as requested.

Task Order No. 26 – New Water Intake

The new intake has been fully functional since it was back flushed. Two warranty items on the project were outstanding but have been addressed as follows.

1. The leak in the hot water flush line was located. It was the result of thermal expansion and contraction in the HDPE line that the pipe supplier claimed would not be a problem due to the insulation. Great West and Wilson Brother worked with the manufacturer to develop a remedy that includes an anchor plate welded onto the pipe encased in a concrete block, and Wilson Brother has completed the repair. Great West is covering the cost for their work to repair the leak.
2. CHS refinery expressed concerns with the reclamation but stated they are only willing to discuss specific areas of concern with the City. Kurt verbally indicated that CHS is not requiring any additional seeding.

We submitted the additional documentation for the wetland restoration along the transmission main route requested by Robert Cole with the Army Corps of Engineers on the City's behalf. We have reviewed the Corps' response to the additional documentation but are waiting on direction from the City before preparing a response.

Task Order No. 29 – Phase 3 Water System Improvements

COP Construction continues making progress on the project, and we have been providing on-site observation as applicable, holding weekly update meetings with the City, and conducting weekly construction progress meetings with the City and COP Construction. We have also continued to respond to requests for information (RFIs) from the Contractor and to review submittals as they are received.

Task Order No. 38 – Phase 4 Water System Improvements

No work has been performed since the Progress Update Memo dated July 10, 2018, which stated:

The Phase 4 Improvements include lowering the 2003 intake, adding an additional raw water pump at the WTP, and installing VFDs on all of the large raw water pumps. TSEP and DNRC grant applications for the project were submitted in the spring of 2016 but fell below the funding line. The City needs to complete the lowering of the 2003 intake to comply with the Army Corps permit for the new intake but is undecided on a schedule for the work.

We have done no work on the project and will not until so directed by the City.

Task Order No. 39 – Water and Sewer Rate Study

No work has been performed since the Progress Update Memo dated July 10, 2018, which stated:

We gathered and updated revenue and expense data utilized for the basis of the rate study and presented it to the City in the fall of 2017. We have since suspended work on the rate study until otherwise directed by the City. A meeting to outline objectives and goal of the new Mayor, new Chief Administrative Officer, and remaining City staff for the study is recommended if the City wishes to move forward and complete the study.



City of Laurel Project Status Update
December 15, 2018



WWTP Screw Press (KLJ #1804-00120)

Project Manager: Travis Jones/Doug Whitney

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

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

Milestones:

- Preconstruction meeting was held December 13th
- Notice to Proceed will be January 7, 2019 (150 day contract)

Current Status:

- Contracts are executed, and the submittal process is just beginning.

WWTP Digester Rehabilitation (concurrent with above Screw Press project)

Project Manager: Travis Jones

Reason for Project: The City has not taken down the digesters for routine cleaning, inspection, and repairs for several years. This is due to inadequacy in the sludge handling equipment.

Project Scope: Complete the design and construction administration for the cleaning, inspection, and repairs of the existing digesters.

Milestones: (As needed)

- Will be concurrent with WWTP Screw Press

Current Status:

- Once the interior of the digester is cleaned and can be evaluated for needed restoration, a construction change order and engineering amendment may be required.



City of Laurel Project Status Update
December 15, 2018



Sanitary Sewer H₂S Remediation (KLJ #1804-00122)

Project Manager: Travis Jones/Doug Whitney

Reason for Project: Buildup of H₂S within the WW collection system has led to deterioration of manholes and other system components.

Project Scope: Complete the design and construction administration for the proposed air injection/diffuser system to address H₂S build-up within the system.

Milestones:

- Sewer sampling plan submitted to the City.
- Sewer samples collected on July 19th.
- Results of sewer sampling received on July 30th.
- Analyses of sampling and recommendations for a second round of sewer sampling submitted to the City on August 3rd.
- Second round of samples collected on August 14th.
- Second round of sampling results received on August 27th.
- Results of second round of sewer sampling received on Sept 25th.
- Design of recommended improvements is anticipated for May 2019.

Current Status:

- City has requested that KLJ proceeds with improvement design independent of future sampling.

WWTP Archimedes Screw Rehabilitation (KLJ #TBD)

Project Manager: Travis Jones

Reason for Project: The grouting around the existing screw pumps is wearing down, which makes the pumps less efficient in the transfer of wastewater.

Project Scope: Complete the design and construction administration for the rehabilitation of the existing screw pumps.

Milestones: (As needed)

Current Status: (KLJ Contract Pending)

- No significant updates since previous status report.



City of Laurel Project Status Update
December 15, 2018



East 6th Street Improvements (KLJ #1804-00121)

Project Manager: Carl Jackson

Reason for Project: Street reconstruction between 1st Ave. and Wyoming Ave. to address failed pavement, saturated subgrade conditions and surface runoff improvements.

Project Scope:

- Grading, paving, parking, and drainage enhancements (minor water main in Wyoming)
- Special Improvement District (sidewalks, driveways), pending approval
- Safety improvements
- Water main and valve replacements in Wyoming intersection.

Milestones:

- Survey – completed April 9-13
- Preliminary design – Fall 2018
- SID creation – Winter 2018/2019 (tentative)
- Final design – Winter 2018/2019 (tentative)
- Bidding – February/March 2019 (tentative)
- Construction – completed before August 2019 start of school year

Current Status: KLJ was asked to re-evaluate the scope, by considering the feasibility and cost of an off-street parking lot within Thompson Park along with installing a new water main within East 6th St. to provide looping for side street dead-end connections. The recommendation and path forward will be summarized for the City, following completion of the water system flow testing.

Update: hydrant flow testing was completed 12/3 and KLJ will provide a recommendation for City approval; off-street parking still needs to be determined by the City. Design is pending final direction on these 2 items.

2018 Pavement Maintenance (KLJ #1804-00123)

Project Manager: Carl Jackson

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

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

Milestones: Construction is substantially complete. Striping will need to wait until Spring 2019.

Current Status: (no progress to report until spring re-start)



City of Laurel Project Status Update
December 15, 2018



LURA Infrastructure Improvements (KLJ #1804-01309)

Project Manager: Carl Jackson

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

Project Scope: Preliminary engineering (survey, geotechnical and CCTV inspections), SID creation, design, bidding and construction.

Milestones:

- Task Order approved by City Council – November 6, 2018
- Survey & Geotechnical field work – November 15-December 7
- SID creation – December 2018-March 2019
- Preliminary Engineering – January 1, 2019
- Design & Bidding – pending results and completion of Preliminary Engineering
- Construction – will occur during 2019 construction season

Current Status: KLJ survey and geotechnical field work is complete. The City inspected the sanitary sewer lines (using new CCTV equipment!) and the scope of sanitary sewer rehabilitation is being confirmed. We are currently tracking with the above milestone schedule.



City of Laurel Project Status Update
December 15, 2018



Pavement Management Plan Update (KLJ #1804-01970)

Project Manager: Bryan Vanderloos

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

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

Milestones:

- Field Inventory (pavement condition assessment) – November 1, 2018
- PASER analysis and draft PMP (report) – January 15, 2019
- Finalize PMP (report) based on City review and feedback – February 1, 2019

Current Status: Data collection was completed on November 1, 2018. KLJ has begun reviewing the data and drafting the pavement management plan. We are currently tracking with the above milestone schedule.

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

Project Manager: Carl Jackson

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

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

Milestones: (as needed)

Current Status: No services were provided last month. Kurt recently requested KLJ's assistance with estimating costs to extend City infrastructure to the West Laurel Interchange, and this work will likely be completed as per this on-call task order.



City of Laurel Project Status Update
December 15, 2018



Laurel Planning Services (KLJ #1804-00554)

Project Manager: Forrest Sanderson

Reason for Project: KLJ has been retained to provide City of Laurel planning services during the interim period, while the search for the new City Planner is ongoing.

Project Scope: Planning services may include: subdivision, zoning, development, floodplain hazard management, miscellaneous reviews and other related work. KLJ will prepare staff reports, recommendations, and attend meetings upon request.

Milestones: (as needed)

Current Status:

Floodplain Management – minimal activity this month.

Subdivision Review – The primary efforts during the past month include Iron Horse Phase 2, Regal Park, Brester Minor, Russel Minor and Moore Family Transfer.

Zoning – Answered several questions on Zoning compliance. Prepared a staff report and attended the Planning and Zoning Commission meeting on the Special Review process for the Vue and Brew Theater. Answered application questions related to a pending annexation and initial zoning request being prepared by Performance Engineering.

Planning – primary overall activity included meeting attendance and office work related to City Council consideration of Vue and Brew Special Review, along with bi-weekly meeting with City and KLJ staff.



City of Laurel Project Status Update
December 15, 2018



Other Notes and Information

Other potential projects have been identified during recent conversations between City staff and KLJ. Most recently, City Public Works staff and KLJ task leaders met on September 11th to confirm the path forward, which is summarized below. As these are tentative, the timing and extent of KLJ's services are TBD, unless noted otherwise.

Anticipated FY19 Projects

1. Booster station rehabilitation or replacement (task order forthcoming)
 - a. Anticipated as a spring 2019 project.
2. Capital Improvement Plan (CIP) assistance – pending further direction from the City.
3. Planning (task order amendments forthcoming)
 - a. Review of development rules and regulations (related to public works and planning)
 - b. Growth Policy update
4. Pavement Maintenance (crack/chip seal, other repairs TBD)
 - a. This will be annual; tentatively scheduled for bidding in spring 2019
5. Railroad Street coordination
 - a. A joint resolution between the City and County is pending.
6. Water storage tank evaluation
 - a. Tim is coordinating inspections of the tanks in Spring 2019, which will help determine the scope of work, which may include external and internal coating.

Other Potential Future Projects

1. Examining engineer review of 3rd Party submittals to City
2. Lion's park grant application assistance
3. On-call government relations
4. Riverside Park improvements
5. West side groundwater remediation

Backup material for agenda item:

Confirmation of Appointments:

Appointment of Armondo Hernandez to the Laurel Volunteer Fire Department.

Appointment of Solomon Arno to the Laurel Volunteer Ambulance Service.



LAUREL FIRE/EMS

215 WEST 1ST STREET • LAUREL, MT • 59044
OFFICE 406.628.4911 • FAX 406.628.2185

City of Laurel
PO Box 10
Laurel, Mt. 59044

December 21, 2018

Mayor, CAO and Laurel City Council,

The following have been selected by the members of the Laurel Fire/EMS.

Firefighters.

Armondo Hernandez

EMT's

Solomon Arno

They have all been selected unanimously by the Department, and are seeking your appointment.

All personnel have been approved by the Chief of the Department.

Brent Peters
Fire Chief
City of Laurel Fire/ EMS

Backup material for agenda item:

Resolution No. R19-01: A Resolution Of The City Council Authorizing The Release Of Funds From The Tax Increment Financing District Fund For Façade Improvements And Signage For The Property Located At 117 West Main Street, Laurel Montana.

RESOLUTION NO. R19-01

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE
RELEASE OF FUNDS FROM THE TAX INCREMENT FINANCING DISTRICT FUND FOR
FAÇADE IMPROVEMENTS AND SIGNAGE FOR THE PROPERTY LOCATED AT 117 WEST
MAIN STREET, LAUREL MONTANA.**

WHEREAS, the City Council previously approved a Façade Grant Request Program proposed by the Laurel Urban Renewal Agency (LURA); and

WHEREAS, the owner of the property listed herein submitted a Grant Request for façade improvements for his property and such property is located within the Tax Increment Financing District: Owner: Ron Seder: 117 West Main Street; and

WHEREAS, the LURA Board reviewed the application and recommends approval for the above Property in the amounts provided in the attached letter; and

WHEREAS, the application was complete, the project is eligible for grant assistance and LURA recommends funding of the same as provided in the attached letter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the grant request for façade improvements and signage is approved for the following: Owner: Ron Seder: 117 West Main Street \$7500.00

BE IT FURTHER RESOLVED, the Mayor, CAO, and City Clerk Treasurer are authorized to utilize the appropriately designated accounts to pay the grants upon submission of the required documentation from the Property Owner.

Introduced at a regular meeting of the City Council on January 15, 2019, by Council Member

_____.

PASSED and APPROVED by the City Council of the City of Laurel this 15th day of January 2019.

APPROVED by the Mayor this 15th day of January 2019.

CITY OF LAUREL

Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk-Treasurer

Approved as to form:

Sam S. Painter, Civil City Attorney

Laurel Urban Renewal Agency
115 W. 1st Street
Laurel, Montana 59044



December 18, 2018

To: Laurel City Council
From: Laurel Urban Renewal Agency

Subject: King Koin Laundromat

Ron Seder has applied for a façade improvement grant for renovations to his building at 117 West Main Street, also known as King Koin Laundromat.

Mr. Seder has provided evidence of payment for replacement of glass and doors on the exterior of the building as well as a new sign.

LURA recommends reimbursement in the amount of \$7,500.00.

A copy of the application and evidence of payment is attached to this letter.

Thank you for your consideration.


Judy Goldsby
Committee Chairman