



**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.
- Library Board Minutes of August 13, 2019.
- Budget and Finance Committee Minutes of October 8, 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.**



**Item Attachment Documents:**

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

# MINUTES OF THE CITY COUNCIL OF LAUREL

OCTOBER 8, 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 Council President Emelie Eaton at 6:30 p.m. on October 8, 2019.

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

COUNCIL MEMBERS ABSENT:        Scot Stokes

OTHER STAFF PRESENT:            Bethany Langve, Clerk/Treasurer

Council President Eaton led the Pledge of Allegiance to the American flag.

Council President Eaton asked that everyone present observe a moment of silence.

## ROLE CALL OF THE COUNCIL

### MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of September 24, 2019, as presented, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

**CORRESPONDENCE:** None.

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

**PUBLIC HEARING:** None

### CONSENT ITEMS:

- **Claims for the month of September and October 2019 in the amount of \$1,143,560.02.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the months of July and August 2019.**
- **Approval of Payroll Register for PPE 9/22/2019 totaling \$183,585.35.**

Council President Eaton asked if there was any separation of consent items. There was none.

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

### CEREMONIAL CALENDAR:

Council President Eaton read aloud the Fire Prevention Week Proclamation.

### REPORTS OF BOARDS AND COMMISSIONS:

- **Review reports from the Following Boards and Commissions.**
  - Laurel Airport Authority Minutes of August 27, 2019.
  - Budget & Finance Committee minutes of September 3, 2019
  - Emergency Services Minutes of July 29, 2019.
  - Emergency Services Minutes of August 26, 2019.
  - Library Board Minutes of August 13, 2019.

Council President Eaton stated that there was an error on the date for the Budget and Finance Committee minutes. The correct date of those minutes is September 24, 2019, not September 3, 2019. Council President Eaton also stated that the Library Board minutes of August 13, 2019 were not included in the City Council packet as those minutes have yet to be approved by the Library Board. There were no further questions or comments regarding the presented minutes.

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

**SCHEDULED MATTERS:**

**1. Re-Appointment of Duane Rehling to the Laurel Volunteer Fire Department.**

1. Motion by Council Member Klose to approve the Re-Appointment of Duane Rehling to the Laurel Volunteer Fire Department, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

**2. Resolution No. R19-75 A Resolution Approving a Task Order Authorizing Kadrmas, Lee & Jackson, Inc. for Services Relating to Site Survey, Engineering, and Design Services Related to Other Related Work to the Creation of a Campground Within Riverside Park.**

Motion by Council Member McGee to approve Resolution No. R19-75, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

**3. Resolution No. R19-76 A Resolution Granting of the City Council Authorizing the Mayor to Sign a Contract with Castlerock Excavating, Inc. for Hydrant Removal and Replacement for the City of Laurel.**

Motion by Council Member Mountsier to approve Resolution No. R19-76, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

**4. Resolution No. R19-77 A Resolution Approving a Contract Between the City of Laurel and Star Services, Inc. for the Replacement of Screw Pump “A” at the Wastewater Treatment Plant..**

Motion by Council Member Sparks to approve Resolution No. R19-77, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

**5. Resolution No. R19-78 A Resolution Accepting the Easement Agreement from Diefenderfer Family Trust.**

Motion by Council Member Klose to approve Resolution No. R19-78, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

**6. Resolution No. R19-79 A Resolution Resetting the December 24, 2019 City Council Meeting to December 23, 2019.**

Motion by Council Member Wilke to approve Resolution No. R19-79, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion, and all seven council members present voted aye. Motion carried 7-0.

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

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

**COUNCIL DISCUSSION:**

Council Member Sparks requested an update on the West Railroad project and where the City stands be placed on the next Council Workshop agenda.

Council Member McGee stated that a very important Emergency Services Committee meeting will be taking place on October 28<sup>th</sup> at 6:00 pm.

Council President Eaton requested the Mayor place a discussion regarding Committee, Boards and Commission minutes be placed on the next Council Workshop agenda. Should minutes be provided to City Council in draft form or after approval in one of the points that need to be discussed.

**MAYOR UPDATES:** None.

**UNSCHEDULED MATTERS:** None.

**ADJOURNMENT:**

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

There being no further business to come before the council at this time, the meeting was adjourned at 6:48 p.m.

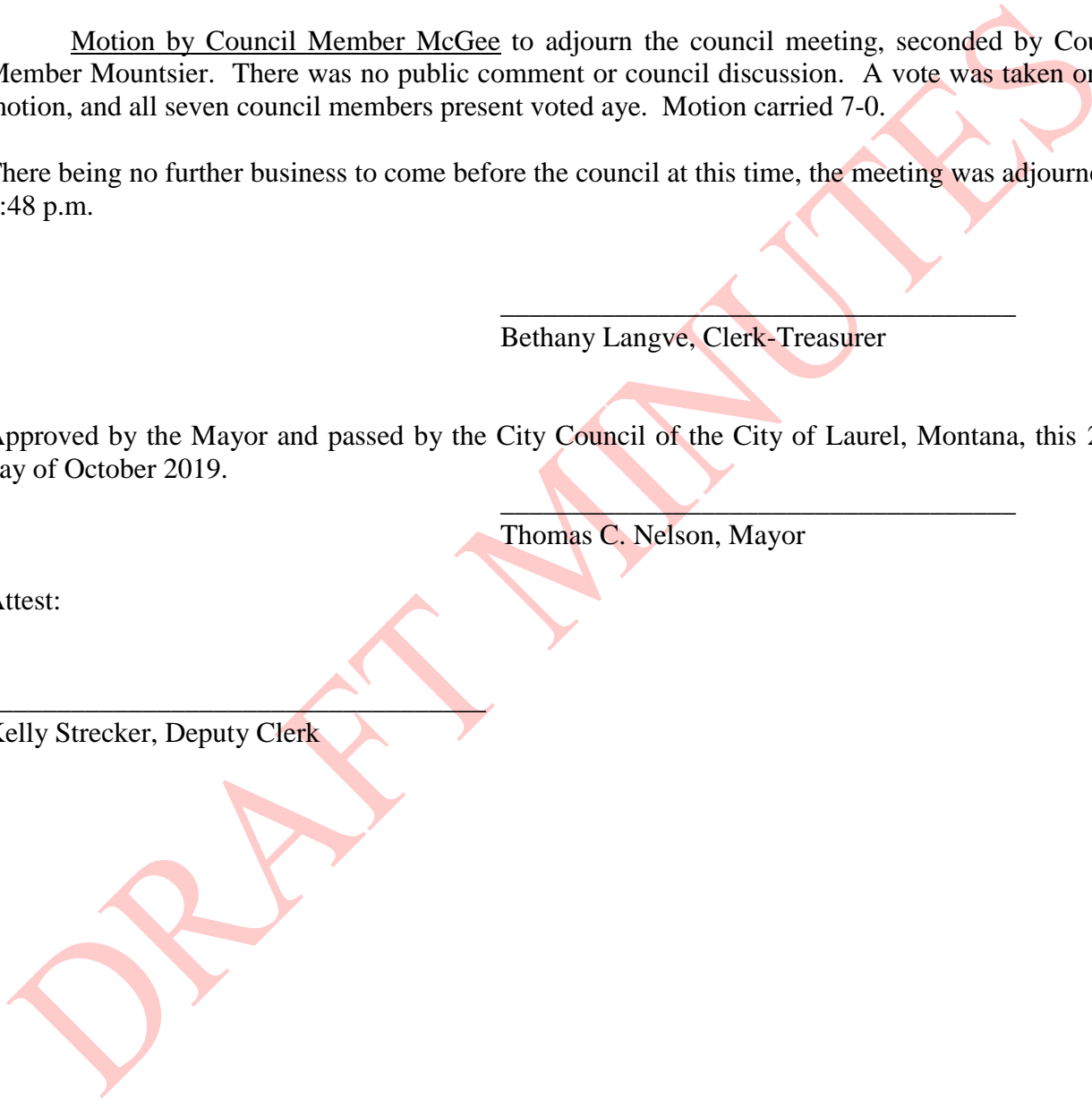
\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

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

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

Attest:

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



**Item Attachment Documents:**

5. Laurel Chamber of Commerce September 12, 2019 Minutes.

## Laurel Chamber of Commerce Board Meeting Minutes

The Meeting was held on **September 12th at Fowl Play** In attendance were: Executive Board Members: President – Amanda Powell, Treasurer – Evan Bruce, Executive secretary- Cami Nelson. Directors: Patsy Woody, Beth Hoferer, Megan Cutting, Carrie Smith, Brent Renier, Lori Hodges, Billie Lehman and Katie Whitmoyer. Chamber member: Becky Watson, Jessica LeBrun and Dallas Contreras. Amanda called the meeting to order.

The minutes were approved. Moved to approve- Beth, 2<sup>nd</sup>-Evan. Approved.

The financial report was approved and bills were presented for payment.

### Old Business

- **Job Fair** – October 8<sup>th</sup> 4-7pm @ Our Savior's, let Cami know if you want a table
- **South Pond-** Lion's Club is asking for donations to help with the handicap ramp and walking trail at South Pond. Katie motioned that we donate \$1,000, \$500 from this year budget and \$500 from next year, Carrie 2<sup>nd</sup>-approved.

### New Business

- **New Members- Flood Line Farms**
- **Employee Review** – Amanda reported on the employee review on Cami, it was suggested giving Cami a \$1 raise. Beth motioned, Carrie 2<sup>nd</sup>- approved
- **Graduation Matters-** Cami presented a check(from the run profit) to Lori for Graduation Matters, it was decided we would do a photo for the paper Friday at the High School
- **Halloween Carnival-** Oct.31<sup>st</sup> 5-7pm @ LMS let Cami know if you want a booth. Volunteer signup sheet was passed around
- **Halloween Decorating Contest-** We discussed doing the Halloween contest again. Carrie motioned doing a \$50 gift card for pizza and a \$25 coffee or drinks gift card for the winning business, Lori 2<sup>nd</sup> – approved.
- **New Board Members-** Cami asked for suggestions for 4 new board members
- **Banner-** Retractable banner from Dynamic Designs would be \$223, it was discussed that it would be nice to have a Chamber banner at all of our events. Carrie motioned to order one from Dynamic Designs, Evan 2<sup>nd</sup>- approved.
- **Google Livestream-** Oct 16<sup>th</sup> 10 am- holiday marketing plan @ Chamber- It was asked to email link to all members.

### Ribbon Cuttings –

- 

### OPEN FORUM

- **Chamber discount card** – Evan brought an idea to the board of doing Chamber discount cards. After some discussion it was decided to table it until the beginning of the year.
- **Ditch It & Switch It** –\_Essential Oils class Sept 26<sup>th</sup> @ 6pm @ The Chamber

### Business After Hours –

- **September 19th**– The Elite
- **October**
- 

**Meeting Adjourned** **Next meeting – October 10, 2019** **Guadalajara's**

**Item Attachment Documents:**

6. Park Board Minutes of June 6, 2019.

**MINUTES  
CITY OF LAUREL  
PARK BOARD  
THURSDAY, June 6, 2019**

**BOARD MEMBERS PRESENT:**

Irv Wilke, Evan Bruce,  
Jon Rutt

**No quorum present**

**Next meeting July 11, 2019**



**Item Attachment Documents:**

7. Park Board Minutes of July 11, 2019.

**MINUTES  
CITY OF LAUREL  
PARK BOARD  
THURSDAY, July 11, 2019**

**BOARD MEMBERS PRESENT:**

Irv Wilke, Evan Bruce,  
Jon Rutt, Richard Herr,  
Scot Stokes, Phyllis Bromgard (Late)  
\*Kurt Markegard

**OTHERS PRESENT:**

None

**Public Input**

None

**General Items**

**1. Approve Revised Park Board Minutes of April 4, 2019.**

Irv Wilke Motioned for approval, Jon Rutt Seconded; Approved 5-0.

**2. Approve Park Board Minutes of May 2, 2019.**

Jon Rutt Motioned for approval, Irv Wilke Seconded; Approved 5-0

**3. Approve Park Board Minutes of June 6, 2019.**

Minutes were not available. No quorum.

**New Business**

**4. Discuss Leases**

It was discussed if the city or park board take over the lease of the building from the Jaycees. Turn it into an as you use it lease. Scott felt like the city was putting in too much money into the building when the city does not have control of it. Turning the building more like a public building or community hall. Phyllis showed up. Kurt got the lease and read that the Jaycees pay \$500 a year for the building. Highlights of the lease retaining to the conversation were read by Kurt. Kurt will go to the city's lawyer and look at the lease and what are the option going forward.

**5. Discuss Hours of Parks**

7 a.m. to 10 p.m. is what the group thought it was. Jon Rutt brought up that Billings park hours are 6 a.m. - 10 p.m.. Irv Wilky motioned to have the park hours from 6 a.m. to 10 p.m. with event exceptions. Richard seconded; Approved 5-0

## **Old Business**

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

Jon Rutt brought up the possibility of turning the old bathroom to an open kiosk or pavilion.

Open picnic areas: Kurt stated Matt at KLJ and Alicia at DOJ are going over a task order to bring to the City Council. Then they will go into designing the campground. There was already two task orders rejected by the DOJ.

### **7. Update on Park Permit Form**

No updated of Park Permit Forms

## **Other Items**

Kurt brought up that parking will be worked on at Thompson park on 8th street with recycled asphalt.

## **Announcements**

### **8. Next meeting August 1, 2019**

Next meeting on August 1, Jon Rutt moved to have the meeting at Jaycee Hall, Richard seconded; Approved 5-0

## **Adjourned at 6:50 p.m.**

Respectfully submitted,  
Evan Bruce  
Secretary

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

**Item Attachment Documents:**

8. Park Board Minutes of September 5, 2019.

**MINUTES  
CITY OF LAUREL  
PARK BOARD  
THURSDAY, SEPTEMBER 5, 2019**

**BOARD MEMBERS PRESENT:**

Irv Wilke, Jon Rutt,  
Phyllis Bromgard,  
Scot Stokes, \*Matt Wheeler

**OTHERS PRESENT:**

Matt Corgon; KLJ Construction,

**Public Input**

None

**General Items**

- 1. Approve Park Board minutes of August 1, 2019.**

**New Business**

- 2. Review KLJ Plan for Riverside Park**

Matt stated that KLJ will be working on plans for the new campground and brought the task order for approval. Jon Rutt motions for approval of the KLJ task order for the campground planning and construction with Irv Wilke seconding, **voted 4-0 approval**. It was asked to keep the Park Board in the loop during the design process before the next meeting to speed up the approval process.

- 3. Discuss opening Camping in Riverside Park**

Scot sent Mayor Tom Nelson a note on opening the park. The Mayor did not want to open the park with the danger of the cottonwood trees. If we open the park, the city would be liable for any damages from falling tree limbs.

- 4. Discuss Trimming Trees in Riverside Park**

Matt stated the city can not take care of the trees, an outside contractor will need to be used. It has to be done before the campground can be opened. It was discussed that the tree removal to be paid by the city and used as a matching expense for DOJ money. The person that comes down at the approval of the city will need to be insured.

- 5. DNRC Approvals**

Work on the park will need to be approved by the DNRC floodplain regulators. Right now, there is nothing need to be approved. There will need to be approvals closer to

construction after a plan is approved. This night, it was only approved to allow KLJ to draw plans with the task order previously approved in the meeting.

#### **6. Discuss American Legion Building**

No updates on the American Legion Building. Matt was asked to get a quote on the building including fixing the septic tank.

#### **Old Business**

None

#### **Other Items**

- “Can the DOJ money be used on the buildings” was asked. It was not thought that the DOJ money can be used.
- Using the DOJ matching funds to be used on the water was brought back up.
- A special meeting for the campground design approval process to happen in the coming months.
- The pipeline company is getting work done on the underground pipe that runs under the park and part of the park is blocked off.
- Leases were brought in about various entities that have leases involving park property. The Laurel Dodgers Lease was brought and Jon Rutt motioned to allow them to renew at the current price with Phylis seconding. **Voted 4-0 for approval.**
- Phylis brought up that the Lions Club has received benches for the Lions Family Park and was wanting them to be installed with one having a plack and tree in remembrance of someone. Scott motioned to allow the Lions Club to install the benches, Jon amended that the city will go out and approve the locations of the benches so they do not interfere with the city mowing, Phylis seconded. **Voted 4-0 for approval.**
- National Historic Registration update for the next meeting.

#### **Announcements**

#### **7. Next Park Board meeting on October 3, 2019.**

Respectfully submitted,  
Evan Bruce  
Secretary

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

**Item Attachment Documents:**

9. Park Board Minutes of October 3, 2019.

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

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

None

**Public Input**

None

**General Items**

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

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

**New Business**

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

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

**Old Business**

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

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

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

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

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

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



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

### **Other Items**

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

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

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

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

### **Announcements**

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

Respectfully submitted,  
Evan Bruce  
Secretary

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

**Item Attachment Documents:**

10. Tree Board Minutes of September 12, 2019.

MINUTES  
CITY OF LAUREL  
Tree Board

09/12/2019 09:30 AM  
Public Works Conference Room

A Tree Board was held in the Public Works Conference Room and called to order by LuAnne Engh at 09:30 AM on 09/12/2019.

**COMMITTEE MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

_____	_____
_____	_____
_____	_____
_____	_____

1. Public Input
  - a. None
  
2. General Items
  - a. June 2019 minutes approved
  - b. Dale Ahren's term on the committee has expired. He hasn't contacted the mayor yet so he'll act as a volunteer until he is appointed by the mayor..
  - c. Arbor Day will be May 5, 2020. Kurt will prepare a proclamtion for the council to aprove.

- d. Currently we have a balance of \$1500 in our account. The plan lists 9 trees for \$1800 for 2020. We will take an inventory of the healthy trees are South Pond to make sure all we have planted are still doing well.
- e. The school district has \$256 remaining in our account with them. This can be used for anything applying to Arbor Day.
- f. Artwork and Theme. We'd like to see the LHS students involved. LuAnne will contact Seely Daniels, FFA advisors to see if there is interest. We could offer a scholarship of \$100 to the winner.

### 3. New Business

- a. Downtown tree district - LURA grant - Aaron submitted the information to Kurt to in January but nothing has happened. Kurt knew nothing about it - Aaron may need to resubmit.
- b. Thomson Park Blvd. - 13 dead Elm trees are going to be removed by Patrick Riedl for \$3900. Matt wants us to consider planting new trees in Thomson - we may need a Google map to help plan out the correct trees for the right spots.
- c. Veterans Park - 2 crab trees died and have been replaced
- d. East Maryland - Fran trimmed the trees.
- e. Russell Park - Trimmed all the trees
- f. Dead and broken trees are a problem. Karen sends letters to those that need to take care of their boulevard trees. The Tree Board wants to add the names of certified and bonded tree companys. LuAnne will check with to get those names to add to Karen's mailings.
- g. Our city website could list the proper contractors under the section on trees.
- h.

### 4. Old Business

- a. Lions -Phyllis has gathered many pledges for the dock/paving project so that the Lions International will match funds. CHS has promised 20K for the next two years. The money from the state is 62K.

### 5. Other Items

- a. Code enforcement - Karen Courtney - The codes for Boulevards is being rewritten.
- b. Applications for the Yellowstone County Weed District grants for noxious weeds.
- c. All members should keep track of their hours. Volunteer hours equal \$23 and that is used to show money spent on trees to qualify for Tree USA. Hours are collected at the end of the year.

6. Announcements

- a. Next meeting Oct. 17th @9:30

The Tree Board adjourned at 10:15 AM.

Respectfully submitted,

LuAnne Engh  
Committee Chairman

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

**Item Attachment Documents:**

11. Library Board Minutes of August 13, 2019.

MINUTES  
CITY OF LAUREL  
Library Board

08/13/2019

06:00 PM

Laurel Library

A Library Board meeting was held in the Laurel Public Library and called to order by Arthur Vogele at 6:05PM.

**COMMITTEE MEMBERS PRESENT:**

- |                              |                                    |
|------------------------------|------------------------------------|
| X Arthur Vogele, Chairman    | X Dixie Feller                     |
| X Bill Hanson, Vice-Chairman | X Clair Killebrew, Federation Rep. |
| X Nancy Schmidt, Secretary   | X Samantha Barnhart – via phone    |
| X Emilie Eaton – via phone   |                                    |

**OTHERS PRESENT:**

Kathleen Gilluly – Laurel Outlook Editor

1. Public Input

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

- a. Addressing the Board – Library Director Nancy Schmidt asked to speak to the Board in the capacity of director and not as secretary to ‘address the elephant in the room’. She expressed concern about the manner in which Councilwoman Eaton had been placed on the library board. Schmidt stated that she would abide by whatever final decision the rest of the members voted upon but wanted to express her thoughts about the process used to “remove” one member just to put someone else in their place. According to Opinion 57-3, created by Montana Attorney General Tim Fox, paragraph 11 states: “The power to determine the criteria for trustee removal lies with the library board of trustees. The board is specifically provided the authority to ‘adopt bylaws and rules for its own transaction of business and for the government of the library, not inconsistent with law.’ MCA 22-1-309(1). The government of the library generally includes removal of an appointed trustee.” Director Schmidt felt this was a violation of the Laurel Public Library Board of Trustee Bylaws Art.III, Sect 3. A: Removal of an Officer in which the bylaws state “any officers elected or appointed by the Board may be

removed by the Board whenever, in its judgement, the best interests of the Library would thus be served. Such removal of any officer will be effectuated by a unanimous vote of the other four (4) members of the Board.” Director Schmidt also went on the state that the bylaws also outline how a member should be placed on the Board of Trustees. Art.II Sec. 1.A states that “prospective Trustees will be invited to complete a written application, which shall be returned to the Library Director. The Board of Trustees shall study each application and make its recommendation to the Mayor of the City of Laurel”. She went on the state that this is the way trustees have been placed on the Board for the last 30 or 40 years. She stated that “she is not adverse to Ms. Eaton being on the Board but felt the rights of the library had been trampled upon and ground into the dust just to please one person that has taken exception to how the Director is running the library and asking questions about City Hall.” After speaking, Director Schmidt asked the Board members to vote on retaining Councilwoman Eaton as a Library Board Trustee. Bill Hanson motioned we keep Ms. Eaton as a Trustee; Dixie seconded the motion. All voted in favor of Councilwoman Eaton remaining on the Library Board. The Board also recommended that Clair Killebrew remain on the Board as Foundation liaison.

## 2. General Items

- a. The Library Board minutes for June and July 2019 were presented and read. Dixie Feller motioned the minutes be accepted as presented, Bill Hanson seconded the motion. Motion passed.
- b. Correspondence – Two donations were made to the library last month. The first donation came from Laurel Federated Women’s Club in the amount of \$20. The second donation was made to the Laurel Public Library Foundation by Virginia Gomer in the amount of \$100. Thank you notes will be sent out by the Library Director.
- c. Circulation Report – Traffic: up 3.1 %; circulation: all items circulated totaled 5,164 (including 572 eBooks), book circulation was up 12.8%, media circulation was up 74.7%, eBook checkouts for this month was 13.9% of total book circulation, we circulated 857 items to partners and 131 items from other libraries; computers: internet use was down 9.5%, children’s use was up 58.8 %, wi-fi use was up 113.8%; patron cards: city registrations made up 66.5% of library users, county patrons 35.4% and non-resident registered patrons 4.6%. There were 83 tech assists in July.



### 3. New Business

- a. Officer positions were voted upon for the next year:  
Dixie Feller was nominated as Board Chair by Bill and seconded by Arthur.  
Bill Hanson was nominated as Vice-Chair by Dixie Feller and seconded by Arthur Vogele.  
Arthur Vogele was nominated as Federation Representative by Dixie Feller and seconded by Bill Hanson. All motions passed by unanimous vote.
- b. In partnership with Ancestry.com and The Laurel Outlook all rolls of newspaper microfilm will be digitized. Kathleen Gilluly was present to emphasize the importance of our newspaper being available to everyone not just library patrons. Kathleen stated that Ancestry.com is paying for the shipping costs to/from the library and that after digitization the online images would be available free to the public. Searching can be done by single-word search. These will eventually be sent to Montana Memory Project to added to their archives.
- c. One last item needed to move the library forward under the new “process” are signatures from the Board allowing library staff to accumulate, and use, personal time. Library staff will be given a week of time (prorated for less than full-time) of personal time to supplement vacation time and sick leave. Board members gave their approval of this benefit by signing the form provided. This form was forwarded to Kelly for payroll configuration.
- d. The library switched from EnvisionWare computer and printing management software to Cybrarian Software. The change will allow for better management of time and printing for public computers. This software may be a bit more expensive in up-front costs but has a more user-friendly interface. Staff worked with Cybrarian for 30 days before making the final decision to switch from EnvisionWare. Cybrarian not only allows for multi-OS systems but allows for automatic reset of patron computers daily. EnvisionWare wouldn’t let the library upgrade computers individually over time. It was ALL of them upgrade to Windows 10 or we stayed at Windows 7 OS. Cybrarian also tracks wireless users which is great for our statistics.
- e. June and July invoices submitted for payment were presented for Board review. There were no questions about the invoices presented for payment.
- f. Library standards had been completed and ready to be submitted to Montana State Library in Helena. MSL sets the Standards for each library to meet the requirements to remain a certified library.
- g. The Network Advisory Council meets quarterly in Helena. We meet to determine how the Commission does its job. It also looks at how the Consultants do their jobs, how money is spent at the State level, and how much money each public library gets every year.

### 4. Old Business

- a. The final budget has been completed using the value of \$8,027.962 at 29 mills. There have been a couple items included in the budget this year (using the same amount of money as last) that have never been included in our line items. It took about 40 full hours to complete the computations for our budget. After budgeting the necessary items into our budget, the book line items has shrunk from \$30,000 to \$9,000 for this year. We now have ShoutBomb included in our book expenses to help with hold/overdue notifications. Monies from the Federation will increase a slight bit this year because two other libraries were non-compliant with Federation requirements. We are also getting our per capita monies back from the Coal Severance Tax fund. After the new mill values are determined we are hoping to see an increase in monies to offset some of our lost revenue.
- b. The Summer Reading Program ended on July 31 with the StarLab as our main event. We had about 50 children attend the event. There were about 90 registered participants. There are over 40 prizes ready to be drawn on Monday for our active participants.
- c. The Summer Lunch has already served more meals than last year total. July already served 800 meals to children and adults. Last year we served a total of 1,600 lunches. We've already exceeded that amount with just June and July. There will be final numbers next month. The library is eligible to host the lunch program for 3 more years.
- d. There was an error in the amount reported from the book sale. The final amount was \$1,841.54 not \$1,822.11 as previously reported. The bank came up with the final amount. This goes to the Foundation with idea that we would use to purchase t-shirts/polo shirts for library staff.

5. Other Items

a. Upcoming Items:

SCF Meeting – September 28, 2019 in Big Timber – Arthur and Nancy will attend.

PLD/ASLD Retreat – October 13-14 in Chico – Dixie and Arthur are interested in attending the retreat.

Federation Coordinator's meeting – October 3<sup>rd</sup> in White Sulphur Springs – Commission is meeting at the new library in White Sulphur on October 4<sup>th</sup>.

RIPL – Research Institute for Public Libraries – Billings Public Library

NAC – November 14<sup>th</sup> in Helena

Closing August 30<sup>th</sup>-September 2<sup>nd</sup> for Labor Day weekend.

6. Announcements

- a. Next regular meeting is Tuesday, September 10, 2019 at 6:00 pm in the Community Room of the Laurel Public Library.

The Library Board adjourned at 7:13 pm. Motioned by Bill, seconded by Dixie, adjourned.

Respectfully submitted,

*Nancy L Schmidt*

Nancy L Schmidt  
Secretary for the Board

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

**Item Attachment Documents:**

12. Budget and Finance Committee Minutes of October 8, 2019.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 8, 2019**

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

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

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

**General Items**

- Review and approve the minutes of the September 24, 2019 meeting. Richard Klose made a motion to approve the minutes of the September 24, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Toughbooks. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked what the date of the last Police Department Toughbook purchase was. The Clerk/Treasurer explained that the Toughbooks the Police Department have now are one they received from another agency. She is not sure when or if the Police Department has purchase Toughbooks. Richard Klose made a motion to approve the Purchase Requisition from the Police Department for the Toughbooks. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Police Vehicle. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked for clarification regarding the lease. The Committee wanted to know if this was a lease to own or if the vehicle would be returned for a new vehicle after three years. The Clerk/Treasurer stated that after the third lease payment the City would own the vehicle. Richard Klose made a motion to approve the Purchase Requisition from the Police Department for the three-year lease of a new Dodge Durango Police Vehicle. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – City Hall Handrail. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked why there was only one quote attached to the purchase requisition. The Clerk/Treasurer explained that the Public Works Director had solicited others but only received the one quote. The Committee commented that this repair seemed to be very expensive. Richard Klose made a motion to approve the Purchase Requisition from City Hall for the replacement and repair of the handrail outside Council Chambers. Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – FAP Building Heat Trace. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked why there was only one vendor quote attached. The Clerk/Treasurer explained that the vendor was going to be doing other repairs during this time. The Clerk/Treasurer stated that the quote was for the entire FAP Building however the Mayor had decided to only do the Northwest and Southwest areas at this time. These are the two most critical areas as they are where our Fire and Police personnel frequent. The Committee asked what the warranty of the heat tape was, and the Clerk/Treasurer stated that she would investigate that and report back at the next meeting. Richard Klose made a motion to approve the Purchase Requisition for the FAP Building Heat Trace. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the July and August 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. The Committee reviewed the July and August 2019 Financial Statements and had no questions or comments. Bruce McGee made a motion to approve the July and August 2019 Financial Statements. Emelie Eaton seconded the motion, all in favor, motion passed.

- Review and approve the August 2019 Journal Vouchers. The Committee reviewed the August 2019 Journal Vouchers and had no questions or comments. Richard Klose made a motion to approve the August 2019 Journal Vouchers. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the August 2019 Utility Billing Adjustments. The Committee reviewed the August 2019 Utility Billing Adjustments and had no questions or comments. Bruce McGee made a motion to approve the August 2019 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 10/04/19. Emelie Eaton had previously reviewed the Claims Detail report and the check register for accuracy. She questioned if some departments were still making purchases days apart in order to circumvent the purchasing policy. The Clerk/Treasurer stated that the claims were locked in the vault and she would investigate that and report back at the next meeting. The Committee asked if the Century Link, Charter and Verizon billings could be consolidated into just one vendor. The Clerk/Treasurer stated that she didn't believe so since they all provided very different services, but she would check on it. Emelie Eaton made a motion to recommend approval to Council the claims entered through 10/04/19. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 09/22/19 totaling \$183,585.35. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 09/22/19 totaling \$183,585.35. Richard Klose seconded the motion, all in favor, motion passed.

#### **New Business**

- The Clerk/Treasurer asked the Committee if they wished to move the December 24<sup>th</sup> Budget and Finance meeting to Monday December 23<sup>rd</sup> to coincide with the City Council Meeting. The Committee agreed that moving the meeting to coincide with the City Council Meeting was appropriate.

#### **Old Business – none**

#### **Other Items**

- Review the Comp/Overtime report for pay period ending 09/22/2019. The Committee reviewed the comp/overtime report for pay period ending 09/22/2019 and had no questions or comments.
- The Mayor stated that the prosecuting attorney, Teague Westrope, met with Yellowstone County regarding the Victim Witness funds and a possible interlocal agreement. Teague stated that the City could not enter into an agreement with the County at this time. Teague is very willing and wants to utilize the funds by hiring a victim witness advocacy individual. The Mayor stated that the Judge would need to be included on anything regarding this and he would report to the Committee after any meetings take place in the future. The Mayor informed the Committee that the newly hired 911 dispatcher started working Monday the 7<sup>th</sup>.

#### **Announcements –**

- The next Budget and Finance Meeting will be held on October 22, 2019 at 5:30pm
- Bruce McGee will be reviewing claims for the next meeting.

Respectfully submitted,

Bethany Langve  
Clerk/Treasurer

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

**Item Attachment Documents:**

14. 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.



**RESOLUTION NO. R19-80**

**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:



Sam Painter, Civil City Attorney

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3





**LAUREL URBAN RENEWAL AGENCY (LURA)**

Control No. 19-0531-094543

OFFICE USE ONLY	
LURA REVIEW	DATE
PLANNER REVIEW	DATE
CITY COUNCIL	DATE
AWARD	DATE
NOTIFICATION	DATE
INSPECTION	DATE
PAYMENT	DATE

**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]*

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 Mailing Address (Street, City, State Zip) 109 West 1 <sup>st</sup> Street		Business Owner Phone ( ) -	
Business Owner E-Mail Address kuhrsarah@gmail.com		Business Owner Phone	
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 13, 19
---	---------------------------------

**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?**

Applicant Initials JK



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: \$26,859.14</b>	\$ _____



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>		<b>\$26,112.81</b>	\$ _____

*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

Applicant Initials GL



# INVOICE

**HIGH-TECH ELECTRIC**  
 42 Wildflower Circle  
 Park City, MT 59063  
 Ph 855-6281

JOB PHONE	DATE OF ORDER 6-5-19
JOB NAME / LOCATION	

*Electrical  
 Invoice  
 Pd 6/5/19  
 \$3150<sup>00</sup>*

TO The Front Porch  
109 West 1<sup>st</sup>  
Level 1 MT, 59063

PHONE \_\_\_\_\_  
 ORDER TAKEN BY \_\_\_\_\_

Terms:

DESCRIPTION OF WORK				AMOUNT
Electrical work for lighting and receptacles				
				3150 <sup>00</sup>
*500 deposit				- 500 <sup>00</sup>
total remaining				2650 <sup>00</sup>
Check # 1045				
Pd \$2650				
LABOR	HOURS	RATE	AMOUNT	TOTAL LABOR
				TOTAL MATERIALS
				TOTAL OTHER
				TAX
				TOTAL 2650 <sup>00</sup>
Signature _____			Date _____	

**RECEIVED**  
 JUN - 7 2019  
*[Signature]*

*Thank You*



**ESTIMATE**

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

**Sales Representative**  
 Mitch Donahue  
 (406) 248-5428  
 donahuerooting@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.	2 <del>1.00</del>	\$2,379.60	<del>\$2,379.60</del> \$4,759.20
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.	2 <del>1.00</del>	\$900.00	<del>\$900.00</del> \$1,800.00
Painting	paint door	2 <del>1.00</del>	\$270.00	<del>\$270.00</del> \$540.00
<b>Sub Total</b>				\$16,659.54
<b>Total</b>				<del>\$16,659.54</del> \$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  
 donahuerroofing@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



Sub Total	\$26,112.81
Total	\$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

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

**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**



Applicant	Project	Application Date	Start Date	Completion Date	Technical Assistance (\$4,000)	Facade (\$2,400)	Sign (\$3,000)	General Small Grant (\$5,000)	LJRA Approved Amount	LJRA Approval Date1	City Council Approval 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:**

15. 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.



**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.**

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

A handwritten signature in blue ink, appearing to read 'Nicholas Altonaga', is written over a horizontal line.

City Planner

**Item Attachment Documents:**

16. 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.



**RESOLUTION NO. R19-82**

**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)