



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, AUGUST 06, 2019  
6:30 PM  
COUNCIL CHAMBERS**

NEXT RES. NO.  
R18-XX

NEXT ORD. NO.  
O18-XX

**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 July 16, 2019.

**Correspondence**

2. CHS Donation

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

3. Ordinance No. O19-02: An Ordinance Amending Title 2, Chapter 2.10.030 Of The Laurel Municipal Code For The Purpose Of Changing The Regular Meeting Day Of The City Council.

**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.*

4. Claims for the month of July 2019.
5. Approval of Payroll Register for PPE 7/14/2019 totaling \$185,882.02 and PPE 7/28/2019 totaling \$186,599.10.
6. Receiving the Committee/Board Minutes into the Record.
  - Revised Budget/Finance Minutes of July 2, 2019.
  - Budget/Finance Minutes of July 16, 2019.
  - Laurel Urban Renewal Agency Large Grant Committee Minutes of June 26, 2019.
  - Laurel Urban Renewal Agency Minutes of July 15, 2019.
  - City/County Planning Board Minutes of July 11, 2019.
  - Emergency Services Committee Minutes of May 20, 2019.

## **Ceremonial Calendar**

### **Reports of Boards and Commissions**

#### **Audience Participation (Three-Minute Limit)**

*Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.*

#### **Scheduled Matters**

- [7.](#) Appointments of Justin Romero, Jayson Nicholson, Brandi Seibel, Sara Romero, Andrea Beechie, and Joe Stratton to the Laurel Volunteer Ambulance Service.
- [8.](#) Resolution No. R19-36: A Resolution Declaring Certain Assets Of The City Of Laurel As Surplus And Authorizing Its Disposal.
- [9.](#) Resolution No. R19-37: Resolution Awarding Firstmark Construction The Contract For The City Of Laurel's 2019 Pavement Repairs Project And To Authorize The Mayor To Sign All Required Contract And Related Documents On The City's Behalf.
- [10.](#) Resolution No. R19-38: Resolution Of The City Council Adopting The Yellowstone County Multi-Hazard Mitigation Plan 2019 Update On Behalf Of The City Of Laurel, Montana.
- [11.](#) Resolution No. R19-39: A Resolution Of The City Council Authorizing The Mayor To Sign A Contract With Millennium Construction & Consulting, Inc. For Concrete And Asphalt Recycling For The City Of Laurel.
- [12.](#) Resolution No. R19-40: A Resolution Of The City Council Authorizing The Award Of Grants From The Tax Increment Financing District Funds Pursuant To The Lura Large Grant Request Program For Eligible Applicants And Improvements.
- [13.](#) Ordinance No. O19-02: An Ordinance Amending Title 2, Chapter 2.10.030 Of The Laurel Municipal Code For The Purpose Of Changing The Regular Meeting Day Of The City Council.

#### **Items Removed From the Consent Agenda**

#### **Community Announcements (One-Minute Limit)**

*This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.*

#### **Council Discussion**

*Council members may give the City Council a brief report regarding committees or groups in which they are involved.*

#### **Mayor Updates**

#### **Unscheduled Matters**

#### **Adjournment**

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

#### **DATES TO REMEMBER**

**Item Attachment Documents:**

1. Approval of Minutes of July 16, 2019.

# MINUTES OF THE CITY COUNCIL OF LAUREL

JULY 16, 2019

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:31 p.m. on July 16, 2019.

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

COUNCIL MEMBERS ABSENT:      Scot Stokes      Bill Mountsier

OTHER STAFF PRESENT:      None

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

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

## MINUTES:

Motion by Council Member McGee to approve the minutes of the regular meeting of July 2, 2019, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

## CORRESPONDENCE:

- Steve Solberg's resignation letter from the LURA Advisory Board.
- Chamber of Commerce minutes of June 13, 2019; Laurel Chamber of Commerce agenda of July 11, 2019.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

## CONSENT ITEMS:

- **Claims for the month of July 2019 in the amount of \$2,052,008.42.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the month of June 2019.**
- **Approval of Payroll Register for PPE 6/30/2019 totaling \$210,531.14.**
- **Receiving the Committee/Board/Commission Reports into the Record.**
  - Budget/Finance Committee minutes of July 2, 2019, were presented.
  - Council Workshop minutes of July 9, 2019, were presented.
  - Library Board minutes of May 14, 2019, were presented.
  - Library Board minutes of June 11, 2019, were presented.
  - Laurel Urban Renewal Agency minutes of June 17, 2019, were presented.
  - Cemetery Commission minutes of April 9, 2019, were presented.
  - Public Works Committee minutes of June 17, 2019, were presented.



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

Motion by Council Member Eaton to approve the consent items as presented, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

**CEREMONIAL CALENDAR:** None.

**REPORTS OF BOARDS AND COMMISSIONS:** None.

**AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):**

Judge Jean Kerr addressed the Council regarding her name being brought up during a recent Budget/Finance Committee meeting. Her name has been brought up a lot over the past year and a half without being asked to come to the table and speak on those matters. After reading the last Budget/Finance Committee minutes, she asked what questions Council has and was told it was in regard to parking tickets. Judge Kerr passed out a handout, see attached, and explained each page of her handout. She clarified that there are two processes defendants could go through. The civil process or the criminal process. She reiterated that her court is open; anyone can attend any arraignment or hearing. She requested that she be invited to the table when matters involving the Court are discussed.

**SCHEDULED MATTERS:**

- **Resolution No. R19-34: Resolution Approving Change Order No. 3 To The Contract For The City Of Laurel's WWTP Sludge Dewatering Facilities And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.**

Motion by Council Member Sparks to approve Resolution No. R19-34, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Resolution No. R19-35: Resolution Approving Change Order No. 4 To The Contract For The City Of Laurel's WWTP Sludge Dewatering Facilities And Authorizing The Mayor To Sign All Change Order Documents On The City's Behalf.**

Motion by Council Member Herr to approve Resolution No. R19-35, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Ordinance No. O19-02: An Ordinance Amending Title 2, Chapter 2.10.030 Of The Laurel Municipal Code For The Purpose Of Changing The Regular Meeting Day Of The City Council. (1<sup>st</sup> reading)**

Motion by Council Member Wilke to adopt Ordinance No. O19-02, seconded by Council Member McGee. There was no public comment.

Mayor Nelson clarified that this ordinance is to change the date the Council meetings are held.

It was questioned why the second paragraph still stated this ordinance is to change the meetings to Mondays. It was clarified that this is the first reading and that typo will be corrected for the second reading.

It was questioned when this change would take effect. It was clarified that the ordinance would not go into effect until 30 days after it is adopted. The Mayor will discuss when this change goes into effect at the next Workshop.

A roll call vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

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

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

DRAFT

Council Minutes of July 16, 2019

Tomorrow at noon at the Yellowstone National Cemetery there will be a brief ceremony held prior to the unveiling of the signs between mile markers 1 and 2 dedicating that section of the highway to be the Pearl Harbor Memorial Veterans Highway.

Starting Thursday there is a class A American Legion baseball tournament in town.

The open house for the Water Treatment Plant and Waste Water Treatment Plant has been postponed. The date is to be determined, but possibly late August or early September.

**COUNCIL DISCUSSION:**

In light of the resignation letter received in the Council packet, MCA 7-15-4232 allowed the City of Laurel to grant certain powers to the LURA board. It was requested at the next Workshop that Council discuss rescinding Resolution No. R08-123 which gave the power to dispense funds to LURA and instead assigned those powers to the Planning Department, in particular, the City Planner.

Mayor Nelson asked who Council would like present to speak on this matter. Council President Eaton asked that the Clerk/Treasurer and City Planner be present.

**MAYOR UPDATES:**

The website is live. It went live earlier this evening. The Mayor reminded Council that is still a work in progress.

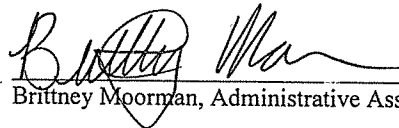
The Mayor has sent the contract for two BLS trained individuals to staff the Ambulance. This is a short-term contract. The Mayor has been investigating what others around the State are doing to address the issue. The individuals will stagger their start times by two hours. These individuals will be in addition to the volunteers currently on the department.

**UNSCHEDULED MATTERS:** None.

**ADJOURNMENT:**

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

There being no further business to come before the council at this time, the meeting was adjourned at 7:12 p.m.

  
Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 6<sup>th</sup> day of August 2019.

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

Attest:

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

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, July 2, 2019**

**Members Present:**   Emelie Eaton  
                              Bruce McGee  
                              Scot Stokes

**Others Present:**     Mayor Nelson

**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 June 18, 2019 meeting. Scot Stokes made a motion to approve the minutes of the June 18, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 6/28/19. Bruce McGee had previously reviewed the Claims Detail report and the check register for accuracy. He stated that he wondered if there was not a celebration over finishing the Sed Basin due to charges he saw and felt were out of the ordinary. Also, he stated that he felt the drone was nothing more than an in vogue expensive toy which required expensive repairs which were paid on this register. Scot Stokes inquired about the Verizon contract as he saw it was over \$1,000 again this month. Bruce McGee made a motion to recommend approval of the claims entered through 6/16/19. Scot Stokes seconded the motion, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 6/16/19. There were no questions.
- Review and approve Payroll Register for pay period ending 6/16/19 totaling \$175,312.40. The two page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 6/16/19 totaling \$175,312.40. Scot Stokes seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

**Other Items** –

- Update from the Mayor - Mayor Nelson was asked to speak about any issues of interest.
  1. The Mayor spoke about LURA and recent resignation of Steve Solberg from the advisory portion of that board. Scot mentioned that there may be other resignations in protest over the bondable project. The Mayor spoke to options regarding the future of that group.
  2. A question was asked by Bruce McGee about what authority the Council would have if it knew a branch of City government was not following directives and options given in LMC. It was decided that the Mayor was going to speak to the prosecuting attorney regarding this issue. Vice Chair McGee was going to inquire of Judge Kerr to get further information.
  3. Chairwoman Eaton inquired about whether the City of Laurel had really been considered in the selection process now that the Air National Guard had announced it is going to create a second base in Billings. It was explained that there is no water and sewer services and there likely would not be for six years. Scot commented on it hindering growth.

## 5. BUSINESS LICENSES AND REGULATIONS

## 10. VEHICLES AND TRAFFIC

### 3. REVENUE AND FINANCE

## 9. PUBLIC PEACE, MORALS AND WELFARE

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MKE/RR ORI/MTLIC0000 DEST/MT0560200 REQ/MSX112XXXX  
Montana Vehicle Registration Record as of 20160726  
Query on License: 3-03161C Results in 1 Match

LICENSE: 303161C EXPIRES: 20161130  
REGISTRATION STATUS: ACTIVE License Year: 2016  
License State: MT  
License Type: PC/Std County Lg  
Registration County: Yellowstone Tab: 303161C111601  
Registration Period: 20151101 to 20161031  
COLOR: GREEN YEAR: 1999  
MAKE: BUICK (BUIC) MODEL: REGAL  
Style: Sedan 4 Door  
Vehicle Type: Passenger

VIN: 2G4WB52K4X1400086  
Title State: MT Title: AA2813719  
Title Status: Approved

NAME: [REDACTED]  
Date of Birth: [REDACTED]  
Driver License: [REDACTED] State: MT  
Street Address: [REDACTED]  
City: Laurel State: MT Zip: 59044-3522  
Mailing Address: Same

NAME: [REDACTED]  
Date of Birth: [REDACTED]  
Driver License: [REDACTED] State: MT  
Street Address: [REDACTED]  
City: Laurel State: MT Zip: 59044  
Mailing Address: Same

SOURCE: MERLIN

\*\*\*\*\*  
MRI 8108048 IN: LUISC 7803 AT 26JUL2016 11:03:19 OUT: J03000 52 AT 26JUL2016

# PARKING VIOLATION NOTICE

LAUREL CITY COURT  
BOX 10  
LAUREL, MONTANA 59044  
PV8436

VEHICLE MAKE	LICENSE NUMBER	STATE
Buick	3-03161C	MT
LOCATION	METER NUMBER	
5.5th St / Maple St		
DATE	TIME	O.A.M. P.M.
7-26-16	1101	P.M.

THE DRIVER OF THE ABOVE VEHICLE IS IN VIOLATION OF THE FOLLOWING:  
ORDINANCE O STATUTE O REGULATION NO. 10-98-040  
FOR THE REASON INDICATED BELOW:

- ☐ OVERTIME PARKING ☐ DOUBLE PARKING ☐ FIRE LANE  
☐ LOADING ZONE ☒ WRONG DIRECTION ☐ ALLEY  
☐ PROHIBITED AREA ☐ KEYS IN IGNITION ☐ IN CROSS WALK  
☐ RESTRICTED ZONE  
☐ TOO CLOSE TO FIRE PLUG ☐ PARKED ACROSS LINES  
☐ TOO CLOSE TO INTERSECTION ☐ OBSTRUCTING TRAFFIC LANE  
☐ TOO CLOSE TO STOP SIGN ☐ BLOCKING PRIVATE DRIVEWAY  
☐ PERMIT/DECAL VIOLATION  
☐ OTHER

\$ 25.00 IS THE AMOUNT OF THE FINE FOR THE  
VIOLATION INDICATED.  
IF THIS AMOUNT IS DELIVERED OR MAILED TO THE ABOVE  
DEPARTMENT WITHIN 72 HOURS, NO  
FURTHER ACTION WILL BE TAKEN.

OFFICER [Signature] BADGE NO. 111

# PARKING VIOLATION NOTICE

LAUREL CITY COURT  
BOX 10  
LAUREL, MONTANA 59044  
PV 8661

VEHICLE MAKE	LICENSE NUMBER	STATE
Buick	3-52057B	MT
LOCATION	METER NUMBER	
28th & 13th Field	P201600409	
DATE	TIME	
5/5/16	1908	8 P.M.

THE DRIVER OF THE ABOVE VEHICLE IS IN VIOLATION OF THE FOLLOWING:  
☐ ORDINANCE ☐ STATUTE ☐ REGULATION NO. \_\_\_\_\_  
 FOR THE REASON INDICATED BELOW:

- ☐ OVERTIME PARKING ☐ DOUBLE PARKING ☐ FIRE LANE
- ☐ LOADING ZONE ☐ WRONG DIRECTION ☐ ALLEY
- ☐ PROHIBITED AREA ☐ KEYS IN IGNITION ☐ IN CROSS WALK
- ☒ RESTRICTED ZONE 10-44-030
- ☐ TOO CLOSE TO FIRE PLUG ☐ PARKED ACROSS LINES
- ☐ TOO CLOSE TO INTERSECTION ☐ OBSTRUCTING TRAFFIC LANE
- ☐ TOO CLOSE TO STOP SIGN ☐ BLOCKING PRIVATE DRIVEWAY
- ☐ PERMIT/DECAL VIOLATION
- ☐ OTHER \_\_\_\_\_

I think this ticket was unfair. There was no sign where I was parked. \$25.00 IS THE AMOUNT OF THE FINE FOR THE VIOLATION INDICATED.

IF THIS AMOUNT IS DELIVERED OR MAILED TO THE ABOVE DEPARTMENT WITHIN 72 HOURS, NO FURTHER ACTION WILL BE TAKEN.

OFFICER K. Ventas BADGE NO. 113

On 5-14-16  
There were 12 cars parked in same spot and not one got a ticket.

There are signs in the middle and further down but not where I pulled in and parked. I never went down far enough to see signs. I am from out of town and didn't know that it was no parking, you should have signs on both sides.

EYE		HAIR		215 CR 0005376	
COURT COPY		NOTICE TO APPEAR AND COMPLAINT		ISSUED BY <b>LAUREL POLICE DEPARTMENT 069A</b>	
STATE OF MONTANA vs.		DEFENDANT NAME		VEHICLE LICENSE NO. 501119	
THE DEFENDANT IS HEREBY GIVEN NOTICE TO APPEAR IN THE FOLLOWING COURT ON		STREET ADDRESS		VEHICLE MAKE	
THE DAY OF <u>Sept 9<sup>th</sup> 2015</u>		CITY		VEHICLE YEAR	
TIME <u>9:00 AM</u>		STATE		VEHICLE COLOR	
LAUREL CITY COURT 115 WEST 1 <sup>st</sup> ST • LAUREL, MT 59044 (406) 628-1964		SEX		DATE OF BIRTH	
JUSTICE COURT • COURTHOUSE ROOM 603 • BILLINGS, MT 59101 (406) 256-2895		WT.		MO.	
YOUTH COURT • COURTHOUSE ROOM 607 • BILLINGS, MT 59101 (406) 256-2838		HT.		DAY	
FAILURE TO APPEAR UNDER SEC. 61-5-215, MCA MAY RESULT IN A SUSPENSION OF YOUR DRIVER'S LICENSE OR PRIVILEGE TO DRIVE		D/L NO.		YEAR	
<input type="checkbox"/> MUST BE ACCOMPANIED BY PARENT/GUARDIAN		D/L STATE		D/L EXP. YEAR	
<input type="checkbox"/> FELONY <input type="checkbox"/> JAILED		HOME PHONE		BUSINESS PHONE	
SEARCH: <input type="checkbox"/> CONSENT <input type="checkbox"/> DENIED <input type="checkbox"/> WARRANT		EMPLOYER		VEHICLE TYPE <input type="checkbox"/> CAR <input type="checkbox"/> TRUCK <input type="checkbox"/> PICKUP <input type="checkbox"/> SUV <input type="checkbox"/> VAN <input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> OTHER	
PRIMARY REASON FOR STOP:		THE ABOVE NAMED DEFENDANT IS CHARGED WITH VIOLATING <input type="checkbox"/> MONTANA CODE <input type="checkbox"/> CITY CODE <input type="checkbox"/> COUNTY ORDINANCE		IN THAT SAID	
<input type="checkbox"/> B/A TEST GIVEN <input type="checkbox"/> B/A TEST REFUSED B/A RESULTS		ON THE <u>24</u> DAY OF <u>Aug</u> , <u>2015</u> AT <u>10:00 AM</u>		VEHICLE MAKE	
W <input type="checkbox"/> NA <input type="checkbox"/> H <input type="checkbox"/> B <input type="checkbox"/> A <input type="checkbox"/> ME <input type="checkbox"/> O		DEFENDANT DID KNOWINGLY OR PURPOSELY OR NEGLIGENCE		VEHICLE TYPE	
RADAR UNIT <input type="checkbox"/>		VIO #A SECTION <u>6:08-070</u>		VEHICLE YEAR	
ACCIDENT <input type="checkbox"/>		DESC: <u>6:08-070</u>		VEHICLE COLOR	
WARRANT <input type="checkbox"/>		VIO #B SECTION <u>10:00-070</u>		VEHICLE MAKE	
PRIMARY REASON FOR STOP:		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #C SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #D SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #E SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #F SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
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VIO #M SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #N SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #O SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #P SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
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VIO #U SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #V SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
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VIO #X SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #Y SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #Z SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AA SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AB SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AC SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AD SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AE SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AF SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AG SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AH SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
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VIO #AJ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AK SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AL SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AM SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AN SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AO SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AP SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AQ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AR SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AS SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AT SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AU SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AV SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AW SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #AX SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #AY SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #AZ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BA SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BB SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BC SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BD SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BE SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BF SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BG SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BH SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BI SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BJ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BK SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BL SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BM SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BN SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BO SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BP SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BQ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BR SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BS SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BT SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BU SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BV SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BW SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #BX SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #BY SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #BZ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CA SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CB SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CC SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CD SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CE SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CF SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CG SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CH SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CI SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CJ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CK SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CL SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CM SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CN SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CO SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CP SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CQ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CR SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CS SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CT SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CU SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CV SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CW SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #CX SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #CY SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #CZ SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #DA SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #DB SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #DC SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #DD SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #DE SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #DF SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #DG SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE COLOR	
VIO #DH SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE MAKE	
VIO #DI SECTION <u>10:00-070</u>		DESC: <u>10:00-070</u>		VEHICLE YEAR	
VIO #DJ SECTION <u>10:00-07</u>					



## **Is a parking ticket civil or criminal law?**

A parking ticket is only a civil offence, under the road traffic act, the only time it becomes criminal is when you don't pay it.



MCA Contents / TITLE 46 / CHAPTER 11 / Part 4 / 46-11-401 Form of char...

# Montana Code Annotated 2017

TITLE 46. CRIMINAL PROCEDURE

CHAPTER 11. COMMENCEMENT OF PROSECUTION

Part 4. The Charge

## Form Of Charge

**46-11-401. Form of charge.** (1) The charge must be in writing and in the name of the state or the appropriate county or municipality and must specify the court in which the charge is filed. The charge must be a plain, concise, and definite statement of the offense charged, including the name of the offense, whether the offense is a misdemeanor or felony, the name of the person charged, and the time and place of the offense as definitely as can be determined. The charge must state for each count the official or customary citation of the statute, rule, regulation, or other provision of law that the defendant is alleged to have violated.

(2) If the charge is by information or indictment, it must include endorsed on the information or indictment the names of the witnesses for the prosecution, if known.

(3) If the charge is by complaint, it must be signed by a sworn peace officer, under oath by a person having knowledge of the facts, or by the prosecutor.

(4) If the charge is by information, it must be signed by the prosecutor. If the charge is by indictment, it must be signed by the lead juror of the grand jury.

(5) The court, on motion of the defendant, may strike surplusage from an indictment or information.

(6) A charge may not be dismissed because of a formal defect that does not tend to prejudice a substantial right of the defendant.

**History:** En. 95-1503 by Sec. 1, Ch. 196, L. 1967; R.C.M. 1947, 95-1503(a) thru (e); amd. Sec. 118, Ch. 800, L. 1991; amd. Sec. 17, Ch. 262, L. 1993; amd. Sec. 1, Ch. 389, L. 2001; amd. Sec. 1748, Ch. 56, L. 2009.

Created by LAWS

COURT  
COPY

## NOTICE TO APPEAR AND COMPLAINT

ISSUED  
BY

LAUREL POLICE DEPARTMENT 069A 53345

STATE OF MONTANA vs.

THE DEFENDANT IS HEREBY GIVEN NOTICE  
TO APPEAR IN THE FOLLOWING COURT ON

THE

DAY OF

TIME

JULY 19  
9:00

☒ LAUREL CITY COURT  
115 WEST 1<sup>st</sup> ST • LAUREL MT 59044  
(406) 628-1964

☐ JUSTICE COURT • COURTHOUSE  
ROOM 603 • BILLINGS, MT 59101  
(406) 256-2895

☐ YOUTH COURT • COURTHOUSE  
ROOM 607 • BILLINGS, MT 59101  
(406) 256-2838

FAILURE TO APPEAR UNDER SEC. 61-3-215, MCA  
MAY RESULT IN A SUSPENSION OF YOUR  
DRIVERS LICENSE OR PRIVILEGE TO DRIVE

☐ MUST BE ACCOMPANIED BY PARENT/GUARDIAN

☐ FELONY ☐ JAILED

SEARCH:

☐ CONSENT  
☐ DENIED  
☐ WARRANT

☐ B/A TEST GIVEN  
☐ B/A TEST REFUSED  
B/A RESULTS

W N A H B A M E O

☒ RADAR UNIT  
☐ ACCIDENT

PRIMARY REASON FOR STOP

Speed 44/35

DEFENDANT NAME

FIRST

STREET ADDRESS

CITY

SEX

WT.

D/I NO.

HOME PHONE

THE ABOVE NAMED DEFENDANT IS CHARGED WITH VIOLATING

☒ MONTANA CODE☐ CITY CODE☐ COUNTY ORDINANCE

ON THE

VIO #A SECTION

DESC:

VIO #B SECTION

DESC:

VIO #C SECTION

DESC:

VIO #D SECTION

DESC:

FURTHER DESC:

LOCATION

I hereby swear that all information contained on  
this document is true and correct to the best of my  
knowledge.

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STATE

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TOTAL RECEIVED

none

AS APPEARANCE BOND

SIGNATURE OF OFFICER

BADGE #

## PARKING TICKET INFORMATION

### OVERVIEW

#### ARTICLE 24-400. - STOPPING, STANDING, AND PARKING

Sec. 24-400. - Owner's absolute liability for violations.

Every person in whose name a vehicle is registered or licensed shall be responsible for the parking, stopping or standing of a vehicle in violation of this article. It is no defense to a charge for such violation that the vehicle was illegally parked by another, unless it is shown that at such time the vehicle was being used without the consent of the registered or licensed owner thereof.

(Ord. No. 02-5232, § 1, 12-9-02)

### PARKING TICKET VIOLATION FINE TABLE

Please click on the link, [Parking Ticket Violation Table](#), to view the different parking violations that can be issued within the city limits. The downtown parking area has an escalating fine amount when a vehicle is in violation of either a "posted sign" or "metered" violation because of the timed parking regulations. The purpose behind timed parking is to increase vehicle turnover for the downtown businesses and support economic development.

#### **FINES FOR METERED AND TIMED POSTED SIGNED PARKING**

- First ticket - \$0, Courtesy, Warning
- Second ticket - \$10
- Third ticket - \$20
- Fourth and subsequent tickets - \$40

If fewer than 365 days have elapsed between the issuance of the first ticket and the issuance of the present ticket, the fine will escalate from the previous ticket as provided above. When 365 or more days have elapsed from the issuance of the first ticket, the fine reverts back to a first citation and the 365 day count starts over.

### HOW TO PAY A PARKING TICKET

Below are options on how to pay a city issued parking ticket:

- **Paying by mail** - Please mail your parking ticket with either a check or a money order to the following address:

PO Box 1178

Billings, MT 59103

- **Paying by cash** - Please go to the City Finance office, located at 210 N 27th Street. Please bring either your parking ticket or license plate number with you.
- **Paying by credit card** - Contact the Parking Division's main office at (406) 657-8412 to make a payment over the phone. The city **does not** accept American Express. Please have either your parking ticket number or license plate number before calling.
- **Please note at this time the Parking Division does not accept on-line payments for parking tickets.**

## HOW TO CONTEST A CITY ISSUED PARKING TICKET

If you would like to contest your parking ticket, you have **five** business days once the ticket has been issued to submit the [Parking Ticket Complaint Form](#) to the City of Billings Parking Division. If you have pictures you would like to submit with your form, please email them to the Parking Division at [parking@ci.billings.mt.us](mailto:parking@ci.billings.mt.us) (please include the ticket number in the subject line). Please allow the Parking Division at least two weeks to review and research your complaint. We will either contact you by a letter or a phone call on our decision. Below are options on how to receive and submit the contest form.

- **Contesting by mail** - Click on the Parking Ticket Complaint Form link above, or go to the main Parking page, click on Parking Forms, and then Parking Ticket Complaint Form. Please mail the completed form, along with the parking ticket, to the following address:

City of Billings Parking Division

PO Box 1178

Billings, MT 59103

- **Contesting electronically** - To access the electronic contest form, please click on the following link <http://www.ci.billings.mt.us/forms.aspx?fid=200>. Once all required fields have been completed, please click the submit button.
- **Requesting a Contest Form in person** - Go to the Finance Department, located at 210 N 27th St, and request a Parking Ticket Complaint Form.
- **Requesting a Contest Form by mail** - Contact the Parking Division's main office at, (406) 657-8412, and request a Parking Ticket Complaint Form to be mailed to you.

**CITY OF BILLINGS PARKING TICKET COMPLAINT FORM**  
**PARKING DIVISION**  
**PO BOX 1178**  
**BILLINGS MT 59103**

DATE: \_\_\_\_\_

LICENSE PLATE #S: \_\_\_\_\_  
\_\_\_\_\_

TICKET #'S: \_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work/cell) \_\_\_\_\_

COMPLAINT:

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

Complainant's Signature: \_\_\_\_\_

RESPONSE REQUESTED: \_\_\_\_\_ YES \_\_\_\_\_ NO

\*\*\*\*\*

***Below for office use only***

ACTION TAKEN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Matter resolved by: \_\_\_\_\_ phone \_\_\_\_\_ letter \_\_\_\_\_ in person

Action Taken: \_\_\_\_\_ dismissed \_\_\_\_\_ voided \_\_\_\_\_ ticket returned to pay

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Updated 6/5/08 form 9806



## PARKING CITATION APPEAL SUBMISSION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_  
Violation # \_\_\_\_\_  
Officer # \_\_\_\_\_  
Vehicle Plate # \_\_\_\_\_  
Or VIN # \_\_\_\_\_

Date of Submission of Appeal: \_\_\_\_\_

Have you appealed a parking violation with  
City of Helena Parking before? YES NO

Please tell us why you believe the violation was written in error:

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

---

**DO NOT WRITE BELOW THIS LINE – HPC USE ONLY**

---

OFFICER REMARKS:

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

ADJUDICATION: VALID INVALID  
RATIONALE:

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

DATE OF DECISION: \_\_\_\_\_  
BY: \_\_\_\_\_  
DATE OF NOTIFICATION OF TICKET HOLDER: \_\_\_\_\_

Please complete this appeal and submit it to City of Helena Parking  
*within 10 days of receipt of the citation.*

Your appeal will be reviewed and you will be notified of the decision within 10 days of submission.

**Item Attachment Documents:**

2. CHS Donation





June 7, 2019

Laurel Fire / EMS  
Attention: Brent Peters, Fire Chief  
215 West 1<sup>st</sup> Street  
Laurel, MT. 59044

Dear Mr. Peters,

On behalf of CHS Laurel Refinery, Pipelines & Terminals attached is a contribution in the amount of \$10,000.00 in support of the Laurel Volunteer Fire Department's efforts to purchase extrication tools. This is the first contribution towards our commitment of \$50,000.00 over a five-year period in support of this purchase.

We are pleased to support the Department's efforts in our community and wish you continued success throughout the year.

We are also enclosing an Acknowledgement of Gift form for you to complete, sign and return in the enclosed self-addressed stamped envelope.

Sincerely,

**CHS PIPELINES, TERMINALS & REFINERY**

Pat Kimmet  
Refinery Manager

Enclosures



5500 Cenex Drive  
Inver Grove Heights, MN  
55077

## Acknowledgement of a Gift of \$250 or More

*As required by Section 170 of the Internal Revenue Code*

**Donee organization:**

**Date:**

**Name of donor:**

**Address:**

**A. Amount of Cash Contribution:**

**B. Description of Property Contribution:**

**C. Check one of following:**

☐

The donee organization provided no goods or services in consideration, in whole or in part, for the donor's contribution.

☐

The donee organization provided only tangible religious benefits to the donor in consideration, in whole or in part, for the donor's contribution.

☐

The donee organization provided goods and/or services to the donor in consideration, in whole or in part, for the donor's contribution.

**Description of the goods and/or services provided:**

**The estimated value of these goods or services:**

THE AMOUNT OF THE CONTRIBUTION THAT IS DEDUCTIBLE FOR FEDERAL INCOME TAX PURPOSES IS THE EXCESS OF THE AMOUNT CONTRIBUTED OVER THE VALUE OF THE GOODS OR SERVICES PROVIDED BY THE DONEE ORGANIZATION.

Signature \_\_\_\_\_

**Please complete and remit to:**

CHS Inc.  
Val Bruce  
PO Box 909  
Laurel, MT 59044  
Or Val.Bruce@chsinc.com



P.O. Box 64089, St. Paul, MN 55164-0089

VENDOR NAME: LAUREL VOLUNTARY FIRE DEPARTMENT

VENDOR  
CHECK  
DATE

640344  
10210690  
6/6/2019

INVOICE	DESCRIPTION	DATE	AMOUNT
LRLEMS-06-19	19 CONTR. EXTRICATION	06/04/2019	10,000.00
		CHECK NO.	CHECK TOTAL
		10210690	\$10,000.00

REMITTANCE ADVICE

PLEASE DETACH BEFORE DEPOSITING

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND



Wells Fargo Bank, N.A.

82-91  
1021

DATE	CHECK NO.
6/6/2019	10210690

P.O. Box 64089, St. Paul, MN 55164-0089

TEN THOUSAND AND 00/100\*\*\*\*\*

PAY THIS AMOUNT
\$****10,000.00***

PAY TO THE ORDER OF:

LAUREL VOLUNTARY FIRE DEPARTMENT  
215 W 1ST ST  
LAUREL MT 59044

*Timothy N. Skidmore*

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

- 23 -

**Item Attachment Documents:**

6. Receiving the Committee/Board Minutes into the Record.
  - Revised Budget/Finance Minutes of July 2, 2019.
  - Budget/Finance Minutes of July 16, 2019.
  - Laurel Urban Renewal Agency Large Grant Committee Minutes of June 26, 2019.
  - Laurel Urban Renewal Agency Minutes of July 15, 2019.
  - City/County Planning Board Minutes of July 11, 2019.
  - Emergency Services Committee Minutes of May 20, 2019.

**Revised Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, July 2, 2019**

**Members Present:**   Emelie Eaton  
                              Bruce McGee  
                              Scot Stokes

**Others Present:**     Mayor Nelson

**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 June 18, 2019 meeting. Scot Stokes made a motion to approve the minutes of the June 18, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 6/28/19. Bruce McGee had previously reviewed the Claims Detail report and the check register for accuracy. He stated that he wondered if there was not a celebration over finishing the Sed Basin due to charges he saw and felt were out of the ordinary. Also, he stated that he felt the drone was nothing more than an in vogue expensive toy which required expensive repairs which were paid on this register. Scot Stokes inquired about the Verizon contract as he saw it was over \$1,000 again this month. Bruce McGee made a motion to recommend approval of the claims entered through 6/16/19. Scot Stokes seconded the motion, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 6/16/19. There were no questions.
- Review and approve Payroll Register for pay period ending 6/16/19 totaling \$175,312.40. The two page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 6/16/19 totaling \$175,312.40. Scot Stokes seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

**Other Items** –

- Update from the Mayor - Mayor Nelson was asked to speak about any issues of interest.
  1. The Mayor spoke about LURA and recent resignation of Steve Solberg from the advisory portion of that board. Scot mentioned that there may be other resignations in protest over the bondable project. The Mayor spoke to options regarding the future of that group.
  2. A question was asked by Bruce McGee about what authority the Council would have if it knew a branch of City government was not following directives and options given in LMC. It was decided that the Mayor was going to speak to the prosecuting attorney and Judge Kerr regarding this issue. Vice Chair McGee was going to inquire of Judge Kerr to get further information.
  3. Chairwoman Eaton inquired about whether the City of Laurel had really been considered in the selection process now that the Air National Guard had announced it is

going to create a second base in Billings. It was explained that there is no water and sewer services and there likely would not be for six years. Scot commented on it hindering growth.

**Announcements** – The Mayor stated he would have Karen Courtney look at the Verizon/phone contracts to see if there could be some cost cutting options. Additionally, he would like the committee to request a review of Sole Stone's billing. Since they are at the 6 month point in their contract with the City, if they are able to bill more effectively, we should have enough history with them that it would show. Lastly, the Mayor stated he will have a report on the website per Scot's inquiry. There are issues with the domain name. Without the list of who was scheduled to review the claim before the July 16<sup>th</sup> meeting, Scot stated that he felt it was likely his turn and he would review them. He stated if someone else was scheduled he would prefer to trade with them and review for the July 16<sup>th</sup> meeting.

The meeting was adjourned at 6:18. The next Budget and Finance Committee meeting will be held July 16, 2019 at 5:30 p.m. Scot Stokes will review the Claims prior to that meeting.

Respectfully submitted,



Emelie Eaton  
Budget and Finance Chair

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



# Minutes of City of Laurel Budget/Finance Committee Tuesday, July 16, 2019

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

# Bruce McGee

**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 July 2, 2019 meeting. Bruce McGee made a motion to amend the minutes of the July 2, 2019 Budget and Finance Committee meeting to include the words “and Jude Kerr” after the word “attorney” on item number 2, under other items, and then strike the last sentence in that section. Richard Klose seconded the motion to amend the July 2, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed. Richard Klose made a motion to approve the July 2, 2019 Budget and Finance Committee meeting minutes as amended, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Fire Department Extrication Equipment. The Committee reviewed the purchase requisition for the extrication equipment. The Clerk/Treasurer explained that the City had reached out to Pat Kimmet with CHS for assistance in finding possible grants to help pay for the equipment. Mr. Kimmet forwarded a letter of need from Chief Peters to CHS’ foundation and the foundation has awarded the City \$10,000 a year for five (5) years to assist in paying for this vital equipment. Each of the Committee members expressed their gratitude and commented on the great relationship the City has with CHS. The Clerk/Treasurer stated that Chief Peters was going to try to do a demonstration for Council after he received the tools. Richard Klose made a motion to approve the Purchase Requisition from the Fire Department for purchase of the Extrication Tools, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Fire Department Ford F-350. The Committee reviewed the purchase requisition for the Ford F-350. The Clerk/Treasurer explained that this purchase was to replace an old 1976 vehicle that transports a compressor used to fill SCBAs. Richard Klose made a motion to approve the Purchase Requisition from the Fire Department for purchase of the Ford F-350, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Journal Vouchers. The Committee reviewed the June 2019 Journal Vouchers and had no questions or comments. Bruce McGee made a motion to approve the June 2019 Journal Vouchers, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Utility Billing Adjustments. The Utility Billing documents were reviewed, signed and dated. Richard Klose made a motion to approve the June 2019 Utility Billing Adjustments, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 7/12/19. Emelie Eaton reviewed the Claims Detail report and the check register for accuracy. Emelie Eaton made a

motion to recommend approval of the claims entered through 7/12/19, Mayor Nelson seconded the motion, all in favor, motion passed.

- Review Comp/Overtime hours for pay period ending 06/30/19. There were no questions or comments regarding the Comp/Overtime report.
- Review and approve Payroll Register for pay period ending 06/30/19 totaling \$210,531.14. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay period ending 06/30/19 totaling \$210,531.14, Bruce McGee seconded the motion, all in favor, motion passed.

#### **New Business – none**

#### **Old Business**

- The Clerk/Treasurer prepared a comparison of November 2017-June 2018 to November 2018- June 2019 for the Committee. The Revenues for 2108-2019 were \$1,877.70 greater. The Clerk/Treasurer explained that it is very difficult to compare and time periods for Ambulance because of all the variables involved with their billing. The Committee was happy to see that the revenues were increased by any amount.

#### **Other Items –**

The Mayor gave an update on the Ambulance Department. He stated that he received a proposal from AMR for two BLS staff to support our current volunteers. This would be a short-term contract to allow for more time to get the plan finalized to consolidate the Ambulance and Fire Departments and hire full time staff. The consolidation and hiring of staff takes a lot of preparation in order to do it correctly. The Mayor has been doing a lot of research and meeting with various other agencies in Montana that have consolidated Ambulance and Fire departments and he wants to make sure that this is done right.

#### **For Next Meeting –**

- Review update/change (journal vouchers, comp/OT, sick vacation accrual totals)
- Changing the Budget and Finance meetings to match Council Meetings

#### **Announcements –**

- The next Budget and Finance Meeting will be held on August 6, 2019 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting
- The Fiscal Year 2019 Audit is scheduled for September 16th

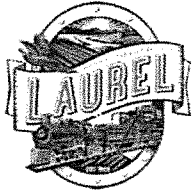
Respectfully submitted,



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.**





**MINUTES  
CITY OF LAUREL  
LAUREL RENEWAL AGENCY LARGE GRANT  
COMMITTEE  
WEDNESDAY, JUNE 26, 2019  
10:00 AM  
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

Chair called meeting to order at 10:11AM.

Don Smarsh  
Daniel Klein  
Janice Lehman  
Mardie Spalinger  
Judy Goldsby  
Nick Altonaga (City of Laurel)

2. Large Grant Program Update

\$225,000 Budget was approved for this grant cycle.

3. Large Grant Application Notes

City Planner presented a quick overview of his notes regarding previous grant requests placed on LURA Agenda

**New Business**

4. Application: Mountain Land Rehabilitation

Approximately \$23,000 requested.

5. Application: Fjelstad

Approximately \$15,077.00

6. Application: Nardella Investments

\$18,675.00 Requested

Board Members discussed the work which was needed and what has been accomplished.  
Board Members discussed how to handle voting during official LURA session on 7/15/19.

#### 7. Application: Pelican Café

Proposed Total project Cost is \$77,029.00 (Including estimates listed in general small and large grant categories). Board Members discussed how the expansion of existing active business such as the Pelican will have a big impact on the TIF District.

Nick will contact Chad Page to have him attend the next LURA meeting for clarification on estimates/requested funds.

#### 8. Application: Sunshine Academy

Proposed Application is \$75,000. Board Members discussed the merits of Sunshine Academy application: This use would be a reutilization of land as a business/activity, bring more activity downtown, be a tax-paying entity, and provide FT/PT jobs. The Applicant will need to provide proof of ownership to LURA/City Council prior to the disbursal of funds. Nick will:

- Follow-up with applicant regarding where the estimates are coming from?
- MCA Check up on limit to reimbursement for Land Acquisition?

#### 9. Application: Dyer

Discussion of the project and the applicable and allowable costs. Board Members discussion of grants and how to best reach the allowable budget items.

#### **Follow-Ups**

- Sunshine – Dispersal dependent upon proof of acquisition of building
- Sunshine – Check MCA for limits to reimbursement for land acquisition
- Pelican – Applicant must meet with Planner and LURA Board to discuss/clarify requested funds
- Nick will check with the Clerk/Treasurer on the available budget for the collective small grant programs.

Discussion of different items regarding Laurel development and redevelopment

- Downtown redevelopment
- How to attract businesses and consumers downtown
- Development of a more robust Laurel Montana Community Foundation to help market, organize, and provide support for the community

Meeting adjourned at 11:39AM.

#### **Old Business**

#### **Other Items**

#### **Announcements**

10. Next Meeting: July 15, 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**



**AGENDA  
CITY OF LAUREL  
LAUREL RENEWAL AGENCY  
MONDAY, JULY 15, 2019  
11:00 AM  
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

No quorum present.

**New Business**

**Old Business**

**Other Items**

**Announcements**

2. Next Meeting: July 22, 2019 (reschedule)

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

**DATES TO REMEMBER**



**MINUTES  
CITY OF LAUREL  
CITY/COUNTY PLANNING BOARD  
THURSDAY, JULY 11, 2019  
10:00 AM  
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

No quorum present

**New Business**

**Old Business**

**Other Items**

**Announcements**

2. Next Meeting: August 1, 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**

**MINUTES  
CITY OF LAUREL  
EMERGENCY SERVICES COMMITTEE  
MONDAY, MAY 20, 2019**

An Emergency Services Committee was held in the Council Chambers and called to order by Committee Chair McGee at 6:00 p.m. on May 20, 2019.

**COMMITTEE MEMBERS PRESENT:**

☒ Bruce McGee  
☒ Irv Wilke  
☐ Pat Kimmet  
☐ Richard Dawes

☐ Richard Klose  
☐ Bill Mountsier  
☒ Taryn Massa

**OTHERS PRESENT:** None.

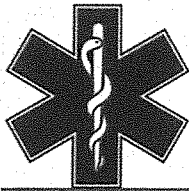
There was no quorum present.

Sincerely,

Bruce McGee, Committee Chair

**Item Attachment Documents:**

7. Appointments of Justin Romero, Jayson Nicholson, Brandi Seibel, Sara Romero, Andrea Beechie, and Joe Stratton to the Laurel Volunteer Ambulance Service.



# LAUREL

## EMERGENCY MEDICAL SERVICES

215 W 1<sup>st</sup> St, Laurel, MT 59044

Phone: (406) 628-1611 Fax: (406) 628-7351

Friday, July 26, 2019

Dear Mayor & City Council:

It is a pleasure to recommend the following individuals for appointment to our city's ambulance service:

- Justin Romero, NREMT (Also a member of LVFD)
- Jayson Nicholson, NREMT (Also a member of LVFD)
- Brandi Seibel, NREMT
- Sara Romero, NREMT
- Andrea Beechie, NREMT (Also a Reserve member of LPD)
- Joe Stratton, NREMR

These individuals have shown a true commitment to the betterment of the City of Laurel and are excited to begin functioning as prehospital emergency care professionals. I appreciate your careful consideration of these individuals. I hold all of them in high regard.

Thank You,

Riley Hutchens, NREMT  
EMS Director

**Item Attachment Documents:**

8. Resolution No. R19-36: A Resolution Declaring Certain Assets Of The City Of Laurel As Surplus And Authorizing Its Disposal.



**RESOLUTION NO. R19-36**

**A RESOLUTION DECLARING CERTAIN ASSETS OF THE CITY OF  
LAUREL AS SURPLUS AND AUTHORIZING ITS DISPOSAL.**

WHEREAS, the City of Laurel has inventoried assets that are no longer of use to the City; and

WHEREAS, in accordance with MCA §7-8-4201, the Council has the authority to dispose of these items by declaring them surplus; and

WHEREAS, these surplus items shall be disposed of.

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

That the council authorizes the disposal of the surplus items listed in Attachment A and that the disposal method will be determined by City staff, at a date and time to be determined.

Introduced at a regular meeting of the City Council on August 6, 2019, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 6<sup>th</sup> day of August 2019.

APPROVED by the Mayor this 6<sup>th</sup> day of August 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

## EXHIBIT "A"

1999- - FORD E-350 AMBULANCE

**Item Attachment Documents:**

9. Resolution No. R19-37: Resolution Awarding Firstmark Construction The Contract For The City Of Laurel's 2019 Pavement Repairs Project And To Authorize The Mayor To Sign All Required Contract And Related Documents On The City's Behalf.

## **RESOLUTION NO. R19-37**

### **RESOLUTION AWARDED FIRSTMARK CONSTRUCTION THE CONTRACT FOR THE CITY OF LAUREL'S 2019 PAVEMENT REPAIRS PROJECT AND TO AUTHORIZE THE MAYOR TO SIGN ALL REQUIRED CONTRACT AND RELATED DOCUMENTS ON THE CITY'S BEHALF.**

WHEREAS, the City of Laurel planned and publicly advertised the project known as the 2019 Pavement Repairs Project, and the City received responsive bids from qualified contractors; and

WHEREAS, the City's Engineers, KLJ, and City Staff considered the bids received and recommends the City Council award the project and that the contract is in the City's best interest; and

WHEREAS, FirstMark Construction submitted a bid of \$259,750.00 and both KLJ and the City Staff have determined the bid is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Laurel, Montana, finds that the City has followed its procurement policies and state law requiring competitive bidding; and

BE IT FUTHER RESOLVED the City Council hereby awards bid and project to FirstMark Construction for the bid price of \$259,750.00. The Mayor and City Clerk are authorized to sign all necessary documents, agreements or contracts on the City's behalf consistent with this resolution.

Introduced at a regular meeting of the City Council on August 6, 2019, by Council Member

\_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 6<sup>th</sup> day of August 2019

APPROVED by the Mayor this 6<sup>th</sup> day of August 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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



July 24, 2019

Kurt Markegard  
City of Laurel  
115 W. 1st Street  
Laurel, MT 59044

Re: 2019 Pavement Repairs Project – Recommendation of Award

Dear Kurt:

Bids for the 2019 Pavement Repairs project were received July 18, 2019. Two bids were opened and read aloud, totaling \$259,750.00 and \$425,493.50, respectively. The bids were checked for mathematical accuracy and no discrepancies were found.

The low bidder is FirstMark Construction. The total bid amount is \$259,750.00 for the overall project. We recommend the contract be awarded to FirstMark Construction, accordingly. Enclosed is the Notice of Award (NOA) for the City's approval and a Certified Bid Tabulation. Please sign, date and return four (4) original NOA forms; upon receipt, we will work with FirstMark Construction to route final Contracts for the City's approval.

If you have any questions or concerns, please contact me at (406) 245-5499.

Sincerely,

KLJ

A handwritten signature in blue ink, appearing to read 'Ryan E. Welsh'.

Ryan E. Welsh, PE  
Project Engineer

Enclosure(s): Notice of Award  
Tabulation of Bids

Project #: 1904-00962

cc: file

# TABULATION OF BIDS

2019 Pavement Repairs - KLJ#1904-00962

CITY OF LAUREL, MONTANA

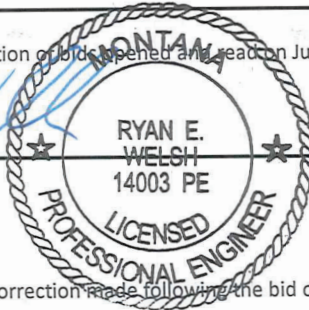
July 18, 2019



				Engineers Opinion of Cost		FirstMark Construction		Knife River	
Item	Description	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
101	Mobilization	1	LS	\$26,000.00	\$26,000.00	\$ 16,954.00	\$ 16,954.00	\$ 36,360.00	\$ 36,360.00
102	Taxes, Bonds & Insurance	1	LS	\$8,000.00	\$8,000.00	\$ 3,650.00	\$ 3,650.00	\$ 5,500.00	\$ 5,500.00
103	Construction Traffic Control	1	LS	\$13,000.00	\$13,000.00	\$ 10,000.00	\$ 10,000.00	\$ 46,650.00	\$ 46,650.00
104	4" Asphalt Concrete Pavement Patching – Type B – Surface Course (Full Depth with Base and Fabric)	24,200	SF	\$9.00	\$217,800.00	\$ 6.85	\$ 165,770.00	\$ 10.50	\$ 254,100.00
105	4" Asphalt Concrete Pavement – Type B – Surface Course	622	SY	\$24.00	\$14,928.00	\$ 58.00	\$ 36,076.00	\$ 76.75	\$ 47,738.50
106	2" asphalt Concrete Pavement Overlay – Type C – Surface Course	125	TN	\$169.78	\$21,222.00	\$ 180.00	\$ 22,500.00	\$ 237.00	\$ 29,625.00
107	6' Valley Gutter	480	SF	\$17.00	\$8,160.00	\$ 10.00	\$ 4,800.00	\$ 11.50	\$ 5,520.00
Total of Base Bid				\$309,110.00		\$ 259,750.00	\$ 259,750.00	\$ 425,493.50	\$ 425,493.50

This represents a true tabulation of bids opened and read on July 18, 2019.

Ryan Welsh  
Project Engineer  
Date: July 23, 2019



7/23/2019

\* Indicates a mathematical correction made following the bid opening.

# Notice of Award

Date: July 24, 2019

Project: 2019 Pavement Repairs Project

Owner: City of Laurel

Owner's Contract No.:

Contract: As described in the Bid Documents

Engineer's Project No.: 1904-00962

Bidder: FirstMark Construction

Bidder's Address: 6611 Trade Center Avenue

Billings, MT 59102

You are notified that your Bid dated July 18, 2019 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for 2019 Pavement Repairs.

The Contract Price of your Contract is Two-Hundred Fifty-Nine Thousand, Seven-Hundred Fifty Dollars and No Cents (\$259,750.00).

4 copies of the proposed Contract Documents accompany this Notice of Award.

You must comply with the following conditions precedent within fifteen [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner four (4) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract Security [Bonds] as specified in the Instructions to Bidders (Article 20) and General Conditions (Paragraph 5.01).
3. Other conditions precedent: (none)

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Laurel

Owner

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

Authorized Signature

\_\_\_\_\_  
Title

Copy to Engineer

**Item Attachment Documents:**

10. Resolution No. R19-38: Resolution Of The City Council Adopting The Yellowstone County Multi-Hazard Mitigation Plan 2019 Update On Behalf Of The City Of Laurel, Montana.



**RESOLUTION NO. R19-38**

**RESOLUTION OF THE CITY COUNCIL ADOPTING THE YELLOWSTONE COUNTY  
MULTI-HAZARD MITIGATION PLAN 2019 UPDATE ON BEHALF OF THE CITY OF  
LAUREL, MONTANA.**

WHEREAS, in October of 2000 the President of the United States signed into law the “Disaster Mitigation Act of 2000” (PL 106-390) to amend the “Robert T. Stafford Disaster Relief and Emergency Act of 1988” which among other provisions requires local governments to adopt a Multi-Hazard Mitigation Plan in order to be eligible for hazard mitigation funding;

WHEREAS, the City of Laurel, Montana has worked closely with Yellowstone County Disaster and Emergency Services to update a county-wide Multi-Hazard Mitigation Plan that will serve the needs of Yellowstone County;

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

WHEREAS, the City of Laurel supports the 2019 Update to the Yellowstone County Multi-Hazard Mitigation Plan as a logical means toward protecting people and property from the potential devastating effects of natural and man-made hazards.

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Laurel hereby adopts the “Yellowstone County, Montana Multi-Hazard Mitigation Plan – 2019 Update” as approved by the Montana Disaster and Emergency Services and the Federal Emergency Management Agency.

PASSED and APPROVED by the City of Laurel this 6<sup>th</sup> day of August 2019.

CITY OF LAUREL

\_\_\_\_\_  
Tom Nelson, Mayor

ATTEST:

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

Approved as to form:

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

**Item Attachment Documents:**

11. Resolution No. R19-39: A Resolution Of The City Council Authorizing The Mayor To Sign A Contract With Millennium Construction & Consulting, Inc. For Concrete And Asphalt Recycling For The City Of Laurel.

**RESOLUTION NO. R19-39**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO  
SIGN A CONTRACT WITH MILLENNIUM CONSTRUCTION & CONSULTING,  
INC. FOR CONCRETE AND ASPHALT RECYCLING FOR THE  
CITY OF LAUREL.**

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

Section 1: Approval. The contract between the City of Laurel and Millennium Construction & Consulting Inc. relating to concrete and asphalt recycling services for the City of Laurel, copy attached hereto, is hereby approved.

Section 2: Execution. The Mayor and the City Clerk of the City of Laurel are hereby given authority to execute the contract on behalf of the City.

Introduced at a regular meeting of the City Council on August 6, 2019, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel, Montana, this 6<sup>th</sup> day of August 2019.

APPROVED by the Mayor this 6<sup>th</sup> day of August 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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

## **INDEPENDENT CONTRACTOR SERVICE CONTRACT**

This Contract is made and entered into this 6<sup>th</sup> day of August, 2019, between the City of Laurel, a municipal corporation organized and existing under the laws of the State of Montana whose address is P.O. Box 10, Laurel, Montana 59044, hereinafter referred to as "City" and Millennium Construction & Consulting Inc., a contractor licensed to conduct business in the State of Montana, whose address is 724 1<sup>st</sup> Avenue North, Billings, MT 59101, hereinafter referred to as "Contractor".

### **SECTION ONE DESCRIPTION OF SERVICES**

A. Purpose. City shall hire Contractor as an independent contractor to perform for City the services described in the Bid dated October 16, 2018, attached hereto as Exhibit "A" and by this reference made part of this contract.

B. Effective Date. This contract is effective upon the date of its execution by both Parties. Contractor shall complete the services within 60 days of commencing work. The parties may extend the term of this contract in writing prior to its termination for good cause.

C. Scope of Work. Contractor shall perform his/her work and provide services in accordance with the specifications and requirements of this contract, any applicable Montana Public Work Standard(s) and Exhibit "A".

### **SECTION TWO CONTRACT PRICE**

Payment. City shall pay Contractor thirty two thousand six hundred twenty five dollars and no cents (\$32,625.00) for the work described in Exhibit A. Any alteration or deviation from the described work that involves extra costs must be executed only upon written request by the City to Contractor and will become an extra charge over and above the contract amount. The parties must agree to extra payments or charges in writing. Prior to final payment, Contractor shall provide City with an invoice for all charges.

### **SECTION THREE CITY'S RESPONSIBILITIES**

Upon completion of the contract and acceptance of the work, City shall pay Contractor the contract price, plus or minus any additions or deductions agreed upon between the parties in accordance with Sections one and two, if any.

### **SECTION FOUR CONTRACTOR'S WARRANTIES AND RESPONSIBILITIES**

A. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this contract and is not to be considered an employee of the City for any purpose hereunder. Contractor is not subject to the terms and provisions of the City's personnel policies or handbook and shall not be considered a City employee for workers' compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings,

agreements or sub-contracts in any dealings between Contractor and any third parties. The City is interested solely in the results of this contract. Contractor is solely responsible for all work and work product under this contract, including techniques, sequences, procedures, and means. Contractor shall supervise and direct the work to the best of his/her ability.

B. Wages and Employment. Contractor shall abide by all applicable State of Montana Rules, Regulations and/or Statutes in regards to prevailing wages and employment requirements. Contractor shall comply with the applicable requirements of the Workers' Compensation Act. Contractor shall maintain workers' compensation coverage for all members and employees of his/her business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA. Contractor understands that all contractors or subcontractors working on publicly funded projects are required to have withheld from earnings a license fee of one percent (1%) of the gross contract price if the gross contract price is Five Thousand Dollars (\$5,000) or more. This license fee is paid to the Montana Department of Revenue pursuant to Montana law.

C. Unless otherwise specified by the terms of this Agreement, all materials and equipment used by Contractor on the Construction Project shall be new and where not otherwise specified, of the most suitable grade for their intended uses.

D. All workmanship and materials shall be of a kind and nature acceptable to the City.

E. All equipment, materials, and labor provided to, on, or for the Contract must be free of defects and nonconformities in design, materials, and workmanship for a minimum period beginning with the commencement of the work and ending one (1) year from completion and final acceptance by the City. Upon receipt of City's written notice of a defective or nonconforming condition during the warranty period, Contractor shall take all actions, including redesign and replacement, to correct the defective or nonconforming condition within a time frame acceptable to the City and at no additional cost to the City. Contractor shall also, at its sole cost, perform any tests required by City to verify that such defective or nonconforming condition has been corrected. Contractor warrants the corrective action taken against defective and nonconforming conditions for a period of an additional one (1) year from the date of City's acceptance of the corrective action.

F. Contractor and its sureties are liable for the satisfaction and full performance of all warranties.

G. Contractor has examined the facilities and/or has made field examinations. Contractor has knowledge of the services or project sought under this Contract and he/she further understands the site conditions to be encountered during the performance of this Contract. Contractor has knowledge of the types and character of equipment necessary for the work, the types of materials needed and the sources of such materials, and the condition of the local labor market.

H. Contractor is responsible for the safety of the work and shall maintain all lights, guards, signs, temporary passages, or other protections necessary for that purpose at all times.

I. All work is performed at Contractor's risk, and Contractor shall promptly repair or replace all damage and loss at its sole cost and expense regardless of the reason or cause of the damage or loss; provided, however, should the damage or loss be caused by an intentional or negligent act of the City, the risk of such loss shall be placed on the City.

J. Contractor is responsible for any loss or damage to materials, tools, work product or other articles used or held for use in the completion or performance of the Contract.

K. Title to all work, work product, materials and equipment covered by any payment of Contractor's compensation by City, whether directly incorporated into the Contract or not, passes to City at the time of payment, free and clear of all liens and encumbrances.

## **SECTION FIVE INDEMNITY AND INSURANCE**

Contractor shall indemnify, defend and save City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or its agents or employees.

## **SECTION SIX COMPLIANCE WITH LAWS**

Contractor shall comply with all federal, state, local laws, ordinances, rules and regulations. Contractor shall either possess a City business license or shall purchase one, if a City Code requires a business license.

## **SECTION SEVEN NONDISCRIMINATION**

Contractor agrees that any hiring of persons as a result of this contract must be on the basis of merit and qualification and further that Contractor shall not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin.

## **SECTION EIGHT DEFAULT**

If either party fails to comply with any term or condition of this Contract at the time or in the manner provided for, the other party may, at its option, terminate this Contract and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law except for punitive damages. The Parties hereby waive their respective claims for punitive damages. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Contract.

## **SECTION NINE TERMINATION**

Either party may terminate the contract for their convenience upon thirty days written notice sent postage prepaid, to the addresses provided herein.

**SECTION TEN**  
**GOVERNING LAW AND DISPUTE RESOLUTION**

The Parties agree that the laws of the State of Montana govern this Contract. The Parties agree that venue is proper within the Courts of Yellowstone County, Montana. If a dispute arises, the Parties, through a representative(s) with full authority to settle a dispute, shall meet and attempt to negotiate a resolution of the dispute in good faith no later than ten business days after the dispute arises. If negotiations fail, the Parties may utilize a third party mediator and equally share the costs of the mediator or file suit.

**SECTION ELEVEN**  
**ATTORNEY FEES**

If any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either is ordered to pay, a reasonable sum for the successful party's attorney's fees and all costs charges and expenses related to the action.

**SECTION TWELVE**  
**ENTIRE AGREEMENT**

This contract and its referenced attachment and Exhibit A contain the entire agreement and understanding of the parties and supersede any and all prior negotiations or understandings relating to this project. This contract shall not be modified, amended, or changed in any respect except through a written document signed by each party's authorized respective agents.

**SECTION THIRTEENTH**  
**ASSIGNMENT OF RIGHTS**

The rights of each party under this Contract are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

**SECTION FOURTEEN**  
**SEVERABILITY**

Each provision, section, or subsection of this Contract shall stand separate and independent of every other. In the event that a court of competent jurisdiction shall find any provision, section, or subsection of this contract to be invalid, the remaining provisions, sections, and subsections of this contract shall remain in full force and effect.

**SECTION FIFTEEN**  
**PARAGRAPH HEADINGS**

The titles to the paragraphs of this contract are solely for the convenience of the parties and shall not be used to explain, simplify, or aid in the interpretation of the provisions of this agreement.

SIGNED AND AGREED BY BOTH PARTIES ON THE 6<sup>TH</sup> DAY OF AUGUST 2019.

CITY OF LAUREL

CONTRACTOR

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

\_\_\_\_\_  
Millennium Construction & Consulting Inc.

ATTEST:

Employer Identification Number

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

\_\_\_\_\_





Millennium Construction & Consulting Inc.  
 724 1st. Ave. North  
 BILLINGS, MT 59101  
 (406)690-8897  
 builtstronger@me.com

# ESTIMATE

## ADDRESS

City of Laurel  
 PO Box 10  
 Laurel, MT 59044 USA

ESTIMATE # 1081

DATE 10/16/2018

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/16/2018	<b>Concrete &amp; Asphalt Recycling</b> all labor and equipment necessary to process material at the Laurel Public Works Shop into an 1-1/2" minus base course (work will be done on site at the Public Works facility and materials will be stockpiled on site. Estimated quantity is 4500 tons. Final stockpile will be surveyed for final payment).	4,500	7.25	32,625.00

Laurel Public Works Shop - crushing pile

TOTAL

**\$32,625.00**

Accepted By

Accepted Date

*Water  
system  
AOK*

**Item Attachment Documents:**

12. Resolution No. R19-40: A Resolution Of The City Council Authorizing The Award Of Grants From The Tax Increment Financing District Funds Pursuant To The Lura Large Grant Request Program For Eligible Applicants And Improvements.

**RESOLUTION NO. R19-40**

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

WHEREAS, the City of Laurel approved a Large Grant Request Program proposed by the Laurel Urban Renewal Agency (LURA) through Resolution No. R15-08; and

WHEREAS, a number of property owners prepared and submitted applications seeking grant funding through the Large Grant Request Program for their respective projects; and

WHEREAS, the LURA Board reviewed and considered all of the applications submitted and recommends the City Council's approval and award of large grants to the Applicants in the following amounts:

- |    |                               |              |
|----|-------------------------------|--------------|
| 1. | Mountain Land Rehabilitation: | \$19,957.00; |
| 2. | The Fjelstad Family:          | \$12,589.00; |
| 3. | Nardella Investments          | \$15,594.00  |
| 4. | Pelican Café                  | \$64,295.00  |
| 5. | Sunshine Academy:             | \$62,265.00  |
| 6. | Darrell Dyer:                 | \$50,037.00  |

WHEREAS, all the applicants, applications 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 Applicants listed herein are hereby approved for large grants pursuant to the Large Grant Request Program in the amounts provided herein to be paid from the City's Large Grant Request Program, Tax Increment Financing District Fund.

Introduced at a regular meeting of the City Council on August 6, 2019, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 6<sup>th</sup> day of August 2019

APPROVED by the Mayor this 6<sup>th</sup> day of August 2019.

CITY OF LAUREL

---

Thomas C. Nelson, Mayor

ATTEST:

---

Bethany Langve, Clerk-Treasurer, Clerk-Treasurer

Approved as to form:

---

Sam Painter, Civil City Attorney

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

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



Office of the City Planner

July 23, 2019

Regarding the Laurel Urban Renewal Large Grant Recommendations for 2019-2020

Mr. Mayor and City Councilors,

The Office of the City Planner and the Laurel Urban Renewal Agency Board respectfully requests that the City Council reviews and approves the requests made for the 2019 Large Grant Program. This letter supports the Large Grant spreadsheet submitted on July 22, 2019. Members of the Laurel Urban Renewal Agency met on June 26, 2019 as the Large Grant Committee to review, discuss, and analyze applications for the Large Grant Program. Six applications were submitted with a total request of \$388,697.27. It was decided that the six applicants would receive a total of \$224,737 in funding through the Large Grant Program. The applicants are as follows:

- |                                 |          |
|---------------------------------|----------|
| 1. Mountain Land Rehabilitation | \$19,957 |
| 2. The Fjelstad Family          | \$12,589 |
| 3. Nardella Investments         | \$15,594 |
| 4. Pelican Café                 | \$64,295 |
| 5. Sunshine Academy             | \$62,265 |
| 6. Darrell Dyer                 | \$50,037 |

These grants were discussed further at the Laurel Urban Renewal Agency meeting on July 22, 2019 and were approved to be recommended to the City Council for consideration and final approval. These applications were found to be eligible under MCA and to be beneficial to the TIF District by assisting applicants with the upgrading and improvement of their properties and businesses. The Planning Department can supply more information on the applications if needed to help inform your decision.

Thank you for your consideration of this matter,

Nicholas Altonaga

City Planner

LURA Applicants  
Small Grants

		Total: \$		6,668.42	\$	12,606.72	\$	3,005.25				
Applicant	Project	Start Date	Completion Date	Technical (\$4,000.00)	Façade (\$2,400.00)	Sign (\$3,000.00)	Small Grant	Large Grant	Qualified Extras	Application Date	LURA Approval Date	City Council Approval Date
King Koin Laundromat	Replaced old stone front with new glass and doors, installed new lights on interior and exterior.	10/31/2018	12/31/2018		\$ 7,500.00	\$ 500.00			Yes	10/31/2018	12/17/2018	2/5/2019
Fraternal Order of Eagles					\$ 1,275.00	\$ 900.00	\$ 4,957.00			4/24/2019	5/20/2019	
Veterans of Foreign Wars (VFW)						\$ 1,605.25				4/24/2019	5/20/2019	
Fjelstad Duplex				\$ 6,668.42	\$ 3,831.72		\$ 2,187.87			4/5/2019	5/20/2019	
Coburn Tax Services												

FY:		
Total:	\$ 26,000.00	\$ -
Eligibility Date	Disbursed Date	Awarded Amount
2/4/2021		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		
12/30/1901		

LURA Applicants  
Large Grants

Printed: 7/24/2019

										FY:	19-20
Applicant	Project	Application Date	Start Date	Completion Date	Initial Requested Amount	LURA Approved Amount	Approval Date1	Approval Date2	Eligibility Date	Disbursed Date	Awarded Amount
Mountain Land Rehab	Structural repair and energy efficiency upgrades to newly purchased building downtown for business expansion.	5/10/2019	6/7/2019	9/1/2019	\$ 47,800.00	\$ 19,957.00	7/22/2019		12/30/1901		
Fjelstad Family	Demolition, upgrades to sidewalk, curbs, and gutter, and energy efficiency improvements supporting duplex rehab.	4/5/2019	12/1/2018	7/10/2019	\$ 30,154.27	\$ 12,589.00	7/22/2019		12/30/1901		
Nardella Investments	Property purchase, grading, installation of drainage, notified in 2018 to reapply in 2019	5/23/2019	5/15/2018	7/15/2018	\$ 18,675.00	\$ 15,594.00	7/22/2019		12/30/1901		
Pelican Café	Demolition, Utility upgrades, Strctural repair and expansion for Restaurant expansion	5/8/2019	9/1/2019	1/30/2019	\$ 129,068.00	\$ 64,295.00	7/22/2019		12/30/1901		
Sunshine Academy	Property Acquisition for new childcare facility in CBD for business expansion	5/30/2019	7/1/2019	9/1/2019	\$ 75,000.00	\$ 62,265.00	7/22/2019		12/30/1901		
Darrell Dyer	Demolition, sewer, concrete and excavation work to support constuction of mixed use commecial and fourplex in CBD.	3/22/2019	8/1/2019	6/30/2020	\$ 88,000.00	\$ 50,037.00	7/22/2019		12/30/1901		
					\$ 388,697.27	\$ 224,737.00			12/30/1901		



**Laurel Urban Renewal Agency  
Assistance Grants Summary**

Printed: 7/24/2019

Fiscal Year: 0

**REVENUES RECEIVED**

Beginning Balance	\$	-
Tax Revenue	\$	-
HB Entitlement	\$	-
Application Fees	\$	-
Investment Earnings	\$	-
<b>Total</b>	\$	-

**EXPENDITURES**

<b>Small Grants</b>		
Technical Assistance Grants	\$	6,668.42
Façade Grants	\$	12,606.72
Sign Grants	\$	3,005.25
<b>Large Grants</b>	\$	-
<b>Improvements</b>		
	\$	-
<b>Transfers</b>		
	\$	-
<b>LURA Staff</b>	\$	-
<b>Meals &amp; Incidental Expenses</b>	\$	-
<b>Advertising</b>	\$	-
<b>Loans</b>	\$	-
	\$	-
<b>Total</b>	\$	<b>22,280.39</b>

**SUBTOTALS**

REVENUES RECEIVED	\$	-
EXPENDITURES	\$	22,280.39
<b>Total</b>	\$	<b>(22,280.39)</b>

**Item Attachment Documents:**

13. Ordinance No. O19-02: An Ordinance Amending Title 2, Chapter 2.10.030 Of The Laurel Municipal Code For The Purpose Of Changing The Regular Meeting Day Of The City Council.

**ORDINANCE NO. 019-02**

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 2.10.030 OF THE LAUREL MUNICIPAL CODE  
FOR THE PURPOSE OF CHANGING  
THE REGULAR MEETING DAY OF THE CITY COUNCIL.**

**WHEREAS**, the City Council desires to keep the Laurel Municipal Code current by modifying and updating chapters, sections and subsections to address situations, improve services and resolve problems within the City and to remain in accordance with Montana law; and

**WHEREAS**, the Mayor and City Council members desire to change the designated dates for Regular Council Meetings to the second and fourth Tuesdays as specified in the Laurel Municipal Code, rather than the first and third Tuesdays; and

**WHEREAS**, upon request of the Mayor, the ordinance amendments were prepared by the City Attorney for presentation to the City Council, and the Mayor hereby recommends the same to the City Council for their full approval as follows:

**NOW, THEREFORE, BE IT ORDAINED**, by the Laurel City Council that the Laurel Municipal Code is amended as follows:

**2.10.030 Meetings.**

A. Regular meetings of the city council shall be held on the ~~first~~ second and ~~third~~ fourth Tuesday of each month at a time set by the council, in the council chambers of city hall, or at such other time and place as designated by the council. Should the regular meeting day be a recognized holiday the council shall, with proper notice, set an alternate day for the meeting.

**2.10.040 Agenda.**

A. All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council, shall be submitted by nine a.m. on the Wednesday immediately preceding the next regularly scheduled council meeting with the exception that the mayor may approve late submittals deemed to be in the city's best interest by delivering the same to the clerk of the council, whereupon the mayor shall immediately arrange a list of such matters according to the order of business specified herein, and provide each member of the council with a copy of the same not later than one working day immediately preceding the council meeting.

This Ordinance shall become effective thirty (30) days after final passage by the City Council and approved by the Mayor.

Introduced and passed on first reading at a regular meeting of the City Council on July 16, 2019, by Council Member Wilke.

PASSED and ADOPTED by the Laurel City Council on second reading this 6<sup>th</sup> day of August, upon motion of Council Member \_\_\_\_\_.

APPROVED BY THE MAYOR this 6<sup>th</sup> day of August, 2019.

CITY OF LAUREL

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

ATTEST:

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

Approved as to form:

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