



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 03, 2019
6:30 PM
COUNCIL CHAMBERS**

NEXT RES. NO.
R19-48

NEXT ORD. NO.
O19-03

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 August 20, 2019.

Correspondence

Council Disclosure of Ex Parte Communications

Public Hearing

2. Budget Amendment Fiscal Year 2018-2019.
3. 2019-2020 Preliminary Budget and Tax Resolutions

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.*

Ceremonial Calendar

Reports of Boards and Commissions

4. Review Reports of Boards and Commissions.
Laurel Airport Authority minutes of July 23, 2019.
Public Works Committee minutes August 19, 2019.

Audience Participation (Three-Minute Limit)

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

Scheduled Matters

5. Resolution No. R19-48: A resolution approving and adopting the Final Budget for the City of Laurel for the fiscal year 2019-2020.
6. Resolution No. R19-49: A resolution levying taxes for general and specific purposes for the City of Laurel, Montana, for the fiscal year beginning July 1, 2019.
7. Resolution No. R19-50: A resolution levying and assessing all of the property embraced within Special Improvement Lighting District No. 2 of the City of Laurel, Montana, for the entire cost of maintenance and electrical current for the fiscal year 2019-2020.
8. Resolution No. R19-51: A resolution levying and assessing all of the property embraced within Special Improvement Lighting District No. 3 of the City of Laurel, Montana, for the entire cost of maintenance and electrical current for the fiscal year 2019-2020.
9. Resolution No. R19-52: A resolution levying and assessing all of the property embraced within Street Sweeping District No. 1 of the City of Laurel, Montana, for the purpose of the sweeping of streets in the downtown or Business District for the fiscal year 2019-2020.
10. Resolution No. R19-53: A resolution levying and assessing the cost of street maintenance and/or improvements for Street Maintenance District No. 1 that constitutes all streets and alleys embraced within the City of Laurel, Montana, for fiscal year 2019-2020.
11. Resolution No. R19-54: A resolution levying and assessing the cost of street improvements for Special Improvement District No. 113 within the City of Laurel, Montana, for fiscal year 2019-2020.
12. Resolution No. R19-55: A resolution levying and assessing the cost of park improvements for Special Improvement District No. 114 within the City of Laurel, Montana, for fiscal year 2019-2020.
13. Resolution No. R19-56: A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 115 within the City of Laurel, Montana, for fiscal year 2019-2020.
14. Resolution No. R19-57: A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 116 within the City of Laurel, Montana, for fiscal year 2019-2020.
15. Resolution No. R19-58: A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 117 within the City of Laurel, Montana, for fiscal year 2019-2020.
16. Resolution No. R19-59: A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 118 within the City of Laurel, Montana, for fiscal year 2019-2020.
17. Resolution No. R19-60: A resolution levying and assessing the annual cost of sidewalk improvements for residential properties pursuant to the City's Residential Sidewalk Replacement Program within the City of Laurel, Montana, for fiscal year 2019-2020.
18. Resolution No. R19-61: A resolution levying and assessing a special tax against certain property in the City of Laurel for delinquent water charges.
19. Resolution No. R19-62: A resolution levying and assessing a special tax against certain property in the City of Laurel for delinquent sewer charges.
20. Resolution No. R19-63: A resolution levying and assessing a special tax against certain property designated as garbage districts in the City of Laurel, Montana, for the removal of garbage and refuse.
21. Resolution No. R19-64: Budget Amendment Resolution Amending Appropriation And Revenues For Various Funds For Fiscal Year 2018-2019
22. Resolution No. R19-65: Resolution Of The City Council To Amend Resolution R19-46 Correcting The Hearing Dates Contained Within The Resolution And Exhibit B.

23. Resolution No. R19-66: A Resolution Cancelling The November 7, 2019 General Election Of Certain Municipal Officers
24. Motion to approve Council Member Mountsier to be absent from the City of Laurel for more than ten days (LMC 2.12.060)

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 August 20, 2019.

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MINUTES OF THE CITY COUNCIL OF LAUREL

AUGUST 20, 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 6:36 p.m. on August 20, 2019.

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

COUNCIL MEMBERS ABSENT: Richard Klose

OTHER STAFF PRESENT: Bethany Langve, Clerk/Treasurer
 Nick Altonaga, City Planner

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 August 6, 2019, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CORRESPONDENCE: None.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING:

- Approving the Annexation of Lot 18 Nutting Brothers Subdivision 2nd Filing and Lots 19-25 Nutting Brothers Subdivision 3rd Filing, as an addition to the City of Laurel, Montana.

Mayor Nelson stated this is the time and place set for the public hearing on the City of Laurel Approving the Annexation of Lot 18 Nutting Brothers Subdivision 2nd Filing and Lots 19-25 Nutting Brothers Subdivision 3rd Filing, as an addition to the City of Laurel, Montana.

Mayor Nelson opened the public hearing and asked staff to present the item.

Nick Altonaga, City Planner, this is an addition of Residential Multi-Family (RLMF) and Community Commercial zoning. All issues that had been brought forward at previous meetings have been taken care of. This parcel will be a great addition to the East side of town.

Mayor Nelson opened the floor for public comment and stated that copies of the rules governing the public hearing were posted in the council chambers.

Mayor Nelson asked if there were any proponents.

Scott Aspenlieder, Performance Engineering 608 N. 29 Street Billings, MT, stated he is the agent for the builder. He stated they appreciate the time that Staff has put in to work with them, getting this to a place where this is agreed upon. This is good for the community and the developer. They have cleaned up some of the question areas and are excited about bringing this area into the City. Probably following up with a subdivision application come Monday morning if all goes well. He stated he is happy to answer any questions should there be any.

Mayor Nelson asked two more times if there were any proponents. There were no additional proponents.

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Mayor Nelson asked three times if there were any opponents. There were none.

Mayor Nelson asked Staff to respond to any relevant questions. There were none.

Mayor Nelson closed the public hearing.

- Special Improvement District No. 119 Preliminary Levy of Special Assessments on Property Within the District for the Purpose of Financing the cost of Certain Local Improvements.

Mayor Nelson stated this is the time and place set for the public hearing on the City of Laurel's Special Improvement District No. 119 Preliminary Levy of Special Assessments on Property Within the District for the Purpose of Financing the cost of Certain Local Improvements.

Mayor Nelson opened the public hearing and asked staff to present the item.

Bethany Langve, Clerk/Treasurer, this public hearing is for the intent to put the assessment associated with SID No. 119 on the tax rolls. So, the City can get that money in and start paying off the bond. The actual assessments will be voted on the 10th of September and sent to the County the following day so the assessments can begin this year.

Mayor Nelson opened the floor for public comment and stated that copies of the rules governing the public hearing were posted in the council chambers.

Mayor Nelson asked three times if there were any proponents. There were none.

Mayor Nelson asked three times if there were any opponents. There were none.

Mayor Nelson asked Staff to respond to any relevant questions. There were none.

Mayor Nelson closed the public hearing.

CONSENT ITEMS:

- **Claims for the month of August 2019 in the amount of \$866,766.58.**
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.**
- **Clerk/Treasurer Financial Statements for the month of July 2019.**
- **Approval of Payroll Register for PPE 8/11/2019 totaling \$176,755.43.**

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.

Council President Eaton stated that previously the minutes appeared in the Consent Agenda because this body does not vote on approval of the minutes of Boards/Commissions, those boards do. Those have been moved down to "Reports of Boards and Commissions."

A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- **Review reports from Boards and Commissions.**
Budget/Finance Committee minutes of August 6, 2019.
Laurel Urban Renewal Agency minutes of July 22, 2019.
Library Board minutes of July 9, 2019.
City/County Planning Board minutes, August 1, 2019.

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Mayor Nelson stated upon clarification from the City Attorney receiving of Boards/Committees/Commission minutes have been moved from the Consent Agenda to the Reports of Boards and Commissions section of the agenda. Council can discuss or give a brief update on their respective boards under this section of the meeting.

It was questioned if a set of minutes is not yet on the agenda if Council Members could have discussion regarding those minutes. It was clarified those discussions should take place when the minutes are placed on the agenda.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Confirmation of Appointments.**
 - **Appointment of Sarah Gallup to the Laurel Volunteer Ambulance Service.**

Mayor Nelson read the following statement from the Ambulance Director regarding Ms. Gallup's qualifications. "Sarah became an EMT this last year when she attended the Laurel EMT course. At that time, she was very busy in her studies for biology and pre-medicine at MSU Billings. Sarah actively participates with an organization called Magic City CPR. Her team helps teach CPR to anyone they come across to get as many people certified at providing the life-saving skill. Sarah has shown great interest in Laurel EMS, and is an active participant with various events we participate in. She is now ready to put her skills to the test in the world of prehospital EMS, and we are excited to have her."

Motion by Council Member Stokes to approve Sarah Gallup to the Laurel Volunteer Ambulance Service, seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R19-41: A Resolution Authorizing and Approving an Employment Contract Between the City of Laurel and Nicholas Altonaga who Shall Serve as the City Planning Director for the City of Laurel.**

Motion by Council Member Eaton to approve Resolution No. R19-41, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R19-42: Resolution of the City Council Approving a Small Grant Program Proposed by the Laurel Urban Renewal Agency**

Motion by Council Member Mountsier to approve Resolution No. R19-42, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R19-43: A Resolution Approving The Annexation Of Lot 18 Nutting Brothers Subdivision 2nd Filing And Lots 19-25 Nutting Brothers Subdivision 3rd Filing, As An Addition To The City Of Laurel, Montana.**

Motion by Council Member Wilke to approve Resolution No. R19-43, seconded by Council Member Mountsier. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members: Eaton, McGee, Stokes, Mountsier, Wilke, Herr, and Sparks voted aye. Motion carried 7-0.

- **Resolution No. R19-44: Resolution Approving the Final Plan and Annexation of Regal Community Park, Legally Described as Nutting Bros 2nd Filing, S10, T02S, R24E Lots 7&8, an Addition to the City of Laurel, Montana**

Motion by Council Member Herr to approve Resolution No. R19-44, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

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- **Resolution No. R19-45: Resolution Relating To \$41,000 Special Improvement District No. 119 Bond, Series 2019; Fixing The Form And Details And Providing For The Execution And Delivery Thereof And Security Therefor**

Motion by Council Member Sparks to approve Resolution No. R19-45, seconded by Council Member Mountsier. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members: Eaton, McGee, Stokes, Mountsier, Wilke, Herr, and Sparks voted aye. Motion carried 7-0.

- **Resolution No. R19-46: Resolution Relating To Special Improvement District No. 119 Preliminary Levy Of Special Assessments On Property Within The District For The Purpose Of Financing The Cost Of Certain Local Improvements.**

Motion by Council Member Eaton to approve Resolution No. R19-46, seconded by Council Member Sparks. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members: Eaton, McGee, Stokes, Mountsier, Wilke, Herr, and Sparks voted aye. Motion carried 7-0.

- **Resolution No. R19-47: A Resolution Accepting the Proposal Submitted by High Point Networks to Provide the City's Voice Over Internet Protocol (VOIP) Service and Support Services and Authorizing the Mayor to Execute a Contract With High Point Networks for Such Services.**

Motion by Council Member McGee to approve Resolution No. R19-47, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Motion to approve Council Member Klose to be absent from the City of Laurel for more than ten days (LMC 2.12.060)**

Motion by Council Member Stokes to approve the motion to approve Council Member Klose to be absent from the City of Laurel for more than ten days (LMC 2.12.060), seconded by Council Member McGee. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

The September Public Works Committee meeting has been canceled.

The open house for the Water Treatment Plant/WasteWater Treatment Plant has been scheduled September 17, 2019, at 5:30 prior to Council.

The Council Members who were able to attend the demonstration given by the Fire Department prior to this evenings meeting was good. The new extrication equipment will assist in future extrications. Council thanked CHS for their contribution to the purchase of the extrication equipment.

September 3, 2019 is the deadline registration for the fall session of Hunter's Safety. The class will be held September 9-13th.

Next Emergency Services Committee meeting is Monday, August 26, 2019 at 6:00 p.m.

MAYOR UPDATES: None.

UNSCHEDULED MATTERS:

Council Member Mountsier will be absent for more than ten days. This will be added to next weeks Workshop agenda.

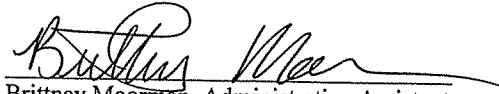
Mayor Nelson clarified the meeting dates for September. August 27, 2019, will be a Workshop, followed by a Council meeting on September 3, 2019. September 10, 2019 Budget/Finance will meet before Council; Council will have a meeting to approve the Consent Agenda. September 17, 2019 will be a Workshop and follow the new order of meetings.

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ADJOURNMENT:

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

There being no further business to come before the council at this time, the meeting was adjourned at 7:14 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 3rd day of September 2019.

Thomas C. Nelson, Mayor

Attest:

Bethany Langve, Clerk/Treasurer

Item Attachment Documents:

4. Review Reports of Boards and Commissions.
 Laurel Airport Authority minutes of July 23, 2019.
 Public Works Committee minutes August 19, 2019.

MINUTES
LAUREL AIRPORT AUTHORITY BOARD MEETING
Tuesday, July 23, 2019

A Laurel Airport Authority Board meeting was held in the Airport Pilot's Lounge and called to order by Chairman Randy Hand at 19:00.

BOARD MEMBERS PRESENT:

- Randy Hand, Chairman
- Brock Williams, Secretary
- Will Metz

OTHERS PRESENT:

Hardin Graham, Del & Sharon Dinstel

1. General Items
 - a. Previous minutes approved by unanimous consent
 - b. Regular occurring claims were approved

2. Reports from Craig Canfield of KLJ
 - a. Craig provided a written status report via email. Highlights are:
 - i. SRE Building has been set. Siewert is working on foundation for Felke building and will then move it.
 - ii. Airport can salvage pit run from under the old hangars. Then Riverside will finish clean-up and revegetate the area.
 - iii. Project closeout report is drafted and will be submitted once Siewert is finished.
 - iv. KLJ has provided information to the contractor on the Koelzer 5-plex and will make sure it doesn't encroach on the taxiway object free zone.

3. New Business

- a. Engineering 5 year selection due. Randy has format and will meet with Craig to verify it is correct.
- b. Lease request from Dinstels for 2415 DeFrance. Discussion regarding jurisdiction for permitting. Randy advised them to provide plans to the board prior to ordering building. Building color must match other buildings in that row. Motion to approve lease conditional on the building design approval, carried unanimous. We will hold the lot for 30 days in order to finalize documents.

4. Old Business

- a. Randy gave notice to Felke that his easement request was denied and he needs to stop accessing off of Fox Road.
- b. MTANG. Randy attended announcement about plans at KBIL and provided a summary. Not a done deal there so we will see what happens.
- c. Hardin Graham / Laurel Aviation Services LLC.
 - i. Attorneys are said to have approved the document. Hardin is waiting to see the final version.
 - ii. Waiting on KLJ to finish Meets & Bounds in order to close the transaction.
- d. Miller/Kinmen Lease Transfer- Randy received county tax statement showing the transfer occurred and will handle the lease transfer.
- e. Koelzer 5-plex- Randy received email with construction documents and will forward to the board. The contractor is familiar with hangar construction.
- f. Will noted that the flight school is parking cars on the taxiway and in grass areas where parking is not allowed.

5. Public Input

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

- a. none received

6. Other Items

none

7. Announcements

a. none

The meeting was adjourned at 20:30.

Respectfully submitted,

Brock Williams
Secretary

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

**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, AUGUST 19, 2019**

A Public Works Committee meeting was held in the Council Chambers and called to order by Committee Chair Mountsier at 6:00 p.m. on August 19, 2019.

COMMITTEE MEMBERS PRESENT:

<input type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Bill Mountsier	<input type="checkbox"/> Marvin Carter
<input checked="" type="checkbox"/> Dan Koch	
<input checked="" type="checkbox"/> Richard Herr	

OTHERS PRESENT:

Kurt Markegard, Public Works Director

Public Input: None.

General Items

1. Approve Minutes of July 15, 2019, Public Works Committee meeting. Heidi made the motion to approve the minutes and Richard seconded the motion. Roll call was taken and all voted in favor of the minutes.

New Business

Kurt explained that there was no emergency call out to report on so there is was no new business to discuss.

Old Business

2. Set date for Open House. Kurt gave the committee an update on the water treatment plant progress and he feels that the area is safe enough to hold the open house. Kurt asked if everyone wanted to try to hold it the same night as a City Council Workshop at 5:30pm. Heidi informed the committee that the dates for the City Council Workshops in September are changing. The only workshop in September will be on the 17th. Bill asked Kurt how long it would take to tour the water plant improvements and Kurt stated that it would only take about 45 minutes. Kurt thought that would give the Council members the time to get back to City Hall and attend the workshop meeting. Dan indicated that he could make it on the 17th as well. The committee recommended that the open house take place on the 17th of September at 5:30pm.
3. Engineering Reports- Kurt informed the committee about the work Great West Engineering has completed recently. The wetland monitoring for the new intake lines were recently completed. Kurt explained that in some areas you cannot even tell that a water line has been installed. This report has been delivered to the Mayor and forwarded to Robert Cole at the Army Corps. Great West Engineering is also working with Cop Construction to take care of some of the punch list items for the new sedimentation basins. Kurt informed the committee that the new sedimentation basins

are operational and the new intake is providing the water to the basins. Kurt explained that the water is being feed into the new process by gravity from the new intake. Bill asked if CHS Refinery is also being feed by the new intake and Kurt explained that they are on raw water from the 2003 intake. CHS Refinery quit taking settled water a few months ago because the river cleaned up. The Water Plant Chief Operator told Kurt that they are having to feed a third of the chemical that they normally had to compared to the old sedimentation basins. Kurt was glad that the process is going well but there are still a few things that need to be completed with the software that run the valves and pumps. Kurt said the fencing is also about completed.

KLJ Engineering has been working of a few projects and Kurt went through the attached report on the progress of those projects. The sludge dewatering and digester cleaning is complete. The City can now dry sludge coming out of the digesters and haul it directly to the landfill. The drying beds may have to be used in the winter if the temperatures are too cold though. Kurt informed the committee that a screw pump replacement was needed due to a bent shaft. The cost for the pump is expensive. KLJ Engineering will seek out quotes or bids from contractors to replace the pumps as the City does not have the equipment to do the work. The screw pump will not be delivered until the end of October. Kurt showed a small video of the bottom of the screw pump and how the connections bolts are coming loose. The H2S remediation project has a meeting with a chemical supply company the first week in September. Kurt explained that this company is claiming to be able to help prevent H2S from forming in the pressurized sewer main coming from the Village Lift Station on East Main Street. Kurt should have more information after that meeting. Kurt informed the committee that the East 6th Street Project is almost complete. Dan asked if the paint stripping was going to be complete before school started. Kurt said that the painting will need to wait for the asphalt to cure so the paint will stick. Heidi said that the street looked great and she wished that we could do a project like that on the South Side streets. Kurt stated it would be nice to rebuild S.W. 4th Street from the Railroad Tracks to S. 8th Avenue. The East Downtown Infrastructure Improvements are in design and Kurt would like to get the business owners and the lot owners in the area to discuss the proposed improvements. The chip seal project is completed and Kurt explained that he was informed that a fog seal had been put over the rock chips in order to keep the chips in place. It also cuts down on the dust typical with a regular chip seal application. Heidi thought it was a good idea as people's car windshields will be spared rock chips. Kurt stated that this process is starting to be used by the State DOT and the City of Billings as well. Riverside Campground task orders have been received by the City from the Department of Justice. The task order for designing the campground will be going to the next Park Board meeting for discussion. Kurt is hopeful that the new campground could be open by next Memorial Day Weekend. Richard said that camping should be allowed now that there are bathrooms in Riverside Park. Kurt said that the task orders for the design from KLJ and the DOJ will be taken to the City Council in September.

Other Items

No items

Announcements

4. The next meeting on September 16, 2019 was discussed. Kurt asked the committee if they wanted to have the open house and the next meeting two days in a row. Bill asked if there was going to be any items to discuss and Kurt indicated that right now there was not much going to be taking place except for pavement repairs. Bill asked the rest of the committee members if there was any reason to meet in September. The committee discussed not having the meeting but left it open that if they really need to meet that they would hold one. Dan said that he was ok will going to the open house and canceling the meeting. Heidi and Richard also agreed to not hold a meeting in September unless one was needed.

The meeting was adjourned at 6:45pm

Submitted by Kurt Markegard

Attached; Engineering Reports from KLJ and Great West Engineering



MEMORANDUM

Date: August 19, 2019

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

From: Chad E. Hanson, PE

Subject: Project Progress Update

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

Task Order No. 26 – New Water Intake

Amy Chadwick completed the third and final wetland monitoring included in our scope of work, and the report was forwarded to Robert Cole at the Army Corps of Engineers on the City's behalf. This completes our work under this task order.

Task Order No. 29 – Phase 3 Water System Improvements

The project is substantially complete, and the contractor, COP Construction, is working on the miscellaneous punch list items for final completion. The new sedimentation basins are fully operational and performing well within the design parameters. The NTU of the water coming off the plate settlers is below 1.0, and chemical usage is a quarter to a third of historical usage based upon discussions with the plant operators.



*City of Laurel Project Status Update
August 15, 2019*



WWTP Screw Press (KLJ #1804-00120)

Project Manager: Travis Jones/Doug Whitney

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

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

Milestones:

- Preconstruction meeting was held December 13, 2018
- Notice to Proceed will be January 7, 2019 (150-day contract)
- Start-up of the sludge press and cake pump June 13, 2019

Current Status:

- Submittal process is underway
 - Submittals are up to date
 - PWTech submittal received February 11, 2019
- RFIs are up to date.
- Sludge dewatering is completed, and dewatering subcontractor has moved off site.
- Digester B has been drained and cleaned.
 - Repair work on digester B have been completed.
 - Change Order No. 2, for these repairs, has been presented to the Council.
 - Digester B has been returned to service.
 - Contractor has made a claim for additional pumping.
 - Change Order No. 1 for the undisputed amount has been presented to the Council. The disputed amount will be negotiated at a later date.
- Digester A has been drained and cleaned.
 - Contractor is preparing to sand blast interior.
 - Inspection and repairs will take place after sand blasting.
 - Recoating of the interior will take place after the repairs are completed.
 - Contractor has made a claim for additional pumping. This is currently under review.
- One sludge transfer pump has been removed.
 - Both transfer pumps are on site.
 - Installation of one of the pumps is underway.
 - A Work Directive for a replacement pressure sensor has been prepared.
- The blasting and repairs inside digester A have been completed.
- The sludge press and cake pump are operational.
- Operator training has been conducted.
- Substantial Completion has been issued and the Contractor is working on the punch list items and project close out.



WWTP Screw Pump "A" Replacement (KLJ #1804-0347, Task 6)

Project Manager: Doug Whitney

Reason for Project: This key component of the WWTP has failed and needs to be replaced asap

Project Scope: Replace screw press "A".

Milestones:

- The City has order the Screw pump from the manufacture.
- KLJ has drafted a Quote package for the installation of the screw pump.

Sanitary Sewer H₂S Remediation (KLJ #1804-00122)

Project Manager: Doug Whitney

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

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

Milestones:

- Sewer sampling plan submitted to the City
- Sewer samples collected on July 19, 2018
- Results of sewer sampling received on July 30, 2018
- Analyses of sampling and recommendations for a second round submitted on August 3, 2018
- Second round of samples collected on August 14, 2018
- Second round of sampling results received on August 27, 2018
- Results of second round of sewer sampling received on September 25, 2018
- H₂S monitoring: April 2-19, 2019 - Completed
- Recommendation from Manufacturer: week of June 3, 2019
- Draft Updated TM with cost estimate: June 10, 2019
- 60% Plans and Specs: June 28, 2019
- 100% Plans and Specs: July 12, 2019
- Advertise for Bid: July 16, 2019
- Bid Opening: August 6, 2019

Current Status:

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



2018 Pavement Maintenance (KLJ #1804-00123)

Project Manager: Carl Jackson

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

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

Milestones: Construction is complete. Striping was completed May 9-10.

Current Status: Final close out has been submitted for City signature as well as the final payment application and reconciling change order.

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

Project Manager: Carl Jackson

Reason for Project: Street reconstruction between 1st Ave. and Wyoming Ave. to address failed pavement, saturated subgrade conditions and surface runoff improvements. UPDATE: the scope recently changed to include new water main from Pennsylvania to Wyoming.

Project Scope:

- Grading, paving, parking, and drainage enhancements (minor water main in Wyoming)
- Special Improvement District (sidewalks, driveways), pending approval
- Safety improvements
- Water main from Pennsylvania to Wyoming, including the Wyoming intersection valves.

Milestones:

- Bidding – April/May 2019
- SID creation – May/June 2019
- Construction – Substantial Completion walkthrough on August 15, 2019

Current Status: Construction is substantially complete. Final completion to be done before school begins.



East Downtown Infrastructure Improvements (KLJ #1804-01309)

Project Manager: Matt Corcoran

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

Project Scope: Preliminary engineering, SID creation, design, bidding and construction.

Milestones:

- Survey & Geotechnical field work – complete
- SID creation – Summer/Fall 2019 (tentative)
- Design & Bidding – Full bid package ready in January 2020
- Construction – May 2020

Current Status: Design is in-process and KLJ is expediting plans and specifications to start the bidding/construction sequence as soon as possible. Bidding schedule may be delayed if decisions by the City on out-of-scope work and funding are delayed.

Pavement Management Plan Update (KLJ #1804-01970)

Project Manager: Bryan Vanderloos

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

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

Milestones:

- Final edits are complete, and the final draft was given to Kurt and Matt.
- Final comments from the City are pending City's and MDT's review of the updated recommendations.

Current Status: Once we have received final comments from the City and MDT, we will finalize the report.



2019 Pavement Maintenance (KLJ #1904-00230)

Project Manager: Bryan Vanderloos

Reason for Project: This continues the City's annual pavement maintenance.

Project Scope: This year's project entails crack seal, chip seal, pavement markings, and other miscellaneous items on the following streets: South Washington Avenue; 5th Avenue from West Main Street to West 2nd Street; Cottonwood Avenue from East Main Street to the Ditch Crossing; East 8th Street from 1st Avenue to Pennsylvania Avenue; and Pennsylvania Avenue from East 8th Street to East Maryland Lane.

Milestones:

- Bidding – complete
- Construction – April-June 2019

Current Status: Substantial competition walkthrough was don the week of August 12th, punch list for final completion is forthcoming.

2019 Pavement Damage Repairs (KLJ # 1904-00230)

Project Manager: Matt Corcoran

Reason for Project: Repairing pot holes and other pavement damage caused by previous winter freeze/thaw

Project Scope: Work consists of pothole and pavement restoration work in various locations throughout town. Location will be flexible and determine in cooperation with Public Works staff. The contract bid documents will be written in such a way so that quantities can be increased or decreased depending on the City's budget.

Milestones:

- Design and Bid Document Preparation – Complete
- Bidding – Complete
- Pre-Construction Meeting– August 21st
- Construction Notice to Proceed – August 26th (35 day contract)

Current Status: Bids were received, and the project was awarded to FirstMark Construction. Bids were under the initial budget, KLJ will work with City to increase quantities and cover more areas within the budget.



Riverside Park Campground (KLJ # 1904-00634)

Project Manager: Matt Corcoran

Reason for Project: New campground in Riverside Park

Project Scope: Work consists of surveying and designing a new campground within Riverside Park.

Milestones:

- Design and Bid Document Preparation – ASAP
- Bidding – ASAP
- Construction – ASAP (goal is to be ready for next season)

Current Status: The task order was forwarded to Alicia Stickney with the State on 7/23 and have not heard back on any comments.

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

Project Manager: Carl Jackson

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

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

Milestones: (as needed)

Current Status:

- During the 5/14 bi-weekly meeting KLJ was asked to evaluate funding options for the future West Railroad Street reconstruction project. We'll work with City leadership to agree on the planned approach to this, before proceeding.



*City of Laurel Project Status Update
August 15, 2019*



Laurel Planning Services (KLJ #1804-00554)

Project Manager: Forrest Sanderson

Reason for Project: KLJ has been retained to provide City of Laurel planning services as needed.

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

Milestones: (as needed)

Current Status:

Floodplain Management – Joint Application for improvements at Riverside Park will need to be completed and a Floodplain Development Permit issued.

Subdivision Review – KLJ Staff are available to assist as necessary.

Zoning – KLJ Staff are available to assist as necessary.

Riverside Park Campground (KLJ#1904-00634) – The project will be transferred to Mike Bender for design and management where Forrest has a regulatory role as City Floodplain Administrator. Forrest will remain as project liaison between City and Project Manager.



Other Notes and Information

Other potential projects have been identified during recent conversations between City staff and KLJ. City Public Works staff and KLJ task leaders meet bi-weekly to discuss current and future projects. As these are tentative, the timing and extent of KLJ's services are TBD, unless noted otherwise.

Anticipated FY19 Projects

1. West Railroad Street coordination
2. Water System Planning
 - a. Master Plan Update (potentially update PER concurrently)
 - b. Booster station rehabilitation or replacement (task order forthcoming)
 - c. Water storage tank
3. Review of development rules and regulations (related to public works and planning)
 - a. Task order planned for FY20 (on hold)
4. Updating City utility maps and GIS
 - a. Task order planned for FY20 (on hold)
5. Capital Improvement Plan (CIP) assistance – pending further direction from the City.

Other Potential Future Projects

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

Item Attachment Documents:

21. Resolution No. R19-64: Budget Amendment Resolution Amending Appropriation And Revenues For Various Funds For Fiscal Year 2018-2019

RESOLUTION NO. R19-_____

BUDGET AMENDMENT RESOLUTION AMENDING APPROPRIATION AND REVENUES FOR VARIOUS FUNDS FOR FISCAL YEAR 2018-2019

WHEREAS, the City of Laurel adopted all funds revenues and appropriations for fiscal year 2018-2019 on September 4th, 2018; and

WHEREAS, it is necessary to amend certain budgets as required by MCA 7-6-4006 (3) and (4); and

WHEREAS, the increase in appropriations in the funds will be offset by a decrease in reserves.

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

That the City Council hereby directs the Clerk/Treasurer to amend the budget as per the attached Exhibit "A" in order to comply with MCA 7-6-4006 (3) and (4);

BE IT FURTHER RESOLVED that the above amendments are retroactive to June 30, 2019.

Introduced at a regular meeting of the City Council on September 3, 2019, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel this 3rd day of September 2019.

APPROVED by the Mayor this 3rd day of September 2019.

CITY OF LAUREL

Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk/Treasurer

Approved as to form:

Sam Painter, Civil City Attorney

R19-_____ Budget Amendment FY 2018-2019

Item Attachment Documents:

22. Resolution No. R19-65: Resolution Of The City Council To Amend Resolution R19-46 Correcting The Hearing Dates Contained Within The Resolution And Exhibit B.

RESOLUTION NO. R19-_____

**RESOLUTION OF THE CITY COUNCIL TO AMEND RESOLUTION R19-46
CORRECTING THE HEARING DATES CONTAINED WITHIN THE
RESOLUTION AND EXHIBIT B.**

WHEREAS, the City Council adopted Resolution R19-46 that included a hearing date that was an error within the Resolution; and

WHEREAS, Resolution R19-46 included an Exhibit B that contained the same hearing date error as well as inaccurate dates for publication; and

WHEREAS, Section 7 of Resolution R19-46 requires amendment to read as follows:

Section 7. Public Hearing; Objections. This Council shall meet on Tuesday, **September 10, 2019, at 6:30 p.m.**, in Council Chambers, at 115 West First Street, in Laurel, Montana, for the purpose of conducting a public hearing on the levying and assessment of the special assessments in the Districts and considering the objections, if any, of the property owners to the levying and assessment of the special assessments.

WHEREAS, Exhibit B requires new dates as provided in the replacement Exhibit B which is attached hereto and incorporated herein; and

WHEREAS, the errors contained in R19-46 constitute scrivener errors which do not negatively impact any property owners since additional notice of the hearing will be provided through this Amended Resolution as well as in writing through the United States Postal Service, and publication.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, the City Council hereby approves this Resolution and Exhibit B (Attached) retroactively to August 20, 2019; and

BE IT FURTHER RESOLVED that the attached Exhibit B, shall replace the previously approved Exhibit B that was attached to R19-46.

Introduced at a regular meeting of the City Council on September 3, 2019, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel this 3rd day of September 2019.

APPROVED by the Mayor this 3rd day of September 2019.

CITY OF LAUREL

Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk/Treasurer

Approved as to form:

Sam Painter, Civil City Attorney

EXHIBIT B

NOTICE OF PROPOSED LEVY OF SPECIAL ASSESSMENTS IN
SPECIAL IMPROVEMENT DISTRICT NO. 119

CITY OF LAUREL, MONTANA

NOTICE IS HEREBY GIVEN that on August 20, 2019, the City Council of the City of Laurel, Montana (the "City"), adopted a resolution proposing to levy and assess special assessments against benefited property in Special Improvement District No. 119 in the City for the purpose of financing the costs of certain local improvements and paying costs incidental thereto.

A complete copy of the resolution, which includes the proposed assessment rolls for the district and the principal amount of each special assessment, is on file with the City Clerk-Treasurer and is available for public inspection.

On September 10, 2019, at 6:30 p.m., in Council Chambers, at 115 West First Street, in Laurel, Montana, the City Council will conduct a public hearing and pass upon all objections, whether made orally or in writing, to the proposed levy of the special assessments.

Further information regarding the special assessments or other matters in respect thereof may be obtained from the City Clerk-Treasurer at 115 West First Street, Laurel, Montana or by telephone at 406-628-7431 ext. 2.

Dated: August 20, 2019.

BY ORDER OF THE CITY COUNCIL
OF THE CITY OF LAUREL, MONTANA

City Clerk-Treasurer

(Publication Dates: August 23, 2019 and August 30, 2019)

(Mailing Date: August 22, 2019)

Item Attachment Documents:

23. Resolution No. R19-66: A Resolution Cancelling The November 7, 2019 General Election Of Certain Municipal Officers

RESOLUTION NO. R19-__

A RESOLUTION CANCELLING THE NOVEMBER 7, 2019 GENERAL ELECTION OF CERTAIN MUNICIPAL OFFICERS

WHEREAS, HB 447 passed by the 2017 Legislature (Chapter 174, Laws 2017) authorizes a municipality to cancel a general election for the election of a municipal officer by resolution after notification by the election administrator if the number of candidates filing for election is equal or less than the number of positions to be filled; and

WHEREAS, by letter dated September 3, 2019, the City of Laurel received notice by the Yellowstone County Election Administrator that the following elected municipal officer positions are eligible for cancellation: Ward 2, Ward 3, Ward 4, and Mayor.

WHEREAS, pursuant to MCA Section 13-1-403, as amended by HB 83 (Chapter 242, Laws 2017), provides that a declaration of intent to be a write-in candidate must be filed with the election administrator by 5 p.m. on the 65th day before the date of the election, or September 3, 2019;

WHEREAS, as of September 3, 2019, the following municipal officer positions remain eligible for cancellation: Ward 2, Ward3, Ward 4, and Mayor.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Laurel cancels the November 7, 2017 general election for the following municipal officer positions: Ward 2, Ward 3, Ward 4, and Mayor.

2. The following persons are hereby elected to the following municipal officer positions by acclamation:

<i>Ward 2</i>	<i>Richard A Herr</i>
<i>Ward 3</i>	<i>Scot Stokes</i>
<i>Mayor</i>	<i>Thomas C Nelson</i>

Adopted this 3rd day of September 2019.

CITY OF LAUREL

Thomas C Nelson, Mayor

ATTEST:

Bethany Langve, Clerk/Treasurer

APPROVED AS TO FORM:

Sam S. Painter, Civil City Attorney