

**MINUTES  
COUNCIL WORKSHOP  
MAY 12, 2015 6:30 P.M.  
COUNCIL CHAMBERS**

A Council Workshop was held in the Council Chambers and called to order by Mayor Mark Mace at 6:30 p.m. on May 12, 2015.

**COUNCIL MEMBERS PRESENT:**

|                                                  |                                                    |
|--------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Emelie Eaton | <input checked="" type="checkbox"/> Doug Poehls    |
| <input checked="" type="checkbox"/> Bruce McGee  | <input checked="" type="checkbox"/> Richard Herr   |
| <input type="checkbox"/> Chuck Dickerson         | <input checked="" type="checkbox"/> Scot Stokes    |
| <input type="checkbox"/> Tom Nelson              | <input checked="" type="checkbox"/> Bill Mountsier |

**OTHERS PRESENT:**

Monica Plecker, Planning Director  
Kurt Markegard, Public Works Director  
Chad Hanson, Great West Engineering

**Public Input (three-minute limit):**

Jennifer Ries, 1003 Princeton Avenue, Billings, informed the council that she will be leaving the *Outlook* as of May 22<sup>nd</sup>. A replacement editor has not been appointed yet, but she understands that there is some fierce competition for the seat so someone should be soon. In the interim, Kathleen Gilluly will be covering the council meetings and will be happy to help with anything.

Mayor Mace thanked Jennifer for letting the council know. He stated that she will be missed, as she has been an important part of the meetings.

Jennifer responded that she enjoyed it and wished that more people would attend. She will be taking a position with the MSU-Billings Foundation doing scholarship administration.

**General items**

- Appointments:
  - Cemetery Commission – Kenneth E. Olson, Jr.
  - Laurel Public Library – Bill Hanson

The appointments will be on the May 19<sup>th</sup> council agenda.

**Executive Review**

- Resolution – Create SID No. 117

Monica Plecker explained the resolution to create Special Improvement District No. 117, which is in coordination with the proposed project on Eighth Street and Pennsylvania Avenue. The council passed a resolution of intent to create the district on April 21, 2015. The property owners affected by the district were notified and informed of the protest period. Two written protests were filed with the city clerk and will be read into the record during the public hearing on May 19<sup>th</sup>. The two protest letters are from the same property owner for two different properties, which totals a little more than 5

percent of the improvement. Fifty-one (51%) percent of the property owners would have to protest in order for the district to fail.

- Resolution – Change Order No. 6 with Williams Brothers Construction

Kurt Markegard asked Chad Hanson to review the specific items in the change order with Williams Brothers for the project at the sewer plant.

Chad Hanson explained that Change Order No. 6 for the Wastewater Treatment Plant Project is a combination of several smaller items. Some temporary piping was necessary to keep the plant running during construction. It was not included as part of the original scope of work, but it was very necessary to keep the plant running. Once the piping was installed in the lower level of the blower building, air buildup was affecting a meter so an air release valve was added. The operators noted that a few things would help their operations. One thing was a hose bib with water in the hypochlorite storage room where they can clean things, so that was plumbed in for them. The contractor offered a significant credit to seal the floor in the thickener building instead of applying an expensive epoxy coating. Staff decided to move forward with just the seal coat, which was almost a \$15,000 credit. Some rehab was needed to bring the old RBC basins back after they were drained. The drain valves needed a little work and some of the slide gates needed a few minor repairs. The operators wanted to include some of the hand operated valves into the SCADA system. Some of the DO and ORP analyzers and flow meters needed thermal enclosures to properly operate in freezing temperatures. The ones under one part of the specifications were covered under the electrical, but the blowers provided some that were not included in the original bid package, including the thermal enclosures. The thickener has an overflow that was piped to a manhole to nowhere, because nobody knew the manhole went to nowhere. The first time it was turned on, the manhole started overflowing. Since the manhole was not connected to anything, the line had to be rerouted directly to the lift station at the bottom of the screw pumps. A \$1,000 credit was received for the hooks in the thickener building when the contractor proposed substituting plastic dipped forged hooks for stainless steel hooks. Some piping had to be added to meet the manufacturer's specs in the RDT building, as they require certain length of pipe for mixing before it hits the polymer mixing basin.

Chad stated that Change Order No. 6 is for \$37,829.39, which brings the total change orders to date to \$333,242.23 for 5.2 percent of the contingency. Without including Change Order No. 5, which was \$220,000 for the septage dump station, the other five change orders would be 1.8 percent of the contract. The contract includes a 10 percent contingency of \$600,000.

Chad explained that the contractor has requested a time extension of 81 calendar days on their contract time. Great West went through every item included in all of the change orders and could justify an extension of 43 calendar days. They want to be fair because a lot of the changes take time and delay the process. Although that does not affect the council, there is a cost associated with the extension. Chad will work with staff to determine an amendment to Great West Engineering's task order because the 43 extra days require extra inspector time at the project site.

Emelie mentioned that the Public Works Committee toured the sewer plant yesterday and that it looks very modern. The committee kept hearing the comments that everyone is learning the new system, that it is coming along nicely, and that the numbers that they report to the State are improving every week. Emelie thinks it is a fantastic asset for the City of Laurel.

Chad agreed that it is pretty amazing. The full biological nutrient (BNR) removal process has been online for a couple weeks and the numbers are already encouraging. The ammonia is less than 1, and the total nitrates are down to 11 to 13, which is expected and should continue to improve. The staff and TetraTech are currently working on a foaming issue. Chad stated that the project is a testament to the city's staff because they went from a RBC plant to an activated sludge plant to a full BNR process in six months. Now they have to study biology and it is an incredible balancing act. They have to check DO in seven different places, follow solids through, and calculate sludge retention times. The city is really fortunate to have operators that are vested and willing to learn. One operator is a huge asset because he has previous experience, and the others have really put themselves forward on this.

Another change order will be submitted for an additional stairwell on the northwest corner of the RBC basins, for fixing a leak in the old RBC basin, for moving a meter from the downstairs of the blower building to the thickener building, and for any other items needed to complete the project. The project should be completed well under the contingency funds. The contractor expects that the site work should be completed by the end of June and the road should be done by mid-July.

There was discussion regarding the sewage dump station, the capacity of the plant, the 1.7 million gallon/day design flow of the plant, and the plant's 20-year life expectancy with growth built in.

There was further discussion regarding scheduling a tour of the plant after completion of the project and the suggestion to have a ribbon cutting for the plant.

- Resolution – Change Order with Wharton Asphalt

Kurt stated that the council recently approved a variance for Dan Foes to build some storage units at 815 East Main Street. Dan had new curb, gutter, sidewalks, and handicapped ramps installed. The street is in need of repair, as the city's garbage trucks caused much of the damage. The change order for \$5,700 is for paving behind Fast Lane on East 4<sup>th</sup> Street. The city also had a small service contract for replacement of some of the curb that the garbage trucks pushed over.

- Resolution – Contract with Hardrives Construction, Inc. for chip sealing streets

Kurt explained that the city solicited bids for chip sealing through advertisements in the *Laurel Outlook* and *The Billings Times*. One bid was received from Hardrives Construction for \$89,344 and the city would like the project to be completed before the end of the fiscal year on June 30<sup>th</sup>. If the council approves the contract next week, chip sealing should be ten days later.

- Resolution – Memorandum of Understanding with Beartooth RC&D

Earl Atwood, the Office Manager at Beartooth RC&D, distributed copies of his presentation to the council. Beartooth RC&D annually asks for the council's consideration and approval to renew an MOU that covers Yellowstone County and in which the City of Laurel participates with other entities in the county.

Mr. Atwood spoke regarding the personnel and staff that work for Beartooth RC&D. Luke Walawander, the Economic Development Director, will be returning to Missoula, so they are recruiting for his replacement at this time. Jillann Knutson does the Revolving Loan Fund and the bookkeeping and Dick Rath is the forester for the organization.

Mr. Atwood spoke regarding who they are, what they do, and how their services benefit the City of Laurel. Because they are a CRDC, they provide a number of specific grant and service opportunities

and are assisting four different businesses in the Laurel area right now. The projects include the High Plains Brewery, the Red Rooster Kitchen, Story Mill and Yellowstone Valley Farms. Beartooth RC&D also participated in the successful completion of the LURA TIF District Grant toward the end of 2014. The \$26,250 grant was for the LURA TIF District Master Plan Development.

Mr. Atwood spoke regarding the Memorandum of Understanding and asked for the council's consideration and approval to renew the annual agreement and participate in the assessment for Yellowstone County. The negotiated agreement across Yellowstone County divides the total assessment four ways. The City of Laurel participates at a 6 percent level, which he thinks is a good deal in terms of the total services that they deliver to Yellowstone County. The MOU is for \$1,645.26 this year, and is formulated using a base fee and a per capita assessment. He is proud of the work that Beartooth has done for the area and hopes the council agrees that it is worth renewing the agreement for the coming year.

- Council Issues:
  - Update on 2011 Yellowstone River flooding event

Kurt stated that staff has been working with Great West to finalize the permits, to get final appraisals done on the pipeline route, and to finalize the easement routes with CHS Refinery. One person protested the location of the intake on the Yellowstone County Permit, and Kurt will try to contact that person regarding his concerns.

Chad stated that the 60 percent plans should be submitted to the city by the end of next week, which is on right on schedule. Unless the permitting process is delayed, construction should be on schedule to start this fall.

Kurt mentioned that the environmental assessment for no significant impact has been cleared by the State Historical Society and FEMA has accepted that. As long as the pipeline route does not change again, the environmental assessments should be clear.

- Lease Agreements

There was no discussion.

#### Other items

- Resolution – Contract with Becker Electric

Kurt explained that he has tried to get quotes for the variable frequency drive for the cemetery project. He has been working with ACE Electric, Colstrip Electric and Becker Electric to get an affordable bid. Ace Electric's bid was high at \$19,500 and did not have any specifics. Kurt contacted Becker Electric, who submitted a quote that arrived today for \$11,590 plus shipping. Colstrip Electric submitted a quote for \$14,500 that also had no specifics. Kurt recommended that the council go forward with the quote from Becker Electric for the drives for the pump to run the sprinkler system in the cemetery.

#### Review of draft council agenda for May 19, 2015

- Public Hearing:
  - Resolution No. R15-25: Intent to create Special Improvement District No. 117

#### Attendance at the May 19, 2015 council meeting

Richard Herr will not attend the council meeting.

Announcements

Doug stated that the Emergency Services Committee will meet on Monday, May 18<sup>th</sup>, to discuss the marketing issues about the safety mill levy.

Bill thanked Kurt Markegard and Tim Reiter for the tour they gave the Public Works Committee at the wastewater treatment plant. They answered questions very well and explained the procedures.

Bill suggested having an open house for the public at the plant after the project is completely finished.

Mayor Mace will look into that and report back to the council.

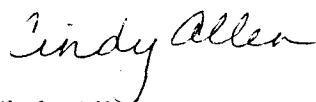
Recognition of Employees

|                   |                                             |                 |
|-------------------|---------------------------------------------|-----------------|
| Les Deines        | 34 years of service on May 19 <sup>th</sup> | WWTP            |
| Michelle Steffans | 21 years of service on May 31 <sup>st</sup> | Police Dispatch |

Mayor Mace expressed appreciation for the employees' service to the City of Laurel.

The council workshop adjourned at 7:09 p.m.

Respectfully submitted,



Cindy Allen  
Council Secretary

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