



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, OCTOBER 15, 2019  
6:30 PM  
CITY COUNCIL CHAMBERS**

**Public Input:** *Citizens may address the Council regarding any item of City business that is not on tonight's agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda. If a citizen would like to speak or comment regarding an item that is on tonight's agenda, 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.*

*Be advised, if a discussion item has an upcoming public hearing, we would request members of the public to reserve your comments until the public hearing. At the public hearing, the City Council will establish an official record that will include all of your comments, testimony and written evidence. The City Council will base its decision on the record created during the public hearing. Any comments provided tonight will not be included in the record or considered by the City Council.*

**General Items**

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

**Executive Review**

2. [Resolution](#) - Authorizing The Award Of A Grant To The Front Porch From The Tax Increment Financing District Funds Pursuant To The LURA Small Grant Request Program For Eligible Applicants And Improvements.
3. Resolution - A Resolution Of The City Council Authorizing The Submission Of A CDBG Grant Application And To Commit The Matching Funds Required By The Creating Agency.
4. Resolution - Authorizing The Mayor To Sign A Resolution For The State Of Montana Updating The Agents Authorized To Acquire Surplus Property Through The State Of Montana Surplus Property Program.

**Council Issues**

5. [Update](#) on West Railroad St.
6. Discussion regarding Committee and Board minutes.

**Other Items**

**Review of Draft Council Agendas**

7. Review Draft Council Agenda of October 22, 2019.

**Attendance at Upcoming Council Meeting**

**Announcements**

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

**Item Attachment Documents:**

Resolution - Authorizing The Award Of A Grant To The Front Porch From The Tax Increment Financing District Funds Pursuant To The LURA Small Grant Request Program For Eligible Applicants And Improvements.

**RESOLUTION NO. R19-**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE  
AWARD OF A GRANT TO THE FRONT PORCH FROM THE TAX INCREMENT  
FINANCING DISTRICT FUNDS PURSUANT TO THE LURA SMALL GRANT  
REQUEST PROGRAM FOR ELIGIBLE APPLICANTS AND IMPROVEMENTS.**

WHEREAS, the City of Laurel approved a Small Grant Request Program proposed by the Laurel Urban Renewal Agency (LURA) through Resolution No. R19-42; and

WHEREAS, The Front Porch prepared and submitted an application seeking grant funding through the Small Grant Request Program for their respective projects; and

WHEREAS, the LURA Board reviewed and considered the application submitted and recommends the City Council's approval and award of the small grant and façade grant to the Applicant in the following amount:

a.	The Front Porch:	General Small Grant Award:	\$1,575.00
		Façade Grant Award:	\$6,000.00
		Total Grant Award:	\$7,575.00

WHEREAS, the applicant, application and projects are eligible for grant assistance and LURA recommends approval and funding of the same in the amounts provided herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the Applicant listed herein is hereby approved for a small grant and façade grant pursuant to such programs in the amounts provided herein as recommended by the LURA Board in the attached documents attached hereto. The grants shall be paid from the City's appropriate Grant Fund Program created pursuant to the Tax Increment Financing District Fund.

Introduced at a regular meeting of the City Council on October 22, 2019, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 22<sup>nd</sup> day of October 2019.

APPROVED by the Mayor this 22<sup>nd</sup> day of October 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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Sam Painter, Civil City Attorney



# LAUREL URBAN RENEWAL AGENCY (LURA)

Control No. 19-0531-094543

OFFICE USE ONLY

### Grant Application

- Small Grant (up to \$20,000)
- Technical Assistance Grant
- Façade Grant
- Sign Grant
- Large Grant (Greater than \$20,000)

**RECEIVED**  
 MAY 31 2019  
 BY: *[Signature]*

LURA REVIEW	DATE
PLANNER REVIEW	DATE
CITY COUNCIL	DATE
AWARD	DATE
NOTIFICATION	DATE
INSPECTION	DATE
PAYMENT	DATE

Application fees are non-refundable.

Applicant Name (Last, First Middle) Sarah Kuhr and Cheryl Hill		Applicant Phone ( 406 ) 208 - 2767	
Applicant Mailing Address (Street, City, State Zip) 109 West 1 <sup>st</sup> Street		Applicant E-Mail Address thefrontporchmt@gmail.com	
Business Name The Front Porch		Laurel Business License Number	
Business Physical Address (Street, City, State Zip) 109 West 1 <sup>st</sup> Street		Business Phone ( 406 ) 208 - 2767	
Business Activities (i.e. retail, office, etc.) Retail, Creative Studio, and Rental Space			
Business Owner Name (Last, First Middle) <input type="checkbox"/> Same as Applicant		Business Owner Phone ( ) -	
Business Owner Mailing Address (Street, City, State Zip) 109 West 1 <sup>st</sup> Street		Business Owner E-Mail Address kuhrsarah@gmail.com	
Building Frontage (building length along a public street) 48 feet	Building Height (number of stories defined by current code) 13 feet 1 stories	Historical District Building <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Approved / /
Property Legal Description (i.e. assessor parcel number)			
Property Legal Owner and Contact Information			

I certify under penalty of law, that the information provided herein is true, accurate and complete to the best of my knowledge. I understand that submitting an application does not guarantee a grant will be awarded, and that grant awards are at the discretion of the LURA board. Additionally, I verify that I have read and agree to abide by all applicable regulations under Title 20 of the Laurel Municipal Code as they apply to the LURA program. I am aware that a violation of these regulations shall result in the rejection of my application or disqualification from participating in the LURA grant program.

Applicant Signature <i>Sarah A. Kuhr</i>	Date (MM/DD/YYYY) May 131, 19
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**INCOMPLETE APPLICATIONS SHALL BE RETURNED**

Application processing time is a minimum of 60 business days.

Return Completed Applications To:  
 Laurel Urban Renewal Agency (LURA)  
 ATTN: City Planner  
 PO Box 10  
 Laurel, MT 59044  
 (406) 628-7431

Applicant Initials *SK*

Previous Applications (if any)	Date	Control No.	Approved
none	/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No
	/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No
	/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No
	/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No
	/ /		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Brief Description of Type of Business and Services Provided by Applicant.**

At The Front Porch, our mission is to provide a place where others can gather, connect, and create. At our store and studio we do just that, we provide all the supplies, and teaching tutorials needed to come and enjoy a fun night out with friends, and leave with a project you are proud of. Our main medium is woodsigns, however, we offer many different avenues for our customers to get creative. We have become our small towns go to place to get together with friends and celebrate birthdays, bridal showers, sports teams, and much more. We love our small community and strive to give back to it as often as we can. With our recent expansion, we are now able to provide adequate space rental for special events such as graduation parties, bridal showers, team dinners and more. With our expanded store front, we are consigning with several local businesses and their products. We also plan to fulfill another need in our community and provide a place for the youth in our area to have a place to go after school on certain days of the week.

**Brief Description of Project.**

With the recent purchase of the building, we have many projects that will need to happen in order for us to function as a business. We have started by painting and cleaning the entire space. We also got a start on updating the electrical, replacing old lights with LED lighting. One of the most important areas to address, is replacing the roof of the building. It has been in rough shape for many years and needs a full replacement. We also would like to replace the single pane windows and insulate to make the building more efficient. Part of replacing the windows, especially in the front of the building would lend directly to the façade updates that need to be addressed. We would like to replace the main entrance door and add an additional entrance. We will also update the color of the building, and attach a store front awning. After these improvements are made, next the heat and AC will need to be addressed, then we would like to add kitchenet area for our space renters to use, at the same time we will update the bathrooms to be handicap accessible. We plan to do all these improvements phase by phase.

**Brief Description of Project Time Line.**

May 2019 Paint and Clean entire space. Tear out old ceilings. Begin replacing electrical.  
 Fall 2019 Roof and Front Façade and Windows  
 2020 Heat and AC  
 2021 Kitchenet and Handicap Accessible Bathrooms

**Explain how the project will support and/or improve the down town district.**

The Front Porch will be serving all ages of the community. It will offer a place for people to have gatherings, get creative, and connect with one another. We are proud of the town we live in and want to help in the upkeep of the look and feel of our building. This will help us accommodate our community for years to come.

**What type(s) of development and/or physical improvements are being considered?**

Complete new roof, Replacement of windows and two additional entrances into the space. Electrical updates, as well as plumbing.

Name and Address of Technical Assistance Firm.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Contractor that will complete the work.

Mitch Donahue 3770 Ave D Suite D Billings  
Nick Carlson 42 Wildflower Cir Park City, MT  
Jerel Harris Cornerstone Plumbing, Laurel MT

What type of general <b>Small Grant</b> is needed?		MCA	LURA Funds Requested	Applicant Funds Committed
<input type="checkbox"/>	Demolition/Abatement of Structure for Removal of Blight	7-15-4288(2)	\$ _____	\$ _____
<input type="checkbox"/>	Sidewalks, Curbs, Gutters	7-15-4288(2)	\$ _____	\$ _____
<input type="checkbox"/>	Public Utilities			
<input type="checkbox"/>	Water, Wastewater, Storm Water	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Electrical, Natural Gas, Fiberoptic, Telecommunications	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Intersection Signals & HAWK Crossing	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Street & Alley Surface Improvements	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Crosswalks	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Green Space & Water Ways	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Improvement of Pedestrian Areas	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Historical Restorations	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Off Street Parking for Public Use	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Bridges & Walkways	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/>	Pollution Reduction	7-15-4288(12)	\$ _____	\$ _____
<input type="checkbox"/>	Structural Repair			
<input type="checkbox"/>	Flooring		\$ _____	\$ _____
<input type="checkbox"/>	Walls (interior)		\$ _____	\$ _____
<input type="checkbox"/>	Roof, Ceiling		\$ _____	\$ _____
<input type="checkbox"/>	Energy Efficiency Improvements			
<input checked="" type="checkbox"/>	LED Lighting (interior)		\$3,150	\$ _____
<input type="checkbox"/>	Insulation		\$ _____	\$ _____
<input type="checkbox"/>	Programmable Thermostats		\$ _____	\$ _____
<input type="checkbox"/>	Solar Panels and Systems		\$ _____	\$ _____
<b>TOTAL:</b>			\$ _____	\$ _____



What type of **Small Grant** is needed?

	Hours (up to 30 total)	LURA Funds Requested	Applicant Funds Committed
<input type="checkbox"/> Technical Assistance			
<input type="checkbox"/> Architectural/Design Fees	_____	\$ _____	\$ _____
<input type="checkbox"/> Landscape/Hardscape Design Fees	_____	\$ _____	\$ _____
<input type="checkbox"/> Feasibility Study Fees	_____	\$ _____	\$ _____
<input type="checkbox"/> Building Permit Fees	_____	\$ _____	\$ _____
<input type="checkbox"/> Facade Grant			
<input type="checkbox"/> Water Cleaning		\$ _____	\$ _____
<input checked="" type="checkbox"/> Prepping and Painting		\$1,400	\$ _____
<input checked="" type="checkbox"/> Window Replacement/Repair		\$13,109.94	\$ _____
<input checked="" type="checkbox"/> Door Replacement/Repair		\$7,099.20	\$ _____
<input checked="" type="checkbox"/> Entry Foyer Repairs		\$2,500	\$ _____
<input checked="" type="checkbox"/> Exterior Lighting		\$1600	\$ _____
<input type="checkbox"/> Façade Restoration/Rehabilitation		\$ _____	\$ _____
<input type="checkbox"/> Landscape/Hardscape Improvements		\$ _____	\$ _____
<input type="checkbox"/> Signage and Awning Grant			
<input type="checkbox"/> Signage		\$in coming years	\$ _____
<input type="checkbox"/> Awning		\$ _____	\$ _____
		<b>TOTAL:</b> \$28,859.14	\$ _____

What type of **Large Grant** is needed?

	MCA	LURA Funds Requested	Applicant Funds Committed
<input type="checkbox"/> Demolition/Abatement of Structure for Removal of Blight	7-15-4288(2)	\$ _____	\$ _____
<input type="checkbox"/> Sidewalks, Curbs, Gutters	7-15-4288(2)	\$ _____	\$ _____
<input type="checkbox"/> Public Utilities			
<input type="checkbox"/> Water, Wastewater, Storm Water	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Electrical, Natural Gas, Fiberoptic, Telecommunications	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Intersection Signals & HAWK Crossing	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Street & Alley Surface Improvements	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Crosswalks	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Green Space & Water Ways	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Improvement of Pedestrian Areas	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Historical Restorations	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Off Street Parking for Public Use	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Bridges & Walkways	7-15-4288(4)	\$ _____	\$ _____
<input type="checkbox"/> Pollution Reduction	7-15-4288(12)	\$ _____	\$ _____
<input type="checkbox"/> Structural Repair			
<input type="checkbox"/> Flooring		\$ _____	\$ _____
<input type="checkbox"/> Walls (interior)		\$ _____	\$ _____
<input checked="" type="checkbox"/> Roof, Ceiling		\$26,112.81	\$ _____
<input type="checkbox"/> Energy Efficiency Improvements			
<input type="checkbox"/> LED Lighting (interior)		\$ _____	\$ _____
<input type="checkbox"/> Insulation		\$ _____	\$ _____
<input type="checkbox"/> Programmable Thermostats		\$ _____	\$ _____
<input type="checkbox"/> Solar Panels and Systems		\$ _____	\$ _____
<b>TOTAL:</b>		\$26,112.81	\$ _____

*Included* →

Application Checklist

- Application
- Copy of Laurel Business License
- Copy of Historical Building Verification form from Yellowstone County Historic Preservation Office
- Copy of Estimates or Paid Invoices from Applicant's Vendor (Work performed by the applicant, business owner, property owner, or employee shall not be accepted for any grant project.)
- Copy of Plans and Sketches (hand drawn will not be accepted)
- Copy of Supporting Documentation
- Photos (Before and After)
- Project Description
- Project Time Line



**ESTIMATE**

Donahue Roofing and Siding LLC  
 3970 Avenue D,  
 Suite D  
 Billings, MT 59102  
 (406) 248-5428

**Sales Representative**  
 Mitch Donahue  
 (406) 248-5428  
 donahueroofing@gmail.com



**The Front Porch**  
**Cheryl Hill**  
**109 W 1st St**  
**MT**

**Estimate #** 1332  
**Date** 4/15/2019

Item	Description	Qty	Price	Amount
<b>WINDOWS</b>				
Vinyl Windows	Center picture window with 2 side double hung windows. Tempered Low-E glass.	2.00	\$3,287.97	\$6,575.94
Vinyl Windows	2-light sliding windows. Tempered Low-E glass.	2.00	\$1,683.00	\$3,366.00
Widow Wraps	labor for wrapping standard window sizes	4.00	\$72.00	\$288.00
Window Labor	Labor for tearing out windows, re-framing the opening, installing the window, and trimming out the inside.	4.00	\$720.00	\$2,880.00
<b>DOOR</b>				
Entry Door	Steel door with top glass custom fit to door opening.	<del>2</del> 1.00	\$2,379.60	<del>\$4,759.20</del> \$2,379.60
Door installation	Labor for removing old door, Re-framing the new opening, installing the new door and trimming out the new door. Door comes primed and needs to be painted.	<del>2</del> 1.00	\$900.00	<del>\$1,800.00</del> \$900.00
Painting	paint door	<del>2</del> 1.00	\$270.00	<del>\$540.00</del> \$270.00
<b>Sub Total</b>				\$16,659.54
<b>Total</b>				\$16,659.54 \$20,209.14

**SPECIAL INSTRUCTIONS**

*\*we added another entry door*

# Roof est.

## ESTIMATE

Donahue Roofing and Siding LLC  
 3970 Avenue D,  
 Suite D  
 Billings, MT 59102  
 (406) 248-5428

**Sales Representative**  
 Mitch Donahue  
 (406) 248-5428  
 donahueroofing@gmail.com



**The Front Porch  
 Cheryl Hill  
 109 W 1st St  
 MT**

**Estimate #** 1330  
**Date** 4/15/2019

Item	Description	Qty	Price	Amount
60 mil TPO	8' X 100' ROLL	4.00	\$792.00	\$3,168.00
4' TPO ROLL	4' X 100' 60 MIL TPO	1.00	\$396.00	\$396.00
1/2" fanfold	1/2" fan fold insulation board	1.00	\$93.60	\$93.60
2 3/8" Plates	Membrane plates	1.00	\$228.58	\$228.58
3" PLATES	INSULATION PLATES (1000)	1.00	\$140.38	\$140.38
7" HD screws	7" #15 screws for TPO (500)	2.00	\$257.40	\$514.80
2.6" ISO	2-layers of 2.6" ISO will give you an R-30. (per sheet)	180.00	\$53.39	\$9,610.20
2x4x8 PT Lumber	Pressure treated dimensional lumber for wood nailer	12.00	\$11.65	\$139.80
TPO drip edge	3" face, 10' long TPO coated metal	5.00	\$51.75	\$258.75
TPO pipe boot	1"-6"	5.00	\$51.30	\$256.50
TPO T-Joint	Box of 100 T-Joint patches	1.00	\$123.30	\$123.30
Cut Edge Sealant	tube	2.00	\$26.10	\$52.20
water stop	caulking per tube	6.00	\$9.85	\$59.10
Termination Bar		18.00	\$13.50	\$243.00
TPO labor	labor for installing TPO	32.00	\$216.00	\$6,912.00
Tear Off Labor	Tear off 1-layer of roofing	32.00	\$90.00	\$2,880.00
Building Permit	City of Laurel	1.00	\$250.00	\$250.00
<b>GUTTERS</b>				
6" SEAMLESS GUTTERS	6" SEAMLESS GUTTERS BY THE FOOT	48.00	\$11.70	\$561.60
XL 3X4 DOWNSPOUTS	3" X 4" DOWNSPOUTS	20.00	\$11.25	\$225.00

<b>Sub Total</b>	\$26,112.81
<b>Total</b>	\$26,112.81

**SPECIAL INSTRUCTIONS**

We calculated the cost for the work you have requested on your Project. Thank you for the opportunity to bid on your roofing project, we look forward to working with you in the near future. The scope of work will consist of the following: East Wing Roof

1. Tear off the gravel roofing down to the decking and inspect for rotten wood.
2. Install 2-layers 2.6" polyiso insulation board in order to achieve an R-value of 30-R.
3. Mechanically fasten a layer of 60 mil TPO over the top of the insulation.
4. Remove all old pipe flashings, curb flashings and drains and install new TPO flashings and drains.
5. Install new TPO metal edging on the back edge of the roof and install a new 6" seamless gutter and 3x4" down spout.
6. Donahue Roofing will supply all materials.
7. This project will carry a 20-year warranty from the manufacturer and a 5-year workmanship warranty from Donahue Roofing, LLC

Dated \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Accepted:

Any alterations or deviations from the above specifications involving extra costs of labor or material will only be executed upon written order for the same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

You are hereby written to furnish all materials and labor required to complete the work mentioned in the above proposal, for which I agree to pay the amount mentioned on said proposal, and according to the terms thereof. This guarantee shall not become effective until the contractor has been paid in full for said in accordance with agreement.

Notice: Balance due after 30 days will be charged 1.5% per month. All costs of collections to include attorney's fees shall be assessed.

Accepted by:

Dated: \_\_\_\_\_



**AGENDA**  
**CITY OF LAUREL**  
**LAUREL URBAN RENEWAL AGENCY**  
**MONDAY, SEPTEMBER 16, 2019**  
**11:00 AM**  
**LAUREL CITY COUNCIL CHAMBERS**

**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. Roll Call

Meeting called to order at 11:06AM.

Mardie Spalinger  
Don Smarsh  
Michelle DeBoer (Prospective Advisory Member)  
Janice Lehman  
Judy Goldsby  
Nick Altonaga (City of Laurel)

2. Approve Meeting Minutes: August 19, 2019

Board members reviewed the Meeting Minutes from August 19, 2019.

Discussion of the recent lack of attendance by Big Sky EDA Member.

Don motioned to accept minutes from August 19, 2019.  
Mardie Seconded.  
Motion Carried.

**New Business**

3. Grant Application: Nardella Facade Grant

Members review the Application and its supporting documents.

Don motioned to accept the Façade Grant Application at \$2,492.50  
Mardie Seconded.  
Motion Carried.

**Old Business**

4. Grant Application: Front Porch General Small Grant

Members discussed the two grants being applied for and their allowable costs and reimbursements.

Don motioned to approve the General Small Grant request at 50% at \$1,575.00

Mardie Seconded.

Motion Carried.

Don motioned to approve the maximum allowable amount of \$6,000 for the façade grant request.

Mardie Seconded.

Motion carried.

#### 5. Grant Application: Mountain Land Rehab Facade Grant

Members discussed what is allowable and applicable for reimbursement. Members would like verification of which items go to which grant requests to ensure there is no duplication. The Planner will contact Brian at Mountain Land Rehab to provide clarification of requested amounts.

#### **Other Items**

#### 6. LURA Budget

Planner presented the budget and the line items which have been added. Members discussed how it could be further itemized to include the amounts paid out per applicant.

What is the total amount of funds available for the Façade, Technical Assistance, and General Small Grants? Would it be possible to have a sit down meeting to discuss how much is appropriated for each program? (What is available, what has been paid out, and who has been paid out?)

Members would like to know what the estimated amount to be bonded is in the future and the proposed yearly debt service to determine what funding will be left for the LURA Board to fund the different grant programs.

Members had a general discussion of how to encourage Main Street properties to keep up their properties and sidewalks which included incentives, notifying them of the grant programs, and marketing and outreach attempts. Not many people know or even understand the TIF District and how it works.

Members further discussed the vacancy rate downtown and how to boost walk-in traffic. It is difficult to retain certain businesses such as restaurants. Members mentioned how it is important to highlight what property owners pay in, and what they can get out. Members asked if it is possible to get a list of what people have paid in to the TIF District.

The City Planner will work to enter all available applications into the spreadsheets to create an organized, centralized directory of information on the applicants.

#### **Announcements**

Don motioned to adjourn the meeting.

Mardie Seconded

Motion Carried.

Meeting Adjourned at 12:10PM.

#### 7. Next Meeting: October 21, 2019



**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**

										LURA	City Council
Applicant	Project	Application Date	Start Date	Completion Date	Technical Assistance (\$4,000)	Façade (\$2,400)	Sign (\$3,000)	General Small Grant (\$5,000)	LURA Approved Amount	Arrproval Date1	Arrproval Date2
Veterans of Foreign Wars (VFW)	Construction and installation of sign on property to notify community of VFW Post in Laurel	4/24/2019	5/30/2019	6/30/2019	\$ -	\$ -	\$ 1,605.25		\$ 1,605.25	5/20/2019	
The Front Porch	Window Replacement and repair and Door installation and repair for new building	5/31/2019	5/1/2019	12/1/2019		\$ 6,000.00		\$ 1,575.00	\$ 7,575.00	9/16/2019	
Nardella Investments LLC	Façade Restoration/Rehabilitation of deteriorated siding, rebuild and residing of wind-break walls on entire building.	9/4/2019	10/1/2019	11/1/2019		\$ 2,492.50			\$ 2,492.50	9/16/2019	

**Item Attachment Documents:**

3. Resolution - A Resolution Of The City Council Authorizing The Submission Of A CDBG Grant Application And To Commit The Matching Funds Required By The Creating Agency.

**RESOLUTION NO. R19-**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE  
SUBMISSION OF A CDBG GRANT APPLICATION AND TO COMMIT THE  
MATCHING FUNDS REQUIRED BY THE CREATING AGENCY.**

WHEREAS, the City of Laurel is applying to the US Department of Housing and Urban Development for financial assistance from the Community Development Block Grant (CDBG) to complete a Growth Management Plan;

WHEREAS, the City of Laurel agrees to comply with all State laws and regulations and the requirements described in the CDBG Application Guidelines and those that will be described in the CDBG Project Administration Manual;

WHEREAS, the City of Laurel commits to provide the amount of matching funds as proposed in the CDBG application; and

NOW THEREFORE BE IT RESOLVED, the City Council hereby authorizes the Mayor and/or Planning Director to submit a CDBG application to the US Department of Housing and Urban Development on behalf of the City of Laurel, to act on its behalf and to provide such additional information as may be required.

Introduced at a regular meeting of the City Council on October 22, 2019 by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 22<sup>nd</sup> day of October, 2019.

APPROVED by the Mayor this 22<sup>nd</sup> day of October, 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

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

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



Office of the City Planner

September, 30, 2019

Regarding the City of Laurel's Application for the CDBG Planning Grant through the Montana Department of Commerce

Mayor Nelson,

I am requesting that the City Council officially consider their support of an application to the Community Development Block Grant (CDBG) Planning Grant Program. The Planning Department is preparing an application to the CDBG Planning Grant Program to support the department with the creation of an updated Growth Management Plan in 2020. The City of Laurel will be requesting \$50,000 in assistance through the CDBG Planning Grant Program and will match this amount with \$16,667 in local funds.

Grant funding will be used to offset staff and consultant time spent researching, drafting, and conducting public outreach in support of the creation of an updated Growth Management Plan. This grant funding will also ease the budgetary burden and allow local funds to be used to support other upcoming comprehensive planning efforts.

An updated plan is a statutory requirement as Laurel's currently adopted plan from December 2013 is out of date. A comprehensive update to our Growth Management Plan is also necessary to support new growth, orderly development, and consistent policy-making of the city of Laurel over the next 5 years. I would be happy to provide a draft of the grant for review by Council if needed. Thank you for your consideration of this matter.

I look forward to your response,

Nicholas Altonaga

City Planner

**Item Attachment Documents:**

4. Resolution - Authorizing The Mayor To Sign A Resolution For The State Of Montana Updating The Agents Authorized To Acquire Surplus Property Through The State Of Montana Surplus Property Program.

**RESOLUTION NO. R19-\_\_**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO  
SIGN A RESOLUTION FOR THE STATE OF MONTANA UPDATING THE  
AGENTS AUTHORIZED TO ACQUIRE SURPLUS PROPERTY THROUGH THE  
STATE OF MONTANA SURPLUS PROPERTY PROGRAM.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The resolution for the State of Montana, copy attached hereto, is hereby approved.

Section 2: Execution. The Mayor of the City of Laurel is hereby given authority to execute the resolution for the State of Montana on behalf of the City.

Introduced at a regular meeting of the City Council on October 22, 2019, by Council Member \_\_\_\_\_.

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

APPROVED by the Mayor this 22<sup>nd</sup> day of October 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

State of Montana  
Surplus Property Program  
P O Box 200137  
Helena, MT 59620-0137  
(406) 444-9923

**RESOLUTION**

(For Surplus Program Use) <b>Donee #:</b> _____ <b>Approved to acquire:</b> <b>State: Yes No</b> <b>Federal: Yes No</b>
---

BE IT RESOLVED THAT: City of Laurel  
*(Print Legal Name of Applicant Organization)*

STREET ADDRESS: 115 W. 1st St. City: Laurel MT 59044

MAILING ADDRESS: PO BOX 10 City: Laurel MT 59 044

PHONE NUMBER: (406) 628-7431 FAX NUMBER: (406) 628-2289

E-MAIL ADDRESS: cityclerk@laurel.mt.gov

by its Governing Board (or) by the Chief Administration Officer, if not governed by a board, shall obligate the Applicant and its funds to the extent necessary to comply with the TERMS and CONDITIONS listed on the reverse side of this form. **The employee(s) whose name(s) and signature(s) appears on this document is (are) authorized to acquire federal and/or state surplus property from the State of Montana Surplus Property Program for the above Applicant.**

BE IT FURTHER RESOLVED THAT this certified copy of the Resolution shall be submitted to the State of Montana, Surplus Property Program and the same remain in effect until written notice is given to the Surplus Property Program to change or rescind said Resolution.

**CERTIFICATION:** I, Thomas C Nelson hereby certify that I am the  
*(Chairman of the Board (or) Administrative Officer)*

Mayor of the City of Laurel  
*(Title) (Full Legal Name of Governing Board)*

of the above applicant that the foregoing is

- (1) a true and correct copy of the Resolution adopted be the vote of the majority of said board present at a duly-convened
- (2) meeting of the said board on the 22nd day of October, 2019 at which a quorum was present.

**OR**

- (2) an executive action taken by me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE: \_\_\_\_\_  
*(Chairman of the Board (or) Administrative Officer)*

**AGENTS AUTHORIZED TO ACQUIRE SURPLUS PROPERTY AND THEIR SIGNATURES (required)**

TYPE OR PRINT NAME:	SIGNATURE:	DEPARTMENT:	EMAIL ADDRESS:
1. <u>Thomas C Nelson</u>	_____	<u>Mayor</u>	<u>citymayor@laurel.mt.gov</u>
2. <u>Emelie Eaton</u>	_____	<u>Council President</u>	<u>ward1b@laurel.mt.gov</u>
3. <u>Sam Painter</u>	_____	<u>City Attorney</u>	<u>sam@thompsonpainterlaw.com</u>
4. <u>Bethany Langve</u>	_____	<u>Clerk-Treasurer</u>	<u>Cityclerk@laurel.mt.gov</u>
5. _____	_____	_____	_____
6. _____	_____	_____	_____



STATE SURPLUS PROPERTY PROGRAM  
Federal Surplus Property Program  
16 West Custer  
Helena, Mt. 59620-0137  
Phone (406) 444-9921

STATE OF MONTANA

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF  
THE CIVIL RIGHTS ACT OF 1964, AS AMENDED; SECTION 606 OF TITLE  
VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF  
1949, AS AMENDED; SECTION 504 OF THE REHABILITATION ACT OF  
1973, AS AMENDED; TITLE IX OF THE EDUCATION AMENDMENTS  
OF 1972, AS AMENDED; AND SECTION 303 OF THE AGE  
DISCRIMINATION ACT OF 1975, AS AMENDED.

City of Laurel

(Full legal name of applicant organization (hereafter called the donee))

hereby agrees that the program for or connection with any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 1016.2) issued under the provisions of title VI of the Civil Rights Act of 1964, as amended, Section 606 Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended and Section 303 of the Age Discrimination Act of 1974, as amended, to the end that no person in the United States shall on the grounds of race, color, sex, age, national origin, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and Hereby Gives Assurance That it will immediately take any measure necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
(Chairman of the Board (OR) Chief Administrative Officer)

**Item Attachment Documents:**

Update on West Railroad St

**Task Order: West Railroad Street Preliminary Engineering**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 5, 2017 ("Agreement"), Owner and Engineer agree as follows:

**1. Background Data**

- A. Effective Date of Task Order: October 22, 2019
- B. Owner: City of Laurel
- C. Engineer: Kadrmas, Lee & Jackson, Inc. (dba "KLJ")
- D. Specific Project (title): West Railroad Street Preliminary Study
- E. Specific Project (description): Street and Utility construction analysis related work from 8<sup>th</sup> Avenue to the storm discharge into the Existing 60-inch RCP on East Railroad Street.

**2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:  
Set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services – Does not apply
- C. Designing to a Construction Cost Limit – Not Used
- D. Other Services – Not Used
- E. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

**3. Additional Services**

- A. Additional Services that may be authorized or necessary under this Task Order are:  
Set forth as Additional Services in Part 2—Additional Services, of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

#### 4. Owner's Responsibilities

- A. Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:
- Pay the cost of any review fees imposed by agencies having jurisdiction over the project.
  - Coordinate with other stakeholders to evaluate access and traffic control considerations.

#### 5. Task Order Schedule

- A. In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:
- Owner desires to have a final report by the Spring of 2020. Engineer will plan the project to accommodate these dates. The final schedule is dependent on funding availability, weather or other unexpected circumstances.
  - Owner will provide review comments, in writing, to Engineer for any draft deliverables submitted by Engineer. Owner will provide comments within 10-days of receipt from Engineer. Owner acknowledges delays in review/response may extend the final schedule.
  - Engineer shall provide periodic updates to Owner on the anticipated completion schedule, throughout the duration of the project.

#### 6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services: Study/Report, (A1.01-)	\$85,000	Hourly not to Exceed
<b>TOTAL COMPENSATION</b>	\$85,000	
2. Additional Services (Part 2 of Exhibit A)	TBD	

\*Based on a [ tbd ] -month continuous construction period.

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. **Consultants retained as of the Effective Date of the Task Order:** None

8. **Other Modifications to Agreement and Exhibits:** None

9. **Attachments:**

Exhibit A – Engineer’s Services for Task Order

10. **Other Documents Incorporated by Reference:**

December 5, 2017 Agreement between Owner and Engineer for Professional Services, Task Order Edition

11. **Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 22, 2019

OWNER: City of Laurel

ENGINEER: Kadrmas, Lee & Jackson, Inc.

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Engineer License or Firm’s  
Certificate No. (if required): PEL-EF-LIC-37

State of: Montana

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kurt Markegard

Name: Matthew Smith

Title: Director of Public Works

Title: Project Manager

Address: PO Box 10  
Laurel, MT 59044

Address: PO Box 80303  
Billings, MT 59108

E-Mail  
Address: kmarkegard@laurel.mt.gov

E-Mail  
Address: matt.smith@kljeng.com

Phone: 406-628-4796

Phone: 406-247-2905

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**Engineer's Services for Task Order: West Railroad Street Reconstruction**

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**PART 1—BASIC SERVICES**

*A1.01. Study and Report Phase Services*

- A. Project Management- tasks below apply to all phases:
- a. Organize and facilitate kick-off meetings (one each) with Owner and Engineer's project teams to confirm roles, responsibilities and expectations for completing the project.
  - b. Provide project management services consisting of creating a work breakdown structure and detailed project schedule, create and implement a project management plan, facilitating weekly progress meetings and team coordination, review time and expenses and generating monthly invoices, provide bi-weekly status updates to Owner, and provide oversight of the day-to-day Project activities.
  - c. Attend up to three (3) unscheduled meetings as needed to coordinate with Owner or other stakeholders.
- B. As Basic Services, Engineer Shall
1. Consult with Owner to define and clarify Owner's requirements for the Specific Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.
  2. Attend up to two (2) meetings with MDT to define and clarify requirements for urban routes and identify available data, information, reports, facilities plan and site evaluations.
  3. Identify potential solution(s) to meet Owner's Specific Project requirements, as needed. Study and evaluate the potential solution(s) to meet Owner's Specific Project requirements.
    - a. Visit the Site to review existing conditions and facilities.
    - b. Research and document existing public and privately-owned utilities and evaluate if existing or potential conflicts necessitate utility relocation. Prepare for and facilitate one (1) preliminary utility coordination meeting in Laurel with Owner and other utility owners. Provide a written recommendation. Completing a Subsurface Utility Engineering (SUE) survey is not included in this scope of work.
    - c. Water Main and Sanitary Sewer – review the existing information provided by Owner (see Part 4 above) to recommend extents of water main and sanitary sewer replacement/extension requirements. System modeling by Engineer is not required

- d. Drainage Analysis – Evaluate opportunities and constraints related to utilizing existing storm water conveyances, including curbs, gutters, pipes and storm drains. Provide a preliminary delineation of drainage patterns within the right-of-way (existing and proposed), assess any known deficiencies, and advise Owner accordingly. A detailed hydrologic or hydraulic analysis is included in this phase. Other alternative storm water management or treatment facilities is not included in the Study and Report Phase, but may be needed with subsequent project phases.
  - e. Bridge Replacement Analysis- Review and analyze existing information provided by owner to recommend replacement of the existing bridge along railroad street. Provide options that meet the specific Owners Requirements.
  - f. Neighborhood Intersection Analysis- Evaluate the traffic patterns at each of Railroad Streets intersections within the project area to provide preliminary improvement options for each intersection. This analysis will include preparing turning movement counts at peak hours of traffic and truck counts along Railroad Street. Pedestrian and bike counts would also be collected to ensure adequate facilities are included in the design.
  - g. Railroad Crossing Analysis- Evaluate each railroad crossing for traffic, geometry, compliance with ADA and safety of pedestrians. This includes one meeting with MRL and City staff to establish performance standards and any MRL improvements.
4. Provide necessary field surveys and topographic and utility mapping for Engineer’s design purposes. Existing utility mapping will include Engineer contacting utility owners and obtaining available information.
- a. Provide right-of-way and parcel ownership research. Research property boundaries based on plats and certificates of survey obtained from public records. The right-of-way survey is limited to ties only to readily identifiable property corners along the project corridor. This is anticipated to be sufficiently accurate to identify any needed right-of-way acquisitions. If acquisition is necessary, subject properties will likely require individual surveys, which is not included in this scope of work.
  - b. Establish horizontal and vertical control –Primary control points will be established as Montana NAD83 (2002) OPUS corrected State Plane Coordinates. A level network will be run through all control points and tied to the vertical datum. As topographic data is collected, an ongoing QC-QA process will verify all data and make sure pertinent features are included on the map.
  - c. Topographic and Utility Mapping. Preliminary Topographic mapping will be completed by aerial drone flight of the project limits. Prior to flying the drone, targets will be established with horizontal and vertical control. From the drone flight, ground contours and, existing surface features will be shown on a base map. The base map will also be supplemented with conventional survey of the above- and below-ground utilities. Topographic survey will generally be bounded within right-of-way limits, and occasionally beyond as needed to verify grades, adjacent features, and structures.
  - d. Base Drawing Preparation- Create a base drawing depicting calculated property boundary, topographic data from drone flight, and existing utilities as located on the ground.

- e. Engineer's fee assumes the above work will occur during a period when snow is not present at the Site.
  5. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Specific Project-related data and information, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Specific Project requirements, and preparation of a related report.
  6. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Specific Project.
  7. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s). For each recommended solution, Engineer will provide the following, which will be separately itemized: Opinion of probable Construction Cost; proposed allowances for contingencies; the estimated total costs of design, professional and related services to be provided by Engineer and its Consultants; and on the basis of information furnished by the owner, a tabulation of other items and services included within the definition of Total Project Costs. For the purposes of this Task Order, the report will consist of a memorandum summarizing the results of the Engineer's services identified above.
  8. Provide a phasing recommendation for the project, based on available Urban Funds.
  9. Furnish three (3) review copies of the Study and Report Phase deliverables to Owner and review with Owner.
  10. Revise the Report and any other Study and Report Phase deliverables in response to Owner's comments, as appropriate, and furnish two (2) copies of the revised Study and Report Phase deliverables to the Owner. Engineer's fee is based on completing revisions one time; multiple iterations will be provided as Additional Services.
- C. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the revised Study and Report Phase deliverables. Up to two (2) combined Site visits or Owner meetings are included in the above Study and Report Phase tasks.

#### *A1.02 Design Phase*

- A. The scope of this phase will be developed following the Study and Report Phase and included by amendment.

#### *A1.03 Bidding Phase*

- A. The scope of this phase will be developed following the Study and Report Phase and included by amendment.



#### A1.04 Construction Phase

- A. The scope of this phase will be developed following the Study and Report Phase and included by amendment

#### A1.05 Post-Construction Phase

- A. The scope of this phase will be developed following the Study and Report Phase and included by amendment

### **PART 2—ADDITIONAL SERVICES**

#### A2.01 Additional Services Requiring an Amendment to Task Order

- B. *Advance Written Authorization Required:* During performance under a Task Order, Owner may authorize Engineer in writing to furnish or obtain from others Additional Services of the types listed below. Unless expressly indicated above or in the specific Task Order to be included Basic Services, the following services are not included as part of Basic Services and will be paid for by Owner as Additional Services, using the basis of compensation for Additional Services, as indicated in the specific Task Order.
  - 1. This Task Order contains specific information regarding tasks, number of iterations, and deliverables to be provided by Engineer. In addition to those specifically identified herein, the following list, which is not intended to be exclusive, summarizes other exclusions.
    - a. Boundary surveys or establishing survey monuments
    - b. Public or private utility analyses, modeling or design, other than water, sanitary sewer and storm drain systems evaluations identified above.
    - c. Right-of-way or permanent easement acquisition services
    - d. Subsurface drainage system design
    - e. Design of drainage improvements on private property
    - f. Structural design
    - g. Landscaping or irrigation design
    - h. 3-D or artistic renderings
    - i. Geotechnical analysis/design
    - j. Street lighting analysis/design
    - k. Providing railroad Traffic Control for survey
  - 2. Services related to Environmental assessment or funding applications
  - 3. Services resulting from significant changes in the scope, extent, or character of the Project subsequent to the Effective Date of the Task Order
  - 4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in scope.
  - 5. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.

6. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, mediation, lien or bond claim, or other legal or administrative proceeding involving the Project.
  7. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.
- C. *Advance Written Authorization Not Required:* Engineer shall advise Owner in advance that Engineer will immediately commence to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice from Owner. Unless expressly indicated above or in the specific Task Order to be included Basic Services, the following services are not included as part of Basic Services and will be paid for by Owner as Additional Services, using the basis of compensation for Additional Services, as indicated in the specific Task Order.
1. Upon request of Owner, attendance at meetings and completing site visits in addition to those identified above.

DRAFT

**Item Attachment Documents:**

Review Draft Council Agenda of October 22, 2019.



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, OCTOBER 22, 2019  
6:30 PM  
CITY COUNCIL CHAMBERS**

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

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

**Pledge of Allegiance**

**Roll Call of the Council**

**Approval of Minutes**

1. Approval of Minutes of October 8, 2019 City Council Meeting.

**Correspondence**

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

**Consent Items**

**NOTICE TO THE PUBLIC**

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

2. Claims for the Month of October 2019.
3. Clerk/Treasurer Financial Statements for the Month of September 2019.
4. Approval of Payroll Register for Pay Period Ending 10/06/2019 totaling \$189,175.76.

**Ceremonial Calendar**

**Reports of Boards and Commissions**

5. Review the Following Minutes:
  - Laurel Chamber of Commerce September 12, 2019 Minutes.
  - Park Board Minutes of June 6, 2019.
  - Park Board Minutes of July 11, 2019.
  - Park Board Minutes of September 5, 2019.
  - Park Board Minutes of October 3, 2019.

- Tree Board Minutes of September 12, 2019.

### **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**

6. Appointment of Nick Altonaga as an Ex-Officio Member, for the City of Laurel, to the Big Sky EDA Committee.
7. Resolution No. R19-80 A Resolution Authorizing The Award Of A Grant To The Front Porch From The Tax Increment Financing District Funds Pursuant To The LURA Small Grant Request Program For Eligible Applicants And Improvements.
8. Resolution No. R19-81 A Resolution Of The City Council Authorizing The Submission Of A CDBG Grant Application And To Commit The Matching Funds Required By The Creating Agency.
9. Resolution No. R19-82 A Resolution Authorizing The Mayor To Sign A Resolution For The State Of Montana Updating The Agents Authorized To Acquire Surplus Property Through The State Of Montana Surplus Property Program.

### **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.**