



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, OCTOBER 22, 2024
6:30 PM
COUNCIL CHAMBERS**

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

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, 2024.

Correspondence

2. Fire Monthly Report - September 2024.
3. Michael Kirschenman Resignation Letter
4. Wallace Hall Resignation Letter

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.*

5. Claims entered through October 18, 2024.
6. Approval of Payroll for PPE 10/13/2024 totaling \$255,604.17.
7. Council Workshop Minutes of October 15, 2024.
8. Closed Executive Session Minutes of October 15, 2024.

Ceremonial Calendar

Reports of Boards and Commissions

9. Budget/Finance Committee Minutes of October 8, 2024.
10. Park Board Minutes of October 3, 2024.
11. Laurel Urban Renewal Agency Minutes of October 7, 2024.

12. Public Works Committee Minutes of September 16, 2024.

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

- 13. Appointment of Johnathon Herr and Landon Gradwohl to the Laurel Volunteer Fire Department.
- 14. Resolution No. R24-90: A Resolution Of The City Council Authorizing The City Of Laurel And The Laurel Urban Renewal Agency (LURA) To Advertise A Request For Qualifications For An Engineering Consultant.
- 15. Resolution No. R24-91: A Resolution Of The City Council Approving Change Order No. 1 To The City Of Laurel's Contract With Western Municipal Construction, Inc. For The 5th Avenue To 7th Avenue Sewer Line Replacement.
- 16. Resolution No. R24-92: A Resolution Of The City Council Authorizing The Mayor To Execute The Standard Audit Contract Amendment By And Between The City Of Laurel And Olness & Associates, P.C.

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.

File Attachments for Item:

1. Approval of Minutes of October 8, 2024.

MINUTES OF THE CITY COUNCIL OF LAUREL

October 8, 2024

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 Sparks at 6:30 p.m. on October 8, 2024.

COUNCIL MEMBERS PRESENT:	Thomas Canape	Heidi Sparks
	Michelle Mize	Jessica Banks
	Casey Wheeler	Irv Wilke
	Richard Klose	Jodi Mackay

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Kurt Markegard, Planning Director
 Brittney Harakal, Administrative Assistant

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

MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of September 24, 2024, as presented, seconded by Council Member Mize. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

CORRESPONDENCE:

- Police Monthly Report - September 2024.
- Resignation Letter from Alan Kasemodel.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through October 4, 2024.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer’s Office.
- **Approval of Payroll Register for PPE 9/29/2024 totaling \$267,141.33.**
- **Council Workshop Minutes of September 3, 2024.**
- **Council Workshop Minutes of October 1, 2024.**

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

Motion by Council Member Klose 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. All eight Council Members present voted aye. Motion carried 8-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of September 24, 2024.
- Laurel Urban Renewal Agency Minutes of September 9, 2024.
- Cemetery Commission Minutes of July 16, 2024.
- Tree Board Minutes of September 5, 2024.
- Laurel Urban Renewal Agency Minutes of September 23, 2024.

DRAFT

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):

Wallace Hall, 1006 1st Avenue, stated he has sat on the Police Commission for over 20 years. He is the current chair of the Commission. He spoke about his issues with how interviews are being conducted to hire new police officers. He spoke about the steps that he and the Police Commission had taken to resolve the issues with the Administration.

He and Mike Kirshenman turned in their letters of resignation.

Steve Hurd, 1704 Duval Drive, asked the Council what the Council felt the role and purpose is of the Police Commission. He asked that the Council take the time to review both LMC and MCA. He asked to be placed on a future agenda for further discussion.

SCHEDULED MATTERS:

- **Resolution No. R24-87: Resolution Of The City Council Approving An Application For Special Review For A Business To Be Called “The Board Of Trade” Authorizing The Onsite Sale And Consumption Of Alcohol On-Premises, Within An Existing Structure Located At 117 ½ East Main Street, City Of Laurel**

Motion by Council Member Canape to approve Resolution No. R24-87, seconded by Council Member Wilke. There was no public comment.

It was questioned if this special review is for the same purpose as historically used. It was clarified that when the previous business left, they took the alcohol license with them. Since the establishment has been vacated, a new special review was needed. The purpose is the same as has been done historically.

A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

- **Resolution No. R24-88: A Resolution Of The City Council Authorizing The Mayor To Execute Amendment 1 And Amendment 2 To The Original Task Order Previously Approved By City Council Via Resolution R 23-81 For The Project Known As The 5th - 7th Sewer Line Replacement With KLJ Engineering, LLC.**

Motion by Council Member Mackay to approve Resolution No. R24-88, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

- **Resolution No. R24-89: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Red Ridge Construction.**

Motion by Council Member Mize to approve Resolution No. R24-89, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

The next Cemetery Commission meeting will be held next Tuesday at 5:00 p.m. in Council Chambers.

The Fire Department is hosting an open house next Wednesday at 6:00 p.m.

City Hall will be closed on Monday for Columbus Day.

MAYOR UPDATES: None.

UNSCHEDULED MATTERS: None.

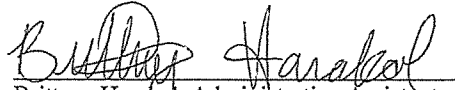
ADJOURNMENT:

DRAFT

Council Minutes of October 8, 2024

Motion by Council Member Wilke to adjourn the Council meeting, seconded by Council Member Mize. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

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


Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 22nd day of October 2024.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

2. Fire Monthly Report - September 2024.



Laurel Fire Department

For the Month of:

September

Call Type
Structure Fire
Wildland Fire
Extrication
Other Rescue
Alarm
Public Assist
Medical Assist.
Other Calls
Severity Staffing

Number of Calls
3
9
6
0
6
2
8
10
7

Number of Hours

Total

51

575

Other Activities

Training
Total Training Hours

248

Total Training/Service Hours for the Month

823

Announcements: Fire Prevention open house October 9th from 6-9.

DEFINITIONS

Structure Firefighting
A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings. We carry out all levels of Structure Firefighting, including entry and attack, ventilation, salvage, overhaul, and investigations.

Wildland Firefighting
Wildfire, brush fire, bush fire, desert fire, forest fire, grass fire, hill fire, peat fire, vegetation fire, etc..

Extrications
Rescue victims entrapped in automobiles, machinery, farm equipment, buildings, and trenches, etc..

Other Rescues
Rope Rescue, Water Rescue, Ice Rescue.

Alarms
Respond to any false alarms or malfunctions.

Other Calls
EMS assist, industrial or aircraft firefighting, vehicle fires, hazmat, spills, public safety, investigations, gas leaks, carbon monoxide problems, etc..

Severity Staffing- Montana DNRC pays up to 8 firefighters to staff the station each day and respond as a Task Force to wildland fires within Yellowstone, Stillwater and Carbon Counties, as and when needed. They can also be called up to respond to fires anywhere in the Southern Zone areas. The 2 State-owned type 5 wildland engines assigned to Laurel are the ones primarily used for these calls. This has proven to be beneficial to Laurel as a means for a quick response to all incidents.

File Attachments for Item:

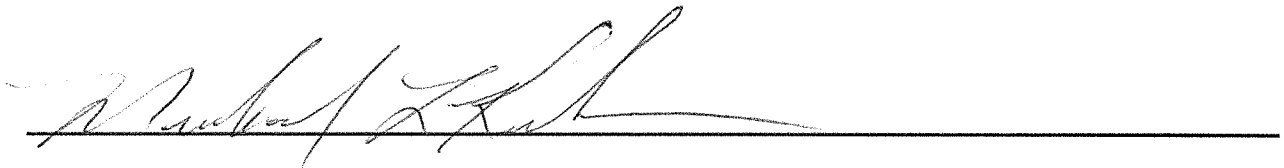
3. Michael Kirschenman Resignation Letter

OCTOBER 2, 2024

Mayor Waggoner:

This letter is to inform you of my immediate resignation from the City of Laurel Montana Police Commission. It seems that this commission no longer serves any effective purpose under the current Laurel Municipal Code and/or Montana Code Annotated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Kirschenman", is written over a solid horizontal line.

Michael Kirschenman

File Attachments for Item:

4. Wallace Hall Resignation Letter

OCTOBER 2, 2024

Mayor Waggoner:

This letter is to inform you of my immediate resignation from the City of Laurel Montana Police Commission. It seems that this commission no longer serves any effective purpose under the current Laurel Municipal Code and/or Montana Code Annotated.

Respectfully submitted,



Wallace Hall

File Attachments for Item:

7. Council Workshop Minutes of October 15, 2024.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, OCTOBER 15, 2024**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:29 p.m. on October 15, 2024.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Tom Canape	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input checked="" type="checkbox"/> Jessica Banks
<input checked="" type="checkbox"/> Casey Wheeler	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Jodi Mackay

OTHERS PRESENT:

Brittney Harakal, Council Administrative Assistant
Michele Braukmann, Civil City Attorney
Kelly Strecker, Clerk/Treasurer
Kurt Markegard, Planning Director
Forrest Sanderson, LURA Consultant

Public Input:

There were none.

General Items

Executive Review

1. Resolution - A Resolution Of The City Council Authorizing The City Of Laurel And The Laurel Urban Renewal Agency (LURA) To Advertise A Request For Qualifications For An Engineering Consultant.

Forrest Sanderson, 124 Laptop Loop, Roberts, MT, LURA Consultant, stated that LURA had discussed the best way to move forward with the construction projects within the TIF District. The City has an MSA with KLJ Engineering and is non-exclusive. When the City went out for an RFP for On-Call Engineering services, it had Public Works projects in mind. LURA plans to do projects outside of Public Works type projects. The City's MSA with KLJ expires in 2025. LURA would like to have its own On Call Engineer to help keep projects moving forward should the City select another engineering firm. The goal is to ensure that the engineering firm selected has the capacity and capability to do the projects that the TIF District would like to do. The MSA will also be non-exclusive. LURA also wants to make sure that the firm selected has a firm understanding of how TIF District funds can be used.

Council asked why this was coming before Council; some had thought this was what Mr. Sanderson had been hired to do. It was clarified that Mr. Sanderson is not an engineer. He assists

in moving projects forward. However, an engineer still has to design and create the bid package for the project to be bid.

It was questioned if the City has a current engineering firm. It was clarified yes; the City currently has KLJ as their on-call engineer. However, that agreement was public works driven.

It was questioned who would pay for this engineer. It was clarified that it is budgeted for through the TIF District. Right now, project one is ready to be sent to an engineer for design. Project one consists of sidewalks, street trees, and street lights in the TIF District.

It was questioned if the TIF District wanted to create another plan. It was clarified that this is not for another plan. This is to move forward with an actual project. The goal is to go out and bid on a project.

2. Resolution - Reconciliation Change Order

This reconciliation change order is to close out the project. The total cost of the project is less than what was approved by Council. This change order will reduce the total approved amount for the project. The project is done and ready to be wrapped up.

Council Issues

3. Closed Executive Session - Litigation Strategy

Mayor Waggoner finished out all other items on the agenda before moving to the closed executive session.

Other Items

Council asked if the issues brought up by the Police Commission at the last Council meeting could be placed on an upcoming agenda.

The Civil Attorney briefly reviewed the legal role of the Police Commission. This item is not appropriate to be placed on the agenda as it does not require a decision by the Council. She will send out the legal framework that the Police Commission operates within for the Council to review.

The Public Works Committee's next meeting is on Monday at 6:00 p.m. in Council Chambers.

Attendance at Upcoming Council Meeting

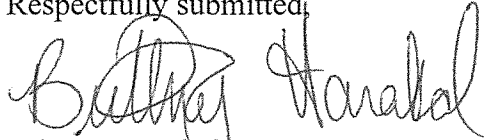
All Council Members in attendance plan to attend next week's Council meeting.

Announcements

There were no additional announcements.

The Council workshop adjourned at 6:53 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brittney Harakal". The signature is written in a cursive style with a large, stylized initial 'B'.

Brittney Harakal
Administrative Assistant

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

File Attachments for Item:

9. Budget/Finance Committee Minutes of October 8, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 8, 2024**

Members Present: Richard Klose, Heidi Sparks, Casey Wheeler, Michelle Mize

Others Present: Kelly Strecker, JW Hopper

The meeting was called to order by the Committee Chair at 5:30 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve September 24, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of September 24, 2024. Michelle Mize seconded the motion. With no objection, the minutes of September 24, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. JW presented a purchase requisition, with two purchase orders attached for repairs to a couple of the Fire Engines. He stated that there were a couple of issues with the valves on Engine #1 and Engine #2 that needed to be fixed. Montana Truck Works will be doing the repairs. Engine #1 repairs will cost \$5,426.01 and Engine #2 repairs will cost \$5,220.24. Michelle Mize moved to approve the purchase requisition for the valve repairs. Heidi Sparks seconded the motion. With no objection, the purchase requisition was approved. There was no public comment.
3. Review and recommend approval to Council; claims entered through October 4, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through October 4, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of October 4, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending September 29, 2024, totaling \$267,141.33. Heidi Sparks motioned to approve the payroll register for the pay period ending September 29, 2024, totaling \$267,141.33. Michelle Mize seconded the motion. With no objection, the payroll register for September 29, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve the 2024 September Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 September Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2024 September Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending September 29, 2024.
2. Mayor Update – The mayor was unable to be present at this meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that she completed the quarterly reports and began working on the September balancing. Kelly shared that the new 9 passenger van would be arriving to MDT and would soon be delivered to the City of Laurel.

Announcements –

1. The next Budget and Finance Committee meeting will be held on October 22, 2024, at 5:30 pm.
2. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:05 p.m.

Respectfully submitted,



Kelly Strecker
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.

File Attachments for Item:

10. Park Board Minutes of October 3, 2024.

CITY OF LAUREL
PARK BOARD MEETING MINUTES
OCTOBER 03, 2024

PUBLIC INPUT; NOON

GENERAL ITEMS;

1. SEPTEMBER 05 ,2024 MINUTES; MOTION BY KLOSE 2nd BY KOBER -PASS

NEW BUSINESS;

2. WHITE BUFFALO FOUNDATION PLAYGROUND;
A PRESENTATION MADE BY TWO FOUNDATION LADIES, THEY TALKED ABOUT DEVELOPING ONE OF THE CITY OF LAURELS PARK FOR INDIVIDUALS WITH MENTAL OR PHYSICAL DISABILITIES. MURRY PARK WAS MENTIONED AS A POSSIBLE PARK FOR THIS.
THE FOUNDATION WOULD RAISE THE MONEY NEEDED FOR THIS.
A MOTION BY CANAPE 2nd BY BRUCE TO TAKE THIS TO THE FULL CITY COUNCIL AT A LATER DATE, MOTION PASS

OLD BUSINESS;

3. OTHER PARKS IN LAUREL; THOMPSON PARK TREE TRIMING ON GOING, SOME TREES NOT IN GOOD SHAPE.
CORN HOLE GAMES ARE HERE AND READY TO BE PUT IN THOMPSON PARK, MOTION BY BRUCE 2nd BY CANAPE TO SET THEM IN SAND.
FISHING PEER AT LYIONS PARK REPAINTED
ALL BATHROOMS IN PARKS CLOSED FOR THE SEASON
WHEN FUNDS BECOME AVAILABLE A SPRINKLER SYSTEM WILL BE INSTALLED IN NUTTING PARK, THIS IS THE LAST PARK NEEDING A SPRINKLER SYSTEM.
4. AMERICAN LEGION BUILDING AT RIVERSIDE PARK; NO CHANGE
5. RIVERSIDE PARK CLEANUP; CHECKING ON LEAD CLEANUP
6. NO ACTIVITY GOING ON AT THE LIONS BUILDING

OTHER ITEMS; A REPORT BY KLOSE THAT ENTERPRISE FUNDS (FUNDS RAISED BY PARK FEES) WOULD NOT WORK.

MEMBERS IN ATTENDANCE; IRV WILKE, TOM CANAPE, PAUL KOBER, EVAN BRUCE ,RICHARD KLOSE, AND MATT WHEELER

NEXT MEETING NOVEMER 07, 2024

File Attachments for Item:

11. Laurel Urban Renewal Agency Minutes of October 7, 2024.



**MINUTES
CITY OF LAUREL
LAUREL URBAN RENEWAL AGENCY
MONDAY, OCT 7TH, 2024
11:00 AM
CITY BOARDROOM**

A LAUREL URBAN RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami at 11:00 p.m. on Oct 7th, 2024

COMMITTEE MEMBERS PRESENT:

x	Judy Goldsby		Vacancy
x	Cami Nelson	x	Daniel Klein
x	Cheryl Hill	x	Kurt Markegard
	Janice Lehman		

OTHERS PRESENT:

	Mardie Spalinger
x	Forrest Sanderson
x	Doug Whitney
x	Dianne Lehm

General Items:

Roll Call

Approval of Minutes – Judy made a motion to approve Sept 23rd minutes, Cami 2nd

New Business:

Project Discussion & Update on Engineer RFQ

- Doug and Forrest presented to the committee the Engineering Selection Process – the packet included request for qualification, SOQ scoring criteria, SOQ tabulations, alternative following up questions, Interview questions/scoring criteria and interview scoring tabulation.
- Doug presented that we have a non-exclusive 613-G
- Judy made a motion to add to add Forrest to the selection committee and Doug as an alternative for anyone that can't make it to an interview. Daniel 2nd the motion. All in Favor.
- Daniel mad e amotion to approve the engineering selection process and wants to add Forrest as moderator. Judy made a 2nd to the motion. All in Favor

Old Business:

Kurt provided the most recent - attached

Next meeting is Oct 21st

Announcements:

Dianne Lehm presented EDA Oct 17th Business on Broadway small business summit

Forrest received a request for new project – fill in ditch on Bernhart rd. – the approval from CHS expires Jan 1, 2028

Forrest received information for the company Holophane, the provide lighting and poles. He will be inviting them to our next meeting to do a presentation.

Adjourn Meeting: Daniel made a motion to adjourn the meeting Cheryl 2nd at 12:05

Respectfully submitted,

Cheryl Hill

Cheryl Hill

LURA Secretary

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.

08/13/24
16:26:23

CITY OF LAUREL
Expenditure Budget by Org Report -- MultiYear Actuals
For the Year: 2024 - 2025

Page: 1 of 1
Report ID: B240A1

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		20-21	21-22	22-23	23-24	Budget	Exp.	Budget	Changes	Budget	Budget
2310 TAX INCREMENT-Business Dist.											
411850 Special Projects											
110	Salaries and Wages	14,079	12,772	535	14,552	18,710	78%	30,000		30,000	160%
138	Vision Insurance	21	16		13	28	46%	30		30	107%
139	Dental Insurance	105	100		78	130	60%	130		130	100%
141	Unemployment Insurance	35	45	1	37	75	49%	100		100	133%
142	Workers' Compensation	78	76	4	84	150	56%	200		200	133%
143	Health Insurance	2,604	1,944		1,712	3,335	51%	1,700		1,700	51%
144	Life Insurance	18	13		17	82	21%	82		82	100%
145	FICA	1,077	977	41	1,105	1,200	92%	1,500		1,500	125%
146	PERS	1,235	1,101	48	1,320	1,900	69%	2,200		2,200	116%
149	ST/LT Disability				116	300	39%	300		300	100%
194	Flex Medical					150	0%	200		200	133%
220	Operating Supplies				3,441	1,000	344%	5,000		5,000	500%
337	Advertising					700	0%	700		700	100%
350	Professional Services		381			400	0%	300,000		300,000	7500%
370	Travel					500	0%	500		500	100%
380	Training Services		945			1,000	0%	1,000		1,000	100%
735	TIFD Large Grant					275,000	0%	275,000		275,000	100%
736	TIFD Small Grant					50,000	0%	50,000		50,000	100%
737	TIFD Facade Grant					18,000	0%	18,000		18,000	100%
738	TIFD Technical Assistance					6,000	0%	6,000		6,000	100%
901	MISC CAPITAL PROJECTS					2,858,938	0%	2,858,938		2,858,938	100%
931	Roads, Streets & Parking	1,009,102				0	0%			0	0%
	Account:	1,028,354	18,370	629	22,475	3,237,598	1%	3,551,580	0	3,551,580	109%
470300 Economic Development											
700	Grants, Contributions & I	247,084	62,833			0	0%			0	0%
	Account:	247,084	62,833			0	***%	0	0	0	0%
490000 Debt Service											
610	Principal	79,959	82,685	85,503	43,843	86,949	50%	89,930		89,930	103%
620	Interest	100,280	97,554	94,736	46,277	93,292	50%	91,432		91,432	98%
	Account:	180,239	180,239	180,239	90,120	180,241	50%	181,362	0	181,362	100%
521000 Interfund Operating Transfers Out											
820	Transfers to Other Funds	6,000	6,000	6,000	6,000	6,000	100%	6,000		6,000	100%
	Account:	6,000	6,000	6,000	6,000	6,000	100%	6,000	0	6,000	100%
	Fund:	1,461,677	267,442	186,868	118,595	3,423,839	3%	3,738,942	0	3,738,942	109%
	Orgn:	1,461,677	267,442	186,868	118,595	3,423,839	3%	3,738,942	0	3,738,942	109%
	Grand Total:	1,461,677	267,442	186,868	118,595	3,423,839		3,738,942	0	3,738,942	

File Attachments for Item:

12. Public Works Committee Minutes of September 16, 2024.



**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, SEPTEMBER 16, 2024**

The Public Works Committee meeting was called to order at 6:00pm on Monday, September 16, 2024, by Committee Chair, Heidi Sparks.

Members Present: Heidi Sparks- Chair, Jodi Mackay- Vice Chair, Irv Wilke, Jessica Banks, Shawn Mullaney

Others Present:

Public Input:

General Items:

1. Approval of Minutes from August 19, 2024. Irv made a motion to approve the minutes of August 19, 2024. Motion was seconded by Jessica. Motion carried 5-0 to approve the minutes.
2. Emergency Call Out Report- Not provided
3. KLJ Report- Report attached
 - i. 4th Street Reconstruction- Irv asked what the final list of items to the contractor included

New Business:

4. Ordinance discussion on Chapter 12.32 Trees and Boulevards from LMC
 - i. Jodi would like to see this updated to allow xeroscape without needing to be an exception approval from City Council
 - ii. Irv would like to see this updated as well, but make sure there is still “teeth” to enforce boulevard maintenance
 - iii. Shawn stated that xeroscape does not mean no trees, it means low water maintenance. He would like to still have trees required in the boulevard. Shawn does not believe the ordinance needs to be updated with regard to planting distance (minimum/maximum), the question is on enforcement of the ordinance.
 - iv. What involvement does the city have with approving the landscaping on new developments?
 - v. Jessica would like to have Tree Board weigh in on this ordinance and potential updates as well
 - vi. Would like to have additional conversation and discussion at the October meeting as well when Matt can be here

Old Business:

Other Items:

5. Shawn mentioned the flooding by his property that Matt was going to look into and wondered what the process was for that. Heidi stated that she would remind Matt on the issue

Announcements

Next Meeting will be Monday, October 21, 2024, at 6:00pm in Council Chambers

Meeting adjourned at 6:40pm

File Attachments for Item:

13. Appointment of Johnathon Herr and Landon Gradwohl to the Laurel Volunteer Fire Department.



LAUREL FIRE DEPARTMENT

215 West 1st Street • Laurel, Mt • 59044 • Office 406.628.4911 • Fax 406.628.2185

10/16/2024

Brittney,

Please move forward with putting the following elected fire fighter in front of the Mayor and City Council.

- **Johnathan Herr**
- **Landen Gradwohl**

JW Hopper

Fire Chief

Laurel Volunteer Fire Department

(O) 406-628-4911

(C) 406-860-0782

jwhopper@laurel.mt.gov



File Attachments for Item:

14. Resolution No. R24-90: A Resolution Of The City Council Authorizing The City Of Laurel And The Laurel Urban Renewal Agency (LURA) To Advertise A Request For Qualifications For An Engineering Consultant.

RESOLUTION NO. R24-90

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY OF LAUREL AND THE LAUREL URBAN RENEWAL AGENCY (LURA) TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR AN ENGINEERING CONSULTANT.

WHEREAS, the Laurel Urban Renewal Agency (hereinafter “LURA”) has requested that the City of Laurel and LURA seek a Request for Qualifications for Engineering Services for preparing and administering construction projects within the Tax Increment Finance (hereinafter “TIF”) District in accordance with Montana State law to ensure compliance, as well as to manage construction projects related to the expenditures of TIF funds in the District;

WHEREAS, the terms of the Request for Qualifications are attached hereto and incorporated herein by reference; and

WHEREAS, the City believes that it is in the best interests of the City and LURA to advertise a Request for Qualifications consistent with the terms of the attached, in order to retain an Engineering Consultant responsible for administering and overseeing construction projects in the TIF District.

NOW THEREFORE BE IT RESOLVED by the City Council that the City of Laurel and the Laurel Urban Renewal Agency are authorized to advertise the Request for Qualifications for an Engineering Consultant for the Tax Increment Finance District in accordance with Montana state law; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Request for Qualifications for Engineering Services shall be consistent with the terms of the attached, to advertise for an Engineering Consultant responsible for administering and overseeing construction projects in the TIF District.

Introduced at a regular meeting of the City Council on the 22nd day of October 2024, by Council Member_____.

PASSED and APPROVED by the City Council of the City of Laurel the 22nd day of October 2024.

APPROVED by the Mayor the 22nd day of October 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney



**MINUTES
CITY OF LAUREL
LAUREL URBAN RENEWAL AGENCY
MONDAY, OCT 7TH, 2024
11:00 AM
CITY BOARDROOM**

A LAUREL URBAN RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami at 11:00 p.m. on Oct 7th, 2024

COMMITTEE MEMBERS PRESENT:

x	Judy Goldsby		Vacancy
x	Cami Nelson	x	Daniel Klein
x	Cheryl Hill	x	Kurt Markegard
	Janice Lehman		

OTHERS PRESENT:

	Mardie Spalinger
x	Forrest Sanderson
x	Doug Whitney
x	Dianne Lehm

General Items:

Roll Call

Approval of Minutes – Judy made a motion to approve Sept 23rd minutes, Cami 2nd

New Business:

Project Discussion & Update on Engineer RFQ

- Doug and Forrest presented to the committee the Engineering Selection Process – the packet included request for qualification, SOQ scoring criteria, SOQ tabulations, alternative following up questions, Interview questions/scoring criteria and interview scoring tabulation.
- Doug presented that we have a non-exclusive 613-G
- Judy made a motion to add to add Forrest to the selection committee and Doug as an alternative for anyone that can't make it to an interview. Daniel 2nd the motion. All in Favor.
- Daniel made a motion to approve the engineering selection process and wants to add Forrest as moderator. Judy made a 2nd to the motion. All in Favor

Old Business:

Kurt provided the most recent - attached

Next meeting is Oct 21st

Announcements:

Dianne Lehm presented EDA Oct 17th Business on Broadway small business summit

Forrest received a request for new project – fill in ditch on Bernhart rd. – the approval from CHS expires Jan 1, 2028

Forrest received information for the company Holophane, the provide lighting and poles. He will be inviting them to our next meeting to do a presentation.

Adjourn Meeting: Daniel made a motion to adjourn the meeting Cheryl 2nd at 12:05

Respectfully submitted,

Cheryl Hill

Cheryl Hill

LURA Secretary

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.

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		20-21	21-22	22-23	23-24	Budget	Exp.	Budget	Changes	Budget	Budget
		23-24	23-24	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25
2310 TAX INCREMENT-Business Dist.											
411850 Special Projects											
110	Salaries and Wages	14,079	12,772	535	14,552	18,710	78%	30,000		30,000	160%
138	Vision Insurance	21	16		13	28	46%	30		30	107%
139	Dental Insurance	105	100		78	130	60%	130		130	100%
141	Unemployment Insurance	35	45	1	37	75	49%	100		100	133%
142	Workers' Compensation	78	76	4	84	150	56%	200		200	133%
143	Health Insurance	2,604	1,944		1,712	3,335	51%	1,700		1,700	51%
144	Life Insurance	18	13		17	82	21%	82		82	100%
145	FICA	1,077	977	41	1,105	1,200	92%	1,500		1,500	125%
146	PERS	1,235	1,101	48	1,320	1,900	69%	2,200		2,200	116%
149	ST/LT Disability				116	300	39%	300		300	100%
194	Flex Medical					150	0%	200		200	133%
220	Operating Supplies				3,441	1,000	344%	5,000		5,000	500%
337	Advertising					700	0%	700		700	100%
350	Professional Services		381			400	0%	300,000		300,000	75000%
370	Travel					500	0%	500		500	100%
380	Training Services		945			1,000	0%	1,000		1,000	100%
735	TIFD Large Grant					275,000	0%	275,000		275,000	100%
736	TIFD Small Grant					50,000	0%	50,000		50,000	100%
737	TIFD Facade Grant					18,000	0%	18,000		18,000	100%
738	TIFD Technical Assistance					6,000	0%	6,000		6,000	100%
901	MISC CAPITAL PROJECTS					2,858,938	0%	2,858,938		2,858,938	100%
931	Roads, Streets & Parking	1,009,102				0	0%			0	0%
	Account:	1,028,354	18,370	629	22,475	3,237,598	1%	3,551,580	0	3,551,580	109%
470300 Economic Development											
700	Grants, Contributions & I	247,084	62,833			0	0%			0	0%
	Account:	247,084	62,833			0	***%	0	0	0	0%
490000 Debt Service											
610	Principal	79,959	82,685	85,503	43,843	86,949	50%	89,930		89,930	103%
620	Interest	100,280	97,554	94,736	46,277	93,292	50%	91,432		91,432	98%
	Account:	180,239	180,239	180,239	90,120	180,241	50%	181,362	0	181,362	100%
521000 Interfund Operating Transfers Out											
820	Transfers to Other Funds	6,000	6,000	6,000	6,000	6,000	100%	6,000		6,000	100%
	Account:	6,000	6,000	6,000	6,000	6,000	100%	6,000	0	6,000	100%
	Fund:	1,461,677	267,442	186,868	118,595	3,423,839	3%	3,738,942	0	3,738,942	109%
	Orgn:	1,461,677	267,442	186,868	118,595	3,423,839	3%	3,738,942	0	3,738,942	109%
	Grand Total:	1,461,677	267,442	186,868	118,595	3,423,839		3,738,942	0	3,738,942	



REQUESTS FOR QUALIFICATIONS

LURA ENGINEERING SERVICES

The City of Laurel is soliciting qualifications to hire a firm or individual to provide general planning and engineering services related to the Laurel Urban Renewal Agency (LURA) improvements, funded through a Tax Increment Finance (TIF) District. The LURA will utilize the selected firm or individual for a period of up to three years for planning and engineering related activities associated with the LURA improvements that may include, but not limited to sidewalks, sidewalk lighting, pedestrian improvements, street improvements, water and sewer lines, storm drainage, and parking improvements. The agreement and payment terms will be negotiated with the selected firm or individual.

The services to be provided may include, but not limited to the following:

- Project planning.
- Evaluating the condition of the existing facilities.
- Developing project priority recommendations.
- Developing recommendations regarding packaging of proposed improvements.
- Infrastructure studies.
- Preliminary design.
- Project coordination with land owners, MT-DOT, NorthWestern Energy, and BNSF.
- Prepare project costs estimates.
- Identifying potential grant opportunities and grant writing/administration.
- Analysis of the Environment/Environmental Consequences if required.
- Develop mapping, figures, and exhibits as requested.
- Attend public hearings and meetings as necessary.
- Attend City Council meetings as needed.
- Final design, permitting, and bidding services.
- Construction phase services including construction observation and project closeout.

Responses to this RFQ must not exceed ten pages – excluding resumes, and must include the following:

- The firm's legal name, address, and telephone number
- The principal(s) of the firm and their experience and qualifications.
- The experience and qualifications of the staff to be assigned to the project.
- A description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
- A description of the firm's current work activities and how these activities would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
- The proposed work plan and schedule for activities that may be performed.
- List, including contact names, a minimum of five projects involving services applicable to those outlined in this RFQ.



The statement of qualifications will be evaluated based on the following criteria:

- | | |
|---|-----|
| 1. Qualifications of the professional personnel to be assigned to the project | 30% |
| 2. The consultant's capability to meet time and project budget requirements | 15% |
| 3. Location | 5% |
| 4. Present and projected workloads | 10% |
| 5. Related experience on similar projects | 20% |
| 6. Recent and current work for the City of Laurel entities similar to LURA | 20% |

The selection will be based on an evaluation of the written responses. However, the City reserves the right to conduct interviews, if interviews are deemed necessary. The award will be made to the most qualified firm or individual whose proposal and/or interview is deemed most advantageous to the Laurel Urban Renewal Agency, all criteria considered. Unsuccessful firms will be notified as soon as possible. Questions should be directed in writing via email to the TIF District Coordinator, Peaks Planning & Consulting, at ForrestSanderson@PeaksPlanning.onmicrosoft.com.

Responses shall include twelve printed copies and one electronic copy, as a PDF, of the SOQ and shall be submitted no later than _____ at 5:00 p.m. addressed to the City of Laurel, City Clerk Treasurer, P.O. Box 10, Laurel, MT 59044, or hand delivered to the City Clerk at City Hall 115 W, 1st Street, Laurel Montana. Please state "LURA Engineering Services Proposal" on the outside of the envelope.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the City of Laurel reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.



LURA Engineer Selection Process

1. Determine what best meets the needs of the LURA, a Request for Proposals or a Request for Qualifications. *The LURA Board selected to move forward with a Request for Qualifications at their September 23, 2024 meeting.*
2. Develop a Request for Qualifications (RFQ).
3. Develop a Legal Advertisement for publication advertising the RFQ.
4. Develop the scoring criteria for ranking the Statement of Qualifications (SOQ) that are submitted in reply to the RFQ.
5. Develop interview questions and scoring criteria to be used should it be determined that interviews are needed.
6. Determine who will be on the Selection Committee. *The LURA Board identified the Selection Committee members at their October 7, 2024 meeting.*
7. Secure City Council approval to move forward with the selection of an Engineer.
8. Determine advertisement dates and the deadline for SOQ submissions.
9. Advertise the RFQ in Laurel Outlook and in the Yellowstone County News.
10. The City Clerk will receive SOQ as they are submitted prior to the submittal deadline.
11. Distribute the SOQs and scoring criteria to the Selection Committee members and set a date that the members will have the SOQs reviewed and draft scores developed.
12. Selection Committee meets to discuss SOQs, finalize their individual scores, and to total the overall Committee scores. This meeting will also determine if interviews are needed and if needed, which firms will be interviewed.
13. If interviews are to be conducted, then:
 - a. Determine interview format and duration. *The LURA Board selected a 15 minute presentation followed by 15 minutes for Q&A format at their October 7, 2024 meeting.*
 - b. Determine the date and time of interviews,
 - c. Notify selected firms of their interview date, time, format, and interview duration,
 - d. Conduct interviews,
 - e. Selection Committee meets and score interviews immediately after the interviews.
 - f. The interview scoring will determine the final ranking, and
 - g. Recommend the selected firm to the City Council for approval.
14. City Council Approves selected firm.
15. A LURA Master Services Agreement is negotiated with the selected firm.
16. City Council Approves and executes the LURA Master Services Agreement.



**LURA Engineering Selection
Interview Questions and Scoring Criteria**

Committee Member _____
Firm _____

Interview Format: 30 minutes total, 15 minutes presentation, 15 minutes Q&A

100 total possible points

Presentation: Score _____ out of 50

Score based on understanding of TIF funding and limitations,
Understanding of identified projects and future projects,
Project Manager rapport with the LURA Board, and
Overall fit and comfort level to meet the needs of the LURA

Question 1: Score _____ out of 10

How will you communicate and interact with the LURA Board?

Question 2: Score _____ out of 10

Based on your team's experience, why should we select your firm?

Question 3: Score _____ out of 10

How do you track and keep your projects on schedule and on budget?

Question 4: Score _____ out of 10

What processes does your firm have in place to ensure quality control
during the design phase and through construction?

Question 5: Score _____ out of 10

How would you approach a project that may be under funded?

Total Score: _____ out of 100



Alternative or Follow up Questions:

How do you balance your staff's time to meet all of their project commitments?

Is the staff proposed the actual staff that will be used?

Are you, the presenter today, actually running the project or will it be someone else?

Which of your past clients should call for references, and which ones should we not call?



LURA

Selection Committee SOQ Scoring Tabulations

Date: _____

Firm:

--	--	--	--	--	--	--

SOQ Reviewer

Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points
----------------	----------------	----------------	----------------	----------------	----------------	----------------

Camilla Story

--	--	--	--	--	--	--

Daniel Klein

--	--	--	--	--	--	--

Cheryl Hill

--	--	--	--	--	--	--

Judy Goldsby

--	--	--	--	--	--	--

Mardie Spalinger

--	--	--	--	--	--	--

Kurt Markegard

--	--	--	--	--	--	--

Forrest Sanderson
(TIF Coordinator)

--	--	--	--	--	--	--

Doug Whitney
(Alternate)

--	--	--	--	--	--	--

Total:

--	--	--	--	--	--	--

Does the Selection Committee Recommend Interviews? _____ (Yes or No)

If Yes, what firms are to be interviewed?

Firm 1 _____

Firm 2 _____

Firm 3 _____

Firm 4 _____

Firm 5 _____



**LURA
Engineering Selection Interview Scoring Tabulation**

Date: _____

Firm:					
	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points
Interview Scores:					
Camilla Story					
Daniel Klein					
Cheryl Hill					
Judy Goldsby					
Mardie Spalinger					
Kurt Markegard					
Forrest Sanderson (TIF Coordinator)					
Doug Whitney (Alternate)					
Total:					

Selection Committee Recommends: _____

Selection Committee Chair: _____



**LURA
Engineering SOQ Scoring Criteria**

Date: _____

Criteria	Maximum Points	Considerations:
1 Qualifications of the professional personnel	30	Resumes, experience on similar projects, likelihood of actual staff
2 Capability to meet time and project budget	15	Staff, workload, internal controls, budget tracking, communications
3 Location	5	Location of office serving LURA and other local projects
4 Present and projected workloads	10	Anticipated workload over the next three years
5 Related experience on similar projects	20	Are the identified staff work on these project?
6 Recent and current work for the City	20	References provided, good or bad past work with the City
	100	

Firm:

--	--	--	--	--	--	--

Criteria		Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points
1 Qualifications of the professional personnel	30 points						
2 Capability to meet time and project budget	15 points						
3 Location	5 points						
4 Present and projected workloads	10 points						
5 Related experience on similar projects	20 points						
6 Recent and current work for the City	20 points						
	Total:						

Reviewer Name: _____

Reviewer Signature: _____

**CITY OF LAUREL REQUEST FOR QUALIFICATIONS FOR
Laurel Urban Renewal Agency Engineering Services**

A. Requirements for Submission of City Proposal:

1. Time for Filling: Not later than _____ at 5:00 p.m. addressed to the City of Laurel, City Clerk Treasurer, P.O. Box 10, Laurel, Montana 59044, or hand delivered to the City Clerk at City Hall 115 W, 1st Street, Laurel Montana.
2. Sealed Envelope: Outer envelope containing proposal should be marked: "LURA ENGINEERING SERVICES." If contained in a mailed envelope, the mailing envelope should be marked to indicate it is the outer, sealed envelope.
3. Twelve printed copies and one electronic copy as a PDF of the proposal are required
4. The City will open proposals after the deadline expires.
5. The selection may be made directly from the submitted proposals, or the City may conduct interviews if deemed necessary.
6. Questions should be directed in writing, via email, to the TIF District Coordinator; Peaks Planning & Consulting, at ForrestSanderson@PeaksPlanning.onmicrosoft.com.

B. Scope of Services (under the direction of the City of Laurel Staff and LURA Board) may include, but not limited to the following:

1. Sidewalks, sidewalk lighting, pedestrian improvements, street improvements, water and sewer lines, storm drainage, and parking improvements.

C. Minimum Information Required for the Statement of Qualifications:

1. The firm's legal name, address, and telephone number
2. The principal(s) of the firm and their experience and qualifications.
3. The experience and qualifications of the staff to be assigned to the project.
4. A description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these activities would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
6. The proposed work plan and schedule for activities that may be performed.
7. List, including contact names, a minimum of five projects involving services applicable to those outlined in this RFQ.
8. The statement of qualifications shall not exceed 10 pages, excluding resumes.

D. Length of Contract

The contract term shall be a 3-year contract that is renewable at the discretion of the City. Items contained in the contract may be renegotiated as necessary to meet the needs of the City. The City will provide the written contract for services.

The City reserves the right to reject any and all proposals, to waive irregularities, and to request additional information from the individual firm submitting the proposal

File Attachments for Item:

15. Resolution No. R24-91: A Resolution Of The City Council Approving Change Order No. 1 To The City Of Laurel's Contract With Western Municipal Construction, Inc. For The 5th Avenue To 7th Avenue Sewer Line Replacement.

RESOLUTION NO. R24-91

**A RESOLUTION OF THE CITY COUNCIL APPROVING CHANGE ORDER NO. 1
TO THE CITY OF LAUREL’S CONTRACT WITH WESTERN MUNICIPAL
CONSTRUCTION, INC. FOR THE 5TH AVENUE TO 7TH AVENUE SEWER LINE
REPLACEMENT.**

WHEREAS, the City Council previously approved a contract with Western Municipal Construction, Inc. (hereinafter “Original Contract”) through Resolution No. R24-31, for the 5th Avenue to 7th Avenue Sewer Line Replacement Project (hereinafter “the Project”);

WHEREAS, the Original Contract amount was Four Hundred One Thousand One Hundred Eleven Dollars (\$401,111.00) to complete the Project;

WHEREAS, the City Council previously approved the notice of award of the Original Contract with Western Municipal Construction, Inc. to decrease the cost of the project by Twenty-Eight Thousand Five Hundred Sixty-Eight Dollars (\$28,568.00); and

WHEREAS, the City’s engineering firm, KLJ Engineering, Inc. and City Staff reviewed the attached Change Order and recommend the City Council’s approval of the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council hereby approves the attached Change Order and authorizes the Mayor to execute it on the City’s behalf.

Introduced at a regular meeting of the City Council on the 22nd day of October 2024 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 22nd day of October 2024.

APPROVED by the Mayor on the 22nd day of October 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

Change Order

No. 1

Date of Issuance: October 10, 2024

Effective Date: October 10, 2024

Project: 5 th Ave to 7 th Ave Sewer Line Replacement	Owner: City of Laurel	Owner's Contract No.:
Contract:		Date of Contract: 5/6/24
Contractor: Western Municipal Construction		Engineer's Project No.: 2304-01231

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Bid Item Reconciliation change order.

Attachments (list documents supporting change):

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$401,111.00

Increase from previously approved Change Orders No. 0 to No. 1:

\$0.00

Contract Price prior to this Change Order:

\$401,111.00

Decrease of this Change Order:

\$28,568.00

Contract Price incorporating this Change Order:

\$372,543.00

Original Contract Times: Working days Calendar days

Substantial completion (days): 40 days after NTP (NTP 6/10/2024)

Ready for final payment (days): 14 days after substantial completion

Increase from previously approved Change Orders No. 0 to No. 1:

Substantial completion (days): 0 days

Ready for final payment (days): 0 days

Contract Times prior to this Change Order:

Substantial completion (days): 40 days after NTP (7/20/2024)

Ready for final payment (days): 14 days after SC (8/3/2024)

Increase of this Change Order:

Substantial completion (days): 12 days

Ready for final payment (days): 0 days

Contract Times with all approved Change Orders:

Substantial completion (days): 52 days after NTP (8/1/2024)

Ready for final payment (days): 14 days after SC

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: Oct. 10, 2024

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 10/10/2024

File Attachments for Item:

16. Resolution No. R24-92: A Resolution Of The City Council Authorizing The Mayor To Execute The Standard Audit Contract Amendment By And Between The City Of Laurel And Olness & Associates, P.C.

RESOLUTION NO. R24-92

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE THE STANDARD AUDIT CONTRACT AMENDMENT BY AND BETWEEN THE CITY OF LAUREL AND OLNES & ASSOCIATES, P.C.

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

Section 1: Approval. The Standard Audit Contract Amendment, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Standard Audit Contract Amendment on behalf of the City.

Introduced at a regular meeting of the City Council on the 22nd day of October, 2024, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 22nd day of October, 2024.

APPROVED by the Mayor on the 22nd day of October, 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

**DEPARTMENT OF ADMINISTRATION
STANDARD AUDIT CONTRACT AMENDMENT**

This contract amendment is made this 18TH day of October, 2024, by and among OLNES & ASSOCIATES, PC, Certified Public Accountant (Contractor) and CITY OF LAUREL, Governmental Entity (Entity).

Audit Period and Payment: This contract amendment covers the following audit period(s):
July 1st, 2023, to June 30th, 2024.

Amendments:

Paragraph 2.a. on page 1 of the standard audit contract is amended to read as follows:

\$36,500 for initial (or sole) audit covering	July 1, 2023 to June 30, 2024.
\$Amount for subsequent audit covering	Beginning Date to Ending Date.
\$Amount for subsequent audit covering	Beginning Date to Ending Date.

Any provision of this contract that does not allow Entity to define its financial reporting framework as prescribed in 2-7-504(2), MCA and ARM 2.4.401(2), or Contractor to opine on Entity's financial statements in accordance with Entity's defined financial reporting framework, is amended to accomplish the same and identifies Entity's financial reporting framework as:

- Generally Accepted Accounting Principles.
- The Small Government Financial Reporting Framework, as defined at ARM 2.4.401.

Subject to State's approval of Entity's financial reporting framework, Entity shall include any supplementary information required by ARM 2.4.401.

Sections 1, 2, and 7 of Appendix B on pages B1 and B2 are amended to read as follows:

1. Audit Periods and Dates of Engagement
 - a. This audit will cover the fiscal year(s) ending Month Day, Year and Year.
 - b. Date to commence audit work ending November 4th, 2024.
 - c. Date to submit final audit report to the Entity March 31st, 2025.
2. Time and Price for Engagement
 - a. Estimated total hours is 330.
 - b. Price for audit personnel is \$36,500.
Price for travel is \$Amount.

Price for report preparation is \$Amount.
Total price for the engagement is \$36,500.

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

- The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards equal to or in excess of \$750,000 during the fiscal year(s), or such other dollar amount (\$Amount) that is effective for the fiscal year(s) being audited.
- The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of less than \$750,000 during the fiscal year(s), or such other dollar amount (\$Amount) that is effective for the fiscal year(s) being audited.

IN WITNESS WHEREOF:

Certified Public Accountant

OLNESS & ASSOCIATES, PC
Firm Name

By:  _____
Authorized Representative

Date: October 18, 2024

Governmental Entity

CITY OF LAUREL
Entity Name

By: _____
Authorized Representative

Date: October 18, 2024

**Montana Department of Administration,
Local Government Services**

By: _____
Authorized Representative

Date: Date