

RESOLUTION NO. R18-42

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE RELEASE OF FUNDS FROM THE TAX INCREMENT FINANCING DISTRICT FUND FROM THE TECHNICAL ASSISTANCE GRANT PROGRAM TO IMPROVE THE PROPERTY LOCATED AT 201 EAST MAIN STREET, LAUREL, LOCATED WITHIN THE TAX INCREMENT IMPROVEMENT DISTRICT.

WHEREAS, the City of Laurel approved created a Technical Assistance Grant Request Program as proposed by the Laurel Urban Renewal Agency (LURA); and

WHEREAS, Property Owners, Ken and Peggy Miller, submitted the attached LURA Grant Request Program Application for the Property they own which is located at 201 East Main Street, in Laurel, and such Property is located within the Tax Increment Improvement District;

WHEREAS, the LURA Board reviewed the applications and recommended approval for the funding requested at their meeting held on January 25, 2018;

WHEREAS, the application appears complete, the project is eligible for grant assistance and LURA recommends funding of the same; and

WHEREAS, grant amounts that exceed \$5000 must be approved by the City Council pursuant to the Grant Program Regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that Ken and Peggy Miller are awarded a \$6,400 grant from the City's Tax Increment Financing District Fund for the improvements, including technical assistance, for the Property located at 201 East Main Street; and


BE IT FURTHER RESOLVED, the Mayor, CAO, and City Clerk Treasurer are authorized to utilize the appropriately designated accounts to pay the grant upon submission of the required documentation from the Property Owners.

Introduced at a regular meeting of the City Council on August 7, 2018, by Council Member Stokes.

PASSED and APPROVED by the City Council of the City of Laurel this 7th day of August 2018

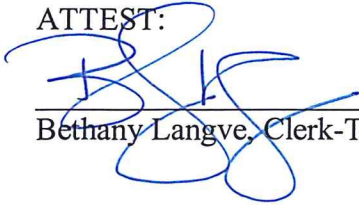
APPROVED by the Mayor this 7th day of August 2018.

CITY OF LAUREL



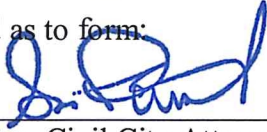
Thomas C. Nelson, Mayor

ATTEST:



Bethany Langve, Clerk-Treasurer, Clerk-Treasurer

Approved as to form:



Sam Painter, Civil City Attorney

CITY HALL
115 W. 1ST ST.
Mayor: 628-8456
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 Public
Works Director

July 24, 2018

Memorandum for Ken and Peggy Miller Properties


Matt Lurker, CAO

I have investigated the grant for the Millers for the two building they own in the tax increment finance district. The previous planner worked with A&E Architects and the Millers to prepare a technical assistance grant to help understand what it would take to help renovate their buildings on E. Main Street and on Montana Avenue. The grant for technical assistance was submitted on January 25th to the LURA committee and was approved for funding. The previous planner had informed the architect firm that grants over \$5000.00 would need to have City Council approval as well and this should have taken place shortly after the LURA committee approved the grant for the Millers.

I was informed when the planner was leaving in February that the Millers had a grant that they had been awarded. I received an email in May that A&E Architects was wondering where to send the invoices for their work they completed for the Millers. I started looking into this grant and could not find the City Council approval for an award over the five thousand limit. I think it may have been an oversight that this should have been taken to the City Council in February and I am now looking to get City Council approval for this grant.

I have attached the email chains and the LURA minutes from January of 2018 for review.

Regards,


Kurt Markegard
Public Works Director

**LAUREL URBAN RENEWAL AGENCY (LURA)
Technical Assistance Project
Application**

Date 1-9-2018
Name of Applicant Ken Miller
Mailing Address PO Box 186, Laurel, MT 59044
Telephone(s) 406-670-8318

Proposed project site 201 E. Main, Laurel, MT 59044
Business (es) operating at this address currently un-occupied, future retail proposed

Type of project:
 Façade (eligible for up to 30 hours of technical assistance)
 Other (eligible for up to 50 hours of technical assistance)

Please describe the proposed project _____

Remodel of the exterior to updated low maintenance materials. There will be a study of the exterior space between the two buildings to create a public seating area

What type of Technical Assistance are you requesting? Please explain.

-Facade Grant- building exterior
-Technical Assistance Grant- exterior seating area, any interior needs to accomplish the exterior remodel

How will this project support the goals of LURA's and Laurel City Council?

The design work will comply with the Laurel urban renewal plan guidelines to accomplish the goals of promoting the economic development of downtown through an updated building exterior, attracting new tenants and new public green space seating area for downtown interaction.

What is your time frame for completion of Technical Assistance?

The design work should be done in March

Are you currently working with a design firm?

NO _____
YES (Please specify) A&E Architects

(If necessary, use additional pages and attach to application)

Ben Lombardozi, A&E Architects

Applicant(s) Signature(s)



Property Owner(s) Signature(s)

For Office Use Only

Date received _____
Date approved _____
Assigned to _____

08/20/2010

MINUTES
Laurel Urban Renewal Agency (LURA)

JANUARY 25TH, 2018, LAUREL LIBRARY CONFERENCE ROOM

Meeting was called to order by Judy Goldsby. Roll call/Attendance: Quorum of voting members present: Mardie Spalinger, Judy Goldsby, Daniel Klein, Don Smarsh and Dean Rankin. Non-voting members: Janice Lehman, Steve Solberg and Linda Frickel. City Staff: Noel Eaton. City Council: Rick Herr. Chamber of Commerce: Marcia Hafner. Attendee's: Ken Olson and Steve Lehenbauer.

Introductions: None.

Approval of Minutes from Previous Meeting: Dean made the motion and Daniel seconded it.

Old Business:

- a. Noel and Daniel gave an update on the Feasibility Study for the Laurel Trading Co. and King Koin buildings.

New Business:

- a. The Large Grant Application FY18-19 subcommittee was chosen. It consists of Mardie Spalinger, Janice Lehman, Daniel Kline, Dean Rankin, Linda Frickel, Steve Solberg and Don Smarsh.
- b. The Technical Assistance Grant was approved for 201 E. Main. Don made the motion and Daniel seconded.
- c. The Technical Assistance Grant was approved for 9 Montana Ave. Don made the motion and Mardie seconded.
- d. The Facade Grant was approved for A Haus of Realty. Don made the motion and Dean seconded.
- e. There was a discussion regarding various areas of both the Facade and Technical grants.

Reports:

- a. City Administration: Tom Nelson is our new Mayor.
- b. City Planner: Noel explained why the High School sign was denied LURA funds.
- c. City Treasurer: Detail Ledger Query report for the first half of the fiscal year was passed out.
- d. Big Sky EDA: None.

Public Comment on Non Agenda Topics: Ken Olson updated the Fireman's Memorial Park project. Judy Goldsby commented on the Lark project.

Next Meeting: March 19th, 2018 at 11:00 at the City Hall Conference Chambers.

Adjournment.

Noel Eaton

From: Ben Lombardozzi <blombardozzi@aearchitects.com>
Sent: Thursday, January 04, 2018 4:19 PM
To: Noel Eaton
Cc: Bill DuBeau
Subject: RE: 17134 - Ken & Peggy Miller Properties

Noel, any news on this?

BEN LOMBARDOZZI
DESIGNER

A&E ARCHITECTS
608 N. 29TH ST.
BILLINGS, MT

o 406.248.2633

aearchitects.com

From: Ben Lombardozzi
Sent: Thursday, December 21, 2017 1:56 PM
To: 'Noel Eaton' <neaton@laurel.mt.gov>
Cc: Bill DuBeau <bdubeau@aearchitects.com>
Subject: RE: 17134 - Ken & Peggy Miller Properties

Noel,

I added two fee proposals for the two separate buildings per our conversation earlier this week. I combined them both on one signed application form the owner, do I need to separate them? The technical assistance grant did not have very much to fill out so I am wondering if there is another application we need to fill out. Please review the attached and let me know how I did.

Thanks and happy holidays!

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From: Noel Eaton [<mailto:neaton@laurel.mt.gov>]
Sent: Tuesday, December 12, 2017 9:24 AM
To: Ben Lombardozzi <blombardozzi@aearchitects.com>
Cc: Bill DuBeau <bdubeau@aearchitects.com>
Subject: RE: 17134 - Ken & Peggy Miller Properties

Hi Ben,

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a. It appears that this grant is for actual construction and not just design services? Façade and Large grants are for the construction. The Technical Assistance grant is for design.

b. I read the part about this being a reimbursement grant, is there a pre-approval process so the owner knows how much assistance they can count on before the construction starts? I could see this altering the direction of the design. It depends on the grant but yes there is, the façade grant will be given to the board on the third Monday of the month and after that meeting you will know the amount awarded (it is usually the matching amount unless it is over \$5,000 then it will go to the next council meeting) and the funds are available immediately with the proof of paid invoices. The large grants are due around May 1st and the small committee will meet one day, about a week after they are due, and distribute the \$100,000 to the eligible applicants. After that meeting the amounts are pretty set and have never changed with Council approval, the funds then become available July 1st.

c. I see the May 1st 2017 deadline, but we must be in the next year of funding? I am assuming we will need a finalized design to apply for this grant... It helps, the better plan and amount requested on that application the better you are with the committee awarding the money.

d. Is there money left in the large grant this year? There is not Large Grant funding available this year however there is always facade grant and technical assistance grant money available.

I'm hoping I was able to answer most all of your questions. Please call or email if I did not.

Thanks,

Noel Eaton
City Planner
Phone: 406-628-4796 Ext.5
Fax: 406-628-2241
City Of Laurel
115 W. 1st St.
Laurel, MT 59044

From: Ben Lombardozi [<mailto:blombardozi@aearchitects.com>]
Sent: Monday, December 11, 2017 5:16 PM
To: Noel Eaton
Cc: Bill DuBeau
Subject: RE: 17134 - Ken & Peggy Miller Properties

Hello Noel, hope you had a good weekend. Did you get a chance to review my email below? Just making sure it came through.

Thanks

BEN LOMBARDOZZI
DESIGNER

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From: Ben Lombardozi
Sent: Thursday, December 07, 2017 9:25 AM
To: 'Noel Eaton' <neaton@laurel.mt.gov>
Cc: Bill DuBeau <bdubeau@aearchitects.com>
Subject: 17134 - Ken & Peggy Miller Properties

Noel,

We met with Ken and Peggy Miller yesterday morning and came up with a few questions. We are looking at two separate buildings / business on one property. Can we apply for 2 facade grants? Based on the table on the third page (labeled page 2) of the facade improvement grant application (clipped below), building 1 could receive up to \$7,500 (length of facade and 2 stories) and building 2 could be up to \$2,000. Does that sound correct to you? Would this be a qualifying historic property (I wouldn't think so)?

Factor	Grant Amount	Required
(Nominal measurements)	Up to \$	Match
Up to 30' feet frontage	\$2,000.	1/1
Over 30' to 55' frontage	4,000.	1/1
Greater than 55' frontage	6,000.	1/1
2 stories and taller	additional 1,500.	1/1
Qualifying historic property	additional 1,500.	1/1

THE RED IS BUILDING STREET FACING FACADE LENGTH:

BUILDING 1 = 77+29= 106'

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2. My second group of questions are concerning the large grant:

a. It appears that this grant is for actual construction and not just design services?

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From: Noel Eaton [<mailto:neaton@laurel.mt.gov>]

Sent: Thursday, November 30, 2017 4:32 PM

To: Bill DuBeau <bdubeau@aearchitects.com>; Ben Lombardozzi <blombardozzi@aearchitects.com>

Cc: Raymond Ezell <rezell@laurel.mt.gov>

Subject: LURA Grants

Bill and Ben,

I have attached the Technical Assistance Grant for you to fill out with Mr. Miller. I've also attached the Façade and Large grant. Both are 1:1 matching grants but made to assistance property owners with various improvements. We will be updating the Large grant around February. Mr. Miller is aware of these as well.

Please let me know if you have any questions.

Noel Eaton
City Planner
Phone: 406-628-4796 Ext.5
Fax: 406-628-2241
City Of Laurel
115 W. 1st St.
Laurel, MT 59044

Noel Eaton

From: Ben Lombardozzi <blombardozzi@aearchitects.com>
Sent: Friday, January 26, 2018 2:49 PM
To: Noel Eaton
Cc: Bill DuBeau
Subject: RE: 17134 - Ken & Peggy Miller Properties

Great, Thanks Noel!

BEN LOMBARDOZZI
DESIGNER

A&E ARCHITECTS
608 N. 29TH ST.
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o 406.248.2633

aearchitects.com

From: Noel Eaton [mailto:neaton@laurel.mt.gov]
Sent: Friday, January 26, 2018 2:45 PM
To: Ben Lombardozzi <blombardozzi@aearchitects.com>
Cc: Bill DuBeau <bdubeau@aearchitects.com>
Subject: RE: 17134 - Ken & Peggy Miller Properties

Hi Ben,

Both technical assistance grants have been approved. Please invoice the City as you progress through the project. Please also list remaining fund from each grant (6,400 & 4,000).

Thanks,

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Laurel, MT 59044

From: Ben Lombardozzi [mailto:blombardozzi@aearchitects.com]
Sent: Wednesday, January 10, 2018 11:04 AM
To: Noel Eaton
Cc: Bill DuBeau
Subject: RE: 17134 - Ken & Peggy Miller Properties

Noel,

I attached the two applications. Let me know if the part about how this will support LURA's goals sounds right, I sort of winged it on that part.

Thanks

BEN LOMBARDOZZI
DESIGNER

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From: Noel Eaton [<mailto:neaton@laurel.mt.gov>]
Sent: Monday, January 08, 2018 2:04 PM
To: Ben Lombardozzi <blombardozzi@aearchitects.com>
Cc: Bill DuBeau <bdubeau@aearchitects.com>
Subject: RE: 17134 - Ken & Peggy Miller Properties

Ben,

The fee proposals look great. If you could please fill out the reminder of the application for the Millers if you want to have two applications I will just attach the associated cost estimate to it. I will take the application and fee proposals to the next LURA meeting which is on the 25th

Noel Eaton
City Planner
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Fax: 406-628-2241
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To: Noel Eaton
Cc: Bill DuBeau
Subject: RE: 17134 - Ken & Peggy Miller Properties

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From: Noel Eaton [<mailto:neaton@laurel.mt.gov>]

Sent: Thursday, November 30, 2017 4:32 PM

To: Bill DuBeau <bdubeau@aearchitects.com>; Ben Lombardozzi <blombardozzi@aearchitects.com>

Cc: Raymond Ezell <rezell@laurel.mt.gov>

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Noel Eaton

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City Of Laurel

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Laurel, MT 59044

Kurt Markegard

From: Ben Lombardozi <blombardozi@aearchitects.com>
Sent: Friday, June 29, 2018 10:37 AM
To: Kurt Markegard
Cc: Mina Morse; Bill DuBeau; City Clerk; City Mayor; Matt Lurker; Sam Painter - Thompson Painter Law
Subject: RE: 17134 - Ken & Peggy Miller Properties

Kurt,

We have submitted them, but I will resend them. My office manager is out till Monday so I will need to send them then.

Thanks

BEN LOMBARDOZZI
PROJECT MANAGER

A&E ARCHITECTS
608 N. 29TH ST.
BILLINGS, MT

o 406.248.2633

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From: Kurt Markegard [mailto:kmarkegard@laurel.mt.gov]
Sent: Thursday, June 28, 2018 5:55 PM
To: Ben Lombardozi <blombardozi@aearchitects.com>
Cc: Mina Morse <minam@aearchitects.com>; Bill DuBeau <bdubeau@aearchitects.com>; City Clerk <cityclerk@laurel.mt.gov>; City Mayor <citymayor@laurel.mt.gov>; Matt Lurker <mlurker@laurel.mt.gov>; Sam Painter - Thompson Painter Law <sam@thompsonpainterlaw.com>
Subject: RE: 17134 - Ken & Peggy Miller Properties

Ben,

Have you submitted invoices yet. I have not seen them. I will forward the invoices to the appropriate City staff but I have not seen them. I am not sure if we can pay you directly or if we have to pay the Millers but having the invoices would be needed ASAP. The deadline was June 10th to submit but I will try to resolve the issues of the grants in the next few weeks.

Kurt

From: Ben Lombardozi [mailto:blombardozi@aearchitects.com]
Sent: Thursday, May 10, 2018 9:14 AM
To: Kurt Markegard <kmarkegard@laurel.mt.gov>
Cc: Mina Morse <minam@aearchitects.com>; Bill DuBeau <bdubeau@aearchitects.com>
Subject: FW: 17134 - Ken & Peggy Miller Properties

Hello Kurt,

I have a couple of questions. The Millers wanted us to submit the invoices directly to you. Who do we actually attention these to and is this the right address;

City Of Laurel
City 115 W. 1st St.
Laurel, MT 59044

Also I wanted to follow up on the approved technical assistant grant amounts listed below from Noel as the amounts we are billing for (\$10,400 total).

Thanks

BEN LOMBARDOZZI
PROJECT MANAGER

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608 N. 29th St. | Billings, MT 59101
 406.248.2633
 aearchitects.com

BILLINGS | BOZEMAN | MISSOULA
 TIN: 81-0468180

Ken and Peggy Miller
 P.O. Box 186
 Laurel, MT 59044

Invoice number 1713401
 Date 03/19/2018

Project 17134.00 Ken & Peggy Miller LURA
 Facade Improvement

Billed through February 28, 2018

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
FACADE IMPROVEMENT/OTHER RENOVATIONS TECHNICAL ASSISTANCE - 201 E MAIN, LAUREL	6,400.00	34.96	2,237.50	0.00	2,237.50
FACADE IMPROVEMENT TECHNICAL ASSISTANCE - 9 MONTANA AVE, LAUREL	2,400.00	0.00	0.00	0.00	0.00
Total	8,800.00	25.43	2,237.50	0.00	2,237.50

Invoice total **2,237.50**

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
FACADE IMPROVEMENT/OTHER RENOVATIONS TECHNICAL ASSISTANCE - 201 E MAIN, LAUREL	0.00	2,237.50	2,237.50
FACADE IMPROVEMENT TECHNICAL ASSISTANCE - 9 MONTANA AVE, LAUREL	0.00	0.00	0.00
Total	0.00	2,237.50	2,237.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
1713401	03/19/2018	2,237.50	2,237.50				
	Total	2,237.50	2,237.50	0.00	0.00	0.00	0.00

Thank you.



Create Impact.

608 N. 29th St.
Billings, MT 59101
406.248.2633

Ken and Peggy Miller
P.O. Box 186
Laurel, MT 59044

Invoice number 1713402
Date 07/02/2018

Project 17134.00 Ken & Peggy Miller LURA
Facade Improvement

Email to kmarkegard@laurel.mt.gov

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
FACADE IMPROVEMENT/OTHER RENOVATIONS TECHNICAL ASSISTANCE - 201 E MAIN, LAUREL	6,400.00	100.00	6,400.00	2,237.50	4,162.50
FACADE IMPROVEMENT TECHNICAL ASSISTANCE - 9 MONTANA AVE, LAUREL	2,400.00	100.00	2,400.00	0.00	2,400.00
Total	8,800.00	100.00	8,800.00	2,237.50	6,562.50

Invoice total **6,562.50**

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
FACADE IMPROVEMENT/OTHER RENOVATIONS TECHNICAL ASSISTANCE - 201 E MAIN, LAUREL	2,237.50	6,400.00	4,162.50
FACADE IMPROVEMENT TECHNICAL ASSISTANCE - 9 MONTANA AVE, LAUREL	0.00	2,400.00	2,400.00
Total	2,237.50	8,800.00	6,562.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
1713401	03/19/2018	2,237.50				2,237.50	
1713402	07/02/2018	6,562.50	6,562.50				
	Total	8,800.00	6,562.50	0.00	0.00	2,237.50	0.00

Thank you.