



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, APRIL 14, 2020
6:30 PM
CITY COUNCIL CHAMBERS**

NEXT RES. NO.
R20-19

NEXT ORD. NO.
O20-02

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 March 24, 2020.

Correspondence

2. Resignation of Tony Krumheuer from the Police Commission.

Council Disclosure of Ex Parte Communications

Public Hearing

3. Vacating The Alley Located Between Lots 14-18 Of Block 4 Of Hageman Subdivision And Lots 1-5 Of Block 4 Of Hageman Subdivision 1st Filing Within The City Of Laurel.

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 March 2020.
5. Approval of Payroll Register for PPE 3/22/2020 totaling \$190,913.95.
6. Approval of Payroll Register for PPE 4/5/2020 totaling \$199,986.56.
7. Approval of Workshop Minutes of March 3, 2020.
8. Approval of Workshop Minutes of March 17, 2020.

Ceremonial Calendar

Reports of Boards and Commissions

9. Budget/Finance Committee minutes of March 24, 2020.
Park Board minutes of February 6, 2020.

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

- [10.](#) Resolution No. R20-19: A Resolution Of The City Council Vacating The Alley Located Between Lots 14-18 Of Block 4 Of Hageman Subdivision And Lots 1-5 Of Block 4 Of Hageman Subdivision 1st Filing Within The City Of Laurel.
- [11.](#) Resolution No. R20-20: A Resolution Approving A Task Order Between The City Of Laurel And The Department Of Justice Natural Resource Damage Program ("NRDP") For Construction Of A Campground At Riverside Park.

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 March 24, 2020.

MINUTES OF THE CITY COUNCIL OF LAUREL

MARCH 24, 2020

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 6:32 p.m. on March 24, 2020.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Richard Herr
 Irv Wilke
 Don Nelson

COUNCIL MEMBERS ABSENT: Bruce McGee Scot Stokes

OTHER STAFF PRESENT: Stan Langve, Police Chief

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 Eaton to approve the minutes of the regular meeting of March 10, 2020, as presented, 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.

CORRESPONDENCE:

- Laurel Chamber of Commerce Agenda for March 12, 2020; Laurel Chamber of Commerce Minutes of February 13, 2020.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims for the month of March 2020 in the amount of \$39,648.42.**
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 February 2020.**
- **Approval of Payroll Register for PPE 3/8/2020 totaling \$197,988.08.**

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 Klose. 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:

- Budget/Finance Committee minutes of March 10, 2020, were presented.
- REVISED Library Board Minutes of January 14, 2020, were presented.
- Library Board Minutes of February 11, 2020, were presented.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Appointment of Rick Musson to the Cemetery Commission for the remainder of a term ending June 30, 2020.**

Motion by Council Member Klose to approve the Mayor's appointment of Rick Musson to the Cemetery Commission for the remainder of a term ending June 30, 2020, 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.

- **Appointment of Haley Swan to the Laurel Police Department**

Motion by Council Member Nelson to approve the appointment of Haley Swan to the Laurel Police Department, seconded by Council Member Sparks.

Stan Langve, Police Chief, introduced Ms. Swan to Council, and read the attached letter. He thanked the Council for their timeliness on this appointment. There was a last-minute opening at the Law Enforcement Academy on April 7th.

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. R20-15: Resolution Relating To \$3,055,000 Tax Increment Urban Renewal Revenue Bond (Laurel Urban Renewal District), Series 2020; Authorizing The Sale And Prescribing The Forms And Terms Thereof And The Security Therefor**

Motion by Council Member Sparks to approve Resolution No. R20-15, 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.

- **Resolution No. R20-16: A Resolution Of The City Council To Vacate An Alley Located Between Lots 14-18 Of Block 4 Of Hageman Subdivision And Lots 1-5 Of Block 5 Of Hageman Subdivision 1st Filing Within The City Of Laurel.**

Motion by Council Member Herr to approve Resolution No. R20-16, 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.

- **Resolution No. R20-17: Resolution Awarding Hardrives Construction, Inc. The Contract For The City Of Laurel's 2020 Pavement Maintenance Project And To Authorize The Mayor To Sign Contract Documents On The City's Behalf.**

Motion by Council Member Wilke to approve Resolution No. R20-17, 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.

- **Resolution No. R20-18: Purchasing Policy Amendment.**

Motion by Council Member Eaton to approve Resolution No. R20-18, 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.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

The Senior Center remains closed for dining. They are still doing meals on wheels. Anyone who needs a meal can call in the day before, and they will have their meal ready for pick up between 11:00 a.m. and 12:30 p.m.

A Council Member stated that with the bid for Hardrives coming in under bid, they would like additional streets to be looked at with the remaining funds. Mayor Nelson stated there would be a change order coming.

DRAFT

Council thanked the School District Teachers, First Responders, Healthcare Workers, Sanitation Workers, Grocery Store Employees, and Truck Drivers for making our world move forward right now.

Budget/Finance Committee has moved their meeting start time to 5:00 p.m. until the COVID situation is resolved. This will give more time to discuss matters coming up.

MAYOR UPDATES:

Mayor Nelson stated that there was an Executive Order from the Governor today. That Executive Order was handed out to Council, see attached.

Mayor Nelson also stated that he met with Yellowstone County Emergency Command. The County is proactive and organized. They will be listing a Public Information Officer.

Mayor Nelson reminded residents to stay healthy and do their part to keep this from spreading.

It was questioned if the hours will be changing for the City. Mayor Nelson clarified that they would look at what changed will need to be made. Ambulance is already working overtime and coding it to COVID-19. Anything above normal expenses resulting from COVID-19 will be coded appropriately.

It was further questioned if City Hall will be changing its hours of operation. It was clarified not yet, the Clerk/Treasurer has not received any complaints, and traffic has been light.

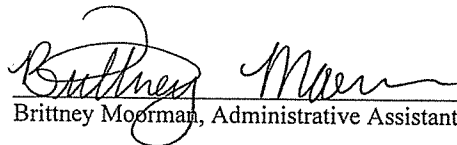
It was noted that the DMV office is not allowing more than four people in the office at a given time.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Sparks 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 7:02 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 14th day of March 2020.

Thomas C. Nelson, Mayor

Attest:

Bethany Langve, Clerk/Treasurer



Laurel Police Department

215 W. 1st Street Laurel, Mt. 59044 • Phone 406-628-8737 • Fax 406-628-4641

Chief of Police Stanley J Langve

March 19, 2020

TO: Mayor Tom Nelson

Re: Conditional job offer / Patrolman

On January 17th, 2020 a vacancy was created at the Laurel Police Department with the resignation of an Officer. On January the 21st, 2020 I posted the vacant position internally. I received no bids for the position. I sent invitations to apply for individuals listed on the Montana Law Enforcement testing Consortium who had expressed interest in working for the Laurel Police Department. I then advertised the position to Montana law enforcement agencies, inviting P.O.S.T. certified officers to apply. I received 14 completed applications.

On March 17th the Laurel Police Commission and members of the Laurel Police Department conducted 11 interviews and Bpad exercises. Based upon the cumulative interview and Bpad scores, Haley Swan was the top candidate. Haley has been interested in a law enforcement career from an early age. She received her Bachelor of Science, Criminal Justice degree from MSU Billings in December of 2017. As part of that degree program, Haley interned with the Laurel Police Department from May to August of 2017. Haley has been employed with the Montana Women's Prison as a Correctional Officer since March of 2018. Haley is not only excited to begin her law enforcement career but is excited that it is with the Laurel Police Department. It is my recommendation that Haley Swan be offered a conditional offer of employment and appointed to the Laurel Police Department



Chief Stanley J Langve
Laurel Montana Police Department
215 West 1st Street
Laurel, MT 59044
Office (406) 628-8737

OFFICE OF THE GOVERNOR
STATE OF MONTANA

STEVE BULLOCK
GOVERNOR



MIKE COONEY
LT. GOVERNOR

TO: Montanans; all officers and agencies of the State of Montana
FROM: Governor Steve Bullock
DATE: March 24, 2020
RE: Directive Implementing Executive Orders 2-2020 and 3-2020 providing measures for the operation of local government

Executive Orders 2-2020 and 3-2020 declare that a state of emergency exists in Montana due to the global outbreak of COVID-19 Novel Coronavirus. Cities, towns, and counties in Montana have followed suit and declared various states of emergency under the provisions of Title 10, Chapter 3, Part 4 of the Montana Code Annotated.

In consultation with local public health authorities, local governments are pursuing mitigation strategies to reduce the risk of new infections. These strategies include modifications to work hours, office access, and work practices. Because these decisions are local, the impacts to local service delivery are varied and based on local government decisions and local risk factors.

To address the emergency, local governments have requested additional flexibility under state law (1) to modify certain required business hours during the emergency, particularly where local government offices cannot operate under routine procedures while observing safe social distancing practices, (2) to modify aspects of local government sick and vacation leave policies developed under state law for health-affected workers during the emergency, and (3) to toll and hold in abeyance certain statutory deadlines during the emergency.

In consultation with representatives for these local governments, as well as emergency management professionals and state public health authorities, I have determined that the requested flexibility to local governments is necessary to respond to the emergency and to protect public health and human safety.

In accordance with the authority vested in me under the Constitution, Article VI, Sections 4 and 13, and the laws of the State of Montana, Title 10, Chapter 3 and Title 50, Chapter 1, MCA, and other applicable provisions of the Constitution and Montana Law, I hereby direct the following measures be in place in the State of Montana effective immediately:

- Local governments may modify the hours that their offices are open for the transaction of business. Strict compliance with § 7-4-2211, MCA, § 3-6-106, MCA, § 7-4-102, MCA, and other related statutes governing the business hours of local governments in Montana are suspended during the emergency, but only to the extent necessary to respond to the emergency and to protect public health and safety.
 - Local governments modifying office hours under this Directive must first obtain approval from their political subdivision or its delegates, and should endeavor to maintain compliance with state laws for office hours wherever it can be accomplished safely.

- Local governments are not relieved of state law requirements to maintain office hours for those offices and functions that are necessary for the maintenance of public health and human safety.
 - Local governments must, whenever practicable, continue providing services via phone or other electronic means to limit the disruption in outward facing government services as much as possible and practicable.
- Local governments may modify their vacation and sick leave policies in response to the emergency to minimize the economic impact on their employees. Such policies may include permitting impacted employees who have exhausted their leave to accrue negative balances of sick or vacation time for the duration of the emergency. Local governments will bear all legal and financial responsibility related to any such policy modifications. Strict compliance with the local government portions of § 2-18-601 *et seq.*, MCA, and related statutes is suspended for this limited purpose only, and only to the extent necessary for responding to the emergency.
- Local governments may modify their employment policies, including modifications to the minimum work-week hours requirements. Strict compliance with the § 7-5-4111, MCA, and related statutes is suspended but only to the extent necessary for responding to the emergency.
- Local governments may toll and hold in abeyance certain deadlines provided in state law and regulation including the deadlines provided at:
 - Title 7 – Local Government
 - Chapter 2, Part 43-48
 - Chapter 5, Parts 1 and 42
 - Chapter 5, Part 2123(2)
 - Chapter 15, Parts 42-43
 - Chapter 21, Part 10
 - Title 76 – Land Resources and Use
 - Chapters 1-8
 - Local Government actions relating to ARM 17.36 Subdivision/On-Site Wastewater Treatment (Chapters 1,3,6,8,9)
- Strict compliance by local governments with deadlines provided in the above rules and statutes is suspended only to the extent necessary to respond to the emergency, and only for the duration of the emergency. Deadlines may be reinstated by further Directive.
 - Deadlines already running when the statewide state of emergency was declared on March 12, 2020, are tolled as of March 12, 2020.
 - Deadlines that began running after that date are tolled on the date they began.
 - Tolling ceases with the end of the declared emergency, or an earlier date if specified in a future Directive.
- A local government may not toll a statutory deadline with an effect on public safety or human health.
- All other portions of the above rules and statutes remain in effect, including all other procedural requirements.
 - Local governments are encouraged to find ways to provide for the right of public participation consistent with social distancing practices, including virtual participation where legal and practicable.

Authorities: Section 10-3-104, MCA; Executive Orders 2-2020 and 3-2020; Montana Constitution, Art. VI, Sections 4 and 13; §§ 10-3-103, -302, and -305, MCA; §§ 50-1-202, -203, and -204, MCA; and all other applicable provisions of state and federal law.

Limitations

- This Directive is effective immediately and expires at the end of the declared state of emergency in Executive Orders 2-2020 and 3-2020.
- This Directive shall be implemented consistent with applicable law and subject to the availability of appropriations.
- This Directive is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the State of Montana, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Item Attachment Documents:

2. Resignation of Tony Krumheuer from the Police Commission.

2-25-20

I, Tony Krumhauer,
hereby resign from the
Police Commission due to
personal health reasons.

Thank you for allowing
me this chance.

Sincerely,



Tony Krumhauer

Item Attachment Documents:

7. Approval of Workshop Minutes of March 3, 2020.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, MARCH 03, 2020**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on March 3, 2020.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Bruce McGee	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Scot Stokes	<input type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Don Nelson

OTHERS PRESENT:

Kurt Markegard, Public Works Director

Bethany Langve, Clerk/Treasurer

Levi Vandersloot, Interim Ambulance Director

Public Input:

There were none.

General Items

1. Northwest Energy LED Light Presentation
Lisa Perry with NorthWestern Energy spoke about retrofitting all streetlights with LED's, see attached notes.

Council Member McGee stated with the adjustment for the 24 million spent. Going to the rate commission basically is the rent pay for the lights. He questioned if that was from now and forever or just until everyone pays the bill, and NorthWestern Energy gets their money back for this project.

Ms. Perry stated that she cannot make a guess on that. It really depends on the Public Service Commission and how they rule. Historically once the rates go up, the rates stay up as rent. She reiterated that she is not say that is how it would be.

Mayor Nelson asked when is NorthWestern Energy going to start on this project. Ms. Perry clarified that work on this project began yesterday.

Council Member McGee stated that his street had brighter lights and that he is not hip on what has come in, but that we will get used to it.

Ms. Perry stated they expect the Billings division to be done this calendar year.

2. Appointment of Makayla Kostelecky to the Laurel Volunteer Fire Department
Mayor Nelson stated Makayla had to work this evening and was unable to attend. The Fire Chief submitted a letter that is included in the Council packet.
3. Declare Vacancy on Emergency Services Committee
Mayor Nelson stated he would be making the announcement at next week's Council meeting. The City will advertise like normal. There will only be one vacancy on this board.
4. Motion to approve Council Member Sparks to be absent from the City of Laurel for more than ten days (LMC 2.12.060)
There was discussion regarding if the Council Members, who requesting to be absent, would all be gone from the same meeting resulting in no quorum. It was clarified that there would be no issues with having a quorum by granting these requests.
5. Motion to approve Council Member Stokes to be absent from the City of Laurel for more than ten days (LMC 2.12.060)
Discussed with previous agenda item.
6. Motion to approve Council Member McGee to be absent from the City of Laurel for more than ten days (LMC 2.12.060)
Discussed with previous agenda item.

Executive Review

7. Resolution - A Resolution Of The City Council Adopting The Laurel Transportation System Coordination Plan.
Bethany Langve, Clerk/Treasurer, stated this is the annual update of the plan. It is submitted annually with our grant application. There are no significant changes. The City is applying for a new bus. It is a 13-passenger bus with all the bells and whistles. The bus is approximately \$77k with a \$15k match that the City had in reserves. In the past 12-months, the City has paid more than \$15k in repairs. The current bus is a 2009 with 67k miles, most of which are city miles.

The only item removed from the plan was a group that no longer uses the bus as they have their own bus. The Clerk/Treasurer could not remember the name off the top of her head.

The Planning Director has some great visions for this program. Will be starting a needs assessment group. Once the MOU is completed, which Council will see later this evening, they can begin working on inviting others to the meetings. Most meetings have been centered around policies and procedures or the MOU. Will invite COR and the MET from Billings. Billings does have some money they can spend outside the city limits.

It was questioned if we know what kind of bus the City is applying for. It was clarified that we only know the general specifications, such as it has two wheelchair spots. It has been over ten years since the City requested funds for a new bus.

It was questioned if the bus will come ready to go or if there will be additional costs. It was clarified that the City did add a bike rack, overhead storage, two-way radio, and drop chains. The bus will be ready to go with all of that if awarded the grant. The City will still need to put decals on the side of the bus, but otherwise ready to go.

8. Resolution - A Resolution Of The City Council Granting A Variance From The City's Zoning Ordinance To Disregard The Bufferyard Requirement, Sight-Obscuring Fence Requirement And Building Design Standards On A Parcel Of Property Located On East Railroad Street. (Public Hearing March 10th)
Mayor Nelson state that the Planning Director was not able to be at tonight's meeting. The Public Works Director will be presenting this item.

Kurt Markegard, Public Works Director, stated that Laurel Trading Post is moving from its location on SE 4th Street to East Railroad Street past Walmart. His property is located just West of the new Midway Rentals building. He read a portion of the Planning Director's staff report, see attached. He stated that the Council would want to pass the bufferyard variance. The bufferyard is over the City's sewer line. The City does not want trees and shrubs over the sewer line. The City-County Planning Board held a public hearing last week.

It was questioned if the property was going to be annexed into the City. It was clarified that this property was annexed in a while ago.

It was questioned why there was barbed wire on top of the five-foot fence as the barbed wire is not allowed in the City. It was clarified that it is the existing fence between this property and Fiberglass Structures (Inc.). It was further questioned why the City was allowing them to keep the barbed wire fence. It was further clarified that that fence is someone else. This Council Member did realize it was someone else fence and that that discussion would be for another time. They did have consternation over why the City allowed someone to keep a barbed-wire fence in the City. It was clarified that this variance matches the one for Midwest Rentals.

It was questioned if there were any reasons that this variance would be a bad idea for the City and its Citizens. It was clarified that City Staff does not see any hindrances. This is currently bare land; the development will increase the taxable value. There is some interest in the land the trailers are currently being stored. The zoning ordinance will be looked at in the future.

9. Resolution - Resolution Awarding Knife River The Contract For The City Of Laurel's East Downtown Infrastructure Improvements Project And To Authorize The Mayor To Sign All Required Contract And Related Documents On The City's Behalf.

Matt Smith, KLJ, stated that KLJ has been working on this project since they became the City's engineer approximately two years ago. This project went out for bid this past winter and opened bids a week ago. Knife River was the lowest bidder coming in almost \$800k below the engineer's estimate. Would like to get this project started as soon as possible weather allowing. They are slated to start the last week of April or the first week of May.

The City had applied for a \$750k grant for infrastructure that they were not awarded. That grant was not figured into the project. The contractor will have 120 calendar days from start to finish of this project. There were concerns about the 4th of July. The 4th of July is on a Saturday this year and will not affect most of the 4th of July festivities. City Staff is working with the Chamber to change the parade route. The Chamber is proposing two parade routes. Construction will be planned to allow to keep the businesses open as well as pedestrian traffic. The water and sewer lines will also be replaced in the area. Manholes will be placed in the area as well as there are areas that should have had a manhole and don't. Some streets only have a two-inch water line for fire flow. These lines will be replaced with to achieve the proper fire flow. This project meets all the criteria for the TIF. There are stormwater issues, blight, flooding, etc. There was a public hearing in the neighborhood; only four people responded. One person was from outside the City, and the other three were business owners.

10. Resolution - A Resolution Of The City Council Amending Policies And Procedures For The Laurel Cemetery.

Mayor Nelson stated recently there was a request for a variance in the Cemetery. It was suggested to make the change to the policies and procedures.

Kurt Markegard, Public Works Director, read Council each one of the proposed changes, see attached. The family requesting a variance has an 8x16 footstone and would like another 8x16 footstone added. The previous update allowed headstones to be similar if they were previously put in.

The family would like this footstone put in before Memorial Day. There is plenty of time to order and have installed by then.

Cemetery Commission is also working on signage at the Cemetery.

Council Issues

11. Discussion on Safety Levy for the Ambulance

Council Vice President and Emergency Services Committee Chair McGee stated that the Ambulance is long overdue for funding. The Mayor and City have done a great job getting funds to hire full-time staff. However, this still is not enough. The City has to plan in advance 85 days before a vote. There are organizations out there that can be helpful in getting safety levies passed. Their services could be engaged. The City is out of time to make it on the primary election in 2020 as we are five days away from the 85-day cut-off. The City will not want the safety levy placed on the general election ballot. That leaves a special election. The City would need to identify the date for a

mail-out ballot. He wanted to get this matter before Council. Emergency Services Committee still have questions and are seeking the answers to those questions. The Clerk/Treasurer is looking into the costs associated with doing a special election.

Levi Vandersloot, Interim Ambulance Director, stated he had come up with a preliminary value the Ambulance needs. That figure is \$350k. With that, the City will be able to provide five additional staff members to make true 24/7 coverage. He is also investigating the feasibility of pursuing long-distance transports. This is the only way to truly become self-sufficient and not rely solely on taxes. He recently met with our billing company. They stated long-distance transfers are preapproved. One example would be to transport from Billings to Denver. The cost of this transport would be approximately \$15k. By doing three transfers a month with a second crew could pay for the mill levy. These additional funds will be able to complete 911 calls and have a second truck. He stated he is working on double-checking his numbers, but it is expected to be in the \$350k range. There would be a sunset on this levy of possibly five to seven years. During those years, the Ambulance Service would work to become self-sufficient. The Ambulance Service also needs an active Medical Director. There is a lot of risk associated with being the Medical Director. Also included in the \$350k figure is approximately \$50k for additional equipment. He reiterated that this mill levy should only be for Ambulance.

The last safety levy that went out failed. There was approximately \$350k of need identified than for the Ambulance Service. The goal is to show where every dollar is going. The goal of this service is to be self-sufficient. That means having a sunset date on the safety levy. Transports have the potential to have a lot of revenue associated with them. Can use the older vehicles for these transports.

There are questions on the costs associated with a separate special election, but it might be a better option as there are no other items listed on the ballot. Will need to put together a good booklet on this proposed levy and make it available to the public. It is essential to take the time to put together a good product as there is a better chance of selling it to the community. The sooner, the better, but not sure when the City will be ready to move forward.

It was stated that typically when seeing a measure on the ballot, residents want to know what kind of check they will need to write for that service. Most successful mill levies break it down to the cost per day and compare that value to something people typically purchase, such as a cup of coffee.

Bethany Langve, Clerk/Treasurer, stated that she has emailed the Auditors asking if these funds can be restricted to Ambulance use only. Any maybe stated that up to 30% may be unrestricted at any given time as there are two other services that are not included in this discussion as this may suffice Police and Fire. The proposed time frame for this safety levy is seven years. After the sunset of this safety levy, the City will need to look at a safety levy for Fire.

The Interim Ambulance Director stated that he has been talking with both the County commissioners and DES and proactively working with them.

This need is not going to go away but need to have all our ducks in a row and do this right. Need to show how to get from point A to point Z. It was requested this item be on upcoming Workshops to discuss updates.

Other Items

- MOU with Adult Resource Alliance of Yellowstone County
This MOU has not been updated in a long time. This update includes the name change to the Adult Resource Alliance of Yellowstone County (ARA of YC). This MOU will automatically renew annually unless either party decides to terminate this agreement. One change was to clarify that the Laurel Senior Center did not own the bus.
- MOU – Cooperative Purchasing with the Montana Department of Administration.
This MOU is a purchasing cooperative. The City can receive discounts through vendors if we are part of the cooperative. The Resolution will accompany this MOU for next week's meeting.
- Elected Officials Workshop
Mayor Nelson stated that this year's Elected Officials Workshop is May 5th-7th in Bozeman. The draft agenda for this year's Workshop is not out yet. Council Members interested in attending need to let the Clerk/Treasurer know what days they plan on attending.

Review of Draft Council Agendas

12. Review Draft Council Agenda for March 10, 2020.
The two MOU's will be added to next week's Council agenda.

Attendance at Upcoming Council Meeting

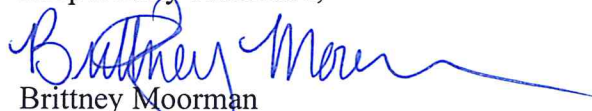
Council Member McGee will be absent from next week's meeting.

Announcements

There were none.

The council workshop adjourned at 8:13 p.m.

Respectfully submitted,


Brittney Moorman
Administrative Assistant

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

NORTHWESTERN ENERGY LED STREET LIGHTING RETROFIT FOR CITY OF LAUREL

NorthWestern Energy has a four-year program to replace existing streetlights in Special Improvement Lighting District (SILD) with energy-efficient LED (light-emitting diode) lights. The project replace about 43,000 utility-owned streetlights between 2019 and 2023 in communities across our Montana service territory. The City of Laurel is being converted starting March 1st.

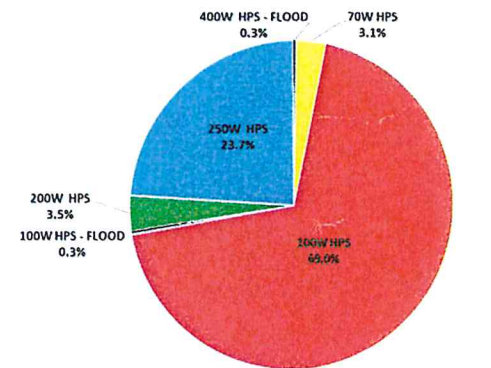
Existing NorthWestern street lights are generally High Pressure Sodium (HPS) in a variety of fixture styles including Cobra heads, Contemporary, Acorns, and Yard Lights. The project involves replacing existing street lighting heads and lamps on a one-to-one basis with equivalent LED products. The LEDs use about 50 percent less electricity than traditional HPS lights, and last two to three times longer.

The NorthWestern LED project will not upgrade "customer-owned" streetlights, or streetlights owned by local government entities or Montana Department of Transportation. NorthWestern owned yard lighting provided to residential/commercial customers is not be part of this LED street lighting project, but will be part of a Phase II LED project starting later this year.

NORTHWESTERN'S LED STREET LIGHTING RETROFIT ADVANTAGES

- In 2019, NorthWestern conducted a **data reconciliation of the utility owned streetlights** in Laurel, including counting number of lights, and comparing data to streetlight maps, contracts, and billing records. A **field-engineering audit of the streetlights verified** number of lights, wattage, pole type/height, fixture type, underground or overhead service, and GPS location for each light.
- In the 2020, NorthWestern identified **287 utility owned streetlights in Laurel** to be changed to LED. (This will also include lights billed to the City in Thompson Park and at the City's shop.)
- The changing of these 287 existing HPS street lights to LEDs is **estimated to save 87,276 kWh per year and about \$9,663/year**. As retrofit orders are completed, the wattage for the new LEDs will be entered into utility's billing system and the reduced wattage will be reflected on the bills within a month or two depending on the bill cycle.
- The **LED street lighting products will be** a one-for-one head change out. NorthWestern selected, LED lights considered as 'full cutoff', to eliminate upward lighting and provide more directional light to the ground or street.
- NorthWestern's LED lighting products have a **3000 K or 2700 K lighting temperature**, which is a more 'white' light than the current 'orange' HPS. An American Medical Association study recommends 3000 K lights for streetlights.
- Postcards were mailed to customers in Laurel advising them of the LED retrofit** before installation.
- There will be no upfront cost to the City of Laurel for the LED retrofits. LED fixtures will support Smart City Technology & Dimming capabilities in the future.

CITY OF LAUREL LED STREET LIGHTING LIGHTS BY WATTAGE



Fixture Type	Quantity	% of Total
COBRAHEADS	274	95.5%
ACORNS	7	2.4%
YARD LIGHTS	3	1.0%
FLOODS	2	0.7%
CONTEMPORARY	1	0.3%
TOTALS	287	100.0%

HPS & LED WATTAGE COMPARISONS FOR STREET LIGHTS

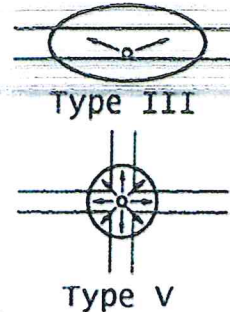
HIGH PRESSURE SODIUM			LED				
HPS	HPS Billed Wattage	Monthly kWh at 350 hours/month	LED Code	LED HPS Equivalent	LED Billed Wattage*	Monthly kWh at 350 hours/month	Monthly kWh Savings LED over HPS Per Fixture
70W	83W	29	B	70W	32	11	18
100W	117W	41	C	100W	42	15	26
200W	228W	80	E	200W	73	33	47
250W	284W	99	F	250W	126	44	55
400W	464	162	J	400W	189	66	96

* Actual LED wattage varies slightly between manufacturers, so NorthWestern Energy has established an average wattage based on various LED products installed.

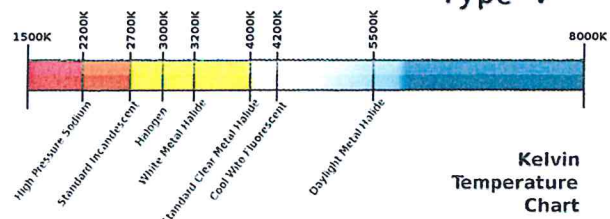
NORTHWESTERN ENERGY'S LED LIGHTING EQUIPMENT SPECIFICATIONS

- **LED LIGHTING INSTALLATION.** NorthWestern Energy is doing a lamp/fixture head change out to new LED heads. These are a one-for-one change out of existing HPS lamp heads for LED. There will be no replacement of poles unless they are determined to be damaged or not structurally sound. Poles will not be repositioned, since the LEDs being selected will have similar light patterns to existing streetlights.
- **LED LIGHT PATTERNS.** The LED street lighting products NorthWestern selected are rated to have a similar light pattern as the previous HPS. Lighting distributions patterns are rated as Type I, Type II, Type III, Type IV and Type V. The two most common type of light distribution patterns NorthWestern has used for HPS street lights and the new LED lights are Type III and Type V.

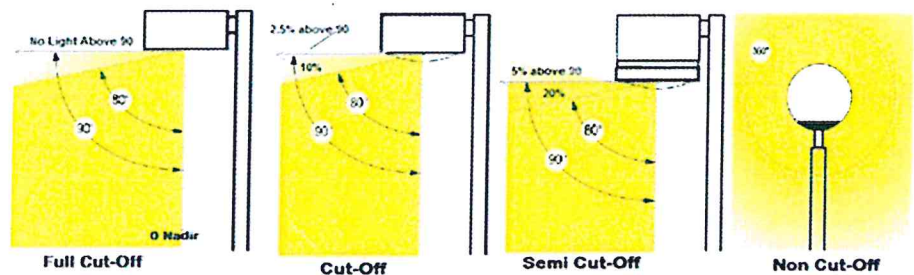
- **Type III** is an **asymmetric lighting distribution** typically used in roadway and parking lot applications. NWE Standard offering Type III fixtures styles are **Roadway/Cobra head, Shoebox, Acorn and Lexington** style of lights. Cobra heads that are 100W HPS will be replaced with a Type II pattern.
- **Type V** is a **symmetric light distribution** and typically used for area lighting applications, residential street lighting or alley lights. NWE Standard offering for Type V fixture styles are **Yard Light, Lawn Light and Contemporary**.



- **LED CORRELATED COLOR TEMPERATURE.** Correlated Color Temperature (CCT) is defined as "A measure in degrees Kelvin (K) on a scale of 1,000 to 10,000 of light's warmth or coolness. Lamps with a CCT of less than 3,200°K are pinkish and considered warm. Lamps with a CCT greater than 4,000 K are bluish-white and considered cool. 'Warm' colors appear tinged with yellow and generally feel soft and cozy. Cool colors are tinged with blue and appear whiter. Typically, Kelvin temperatures for commercial and residential lighting applications fall somewhere on a scale from 2000K to 6500K. **NorthWestern's LED lighting products have a lighting temperate that is 3000K or 2700K (cobraheads in residential areas),** which is a more 'white' light than the current HPS lights that have an 'orange' cast. The American Medical Association in a study a few years ago recommended 3000K lights for street lighting.



- **LIGHTING CUTOFF.** NorthWestern is selecting when available, LED lights that will be considered 'full cutoff', to eliminate upward lighting or back lighting that is a concern in some communities. A full-cut off is a term in the lighting industry to indicate the horizontal plane of the lens is 90 degrees. The Illumination Engineering Society (IES) historically had referred to street lighting with 'cut off' classifications.



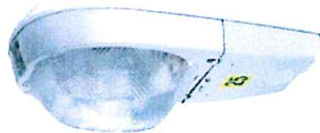
COBRA HEADS STREET LIGHTS

EXISTING COBRA HEADS - NorthWestern Energy's current HPS cobra heads streetlights are 70, 100, 200, 250 and 400-watt HPS fixtures that are generally medium semi-cutoff or medium cutoff fixtures. They are installed on a variety of pole types including dedicated wood, distribution wood, steel and fiberglass. They are single-head fixtures, mounted on poles at a height of 25', 29.5' & 34' and served overhead or underground. The existing cobra heads have a Lighting Pattern Type III.

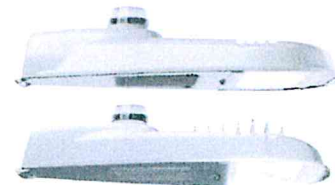
LED COBRAHEADS - The LED cobra heads will be a one-for-one replacement, Light Pattern Type III and 3000 K for the 200W, 250W & 400 W HPS LED replacements and 2700 K for the 70 & 100 W HPS LED Replacements. **These lights are considered full-cutoff fixtures.**

<i>Light Type/HPS wattage Equivalent</i>	<i>LED Watts (W)</i>	<i>Correlated Color Temperature (CCT)</i>	<i>Distribution Pattern Type</i>
Cobra – Roadway – 100 W HPS	42 W	2700 K	Type II
Cobra – Roadway – 200 W HPS	93 W	3000 K	Type III
Cobra – Roadway – 250 W HPS	126 W	3000 K	Type III

EXISTING HPS COBRAHEAD



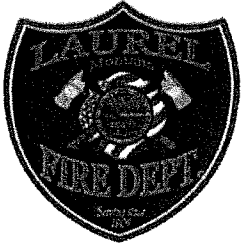
LED COBRAHEAD



LED GE Flat Glass/Discrete LED



LED Eaton Discrete LED



LAUREL FIRE/EMS

215 WEST 1ST STREET • LAUREL, MT • 59044
OFFICE 406.628.4911 • FAX 406.628.2185

City of Laurel
PO Box 10
Laurel, Mt. 59044

February 20, 2020

Mayor and Laurel City Council,

The following have been selected by the members of the Laurel Volunteer Fire Department to become volunteers.

Firefighters.

Makayla Koselecky aka Schessler
Bruce Middlemiss

Makayla is returning after a leave to obtain her nursing degree. She previously served from 2014- 2018.

They have both have been selected unanimously by the Department and are seeking your appointment.

All personnel have been approved by the Chief of the Department.

The Laurel Volunteer Fire Department also had 2 retirements and a resignation in February.

This will bring the total to:
Fire- 35 of 45

Brent Peters
Fire Chief
Laurel Volunteer Fire Department

Brittney Moorman

From: Brent Peters
Sent: Sunday, February 23, 2020 9:06 PM
To: Brittney Moorman
Subject: Middlemiss

Brittney,

Please remove Bruce Middlemiss name for an appointment to the Fire Department. He elected not to join after hearing the commitment.

Thank you

Brent S Peters
Fire Chief
Laurel Volunteer Fire Department.



LAUREL CITY-COUNTY PLANNING DEPARTMENT

STAFF REPORT

TO: Laurel City-County Planning Board
FROM: Nicholas Altonaga, Planning Director
RE: Variance – EEC Inc. and Gregory Haux (Laurel Trading Post)
DATE: February 25, 2020

DESCRIPTION/LOCATION:

Gregory Haux of the Laurel Trading Post submitted a request for four variances to LMC Chapter 17.26 – Community Entryway Zoning District and Chapter 17.27 – SE 4th Street Overlay District. The affected property is located on East Railroad St. at a currently unassigned address. The parcel is zoned Highway Commercial and is within the Community Entryway Zoning District and SE 4th Street Overlay District. The applicant is requesting variances to disregard the bufferyard requirement, sight-obscuring fence requirement, and building design standards.

STAFF FINDINGS:

Applicant Data:

Owner: Gregory H. Haux
Legal Description: ENTERTAINMENT PARK SUBD, S15, T02 S, R24 E, BLOCK 1, Lot 2B, 2C, & 2D
Address: E. Railroad St.
Parcel Size: 4.99 Acres
Existing Land Use: Field
Proposed Variance: Design standards and landscaping standards within the Community Entryway Zoning District and SE 4th Street Overlay District.
Existing Zoning: Highway Commercial
Surrounding Land Uses:

North: Zoning:	Heavy Industrial	Land Use:	Railroad
South: Zoning	Interstate Highway	Land Use:	Interstate Highway
East: Zoning	Highway Commercial	Land Use:	Midway Rentals
West: Zoning:	Highway Commercial	Land Use:	Fiberglass Structures Inc.

1. The variance application packet is attached and contains the application form, application cover sheet, detailed justification letter, fee receipt, a site plan, building design plans, and the public notice.
2. The application is requesting three variances to LMC 17.26 – Community Entryway Zoning District including:
 - a. 17.26.052 Development Standards Part B: Building Design Standards, Number 1,
 - b. 17.26.052 Development Standards Part C: Additional Provisions for Commercial Uses,
 - c. 17.26.054 Landscaping Standards part B.1: Bufferyard Requirements.
3. The application is requesting a variance to LMC 17.27 – SE 4th Street Overlay District including:
 - a. 17.27.060 Building Design Requirements, Part A.
4. LMC 17.26.052 Part B states:
 1. All buildings shall be completed on all sides with one of the following finishing material: brick, fluted block, colored textured block, glass, stucco, architectural concealed fastener metal panels, exterior insulation and finishing systems (i.e., Dryvit, etc.), stone or wood. Exposed seam metal buildings shall be prohibited unless covered with an acceptable finishing material.
5. LMC 17.26.052 Part C States:
 1. Storage of Merchandise. Any permitted storage of merchandise outside an approved building shall be within an area enclosed with a sight obscuring fence at least six feet in height that is architecturally compatible in color and design with the building. However, promotional displays, vehicle sales lots and plant materials may be displayed outside of an approved building or enclosed area so long as they are placed appurtenant to a building wherein the business displays the bulk of its goods for sale. In addition, retail nurseries shall be exempt from the enclosure of plant materials, and displayed merchandise shall not include any used equipment. Bufferyards or required landscaping shall not be used for the displaying of merchandise.
6. LMC 17.26.054 Part B States:
 - B. Landscaping.
 1. Bufferyard Requirements. All commercial/Industrial land uses are required to place a bufferyard (landscaping strip) adjacent to and along the length of I-90, First Avenue North, or First Avenue South on which the use fronts. Such landscaping buffer shall extend from the edge of the public right-of-way. Placement and landscaping design shall be at the discretion of the developer, and the required trees and shrubs may be clustered to enhance the view of the property from the public right-of-way as long as such uses conform with Section 17.26.052(C) of this code. A local design professional or local nursery must be consulted for assistance with the development of the landscape design. The use of native, drought-tolerant plant material is strongly encouraged. Evergreen trees are encouraged for bufferyards, and canopy trees are encouraged for parking areas. The planting of trees should be done in such a manner as to provide maximum solar efficiency throughout the site.
 - a. The developer shall have the option of one of the following three bufferyards. Bufferyard depth is measured from the property line adjacent to the public right-of-way inward. Any buffer area which overlaps another buffer area shall be subtracted

from the total to avoid double counting. The number of trees and shrubs required is per one hundred feet of frontage:

- (1) Twenty-five foot wide bufferyard: five Canopy or evergreen trees, ten Shrubs
- (2) Twenty foot wide bufferyard: ten Canopy or evergreen trees, fifteen Shrubs
- (3) Fifteen foot wide bufferyard: fifteen Canopy or evergreen trees, twenty Shrubs

7. LMC 17.27.060 – Building Design Standards, Part A:

- A. Exterior materials shall be sufficiently durable to ensure stability, maintainability, and long life. The materials to achieve a rustic western appearance are required. Buildings shall be finished with a minimum 40 percent half log and/or rock accents on the front façade.

8. The applicant and staff discussed 17.26.052.B and the significant design and building costs and opportunity costs to future business operations if the Community Entryway Zoning District codes are fully enforced as compared to similar businesses that currently exist within the same districts. The proposed design incorporates frontage and façade details and changes in materials and textures to keep with a rustic western aesthetic.

9. In regard to 17.26.B.1, there currently exists a sanitary sewer utility line running along the southern boundary of the property which would present serious future maintenance issues and conflicts with established City of Laurel Public Works standards if a bufferyard was constructed as per code.

10. 17.26.52.C.1 requires a sight obscuring fence for businesses storing merchandise outside of an approved building. The applicant states that the facility will utilize a secure 6' chain link fence topped with 1' of barbed wire along existing frontage and install a 5' pipe rail fence to secure merchandise while simultaneously allowing highway traffic to view merchandise stored on site as well as maintain a rustic aesthetic.

11. The Highway Commercial District was established to cater to the tourist, traveler, recreationist, and general traveling public. Requirements to block highway-focused businesses from marketing merchandise goes against the stated goal of the district.

12. Upon submittal it was found that the request for variance to 17.27.060 Part A was applied for in error. A variance is not required for this code as the property is not located directly on SE 4th Street as per 17.27.060 Part B.

ZONING COMMISSION CONSIDERATIONS AND RECOMMENDATION:

The Zoning Commission shall review and make determinations on variances through Laurel Municipal Code (LMC) Chapter 17.60.020:

- A. It shall be the duty of the zoning commission to authorize, upon appeal in specific cases, such land use variances from the terms of the zoning ordinances as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinances or regulations will result in unnecessary hardship, and so that the spirit of the

ordinances shall be observed and substantial justice done. The zoning commission shall, after a public hearing, make a recommendation to the mayor and council concerning the land use variance application.

- B. The zoning commission shall not recommend that land use variances be granted:
1. Unless the denial would constitute an unnecessary and unjust invasion of the right of property;
 2. Unless the grant relates to a condition or situation special and peculiar to the applicant;
 3. Unless the basis is something more than a mere financial loss to the owner;
 4. Unless the hardship was created by someone other than the owner;
 5. Unless the variance would be within the spirit, intent, purpose and general plan of this title;
 6. Unless the variance would not affect adversely or injure or result in injustice to others; and
 7. Ordinarily unless the applicant owned the property prior to the enactment of this title or amendment.

STAFF SUGGESTED CONDITIONS:

If the City Council recommends approval of the variance, the following conditions are suggested:

1. The proposed pipe rail fencing and existing barbed wire fencing must be securely affixed and/or anchored to the ground.
2. The proposed pipe rail fencing must not become an eye sore by way of lack of maintenance and/or repair.
3. Ensure dust and gravel control measures are in place to keep road debris off of Public right of way.
4. Lot and landscaping must be kept free of weeds as per the City of Laurel Weed Management Plan.

PROCEDURAL HISTORY:

- Gregory Haux and Chuck Henrichs and Kevin Lundin of Eggart Engineering and Construction (EEC Inc.) met with the City Planner, Building Official, and Public Works Director to discuss the situation, receive comment from city staff, and understand the process to apply for a variance.
- The variance application packet was received on January 31, 2020 by the Planning Department.
- A public hearing for the variance request is scheduled to take place at the Laurel City-County Planning Board on February 26, 2020 at 5:35PM.
- A public hearing for the variance request is scheduled to take place at the Laurel City-Council Meeting on March 10, 2020 at 6:30PM.

POLICY & PROCEDURES

for the

City of Laurel Cemetery

Laurel, Montana



**Passed and Approved by the City Council
Resolution No. R20-____
Adopted on March 3, 2020**

1. CITY POLICY

- a. The City of Laurel has sole jurisdiction and overall responsibility for the policy, procedures, budget and operations of the Laurel Cemetery. The City shall ensure the Laurel Cemetery is maintained in an honorable and dignified manner to perpetually memorialize the deceased persons.
- b. The City of Laurel Public Works Department is responsible for the operation, maintenance, and opening /closing of the graves for the cemetery.
- c. The City Clerk's office is responsible for the collections of monies for plots and opening /closing of the graves.
- d. Cemetery Hours: The Laurel municipal cemetery shall be closed to the public on each day from sunset to seven a.m. No person shall enter or remain on cemetery grounds during hours of closure without prior approval from the cemetery commission. (LMC 2.84.110)
- e. Dogs or other pets are not allowed on cemetery grounds except for guide dogs of the legally blind.
- f. Recreational activities are not allowed on cemetery grounds including the consumption of alcohol or the use of illegal drugs.
- g. Vehicle traffic is limited to five (5) m.p.h. and must stay on designated cemetery roads.
- h. The City is not responsible for the theft or loss of personal belongings.

2. CEMETERY COMMISSION

- a. The commission consists of seven members. One member of the commission shall be the duly elected, qualified acting mayor of the city. Six remaining commission members shall be appointed by the mayor and approved by the council as follows: Two members shall be duly elected, qualified and acting alderpersons of the city; two members shall reside within the city limits; and two members shall reside at large in Yellowstone County. The term of office of each member shall be two years or sooner, as specified in the mayor's appointment and until his/her successor is appointed and qualified. Any vacancy shall be filled by appointment for the unexpired term. (LMC 2.84.010)
- b. Control and manage all things pertaining to the city cemetery. (LMC 2.84.020)
- c. The commission shall adopt rules and regulations for the control and management of the cemetery, which rules and regulations shall be established by resolution of the city council; and which may be changed or amended from time to time by resolution of the

city council as recommended by the commission and as the council may deem appropriate. (LMC 2.84.020)

3. INTERNMENT

- a. Hours of internment; Monday through Friday from 9:00 a.m. to 4:30 p.m., Saturdays from 9:00 a.m. to 12 p.m. at overtime rate. Graveside funerals will not be scheduled after 3:00 p.m. No Sunday or holiday burial unless for religious reasons.
- b. Outer burial containers required for adult and baby casket burials. No outer burial container is required for ashes. We do not handle vaults; this is handled by private companies. Our minimum outer container requirement is fiberglass.
 - (1.) Outer burial container materials allowed: concrete, polyguard with base, or fiberglass with base.
 - (2.) A vault will protect the casket and prevent a cave-in of the ground, if there is deterioration of the casket.
- c. The City of Laurel reserves the right to require a minimum of 48 hours notice for burials.
- d. No person other than City authorized personnel shall excavate a gravesite unless authorized by the Mayor or his designee.
- e. The City of Laurel would encourage funeral directors to limit the internment time at the graveside to one-half (½) hour to facilitate the caretaker's work.
- f. A maximum of three burials are allowed in one plot. If there is a full burial, it must be first, and then two cremains are allowed on top. If there is no full burial, three cremains are allowed in one lot. In all cases, only one headstone and one foot stone per lot.
- g. The man is generally buried to the south, and the woman is buried to the north, but this is the preference of the individual.
- h. Bodies are placed in the grave with the head on the west end of grave.
- i. Typically cremains are buried at the head of the grave and at the foot of the grave, unless a family prefers a different arrangement.

4. HEADSTONES

- a. All headstones and footstones must be made of either granite, marble or bronze. No other materials are allowed.
- b. A maximum of two markers per lot, one headstone and one footstone.

- c. The City does not install headstones or footstones and requires prior notification of the placement of these monuments by calling the PWD at (406) 628-4796.
- d. The City is not responsible for the repair or replacement of headstones, footstones, or monuments from damages due to theft or vandalism.
- e. Headstones are placed at the head of the grave and may be read from either the east or west, at the discretion of the individual. Generally they are placed, as when reading them, when standing behind the head of the grave in a walkway, looking at the grave in front of you.
 - (1.) Where plots and lots have been previously started, the markers will be in accordance with the stones that have been previously placed.
 - (2.) Markers for unopened sections will be decided upon at the time the section is opened for burials.
 - (3.) Bevel style or flat markers are required in the following sections and all subsequent sections: Section B, Section G, Section H, Section J and Section O.
 - (4.) Section B, Section J, and all new sections have rebar markers on both sides to identify the front alignment of each grave row. Contractors setting foundations for headstone and markers are required to use the alignment established to set, when placing all concrete work. The front edge of the stone must line up with the established alignment. Concrete foundations may project into the walkway by eight inches.
- f. Single Headstone
 - (1.) Marker must be at least 24" long and no more than 30" long.
 - (2.) Marker width shall be at least 12" and no more than 14" wide.
 - (3.) Marker height for bevel style shall be at least 6" but no more than 8" in back, sloping to the front.
- g. Double Headstone
 - (1.) Marker must be at least 42" long and no more than 68" long.
 - (2.) Marker width shall be at least 12" and no more than 14" wide.
 - (3.) Marker height for bevel style shall be at least 6" but no more than 8" in back, sloping to the front.
- h. Baby Headstone – Baby Section K
 - (1.) Lot is 3' wide by 5' long.
 - (2.) Marker must be at least 18" long and no more than 20" long. (The most common baby size is 10" x 20".)
 - (3.) Marker width shall be at least 10" and no more than 14" wide.
 - (4.) Foundation regulations are the same as for other stones with a minimum 8" collar of cement.

5. VETERAN'S SECTION - MARKERS / GRAVE INFORMATION

- a. The white upright marble veteran headstone is only allowed in the designated veteran sections, Section C and Section J. Veteran footstones, made of granite or bronze, are placed in other sections as a footstone.
- b. Foundations must follow regulations for single markers regarding length, width and depth of concrete.
- c. The remains of the veteran's spouse are allowed to be buried on the veteran's grave after the veteran is buried (exception to this rule will be made if both the veteran and spouse are cremation internments. A Veteran headstone must be ordered and purchased for the spouse at the time of internment. At the time of the Veteran's internment the spouses headstone will be replaced with a VA supplied headstone.
- d. The spouse's name and dates of birth and death are allowed to be engraved on the back of the stone after their death, in uniform lettering with the front of the stone, at the family's expense. No additional information is allowed.
- e. No additional graphics are allowed to be engraved on the upright white marble stone after placement. It voids the warranty and is considered vandalism by the military.
- f. Nothing is allowed to be tied or wired onto the headstone at any time. It will be removed and disposed of.
- g. No additional marker or footstone is allowed on the grave.

6. FOOT STONES

- a. Foot stones must be level with the ground and set in a proper foundation with the minimum 8" collar of cement.
- b. No floral vases allowed in foot stones.
- c. The marker must be at least 24" long and no more than 30" long (exception see e.)
- d. Marker width shall be at least 12" and no more than 14" wide (exception see e.)
- e. Where plots and lots have been previously started, the foot stones will be in accordance with the stones that have been previously placed in those sections

7. MONUMENTS

- a. No monument shall be erected on less than two joining lots, which should be of natural granite and not less than two and one-half feet in height. All existing monuments can remain.

8. TEMPORARY PLAQUES

- a. Some funeral homes put a temporary plaque in the dirt after the grave closing. This is not meant to be a permanent marker.

- b. **CITY'S POSITION:** The City is not responsible for damage to temporary markers. The caretaker will not remove them for maintenance. In the course of regular cemetery maintenance (moving, aeration, etc.) it is possible that these markers could be damaged. These markers, in no way, are considered permanent markers and cannot be cemented into the ground.

9. FOUNDATIONS

- a. All foundations must be made of concrete. No stone foundations are allowed. All concrete work must be completed as fast as possible under the inspection of the caretaker and materials not used, must be removed as the work is completed. All foundations shall be as follows:
 - (1.) 12" depth for all monuments, with an 8" collar extending all around.
 - (2.) 6" depth for all headstones or markers, with an 8" collar extending all around.
 - (3.) The concrete must extend the full width of the grave or whatever distance is required to connect it to an adjacent foundation.
 - (4.) No monument, slab, coping, curbing, hedging or enclosure of any nature will be permitted in a single grave row.
 - (5.) All concrete used must meet city specifications. (4000 PSI/6.5 bag)
 - (6.) Substandard concrete work will be replaced at installer's expense, within an acceptable period of time.

10. FLORAL VASES

- a. Veteran Sections – Section C & Section J
 - (1.) Floral PVC vases will be installed in the concrete foundation of the upright white marble stone when the stone is set.
 - (2.) One vase per stone installed and centered on the left (north) side, nine inches (9) from edge of stone to center of vase.
- b. Remaining Sections of Cemetery
 - (1.) No floral vases allowed in foot stones.
 - (2.) Only removable flower pot holders will be allowed to be installed in the concrete foundation. These vases must be installed at the time the concrete foundation is poured. (If done afterwards, there is too great a risk that it will crack the foundation and would then require replacement of the foundation.)
 - (3.) The only other option for the flower vase is to re-pour the entire concrete foundation and have the stone reset.
 - (4.) Vases must be placed on the north/south ends of the stone, even when using just one vase.

11. FLORAL POLICY - *The rule of thumb is: "If it is not a flower, don't leave it."*

a. Flowers

- (1). The gravesite is allowed a maximum of two flower containers for floral arrangements. The cost of the floral containers shall be paid by the family and/or the estate of the deceased.
 - (2). Flowers are allowed at any time for placement on gravesites in the floral containers. Flowers will be removed from gravesites when they become unsightly. Only fresh cut flowers, artificial flowers and plants, which can be inserted into the on-site floral containers, shall be allowed.
- b. No plantings of any type are permitted on cemetery grounds or on grave sites, other than those included in the landscape design of the cemetery. No potted plants, wreaths, flags, shepherd hooks, emblems, or other forms of decorative articles are permitted on grave sites, unless specifically authorized during defined holidays.
- c. Grave blankets of any size are not permitted.
- d. Christmas decorations and wreaths (18" in diameter or smaller) shall be permitted on graves beginning December 15th and shall be removed by cemetery personnel no earlier than January 15th.
- e. Wreaths and/or floral arrangements are permitted the week before and week after Memorial Day. Cemetery personnel will remove them the Monday following Memorial Day. To honor the veterans, wreaths and arrangements are also allowed in Veteran Sections C & J for the Veteran's Day holiday. Cleanup of this section will be the Monday following Veteran's Day.
- f. Flags may be placed on each veteran's grave in Veteran Sections C and J by veterans' organizations, only for the Memorial Day observance and will be removed at the end of the week. Any flag found on a grave other than the Memorial Day observance will be removed.
- g. Unacceptable items are: statues, vigil lights, permanent plantings, any glass object, commemorative items, memorabilia, pinwheels, balloons, any political affiliated items or signs, shepherd hooks and any grave decoration over 18 inches. The cemetery does not permit adornments which are considered offensive, inconsistent with the dignity of the cemetery or considered hazardous to cemetery personnel; examples are beads, wires, twine and string which may become entangled in mowers or other equipment and cause injuries.

12. TREES, SHRUBS & GRASS

- a. The cutting, breaking of, or injury to the trees, shrubs, grass or other plantings on the cemetery grounds are not permitted.
- b. Donations may be made for purchase of trees, but may only be planted in designated areas under the direction of the Public Works Department. The Tree Board and PWD determine the type of trees that will be planted.

13. GENERAL INFORMATION:

- a. Regular graves 4' x 10'
 "Walk-way" graves in old sections 6' x 10'
 Baby graves in designated "baby sections" 3' x 5'
 Walkways between rows of graves (North/South) 6'
 Cremation sections 4' x 5'
- b. A full grave is dug 4'x 8', starting at the foot of the grave. The remaining two feet at the head of the grave is left undisturbed for headstone placement.
- c. In the case of stillborn infants under 20 weeks gestation and no death certificate, the following rules apply:
 - (1.) The city requires a minimum of a fiberglass box, minimum size of 10"x10"x 6" and a maximum size of 12" x12"x12".
 - (2.) Verification from a doctor of stillborn infant.
 - (3.) No activity will take place without the city's knowledge.

CONTACT INFORMATION:

City of Laurel
 115 W. First Street
 PO Box 10
 Laurel, MT 59044

City Hall hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

City Clerk's Office - (406) 628-7431
 Public Works Department – (406) 628-4796

For information and to schedule a burial, call the City Clerk's office.

RESOLUTION NO. R20-

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
SIGN A MEMORANDUM OF UNDERSTANDING FOR OPERATION
AND COST SHARING FOR PUBLIC TRANSPORTATION SERVICES
WITH THE ~~YELLOWSTONE COUNTY COUNCIL ON AGING~~
ADULT RESOURCE ALLIANCE OF YELLOWSTONE COUNTY.**

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

Section 1: Approval. The Memorandum of Understanding ("MOU") between the City of Laurel and ~~Yellowstone County Council on Aging~~ **Adult Resource Alliance of Yellowstone County (ARA of YC)** for operation and cost sharing for public transportation services, a copy attached hereto, is hereby approved.

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

Introduced at a regular meeting of the City Council on ~~July 19, 2011~~ **March 10, 2020**, by
Council Member

Stamper

PASSED and ADOPTED by the City Council of the City of Laurel, Montana, this ~~19th-~~
~~day of July, 2011~~ **10th day of March, 2020**.

APPROVED by the Mayor this ~~19th-day of July, 2011~~ **10th day of March, 2020**.

CITY OF LAUREL

Thomas C Nelson, Mayor

ATTEST:

Bethany Langve, Clerk/Treasurer

Approved as to form:

Sam Painter, Legal Counsel
Thompson Painter Law

MEMORANDUM OF UNDERSTANDING FOR
OPERATION AND COST SHARING FOR
PUBLIC TRANSPORTATION SERVICES BETWEEN
THE CITY OF LAUREL, MONTANA AND THE ~~YELLOWSTONE COUNCIL
ON AGING~~ **ADULT RESOURCE ALLIANCE OF YELLOWSTONE
COUNTY.**

W I T N E S S E T H:

WHEREAS, the City of Laurel (City), Montana and ~~Yellowstone County Council on Aging (YCCOA)~~ **Adult Resource Alliance of Yellowstone County (ARA of YC)** desire to work together to provide public transportation services for residents living within a one-mile radius of the City limits; and

WHEREAS, the City intends to continue operation of an on-demand service for residents in addition to a regularly scheduled transportation service between the City of Laurel and City of Billings; and

WHEREAS, the City and ~~YCCOA~~ **ARA of YC** desire to avoid duplicating services by coordinating their services and establishing an ongoing process to allow cooperation in the operation of public transportation services; and

WHEREAS, the City intends to continue operating a public transit system in FY ~~2011-2012~~ **2020-2021** in cooperation with the ~~YCCOA~~ **ARA of YC** to serve residents of the City of Laurel and Yellowstone County; and

NOW THEREFORE, based on the above recitals, the following Memorandum of Understanding is hereby entered into by the City and ~~YCCOA~~ **ARA of YC**.

SECTION I

It is hereby agreed that the City of Laurel hereinafter referred to as "City", and ~~Yellowstone County Council on Aging, hereinafter referred to as "YCCOA"~~ **Adult Resource Alliance of Yellowstone County, hereinafter referred to as (ARA of YC)**, agree to jointly participate to provide for the operation of public transportation services as described herein, which may be altered through an amendment of this MOU. The Parties to this ~~Memorandum of Understanding~~ MOU will be referred to as the "Parties" who acknowledge they each will share a portion of the fiduciary responsibility for operation of the public transit system. Individual and shared responsibilities in this effort shall be as follows:

SECTION II

1. Each Party will be responsible for reviewing the current system and any new policies and procedures related to the provision of the public transit system including but not limited to policies, service levels, fares, budgets, services for the disabled, information systems, environmentally sensitive technologies and other matters of concern. Meetings shall be scheduled as needed to evaluate the overall program and contents of this agreement to

determine if changes are necessary to improve services provided hereunder.

2. For the term of this MOU, the Parties will share the operation of the transit service through the provision of services as follows:

- a. City shall provide for use, ~~two~~ **one** transport vehicles, ~~one being a Dodge van to be used for a vanpool service from Laurel to Billings and the other being a Dodge Sprinter for everyday on demand use, with the ARA of YC bus, which is stored at the Laurel Senior Center, being used for back-up should the Sprinter break down.~~ The City shall provide dispatching services through its existing staff. In addition, the City shall provide routine maintenance for its transport vehicles and the transport vehicle owned by the ARA of YC. Routine maintenance shall include oil changes, windshield wipers, filters, tire rotation, and basic fluids. Each Party agrees to pay for the cost of parts and major repairs after the State reimbursement rate for their respective vehicles. Major repairs are any repair costing over \$1000.00.
- b. ~~YCCOA~~ **ARA of YC** shall provide for use, one existing transport vehicle as back-up to the Laurel Transit System, one driver and back-up drivers as needed. ~~YCCOA~~ **ARA of YC** shall utilize the City for dispatch services for purposes of scheduling on-demand service within Laurel and for regularly scheduled rides to/from Billings.
- c. The City shall assist with the currently available demand/response service as needed and will additionally provide regular transit service between the City of Laurel and City of Billings.
- d. The City will be the recipient of all funds derived from all federal and MDT (state) assistance or grants paid for the transit operation, along with any revenue received through vouchers or cash, daily.
- e. The City shall provide marketing and public information services on transit operations including the preparation and distribution of timetables and another route and schedule information.
- f. The City will prepare preliminary budget estimates, productivity reports and service summaries each year sufficiently in advance of City Council consideration to allow for analysis and input to the Council. These documents can be used by the Local Partners for planning in advance of the City's Recommended Annual Budget and would provide the basis for negotiating annual service agreements.
- g. The City of Laurel will reimburse the ~~YCCOA~~ **ARA of YC** quarterly at the State rate of 54% of the wage, benefits and fringe. The ~~YCCOA~~ **ARA of YC** shall submit its financials to the City of Laurel by the 15th of the month following the end of the preceding quarter reflecting the reimbursement.
- h. The current number of transit riders 60 and over is currently totaling 60% of the riders. After the 54% reimbursement from the State the ~~YCCOA~~ **ARA of YC** will reimburse the City of Laurel for 60% of the remaining fuel charges. Unless the

population of riders significantly changes mid-year, the fuel budget will be modified yearly.

- i. Jointly implement policies and procedures that encourage the use of public transportation.
 - j. Jointly implement policies and procedures that follow the City of Laurel Transportation Program policies and procedures.
3. During the term of this agreement, the Parties may seek to add additional parties to this agreement in order to further enhance the provision of transit services provided hereunder. Further, the Parties may seek additional riders to expand the service.
4. The Parties will be responsible and cooperative in considering any requests for changes in service including additional services, as well as, service reductions if financially necessary. However, the Parties agree that this agreement requires service (service is defined as a split between dispatch and drivers) to be provided for 40 hours per week and no reduction in service may result in the service being offered less than 40 hours per week.
5. The Parties shall carry over any losses from the operation of the transportation system and incorporate such losses in the next year's budget for transit services allocating such losses proportionately to the Parties, taking into consideration all routes provided.
6. The City will on a timely basis review and negotiate its annual contract for public transportation services with terms in substantial agreement with the terms of this MOU.
7. The Parties shall support the operation of public transit services consistent with the terms of this MOU and any associated annual agreements.
8. The Parties agree that there will be fares charged to customers utilizing the transit system to off-set the cost of operation. The fares shall be reviewed as needed and increased to reflect the costs of the system

SECTION III

1. The Parties agree that the term of this MOU shall be one year, and will autorenew each March 10th unless terminated by either party. Either party may terminate its participation in this MOU by giving at least 180 days written notice of termination. The termination of the MOU will not affect the responsibilities established in any existing or future annual operating contract for transportation services that may be in effect at that time, such as a vanpool service, or contracts for service with public and/or private businesses within the City of Laurel.
2. In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract or the breach thereof, the parties hereto shall use their best efforts to settle the

dispute, claim, question, or disagreement. To this effect, they shall negotiate informally to resolve the dispute. If such informal negotiations are not successful, the parties shall jointly select a mediator to mediate their dispute within 30 days of the dispute. If they do not reach such solution within a period of 60 days following the mediation, or if the parties cannot agree on a mediator, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.

3. Controversy arising from this contract may result in litigation. Arbitration is not available. This Contract shall be governed by Montana law.
4. In the event of litigation concerning this Agreement, venue shall be in the First Judicial District of the State of Montana, Yellowstone County.

SECTION IV

1. ARA of YC understands this contract includes requirements specifically prescribed by Federal law or regulation and does not list all Federal laws, regulations, and directives that may apply to ARA of YC or its project. A comprehensive list of those Federal laws, regulations and directives is contained in the current FTA Master Agreement MA(24) at the FTA website: <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grantee-resources/sample-fta-agreements/114766/fta-master-agreement-fy2018.pdf>. The clauses in this contract have been streamlined to highlight the most prevalent regulations that govern this award, however additional Federal laws, regulations and directives contained in the Master Agreement will apply. ARA of YC's signature upon this document acknowledges they have read and understand the Master Agreement.
2. No employee, officer, board member or agent of ARA of YC shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - (1) The employee, officer, board member or agent;
 - (2) Any member of his or her immediate family;
 - (3) His or her partner; or
- (4) An organization which employs or is about to employ any of the above; has a financial or other interest in the firm selected for award. ARA of YC's employees, officers, board members or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties of Sub-agreements.

SECTION V

Any party to this MOU may request an amendment to the MOU by written request to the other Party. The Parties shall meet to discuss any requested amendment within thirty days of receipt of such request. Amendments to this MOU will be effective only after approval in writing by all parties and subsequent City Council approval.

IN WITNESS WHEREOF, the parties to this Memorandum of Understanding have been authorized to sign the same, the Mayor for the City as authorized by the City Council and YCCOA ARA of YC Board of Directors.

CITY OF LAUREL

Thomas C Nelson, Mayor

Date

ATTEST

Bethany Langve, Clerk/Treasurer

Date

ADULT RESOURCE ALLIANCE of YELLOWSTONE COUNTY

Bea Ann Melichar, Executive Director

Date

COOPERATIVE PURCHASING MEMORANDUM OF UNDERSTANDING

1. This Memorandum of Understanding (MOU) is made and entered into between the Montana Department of Administration, ("STATE") and City of Laurel Montana, a local public procurement unit ("LOCAL UNIT") or tribal procurement unit ("TRIBAL UNIT") as defined in section 18-4-401, Montana Code Annotated (MCA).

Bethany Langve, Clerk/Treasurer, shall represent the LOCAL UNIT or TRIBAL UNIT in working with this Agreement. Meghan Holmlund, of the State Financial Services Division, Department of Administration shall represent the STATE.

2. The purpose of this Memorandum of Understanding is to permit the LOCAL UNIT or TRIBAL UNIT to purchase supplies and services from vendors at the prices, terms, and conditions contained in contracts between the STATE and those vendors. The methods by which the LOCAL UNIT or TRIBAL UNIT may participate in state contracts are through the Requisition Time Schedule for vehicles, Term Contracts, eMACS Marketplace, and Purchase Orders or Contracts established from Invitations for Bid or Requests for Proposal.
3. It is understood and agreed that this Memorandum of Understanding is entered into pursuant to the provisions of sections 18-4-401 through 18-4-407, MCA, and that no separate legal entity is hereby created. In compliance with this MOU, the LOCAL UNIT or TRIBAL UNIT shall indicate how it qualifies as a "Local Public Procurement Unit", as defined by 18-4-401(2), MCA:

- ☐ COUNTY
- ☒ CITY OR TOWN
- ☐ PUBLIC AGENCY
- ☐ EDUCATIONAL INSTITUTION*
- ☐ NONPROFIT HEALTH INSTITUTION*
- ☐ PUBLIC AUTHORITY*
- ☐ OTHER*

* Those organizations that are asserting qualification under these criteria must supply the STATE with written verification that they are currently receiving public funding. **Organizations that fail to provide such verification may be rejected.**

4. The STATE shall:
 - a. Conduct the procurement in compliance with the Montana Procurement Code, Title 18, (MCA) and the Administrative Rules of Montana (ARM), Title 2, Chapter 5.
 - b. Provide the LOCAL UNIT or TRIBAL UNIT with information on all eligible Term Contracts or Requisition Time Schedule items. All prices, terms, and conditions indicated on the listing are valid for the period stated therein.
 - c. Inform vendors that the LOCAL UNIT or TRIBAL UNIT is an eligible participant in any solicitation intended for cooperative purchasing.
 - d. Determine the specifications for the supplies and services.

5. The LOCAL UNIT or TRIBAL UNIT shall:

- a. Ensure that all local or tribal procurement requirements have been met prior to participation in a state contract.
- b. Ensure that purchase orders issued against state contracts are in accordance with the prices, terms, and conditions established in the state contract.
- c. Make timely payments to the vendor. Payment for supplies, services or taxes and inspection and acceptance of supplies and services ordered by the LOCAL UNIT or TRIBAL UNIT shall be the exclusive obligation of said unit.
- e. Be responsible for the ordering of supplies or services.

The exercise of any rights or remedies by the local public procurement unit or tribal procurement unit shall be the exclusive obligation of such unit; however, the STATE, as the contract administrator and without subjecting itself to any liability, may join in the resolution of any controversy should it so desire.

- 6. The LOCAL UNIT or TRIBAL UNIT agrees that it will be responsible for all disputes that may arise between it and a vendor. The LOCAL UNIT or TRIBAL UNIT shall hold the STATE harmless from any liability that may arise from its utilization of this cooperative purchasing Memorandum of Understanding.
- 7. It is understood and agreed that the STATE may, pursuant to section 18-4-406 (3), MCA, charge a management fee for services provided under this Memorandum of Understanding. Such fees will not be assessed unless the LOCAL UNIT or TRIBAL UNIT has been notified.
- 8. The LOCAL UNIT or TRIBAL UNIT authorizes the Contractor to release any information pertaining to a state contract when requested by the STATE.
- 9. This Memorandum of Understanding will take effect upon execution by both parties and shall continue until it is terminated by giving 30 days written notice to the other party.

Thomas C Nelson, Mayor
FOR THE LOCAL PUBLIC PROCUREMENT UNIT
OR TRIBAL PROCUREMENT UNIT

DATE

STATE PROCUREMENT BUREAU
DEPARTMENT OF ADMINISTRATION

DATE

PLEASE FILL IN THIS PORTION FOR CORRECT SHIPPING AND BILLING PURPOSES

City of Laurel
Attention: Bethany Langve
115 W 1st Street
PO BOX 10
Laurel, MT 59044
(406) 628-7431 ext 2
cityclerk@laurel.mt.gov

This agreement must be signed by a local government or tribal official and returned to:

State of Montana
State Procurement Bureau
coop purchasing@mt.gov

Item Attachment Documents:

8. Approval of Workshop Minutes of March 17, 2020.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, MARCH 17, 2020**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:31 p.m. on March 17, 2020.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input type="checkbox"/> Bruce McGee	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Scot Stokes	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Don Nelson

OTHERS PRESENT:

Nick Altonaga, Planning Director

Public Input:

Author Vogeles, 520 Date Avenue, read the attached statement from the Library Director.

General Items

Executive Review

1. Resolution - Resolution Relating To \$3,055,000 Tax Increment Urban Renewal Revenue Bond (Laurel Urban Renewal District), Series 2020; Authorizing The Sale And Prescribing The Forms And Terms Thereof And The Security Therefor
Mayor Nelson stated that the Clerk/Treasurer had brought this item to Council already. The City received three replies. Western Security Bank gave the best proposal and rates. The interest rate is 3.38%.
2. Resolution - Intent to abandon alley
Nick Altonaga, Planning Director, stated because of City code issues, the developer would like the alley vacated. Certain codes mandate curbing; this would make it hard to make one continuous development. The Public Works Director sent in a letter of support that was included in tonight's packet. This is a way to make a more cohesive parcel for development. There are no City utilities under this alley. There are private utilities in the alley that would still need access to their infrastructure.

It was questioned if other portions of this alley had already been vacated as it looks to be only a portion of an alley. It was clarified that this alley is an artifact, all others had been vacated.

3. Resolution - DOJ Task Order for Riverside Park Campground
Mayor Nelson stated this item had been pulled. The City does not have a complete task order from the State.

4. Resolution - Pavement Maintenance 2020 - Notice of Award

Matt Smith, KLJ, stated last Thursday bids were opened for crack sealing for the City of Laurel. The bid came in significantly under the engineer's estimate of \$800k. This includes all streets that were designated for crack and chip sealing. This bid also includes doing a mill and fill on Roundhouse. The bids came in around \$495k. There are 41k linear feet of crack sealing and 26k linear yards of chip sealing. Not sure why the bids are so low.

It was questioned if the City will be chip sealing like they did on Cottonwood and put the seal coat on top. It was clarified that it was correct.

Mayor Nelson noted that there was very little winter damage this year. There is funding to do additional work. There will be a change order to increase the scope.

Council Issues

5. Update on Ambulance Levy

There is no update on this item. This item will stay on the agenda every two weeks for the near future.

Mayor Nelson stated his focus has been on COVID-19. He is looking at the availability of FEMA funding. The State declared an emergency. The City does not need to levy two mills, as it is only required if the State does not declare a state of emergency. He is hoping to work with information from other communities that have gotten safety levies passed.

Mayor Nelson stated that the City of Laurel has also declared a state of emergency. Ambulance Staff is working overtime. The State of emergency allows the City to recoup that expense.

6. Update on West Railroad

Mayor Nelson stated there is no update at this time. If Council passes the bond for the EDII project, then the Clerk/Treasurer will be able to give an update to Council for TIF District for W. Railroad project.

Other Items

Mayor Nelson stated he would add an appointment to the Cemetery Commission to next week's Council meeting.

Mayor Nelson stated that there would be an amendment to the current purchasing policy. He stated he is concerned about the COVID situation. This amendment would be for when the City is in a state of emergency and where meetings are limited or not allowed. It would allow for the Council President and Mayor to approve claims. It would also allow the Mayor and Council President to approve purchase requests between \$5k and [\$79,999]. There is also discussion about a contingency plan for signing checks if either the Mayor or Council President is ill or quarantined.

Mayor Nelson stated that he would curtail all subcommittee meetings until further notice. Unless the Chair brings forward an urgent reason to meet, this is to reduce if not eliminate exposure. He stated he is also looking into not allowing public attendance at the meeting and may have meetings where Council Members participate virtually. He stated that this pandemic is the most significant issue we have faced since World War II. Things are changing quickly. The goal is to have the least amount of people contract the virus.

Information will be posted on the City's Facebook page, website, and in emails. May be closing City Hall and also looking at other ways to have people pay their bills. Possibly going and getting money from people who don't want to come in. Doors are being cleaned hourly.

It was questioned that when the City went with the new provider for the website, there was supposed to be bill pay. It was clarified that had not been implemented yet. The Mayor stated he would follow up.

As stated this evening, the Library has moved into a higher phase of precautions. Across the State, they are doing the same thing. Some offices are shut down entirely and working from home.

It was stated that Northwestern Energy is not shutting off people. Is the City looking to do the same for water? Mayor Nelson stated that there is discussion currently, that will be brought up in meetings in the next day or two. He wants to make sure everyone is taken care of, and no one is disadvantaged at no fault of their own. He stated he is in conversations with the County Commissioners.

It was questioned if there was a way to find out who was still open in town and who is closing. As of yesterday, all dine-in was closed to take out and drive up only. Mayor Nelson stated he would reach out to the Chamber for a list of who is remaining open.

Mayor Nelson reminded Council that the better we take care of ourselves, the better we can take care of others. The virus has to enter through your eyes, nose, or mouth. It attaches itself to the tissues in the lung. We won't be working from home but limiting how we go to work. Some employees have issues with daycare. He will stay in contact with the School Superintendent. Any employee whose family members are quarantined will be quarantined as well. They will work from home if possible. Employees that test positive will shelter in place.

Council Member Klose stated that the Laurel Senior Center is no longer providing dine-in meals but is still doing meals on wheels. Call ahead of time to get a meal. Meals can be delivered as well. Mayor Nelson stated he would have the City of Laurel Executive Order (EO-01-2020), the press release, and the sanitation guidelines from the CDC taken to the Senior Center.

It was questioned if the DMV will close. Mayor Nelson stated he was unsure and that he has a meeting with the County Commissioners tomorrow. This is a very fluid situation. Some states are extending temporary tags expirations. The goal right now is to restrict people's access to try and keep the social distance of six feet and less than ten people.

Review of Draft Council Agendas

Mayor Nelson stated that City Staff is exploring options for a virtual meeting such as GoToMeeting. The City will adhere to all open meeting laws in the State of Montana. He stated he is hoping we get back to normal soon.

Attendance at Upcoming Council Meeting

All in attendance will be at next week's meeting.

Announcements

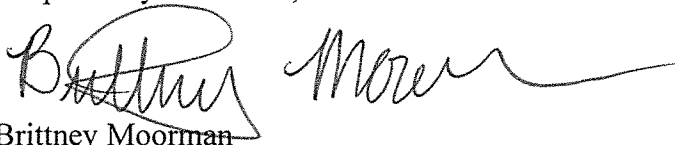
Council Member Sparks and Stokes stated that their plans to be out of the City for more than ten days had been canceled.

Council Members reminded residents not to hoard household items. Both Walmart and Target had toilet paper today.

Council Members reminded residents to stay healthy.

The council workshop adjourned at 7:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brittney Moorman". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Brittney Moorman
Administrative Assistant

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



Laurel Public Library

720 West 3rd St. • P.O. Box 68 • Laurel, MT 59044
(406) 628-4961 • library@laurelpubliclibrary.org • www.laurelpubliclibrary.org

Mayor Nelson, Council Members, and residents of Laurel –

In light of recent developments concerning the COVID-19 (Corona) virus the library has made the decision to move from Stage One preparedness to Stage 2.5. We will be limiting walk-in access for patrons to a call-in curbside service starting Monday, March 23rd. Library staff will still be working to provide reading/entertainment materials using the curbside system as well as quick access to reference questions, tax forms, and fax/copy services. All extra activities have been cancelled for the next couple of weeks including story time and guitar lessons. Patrons will be able to access the library card catalog online to place holds on library items to be picked up at Laurel. This new curbside service will run Monday through Thursday, 9:00 am to 6:00 pm and Saturday 9:00 am to 3:00 until further notice. All returned items will be washed/sanitized before being returned to the shelves. Any questions may be directed to the library by calling 406-628-4961 or emailing library staff at laurelpl@mtlib.org. We appreciate your understanding during this time of keeping everyone safe.

I also want to let everyone know that we have partnered with the Laurel Schools to offer “curbside” breakfast and lunch each weekday. Breakfast is available 7:30 – 8:30 am, lunch is available 11:00 – 11:30. Please let as many people know about this as possible. We want our students to eat whether school is in session or not. Note: children must accompany parent/guardian for the meals. There are no income restrictions for these meals. They are available to anyone 18 and under.

Thank you,

Nancy L Schmidt
Director
Laurel Public Library

Item Attachment Documents:

9. Budget/Finance Committee minutes of March 24, 2020.
Park Board minutes of February 6, 2020.

**MINUTES
CITY OF LAUREL
PARK BOARD
THURSDAY, FEBRUARY 6, 2020**

BOARD MEMBERS PRESENT:

Richard Herr, Phyllis Bromgard,
Jon Rutt, Evan Bruce, Scot Stokes
*Matt Wheeler

Other Presents

KLJ Rep (Matt Corcoran)

Public Input:

No public present

General Items

1. Approve Park Board minutes of January 2, 2020.

Jon Rutt Motioned for approval and Phyllis Bromgard Seconded. Voted 5-0 with approval.

New Business

2. Chamber Lease.

\$100 per year for a 5 lease. It was stated that the chamber is planning on adding a sidewalk from the driveway to the front door. The chamber will cover the cost themselves. No one had any changes to the lease at the time of this meeting. Their cost to rent from the railroad was brought into question but no answers were given. Scott motioned to keep the lease the same, Richard seconded, voted 5-0 with approval. They can come to the next meeting if they want changes to the lease.

Old Business

3. Riverside Park

1. Campground layout.

- a. KLJ presented a new layout drawing. It was brought up that the existing building for the pipeline will move this summer. the board was given several options for the vault toilets; build a dirt ramp, a deck with a ramp or build at ground level and use a flood barrier that can be installed in the door as needed. The temp flood barrier would be the cheaper option by far and the deck and dirt ramp options can be just as much or more than the restrooms themselves. Scott motioned to tell KLJ to move forward with the drawing present to finalize the drawings. Richard seconded, 5-0 voted in favor.
2. City staff failed to get a quote for the American Legion building repair.

4. Caretakers Building Bids

1. The board looked at the quotes to take down the caretaker's buildings and none of them had quotes for asbestos removal.
2. Evan motioned to have the caretakers building tested for asbestos. Phyllis seconded, 5-0 voted.

Other Items Announcements

The pool will be officially talked about in April.

Announcements

5. Next Park Board meeting March 5, 2020.



ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
Riverside Park Campground
 Riverside Park
 City of Laurel, MT
 February 4, 2020



(PRELIMINARY)

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
101	Mobilization	1	LS	\$23,000.00	\$23,000.00
102	Taxes, Bonds & Insurance	1	LS	\$7,000.00	\$7,000.00
103	SWPPP & Erosion Control	1	LS	\$10,000.00	\$10,000.00
104	Seeding	50,023	SF	\$0.25	\$12,505.75
105	Trees	20	EA	\$800.00	\$16,000.00
106	Tree Clearing, Removal, Disposal	15	EA	\$2,000.00	\$30,000.00
107	Remove Structure	1	EA	\$24,500.00	\$24,500.00
108	Fire pit	24	EA	\$550.00	\$13,200.00
109	Vault toilet	2	EA	\$26,000.00	\$52,000.00
110	Picnic table	24	EA	\$1,000.00	\$24,000.00
111	Landscape Fencing	100	LF	\$75.00	\$7,500.00
112	Parking Bumpers	40	EA	\$150.00	\$6,000.00
113	Signs	10	EA	\$600.00	\$6,000.00
114	Bollards	40	EA	\$200.00	\$8,000.00
115	Spot Marker Post	24	EA	\$100.00	\$2,400.00
116	4" Gravel Surfacing	6,164	SY	\$2.50	\$15,410.00
				Subtotal	\$257,515.75
				Contingency (20%)	\$ 51,503.15
				Total	\$ 309,018.90



NO.	DATE	REVISION

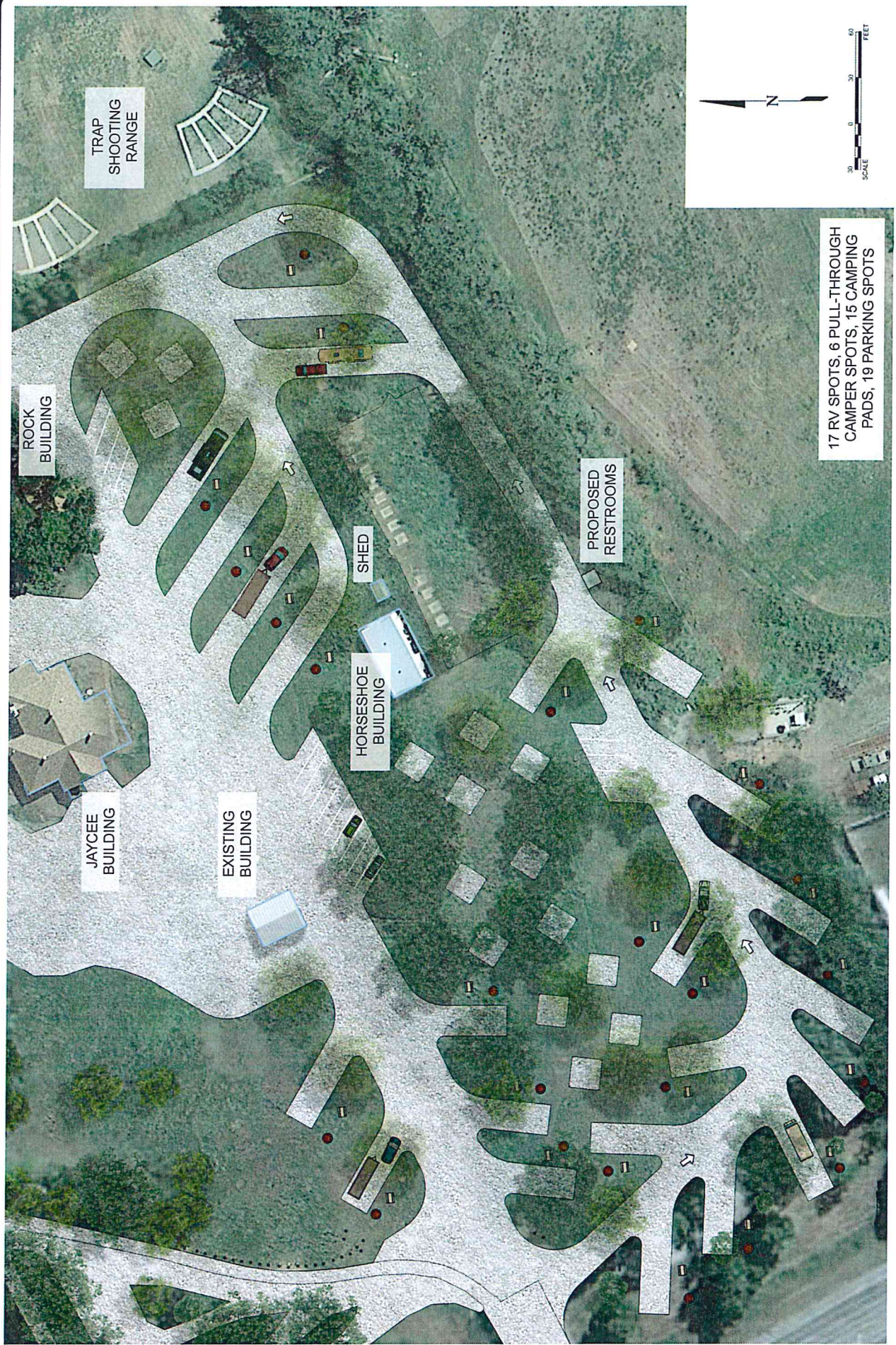
PROJECT NO.	1904-00834
PROJECT NAME	CITY OF LAUREL
PROJECT LOCATION	LAUREL, MONTANA
PROJECT DATE	08/20/2020

RIVERSIDE PARK CAMPGROUND IMPROVEMENTS
Site Layout
CITY OF LAUREL
LAUREL, MONTANA
1904-00834

SHEET
SP-1.06

01/2020

PRELIMINARY - NOT FOR CONSTRUCTION



Item Attachment Documents:

10. Resolution No. R20-19: A Resolution Of The City Council Vacating The Alley Located Between Lots 14-18 Of Block 4 Of Hageman Subdivision And Lots 1-5 Of Block 4 Of Hageman Subdivision 1st Filing Within The City Of Laurel.

RESOLUTION NO. R20-19

A RESOLUTION OF THE CITY COUNCIL VACATING THE ALLEY LOCATED BETWEEN LOTS 14-18 OF BLOCK 4 OF HAGEMAN SUBDIVISION AND LOTS 1-5 OF BLOCK 4 OF HAGEMAN SUBDIVISION 1ST FILING WITHIN THE CITY OF LAUREL.

WHEREAS, the owner of the above properties petitioned the city to vacate the alley that splits his/her property in order to create one contiguous piece of property; and

WHEREAS, vacating the alley provides a more effective and orderly development of the area and vacating the alley is supported and recommended by the City Planning Director; and

WHEREAS, the City of Laurel published notice of the City's intent to act on the application at its March 24, 2020 council meeting as required by MCA § 7-14-4114; and

WHEREAS, pursuant to MCA § 7-14-4114, notice stating the applicant's request and date and time at which the Council will consider the application was published in the Yellowstone County News on April 3, 2020; and April 10, 2020.

WHEREAS, it has been determined by the City Council of the City of Laurel that it is in the best interest of the City of Laurel and the inhabitants thereof that said alley be vacated and no detriment to the public will result from vacation of the alley.

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

1. That the alley located between Lots 14-18 of Block 4 of Hageman Subdivision and Lots 1-5 of Block 4 of Hageman Subdivision 1st Filing, within the City of Laurel, is hereby vacated, subject to the following condition of approval:
 - a) Applicant shall provide access to any existing public or private infrastructures and utilities currently installed and existing on the alley in perpetuity.
 - b) Applicant will provide the Yellowstone County Clerk and Recorder with a lot line aggregation by deed for the lot line separating parcels B00453, B00453A and B00451.
2. That ½ of each side of the vacated alley shall be returned and/or conveyed to the adjacent property owner pursuant to MCA § 76-3-305.
3. That this Resolution shall become immediately effective upon adoption by the City Council and the City Clerk shall file a copy of this Resolution with the County Clerk and Recorder's office.

Introduced at a regular meeting of the City Council on April 14, 2020, by Council Member

PASSED and APPROVED by the City Council of the City of Laurel, Montana,
This 14th day of April 2020.

APPROVED by the Mayor this 14th day of April 2020.

CITY OF LAUREL

Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, City Clerk/Treasurer

Approved as to form:

Sam S. Painter, Civil City Attorney

CITY HALL
115 W. 1ST ST.
PUB. WORKS: 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 Director of
Public Works**

March 13, 2020

Nick Altonaga, City Planner

RE: Vacation of Certain Lands between lots 14-18 of Block 4 of Hageman Subdivision and lots 1-5 of Block 4 of Hageman Subdivision 1st Filing.

The City of Laurel has no known infrastructure in the alley between lots 14-18 and lots 1-5 of Hageman Subdivision 1st Filing. All unknown public or private infrastructure currently in place shall be continued into perpetuity. The owner of said lots must allow for the removal of solid waste from their property and in a location mutually agree upon.

I have attached a map that can be used for the exhibit and a map of the City's Water, Sewer, and Storm Water facilities in the area.

Sincerely,

Kurt Markegard
Public Works Director

Attachments: Exhibit Map
 Utility Map

CITY HALL
115 W. 1ST 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

March, 13, 2020

Regarding the Vacation of Certain Lands between Lots 14-18 of Block 4 of Hageman Subdivision and Lots 1-5 of Block 5 of Hageman Subdivision 1st Filing.

Mayor Nelson and City Council,

The Planning Department supports the abandonment of the alleyway between Lots 14-18 of Block 4 of the Hageman Subdivision and Lots 1-5 of Block 5 of the Hageman Subdivision 1st Filing. The existing alleyway is surrounded by a single property owner and its abandonment will create a contiguous set of parcels that will allow more effective development. The Community Entryway Zoning District mandates continuous curbing around the perimeter of a parcel within the overlay district. If not abandoned, a continuous curb around the alleyway would block internal and external connectivity and restrict traffic flow for the currently planned development.

One requirement to place on the surrounding property owners is that access should be allowed to any existing public or private infrastructure and utilities currently in place in perpetuity. The Planning Department supports the abandonment of this alleyway because it will ease the burden of development and will allow for proper internal site circulation and connectivity for the existing parcels.

Thank you for your consideration.

Nicholas Altonaga

Planning Director

CITY HALL
115 W. 1ST ST.
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COURT: 628-1964
FAX 628-2241

City Of Laurel

P.O. Box 10
Laurel, Montana 59044



Office of the Director of
Public Works

March 13, 2020

Nick Altonaga, City Planner

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The City of Laurel has no known infrastructure in the alley between lots 14-18 and lots 1-5 of Hageman Subdivision 1st Filing. All unknown public or private infrastructure currently in place shall be continued into perpetuity. The owner of said lots must allow for the removal of solid waste from their property and in a location mutually agree upon.

I have attached a map that can be used for the exhibit and a map of the City's Water, Sewer, and Storm Water facilities in the area.

Sincerely,

Kurt Markegard
Public Works Director

Attachments: Exhibit Map
 Utility Map



March 13, 2020

--- User drawn lines

□ Boundary

Federal/State/Arterial

— Interstate

— Federal/State Hwy

— County Rd, Collector

— Principal Arterial

Local/Private

— Local Street or Rd

— Ramp

- - Undeveloped Rd

— Private Rd

✱ BARRIERS

□ Parcels

1:1,128

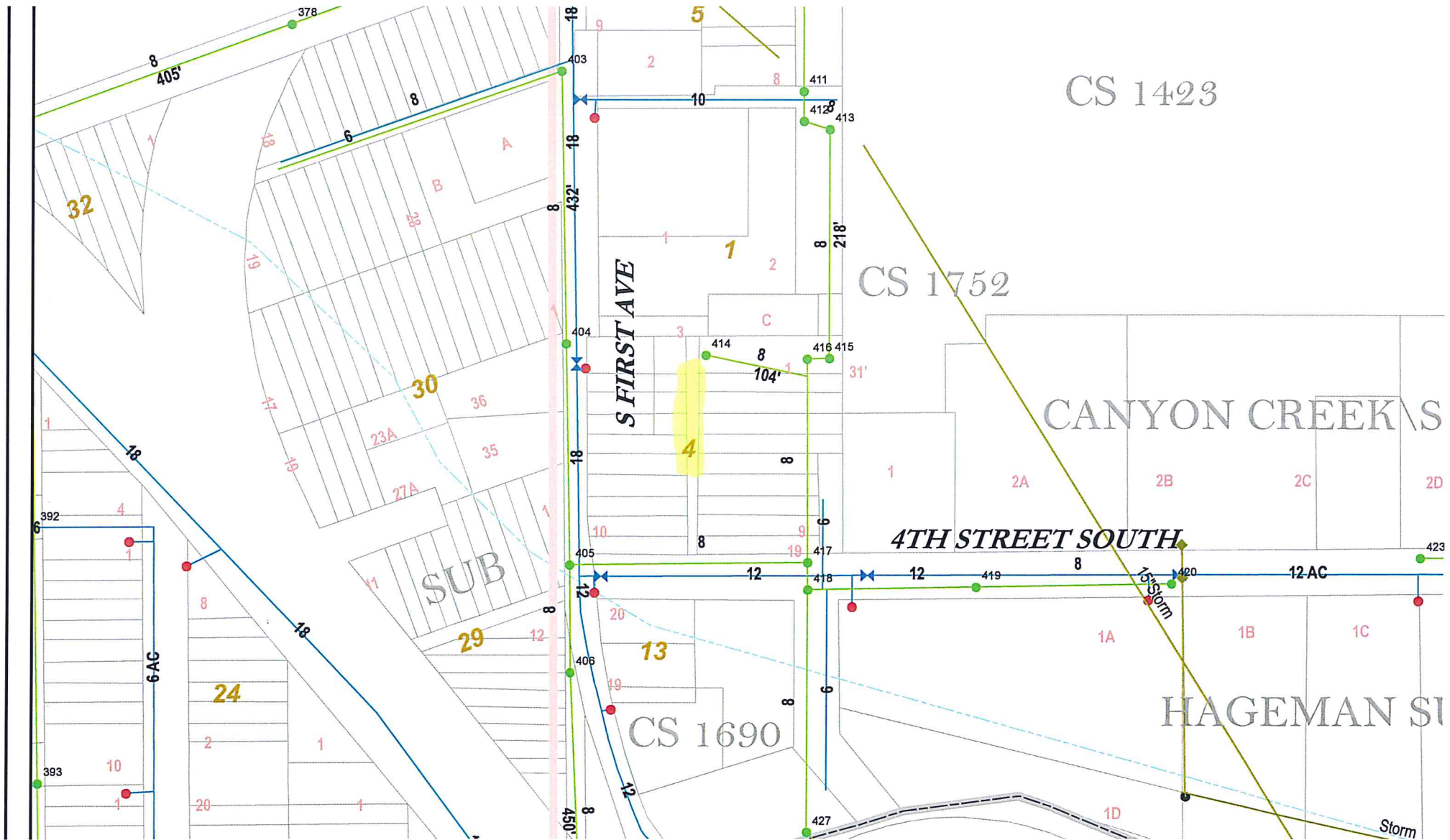
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63

Garmin, USGS, NPS

Yellowstone County



Item Attachment Documents:

11. Resolution No. R20-20: A Resolution Approving A Task Order Between The City Of Laurel And The Department Of Justice Natural Resource Damage Program (“NRDP”) For Construction Of A Campground At Riverside Park.

RESOLUTION NO. R20-20

**A RESOLUTION APPROVING A TASK ORDER BETWEEN THE CITY OF LAUREL
AND THE DEPARTMENT OF JUSTICE NATURAL RESOURCE DAMAGE
PROGRAM (“NRDP”) FOR CONSTRUCTION OF A CAMPGROUND AT RIVERSIDE
PARK.**

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

Section 1: Approval. The Task Order and Attachments between the Parties is attached hereto and incorporated herein as part of this resolution, and are accepted and hereby approved by the City Council.

Section 2: Execution. The Mayor and City Clerk/Treasurer of the City of Laurel are hereby given authority to accept and execute the attached Task Order and Attachments on behalf of the City.

Section 3: Effective date. The effective date for the Task Order is upon adoption and approval of this resolution.

Introduced at a regular meeting of the City Council on April 14, 2020, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel this 14th day of April 2020.

APPROVED by the Mayor this 14th day of April 2020.

CITY OF LAUREL

Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:

Sam Painter, Civil City Attorney

TASK ORDER 3**City of Laurel Riverside Park Campground Construction**

This Task Order is entered into between the Department of Justice, Natural Resource Damage Program (NRDP) and the City of Laurel (Contractor), as authorized by NRDP Contract No. 700122 (Agreement).

1. PURPOSE

The purpose of this Task Order is to outline the tasks necessary for the Contractor to construct a campground at Riverside Park.

A Scope of Work is detailed further in **Attachment A**. Any changes to Scope of Work tasks require written approval of the NRDP Project Manager.

2. EFFECTIVE DATE AND PERIOD OF PERFORMANCE

This Task Order will take effect upon the signature of both parties and terminate on **March 31, 2021**, unless terminated earlier in accordance with the terms of this Task Order.

3. COMPENSATION

In consideration for the services to be provided, the NRDP will pay Contractor an amount **not to exceed \$288,850**, as estimated in **Attachment B, Budget** for this Task Order. Contractor will submit monthly invoices conforming to Agreement requirements, as well as Contractor's name, address, and Agreement and Task Order numbers, to NRDP for costs actually incurred, unless no work was performed during the billing period. Invoices of subcontractors will be submitted without mark-up by Contractor. Progress reports will be submitted with all invoices (including subcontractor invoices) that clearly identify the work performed, including hours, dates and personnel. Contractor must not exceed the costs specified in this section without prior written authorization in the form of a fully executed task order modification. NRDP has thirty (30) days to pay invoices, as allowed by 17-8-242, MCA. Contractor will submit invoices to the Natural Resource Damage Program, P.O. Box 201425, Helena, MT 59620-1425, or by email to DOJNRDPInvoice@mt.gov.

4. SUBCONTRACTING

Contractor will procure a licensed construction contractor for the work in accordance with the terms of Title 18, Chapter 2, MCA, and other applicable procurement laws and regulations for public works.

NRDP must pre-approve in writing of any services to be performed by a subcontractor or any supplies to be procured by Contractor. Contractor is responsible for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors,

and for the acts and omissions of persons employed directly by Contractor. All Contractor procurement of subcontractors and supplies must comply with applicable Montana procurement laws and regulations. Prior to obtaining any subcontracted services or supplies in the amount of \$5,000 or more, Contractor must obtain NRDP's written approval of the procurement method, subcontractor, subcontract, the subcontract price, the subcontractor agreement, and, as applicable, labor rates, overhead rates and any subcontractor fee. Contractor will use an NRDP-provided template or form for the procurement if requested. Contractor must submit documentation of the NRDP-approved procurement with the invoice that includes subcontractor costs or supplies. NRDP may require documentation of publication of the procurement and submittal of forms, as applicable.

5. PROJECT MANAGERS AND SERVICE OF NOTICES

- A. The Project Manager identified below will manage the day-to-day project activities on behalf of the NRDP.

The Project Manager for this Task Order is:

Alicia Stickney
1720 9th Ave
Helena, MT 59601
Phone: (406) 444-1346
E-mail: aliciastickney@mt.gov

- B. The Contractor Project Managers identified below will manage the day-to-day project activities on behalf of the Contractor.

The Contractor Project Managers for this Task Order are:

Kurt Markegard
City of Laurel
P.O. Box 10
Laurel, MT 59044
Phone: (406) 860-5785
E-mail: kmarkegard@laurel.mt.gov

Matt Wheeler
City of Laurel
P.O. Box 10
Laurel, MT 59044
Phone: (406) 208-1885
E-mail: mwheeler@laurel.mt.gov

- C. Written notices, reports, and other information required to be exchanged between the parties must be directed to the respective Project Managers.

6. EXECUTION.

The parties through their authorized agents have executed this Task Order on the dates set out below.

STATE OF MONTANA
DEPARTMENT OF JUSTICE
NATURAL RESOURCE DAMAGE PROGRAM

Harley Harris Program Manager 1720 9th Avenue PO Box 201425 Helena, MT 59620	Date
--	------

Approved for legal content by:

Thad Adkins NRDP Legal Counsel	Date
-----------------------------------	------

CITY OF LAUREL

Thomas C. Nelson Mayor P.O. Box 10 Laurel, MT 59044	Date
--	------

**ATTACHMENT A
SCOPE OF WORK****City of Laurel Riverside Park Campground Construction****BACKGROUND**

The City of Laurel (Contractor) proposed to construct a campground at Riverside Park as part of the preparation of the recreation project priority plan. The Recreation Project Priority Plan was completed as part of the implementation of the *Final Programmatic Damage Assessment and Restoration Plan and Final Programmatic Environmental Assessment for the ExxonMobil Pipeline Company July 1, 2011 Yellowstone River Oil Spill* prepared by the U.S. Department of the Interior, through the Bureau of Land Management and U.S. Fish and Wildlife Service, and the State of Montana through the Department of Justice Natural Resource Damage Program (NRDP). The priority plan identifies preferred recreation projects and funding amounts to meet the restoration plan goal of providing additional recreational human use opportunities to offset those lost due to the July 1, 2011 ExxonMobil Pipeline Company Yellowstone River Oil Spill. These projects were approved by Governor Bullock on May 30, 2018 as part of the Yellowstone River Recreation Project Priority Plan. The purpose of this Task Order is to make the approved funds available to the City of Laurel in accordance with plan requirements.

TASKS

Contractor will perform the following tasks:

Task 1: Construct Campground

The Contractor will procure a construction contractor following state procure requirements and, where applicable and not contradictory to state requirements, City of Laurel procurement requirements and policies, to construct a campground according to the plans and specifications in the project manual for the Riverside Park Campground. The project manual was prepared in March 2020 by KLJ, Inc., and is incorporated herein by reference. Contractor will only invoice NRDP for eligible items that were approved in the Yellowstone River Recreation Project Priority Plan. Contractor will provide a copy of the construction completion report to NRDP upon project completion.

Task 2: Administration and Task Order Management

The Contractor will prepare and provide NRDP with progress reports based on the above tasks and submit detailed invoices according to these tasks.

SCHEDULE AND DELIVERABLES

Contractor will provide deliverables to NRDP according to the following schedule:

1. Task 1: One electronic copy of the construction completion report and construction record drawings on or before December 31, 2020.
2. Task 2: One (1) electronic copy of each Progress Report due with each invoice.

BUDGET

The project budget is in Attachment B.

**ATTACHMENT B
BUDGET**

Cost Estimate of Project Components

Budget Item	NRDP Funding	Other Funding	Total Funding
Construct Campground	\$288,850	\$34,691	\$323,541
Total	\$288,850	\$34,691	\$323,541

Preliminary cost estimates for eligible campground development components were: sanitation facilities (\$92,000), campground (\$198,720), picnic facilities (\$139,200), parking improvements (\$30,000), a 5,500 linear foot trail (\$31,000), tree and shrub plantings (\$9,000), and lighting (\$76,000) for a total of \$575,920. The City of Laurel may use match funds for the water line and electric hookups for the campground. The City of Laurel has approximately \$150,000 of match funding to put to campground future costs. Other funding described above is not paid by NRDP.