Minutes
Public Works Committee
December 16, 2019 6:00 P.M.
Council Conference Room

Those present:
Kurt Markegard, Staff Advisor
Emelie Eaton, Committee Chair
Bill Mountsier, Committee Co-Chair
Karl Dan Koch
Marvin Carter
Heidi Sparks

Also in attendance:
Irv Wilke
Dennis Eaton
Matt Higgins

The meeting started at 5:58 p.m. The committee had three guests in attendance.

General items

1. Review and approve minutes of November 18, 2019 meeting. The minutes were reviewed. Heidi Sparks moved the minutes be approved as written. Bill Mountsier seconded this motion. The motion passed.

New Business

2. Advanced Pump and Equipment Presentation
   Matt Higgins and Dennis Eaton were there to represent Advanced Pump and Equipment (APE). Dennis had previously attended the November 26, 2019 Budget and Finance meeting. Those minutes were read as it explained that the city of Laurel had repaired a lift station pump, calling on Gorman Rupp and that company had charged the city mileage. Dennis had stated at the November Budget and Finance meeting that not only does APE have an office in Laurel but that they actually sell Gorman Rupp pumps as well as service them for their customers. At the end of his November presentation Dennis stated that he had hesitated to come forward for his company because Chairwoman Emelie Eaton is his wife. The Mayor had assured him that there was no conflict of interest and had urged him to come before this committee with a proposal. At

that time Matt Higgins stated that APE is a company that started 20 years ago in Big Sky, Montana. The company had remained rather small and quiet until the Bakken boom in North Dakota where APE was called upon to maintain small water and sewer systems for the man camps. Since then, the company had grown in other areas and now has offices in five locations including Laurel, Montana. Matt stated he didn't want to presume too much and so didn't bring a proposal. Instead he wanted to introduce themselves and the company. He didn't want any assumption of impropriety. Matt explained that APE currently is divided so that 60%-70% of the business they do is wastewater management and 30%-40% is clean water production.

Dennis stated that one of the company's customers is Cenex in Laurel. He stated Cenex has two pumps which they used to ship away for repairs. It cost them $3,000 a pump to ship them back and forth. He felt that was a good example of how APE being local can save a company money. Dennis said he would like the opportunity to drive throughout Laurel with Kurt and look at the pumps the City is using. He stated he would be able to predict the life expectancy of the pumps. He stated APE's intention is not to take jobs away from the City but to help the City be pro-active in maintenance. He asked the Public Works Director if the City sends guys down to inspect the pumps. There was no response from the Public Works Director. Matt Higgins stated that the city of Jackson Hole, Wyoming is a similar example. That community is downsizing its staff. It is more efficient for Jackson to have APE put a man down in the pump hole rather than pull the pump. Bill Mountsier asked Matt whether the pumps were running while the man was in the hole. Matt responded with "Yes". Bill asked if there were any pumps APE could not work on. Matt said "yes, that there are some pumps that have to go back to the factory". Dennis added that if the casing breaks and there is a guarantee the pump has to go back to the manufacturer. Public Works Director Markegard asked if APE does machining, like to fix a shaft. Matt stated that APE does do machining, that their shop in Blackfoot, Idaho is where they send most of the machining to be done. K. Dan Koch asked if APE makes parts. Dennis stated they do. Irv Wilke asked four questions. 1. Will representatives from APE be able to tour the City's pumps? Public Works Director Markegard stated they would. 2. Does the City have

knowledge of pending problems? P.W. Director Markegard stated they try to be pro-active. He relayed a story about a pump that had been 'fried' two years ago because of electrical problems. Dennis Eaton stated that the company worked on a lot of broken pumps in Williston, North Dakota specifically but in North Dakota generally because they were not pro-active in maintaining them. 3. Does the city of Laurel know the life expectancy of the pump that was just replaced that was the topic of discussion for APE. The P.W. Director stated that pump deals with excessive sulfuric acid problems. Irv asked then if Kurt felt that APE could help. The P.W. Director stated "yes". Matt Higgins stated that lining in pump holes is an issue they deal with and that a branch of their company, Advanced Lining, can help protect against sulfuric acid problems. Matt wanted to stress that they have grown and diversified quite a bit as they have experienced common reoccurring problems. K. Dan Koch wanted to know if there is a bonus for the individual that goes down in the hole. Matt Higgins stated that it is a three man job and every field service employee has to experience going down in the hole as part of their initial training. Because the Public Works Director is going on vacation after Christmas it was decided that Dennis would get with him after the first of the year to tour the city's pumps.

3. Recycling Discussion

K. Dan Koch had requested this item be discussed because he noticed that the bin off of First Avenue North "behind" the High School parking lot that is used to collect paper was missing. P.W. Director Markegard stated the toe hook was broke. He stated that it was full of paper but needed to be welded. It is back now. Emelie asked who owns the bin and whose project is the recycling. P.W. Director Markegard stated that Karen Altman started collecting papers for special needs students as a work study program. The program is no longer in place and Ms. Alman is retired from teaching but the bins were left in place. The city, as a gesture of good will, still collects the bins, takes them to Billings and hands over the proceeds to the school. He stated that currently there is only one place that doesn't charge to accept recycling. He then stated that Pacific charges $100 to take recycling but it is a $20 fee to dump at the landfill in Billings, so it is cheaper to dump it as garbage. It was further stated that Allied or Republic will still take donations of paper. The P.W. Director stated that there is no market for plastic recycling. He said there was a good Net Flicks

documentary titled *Broken,* that shows Malaysia and China burning plastics. He stated that sorting plastic is a very labor intensive task and it costs too much right now to recycle.

Old Business

4. Sewer Dump Station – a monthly breakdown of income from the Septic Dump Station was distributed in everyone's packets along with a color photo of the screen over the septic dump area. Total income for January through the end of November, 2019 showed $23,673.65. It was stated that there are five local septic sucking businesses locally. There are out of Billings and presently only Frank's and Cotter's dump in Laurel. Bill Mountsier stated that he thought that Cotter's had recently been sold. Irv Wilke stated that the business had been sold to a man out of California who chose to keep the "Cotter's" name on the business. He then inquired why the income from May was so low ($1,164.28) compared to April and June. The response was that the station had been plugged up.
5. Emergency Call Outs: There had been one on December 8, 2019 to sand the streets due to ice.
6. Update on Rules and Regulations for Utility Services-Design Standards The last update had been in 2003 when Morrison-Maierly had been the City Engineer firm. They had simply copied from Billings' standards and changed names where necessary but they were the same standards. Thursday of the previous week the P>W. Director had met with KLJ to begin the process of writing new rules for Laurel. Currently the City can cover new builds with Planning Department specific requests. Irv Wilke inquired as to whether subdivision standards need to meet City standards. The response was that the City has to treat everyone equally. Geotechnical reports will support the reason for specific requirements. There will be a draft of the new Rules and Regulations in January. It will discuss such things as curb built vs. having boulevards. The P.W. Director would like the new Rules and Regulations finalized by spring.
7. Engineering Report from KLJ Engineering Consultants.
   *WWTP Screw Press-this project is done.
   *WWTP Screw Pump A Replacement-an Emergency Request had been made for a new Screw Pump which was installed January 11, 2020. The Manufacturer still needs to inspect the new pump. It will be until February or March before the grout can be put in. Heidi Sparks clarified that the screw pump cannot be used until the grout is in. It was stated that the city is currently using a Bypass Pump.

*Sanitary Sewer H2S Remediation-the company providing the additives in the Pilot Study stated they would like to give the City a free month of additional study. They think they are making headway.
*East 6th Street Improvements-this project is categorized as done. At this point Heidi Sparks stated she would recommend KLJ simply list these projects that reoccur categorized as done but are waiting for a warranty inspection as "complete pending warranty inspection". She felt it would cut down on the length of the report KLJ provides.
*Data and Asset Management- this is being worked on with the Rules and Regulations discussed earlier. Presently the city maps are all paper. The information has not been updated since 2008.
*East Downtown Infrastructure Improvements-This project is on schedule. Presently the City Clerk/Treasurer and Dorsey & Whitney are working on the amount that needs to be borrowed. Heidi Sparks wanted clarification that the start date is weather pending but will be at least the end of March. Irv Wilke inquired about mobilization fees and whether the City would be able to save money on this project like it had on the E. 6th St. project and street maintenance work. It was explained that since nothing had gone out to bid no one knew if it would be the same contractor for all projects.
*Design Standards & Rules Update-the committee had already discussed this.
*Pavement Management Plan-project is done.
*2019 Pavement Maintenance-this project is completed.
*Laurel Planning Services-this is work which KLJ does with the City Planner.
*Riverside Park Campground- A final design is expected January 2, 2020.
*Other Notes and Information-
Anticipated FY20 Projects-none of the projects has moved forward
a. West Railroad Street Reconstruction-it was stated that the Task Order on the $85,000 that KLJ had billed the City had been broken down but had not come before the Council for review because the P.W. Director was researching issues about a very small bridge near the corner of West Railroad Street and Woodland Avenue. It had been discovered the city had put the bridge in with the help of the Northern Pacific Railroad circa 1946. The P. W. Director stated he would rather do the research because KLJ was going to charge $6,000 to do the research. The intention is to prove that the state should provide money toward improving West Railroad Street

because they establish the weight restrictions. It was explained as review that the new, 10 item Task Order shows what KLJ will be doing for the City and is a 10 item Task List that totals $85,000. The City has to pay for items 1-9 to get to item 10 which will determine how much the City will have to pay KLJ to do the work to repair West Railroad Street. It also will list what portions of the project the State will duplicate.

b. Water Storage Tank Recoat-it was clarified that this is the tank on the hill north of 14th Street.

This ended the review of KLJ's Report. Heidi Sparks stated that she wanted to repeat that she has previously stated that the City of Laurel needs a comprehensive Capital Improvement Plan, just like Billings. Thanks to KLJ the City of Laurel has a CIP for water and sewer and Street Maintenance. However, there is not one for the Fire Department, Ambulance or Police.

Other Items

a. Emelie Eaton stated that she had been provided the link to report problems with streetlights but it was far too long to state so she would text or e-mail it to the committee members and then provide it publicly in the minutes. The link is: https://www.northwesternenergy.com/contact-us/report-street-light-issue-form.
b. Emelie Eaton wanted to explain that Irv Wilke was considering becoming a member of the Public Works Committee but was sitting in on this meeting to see if it involved issues he would be interested in. He was welcomed as a new member after Bill Mountsier leaves the Council.
c. Emelie Eaton wanted to thank Bill Mountsier for his years of service on the Public Works committee and hoped that he would consider continuing on the committee as a private citizen as the committee still has two open seats.
d. Heidi Sparks wanted an update on Northwest Energy's bulb switch out. The response was that the switch out was not scheduled until 2020. Additionally, it was discovered that Solid Foundations had not received a bill since 2016 for those streetlights because there was no meter. The Street Lighting District would be in communication with NWE on this issue but the City did know that NWE could only go back six months on bills. Also, it was stated that residents could see a drop in taxes because of the change to LED lights.
e. Bill Mountsier wanted to state that he felt the *City of Laurel Pavement Management Plan* was a very comprehensive,

easy to understand book and he appreciated it. He stated he thought KLJ must have gone to a lot of work to produce it. There was a comment from the P.W. Director about local option taxes.

f. Marvin Carter stated that he liked the sidewalks that had been put in on SE 4th Street. He said there were no sidewalks on East or West Railroad Street. He wondered why there couldn't be sidewalks in the areas since they are also in the same TIFD. The P.W. Director stated the property owners would have to create a petition to put in sidewalks and create a SID.

Announcements

8. Martin Luther King Day is the third Monday of January. Staff would not be expected to work that day and the P.W. Director had stated a long time ago he no longer wanted to have a meeting on days he was not expected to be at City Hall. The committee discussed what dates would be acceptable as meeting times. Irv Wilke stated that, just as Bill Mountsier had had, there would be a conflict with moving the meeting to the fourth Monday because that is when Emergency Services Committee meets. It was mentioned that this issue would occur regarding the February 2020 meeting as well. The committee decided they would worry about the February meeting in January. After further discussion regarding conflicts Heidi Sparks moved and Bill Mountsier seconded that the January meeting would be held on Wednesday, January 22 at 6:00 p.m. in the council conference room.
9. 1st Avenue signal Timing Review Presentation by the Montana DOT. It was announced that January 21st, the second workshop of 2020 MT DOT would be attending the workshop to discuss signals and timing of the lights as well as whether the City wanted to continue to have the light at the corner of 1st Avenue and Main Street flash during certain hours. Irv Wilke stated that previously it had been requested that a "No Left Turn" sign be posted at the south end of the underpass to prevent people from turning onto East Railroad Street from South First Avenue. He said that the matter came down to whether or not Laurel Police would enforce it and the Police Department had stated they were reluctant to do so.

The next meeting will be January 22nd, 2020 at 6:00 p.m. in the Council Conference room.

The December 16, 2019 Public Works meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Emelie Eaton

Public Works Chair

Septic Dump Station for 2019

January	802.24
February	658.36
March	2134.52
April	1865.93
May	1164.28
June	2754.2
July	3122.08
August	3407.64
September	3724.76
October	2410.76
November	1628.88
December	
total	23673.65

Emergency Call-outs for Public Works December 16, 2019 PW meeting

12-8 Sand Streets due to ice

WWTP Screw Press (KLJ #1804-00120)

Project Manager: Travis Jones/Doug Whitney

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

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

Milestones:

- Preconstruction meeting was held December 13, 2018
- Notice to Proceed will be January 7, 2019 (150-day contract)
- Start-up of the sludge press and cake pump June 13, 2019
- Substantial Completion – August 2, 2019
- Final Completion- September 9, 2019
- Project Closed Out

Current Status:

- Warranty Inspection NLT August 2, 2020

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

Project Manager: Doug Whitney

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

Project Scope: Replace screw press "A".

Milestones:

- The City has order the Screw pump from the manufacture.
- Quotes have been received Star Service is low.
- Star Service has signed agreement
- Replacement installed November 11, 2019

Current Status:

- Installing drive unit and grouting

Sanitary Sewer H2S Remediation (KLJ #1804-00122)

Project Manager: Doug Whitney

Reason for Project: Buildup of H_2S within the WW collection system has led to deterioration of manholes and other system components.

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

Milestones:

- Sewer sampling plan submitted to the City
- Sewer samples collected on July 19, 2018
- Results of sewer sampling received on July 30, 2018
- Analyses of sampling and recommendations for a second round submitted on August 3, 2018
- Second round of samples collected on August 14, 2018
- Second round of sampling results received on August 27, 2018
- Results of second round of sewer sampling received on September 25, 2018
- H2S monitoring: April 2-19, 2019 – Completed
- Pilot Bioaugmentation equipment has been installed.
- Dosage increase authorized on October 11, 2019

Current Status:

- H2S levels are being monitored until November 18, 2019

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

Project Manager: Matt Corcoran

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

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

Milestones: (as needed)

Current Status:

- None

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

Project Manager: Carl Jackson

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

Project Scope:

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

Milestones:

- Bidding – April/May 2019
- SID creation – May/June 2019
- Construction – Substantial Completion walkthrough on August 15, 2019
- Substantial Completion for the Striping September 9, 2019
- DEQ Certification- September 16, 2019
- Punchlist Complete-

Current Status:

- Warranty Inspection NLT August 15, 2020

Data and Asset Management (KLJ # 1804-00461)

Project Manager: Matt Smith

Reason for Project: Consolidate infrastructure information

Project Scope: Assemble city infrastructure data into a single source, which can be used to tack and manage assets

Milestones:

- City Approved Project October 8, 2019

Current Status:

- KLJ is progressing

East Downtown Infrastructure Improvements (KLJ #1804-01309)

Project Manager: Matt Corcoran

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

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

Milestones:

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

Current Status:

- Design is in-process and KLJ is expediting plans and specifications to start the bidding/construction sequence in January 2020.

Tentative Schedule: January 23 – Advertise for Bids
February 13- Bid Opening
February 18- City Council Work Shop
February 25- City Council Awards Bid

Design Standards & Rules Update (KLJ # 1804-02569)

Project Manager: Matt Smith

Reason for Project: Update old standards

Project Scope: Develop a set of cohesive and concise design standards for public improvements to help facilitate reviews of new developments and ensure the public improvements are designed in the City of Laurel's best interest.

Milestones:

- Draft outline October 24, 2019

Current Status:

- Review of draft sections of manual

Pavement Management Plan Update (KLJ #1804-01970)

Project Manager: Bryan Vanderloos

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

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

Milestones:

- Final edits are complete, and the final draft was given to Kurt and Matt.
- Comments have been received by City

Current Status:

- Project is complete

2019 Pavement Maintenance (KLJ #1904-00230)

Project Manager: Bryan Vanderloos

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

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

Milestones:

- Bidding – complete
- Construction – April-June 2019
- Substantial Completion August 12, 2019
- Final Completion August 21, 2019

Current Status:

- Warranty Inspection NLT August 21, 2020

Laurel Planning Services (KLJ #1804-00554)

Project Manager: Forrest Sanderson

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

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

Milestones: (as needed)

Current Status:

- Floodplain Management – Joint Application for improvements at Riverside Park will need to be completed and a Floodplain Development Permit issued.
- Subdivision Review – KLJ Staff are available to assist as necessary.
- Zoning – KLJ Staff are available to assist as necessary.
- Riverside Park Campground (KLJ#1904-00634) – The project will be transferred to Matt Corcoran for design and management where Forrest has a regulatory role as City Floodplain Administrator. Forrest will remain as project liaison between City and Project Manager.
- Growth Policy Update – This project has just begun with coordination between the Laurel City Planner and KLJ.

Riverside Park Campground (KLJ # 1904-00634)

Project Manager: Matt Corcoran

Reason for Project: New campground in Riverside Park

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

Milestones:

- Design and Bid Document Preparation – ASAP
- Bidding – ASAP
- Construction – ASAP (goal is to be ready for next season)
- Council Approval
- Topographic Map Completed 25 Nov 19

Current Status:

- Preliminary Design to be completed by Jan 2, 2020

Other Notes and Information

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

Anticipated FY20 Projects

1. West Railroad Street Reconstruction- Proposal submitted
2. Water Storage Tank Recoat
3. 2020 Pavement Maintenance- Proposal submitted
4. Water System Planning
    a. Master Plan Update (potentially update PER concurrently)
    b. Booster station rehabilitation or replacement (task order forthcoming)
    c. Water storage tank
5. Capital Improvement Plan (CIP) assistance – pending further direction from the City.

Other Potential Future Projects

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

MEMORANDUM

Date: December 16, 2019

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

From: Chad E. Hanson, PE

Subject: Project Progress Update

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

Task Order No. 29 – Phase 3 Water System Improvements

Construction on the project is completed, and the new sedimentation basins are fully operational and performing well within the design parameters. The NTU of the water coming off the plate settlers is below 1.0, and chemical usage is a quarter to a third of historical usage based upon discussions with the plant operators.

Great West is completing the operation and maintenance (O&M) manuals and record drawings (as-builts) for the project and has been coordinating with the Contractor, COP Construction, to complete minor punch list items and to address a warranty issue with the filter pumps.