



**Agenda
City of Laurel
City Council Meeting
Tuesday, July 21, 2026
6:30 PM
Council Chambers**

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.

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.

Public Input

Citizens may address the Council regarding any item of City business that is not on tonight's agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda. Because of the Rules that govern public meetings, Council is not permitted to speak in response to any issue raised that is a non-Agenda item. The Mayor may provide factual information in response, with the intention that the matter may be addressed at a later meeting. In addition, City Council may request that a particular non-Agenda item be placed on an upcoming Agenda, for consideration. Citizens should not construe Council's "silence" on an issue as an opinion, one way or the other, regarding that non-Agenda matter. Council simply cannot debate an item that is not on the Agenda, and therefore, they must simply listen to the feedback given during public input. If a citizen would like to speak or comment regarding an item that is on tonight's agenda, 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.

Be advised, if a discussion item has an upcoming public hearing, we would request members of the public to reserve your comments until the public hearing. At the public hearing, the City Council will establish an official record that will include all of your comments, testimony, and written evidence.

General Items

Executive Review

1. A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Water Model Assessment By And Between The City Of Laurel And Morrison-Maierle
2. A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Laurel Industrial Park MFE Review By And Between The City Of Laurel And Morrison-Maierle

3. A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Casa Linda Sub. Block 4 MFE Review By And Between The City Of Laurel And Morrison-Maierle
4. A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Fy27 RRG Planning Grant Assistance By And Between The City Of Laurel And Morrison-Maierle

Council Issues

5. City/County Planning Board Appointments Clarification

Other Items

Attendance at Upcoming Council Meeting

Announcements

6. Employee & Volunteer Recognition July to December 2026

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.

ITEM REPORT

To: City Council
From: Matt Wheeler, Public Works Director
Meeting Date: July 21, 2026
Department/Office: Public Works Department
Item Name: A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Water Model Assessment By And Between The City Of Laurel And Morrison-Maierle

Summary:

- Description: Update, calibrate, and assess the City's hydraulic water model, including flow testing and development of a technical memorandum evaluating system performance and future demands. This information will be utilized for the water PER. The level of effort to include Future demands for this effort was discussed with Forrest to help streamline the PER efforts.
- Billing Type: Lump sum

Recommended Action:

Staff Recommendation: Approve Task Order No. 2.

Budget:

This task order has been budgeted from the Water Fund.

Attachments:

1. R26-__ Approve Task Order No. 2 Water Model Assessment
2. Task Order 2 Water Model Assessment w Attachment A

RESOLUTION NO. R26-__

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE THE TASK ORDER AND ALL RELATED DOCUMENTS FOR THE
WATER MODEL ASSESSMENT BY AND BETWEEN THE CITY OF LAUREL AND
MORRISON-MAIERLE**

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

Section 1: Approval. The Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle., for the Water Model assessment, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle.

Introduced at a regular meeting of the City Council on the 28th day of July 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 28th day of July 2026.

APPROVED by the Mayor on the 28th day of July 2026.

CITY OF LAUREL

Kris R. Vogeles, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:



Ryan C. Addis, Civil City Attorney

Task Order 2

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated 05/26/2026 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: 07/28/2026
- b. Owner: City of Laurel
- c. Engineer: Morrison-Maierle
- d. Specific Project (title): Hydraulic Model Assessment
- e. Specific Project (description): Import the existing hydraulic model, review data from City, collect flow test data, incorporate changes based on as-built data, project future demands in model, and provide a hydraulic assessment technical memorandum.

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

- ☒ as follows: See Attachment A to Task Order 2.

3. Additional Services

B. Additional Services that may be authorized or necessary under this Task Order are:

- ☒ as follows: Additional Services that may be authorized or necessary under this Task Order are as follows: See Attachment A to Task Order 2. Additional Services may include, but are not limited to, additional data collection, model updates, calibration, analysis, meetings, coordination, or revisions required due to incomplete, inaccurate, unavailable, or inconsistent information; limitations or deficiencies in the existing hydraulic model, GIS data, record drawings, SCADA data, or flow testing information; changes in City direction or operating assumptions; requests for additional scenarios or alternatives; or services not specifically included in the Basic Services described in Attachment A.

4. Owner's Responsibilities

Task Order Form

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and American Society of Civil Engineers. All rights reserved.

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: *See Attachment A to Task Order 2*

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: *See Attachment A to Task Order 2*

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Hydraulic Model Assessment and Memo	\$50,850	Lump Sum
TOTAL COMPENSATION	\$50,850	Lump Sum

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Attachment A to Task Order 2

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 7/28/2026.

OWNER:

By: _____

Print Name: _____

Title: _____

ENGINEER:

By: _____

Print Name: Jill A. Cook, PE

Title: Vice President

Engineer License or Firm's
Certificate No. (if required): 19585 PE
State of: MT

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

E-Mail
Address: _____

Phone: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kurtis DeShaw

Title: Project Manager

Address: 315 N 25th St, Suite 102

E-Mail
Address: kdeshaw@m-m.net

Phone: 406-237-1251

Task Order Form

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ATTACHMENT A
TO
TASK ORDER NO. 2
CITY OF LAUREL
HYDRAULIC MODEL ASSESSMENT
SCOPE OF SERVICES

Exhibit A of the Master Agreement for Professional Services dated February 18, 2026, related to water facilities between the City of Laurel (COL, Owner) and Morrison-Maierle Inc. (Engineer), shall be modified for this Task Order No. 2, as noted below. The scope of this Task Order addresses hydraulic model assessment services in order to have it prepared, updated, and calibrated for future use in system analysis and development-related reviews, which will be completed in separate task orders. This includes planning-level calibration and verification of hydraulic performance so model results mirror actual performance.

The costs and schedule described herein assume approval of Task Order 2 on July 28, 2026. The schedule will be as follows:

- **Data Gathering:** A data request will be made to the City after approval of the Task Order. It is assumed that all necessary data, including the most recent hydraulic model as completed by the City's former Engineer, GIS database, and flow data, booster station and tank information, will be provided by the City to the Engineer by July 24, 2026. Additional data collection for calibration shall include hydrant flow testing by Engineer over two working days. During flow testing, City personnel shall be available to operate valves, as needed.
- **Hydraulic Model:** Assuming data is received as noted above, hydraulic modeling, calibration, and a draft technical memo will be provided to the City for review and comment within 8 weeks of receipt of data. The modeling task will also include incorporating population and demand projections into the model for future planning efforts.

The overall goal is to complete the Hydraulic Model Assessment Technical Memorandum by mid-October 2026 after incorporating City feedback. This includes 8 weeks from receipt of data for draft submittal to City, one week for City review and comments, and one week to incorporate the City's feedback. The data collected and model updates will facilitate a more streamlined hydraulic modeling effort for the future PER (to be performed in a separate Task Order).

Assumptions, Limitations, and Additional Effort

The scope, schedule, and compensation for this Task Order are based on the assumptions and level of effort described herein, including timely receipt of available City data, the existing hydraulic model, GIS

information, record drawings, flow data, booster station and tank information, and SCADA information needed to support the hydraulic model assessment. Engineer's evaluation will be based on information made available by the City and field data collected within the limits of this Task Order.

Additional services may be required if the existing model, GIS data, record drawings, operating information, SCADA data, or other information is incomplete, inaccurate, unavailable, inconsistent, or not suitable for the intended level of hydraulic assessment; if additional field investigation, survey, flow testing, calibration, model development, scenario analysis, meetings, or coordination is requested; or if City direction, operating assumptions, planning assumptions, or project requirements change after the effective date of this Task Order. Such services may be performed as Additional Services in accordance with the Agreement.

PART 1 – BASIC SERVICES

A.1.01 Modeling Import, Calibration, and Assessment Phase

A. Engineer shall complete the following tasks:

1. Task 1 – Water Model Hydraulic Assessment

- a. Import the existing water model from the previous consultant. The review will include a general review of pipeline size and material compared to information in the GIS database, as well as a review of pump stations and reservoir settings.
- b. Update the hydraulic model of the distribution system using InfoWater as required to reflect hydraulic conditions based on additional data provided by the City. Update new or replacement water main sizes, materials, and alignments to the extent practicable.
- c. Collect additional hydrant flow data as calibration points. Two days of hydrant flow tests will be performed and coordinated with City operation staff to adjust water treatment facilities. Flow testing will be conducted by Morrison-Maierle staff with assistance from City staff and will consist of approximately 15 hydrant flow tests. Morrison-Maierle will provide direction on what data is needed and a recommended procedure for staff to use. Morrison-Maierle will also be on site to document flows and pressures.
- d. Elevations for the system will be based on the previous model. Information about recently constructed facilities will be based on record drawings. Existing atlas mapping and GIS database information will also be utilized. No survey is included in this task order.
- e. Calibrate the water model based on existing data from the City and new flow testing data collected. It is assumed that the City can provide SCADA information on the system at the time of the hydrant flow tests, including pump status and storage reservoir levels.

2. Task 2 – Hydraulic Model Assessment Memo

- a. Hydraulic Analysis Technical Memorandum: A technical memorandum will be developed based on the analysis of the hydraulic model. This technical memorandum will include the following information:
 - 1) Summary of key modeling assumptions, including:
 - a) Existing demands
 - b) Operational assumptions for reservoirs, booster stations, and pressure zones
 - c) Pipe hydraulic coefficients
 - d) Population and demand projection discussion.
 - 2) Description of the hydraulic model updates and calibration efforts, including available hydrant flow data and system operating information used in the evaluation.
 - a) Evaluation of existing system hydraulic performance, including:
 - b) Pressure distribution throughout the system
 - c) Reservoir operating levels and usable storage
 - d) Pump station initial operating conditions
 - 3) Identification and summary of key hydraulic deficiencies, operational concerns, and system constraints requiring additional evaluation as part of the PER.
- b. Based on hydraulic analysis and planning evaluations, the Engineer will prepare a Hydraulic Assessment Technical Memorandum.

The technical memorandum may include, but is not limited to, the following:

- 1) Recommendations for future data collection efforts to support the PER.
 - 2) Summary of actual conditions versus model performance.
 - 3) Preparation of exhibits and mapping illustrating:
 - a) Existing water system infrastructure
 - b) Proposed improvements and future expansion areas
- c. A digital copy of the draft technical memorandum will be provided to the City for review and comment. The schedule assumes that the draft technical memorandum will

be reviewed and that feedback will be provided within one week. A digital copy of the final technical memorandum in pdf format will be provided to the City two weeks after feedback is received.

3. Task 3 – Project Management and Quality Assurance

- a. Establish project files, coordinate internal resources, and initiate project review activities.
- b. Conduct project management activities including schedule development, task delegation, coordination among review personnel, and progress tracking throughout the Study and Report Phase.
- c. Two meetings to review data with City personnel are included. City council and/or public works meeting attendance are not included in this scope.
- d. Coordinate with Owner regarding review expectations, schedule assumptions, progress updates, budget status, project billing, and potential changes in scope, schedule, or level of effort, including timely communication of issues that may require additional review or Additional Services.
- e. Morrison-Maierle will provide an internal quality assurance review by an experienced Senior Engineer with expertise in the report subject.

No formal public presentations are included in this task.

Engineer's services under the Task Order will be considered complete on the date when the final memorandum and any other deliverables have been delivered to and accepted by Owner, as appropriate.

PART 2 – ADDITIONAL SERVICES

A2.01 *Additional Services Requiring Owner's Written Authorization*

- A. If authorized in writing by Owner, Engineer shall furnish or obtain from others Additional Services of the types listed below.
 1. Proceed with Preliminary Design, Design, Construction, and Post-Construction Phase Services.
 2. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements beyond those described in the scope of this contract; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

3. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
4. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
6. Providing renderings or models for Owner's use.
7. Undertaking investigations and studies including, but not limited to, detailed consideration of operations, maintenance, and overhead expenses; the preparation of financial feasibility and cash flow studies, rate schedules, and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing, and assisting Owner in obtaining process licensing; detailed quantity surveys of materials, equipment, and labor; and audits or inventories required in connection with construction performed by Owner.
8. Furnishing services of Consultants for other than Basic Services.
9. Services during out-of-town travel required of Engineer other than for visits to the Site or Owner's office.
10. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
11. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Project.
12. Other services performed or furnished by Engineer not otherwise provided for in this Agreement.

A2.02 Additional Services Not Requiring Owner's Written Authorization

- A. Engineer shall advise Owner in advance that Engineer will commence to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice from Owner.

1. Services in connection with work change directives and change orders to reflect changes requested by Owner.

ITEM REPORT

To: City Council
From: Matt Wheeler, Public Works Director
Meeting Date: July 21, 2026
Department/Office: Public Works Department
Item Name:

A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Laurel Industrial Park MFE Review By And Between The City Of Laurel And Morrison-Maierle

Summary:

- Description: Engineering review of municipal infrastructure for MFE approval, including technical analysis, hydraulic modeling, and review comments.
- Billing Type: Hourly (recoverable from developer)

Recommended Action:

Staff Recommendation is to approve Task Order No. 3

Budget:

Task Order No. 3 has been budgeted.

Attachments:

1. R26-__ Approve Task Order No. 3 Laurel Industrial Park MFE Review
2. Task Order 3 Laurel Industrial Park MFE Review w Attachment A

RESOLUTION NO. R26-__

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE THE TASK ORDER AND ALL RELATED DOCUMENTS FOR THE
LAUREL INDUSTRIAL PARK MFE REVIEW BY AND BETWEEN THE CITY OF
LAUREL AND MORRISON-MAIERLE**

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

Section 1: Approval. The Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle., for the Laurel Industrial Park MFE Review, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle.

Introduced at a regular meeting of the City Council on the 28th day of July 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 28th day of July 2026.

APPROVED by the Mayor on the 28th day of July 2026.

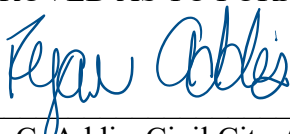
CITY OF LAUREL

Kris R. Vogeles, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:



Ryan C. Addis, Civil City Attorney

Task Order 3

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated 05/26/2026 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: 07/28/2026
- b. Owner: City of Laurel
- c. Engineer: Morrison-Maierle
- d. Specific Project (title): Laurel Industrial Park MFE Review
- e. Specific Project (description): Municipal Facilities Exclusion Review for City approval of the Laurel Industrial Park Subdivision.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

☒ as follows: See Attachment A to Task Order 3.

3. Additional Services

- B. Additional Services that may be authorized or necessary under this Task Order are:

☒ as follows: The anticipated review effort as described in Attachment A is based on receipt of complete, coordinated developer submittals that are in general conformance with applicable City standards. Additional review, coordination, or re-review required due to incomplete, inconsistent, or substantially nonconforming documents may be performed as an Additional Service in accordance with the Agreement.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: *See Attachment A to Task Order 3*

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: *See Attachment A to Task Order 3*

Task Order Form

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6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Laurel Industrial Park MFE Review	\$11,500	Hourly Rate
TOTAL COMPENSATION	\$11,500	Hourly Rate

Services shall be performed on an Hourly Rate basis in accordance with the rate schedule included in the Agreement and as described in Exhibit C of the Master Agreement.

For hourly rate work, the hourly rates and expenses for Engineering Services may be adjusted annually, and such adjusted rates will be utilized for those Basic Services and Additional Services utilizing the Hourly Rate method of payment. Owner shall pay Engineer for services at the current Standard Billing Rates in effect at the time the work is performed.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Attachment A to Task Order 3

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 07/28/2026.

OWNER:

ENGINEER:

By: _____

By: _____

Print Name: _____

Print Name: Jill A. Cook, PE

Title: _____

Title: Vice President

Engineer License or Firm's Certificate No. (if required): 19585 PE
State of: MT

Task Order Form

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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

E-Mail
Address: _____

Phone: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kurtis DeShaw

Title: Project Manager

Address: 315 N 25th St, Suite 102

E-Mail
Address: kdeshaw@m-m.net

Phone: 406-237-1251

Task Order Form

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ATTACHMENT A
TO
TASK ORDER NO. 3
CITY OF LAUREL
LAUREL INDUSTRIAL PARK MFE REVIEW
SCOPE OF SERVICES

Exhibit A of the Master Agreement for Professional Services dated May 26, 2026, related to the review of the Laurel Industrial Park Subdivision between the City of Laurel (Owner) and Morrison-Maierle Inc. (Engineer), shall be modified for this Task Order No. 3, as noted below. The scope of this Task Order addresses Study and Report Phase services for completing the Municipal Facilities Exclusion (MFE) review of the Laurel Industrial Park Subdivision.

The costs and schedule described herein assume approval of Task Order 3 on July 28, 2026. The review schedule and assumptions are as follows:

Engineer will initiate the review following authorization to proceed and receipt of the applicant/developer's submitted materials necessary to perform the review. The review process is anticipated to generally include project initiation and data review, technical review and analysis, hydraulic modeling/capacity evaluation as applicable, internal QA/QC, issuance of initial review comments, review of applicant responses and resubmittals, and issuance of revised review correspondence as appropriate.

Because the review schedule is dependent upon the timing, completeness, consistency, and technical adequacy of materials submitted by the applicant/developer, as well as response times by the applicant, Owner, and other reviewing parties, specific review durations are not guaranteed. Engineer will coordinate with Owner regarding anticipated review timing as submittals are received and the level of effort required becomes better defined. Additional review, coordination, or analysis required due to incomplete, inconsistent, substantially revised, or nonconforming submittals may be performed as Additional Services in accordance with the Agreement.

PART 1 – BASIC SERVICES

A.1.01 Study and Report Phase

A. Engineer shall complete the following general tasks as required for the individual MFE review. Task items may include:

1. Task 1 – Project Initiation and Management

- a. Establish project files, coordinate internal resources, and initiate project review activities.

- b. Conduct project management activities including schedule development, task delegation, coordination among review personnel, and progress tracking throughout the Study and Report Phase.
 - c. Coordinate with Owner regarding review expectations, schedule assumptions, progress updates, budget status, project billing, and potential changes in scope, schedule, or level of effort, including timely communication of issues that may require additional review or Additional Services.
- 2. Task 2 – Preliminary Evaluation and Data Review**
- a. Review available project information, reports, plans, and supporting documentation associated with the proposed subdivision and MFE application.
 - b. Evaluate submitted materials to identify required elements, determine completeness of the application package, and establish review criteria based on applicable local and state standards.
- 3. Task 3 – Technical Review and Analysis**
- a. Perform a detailed engineering review of proposed water, wastewater, stormwater, and related municipal infrastructure improvements for conformance with applicable design standards, regulations, and municipal requirements.
 - b. Review submitted engineering reports and supporting technical documentation, identify deficiencies, and develop comments, questions, and recommendations for further clarification or revision.
 - c. Evaluate anticipated utility demands and system impacts associated with the proposed development.
- 4. Task 4 – Hydraulic Modeling and Capacity Assessment**
- a. Utilize the City of Laurel water model to assess the effect of proposed development demands on the public water system.
 - b. Perform hydraulic analyses necessary to evaluate system capacity, pressure performance, and the ability of the municipal water system to serve the proposed developments.
 - c. Coordinate with Owner regarding applicant/developer-provided sanitary sewer and stormwater capacity analyses, including review of available City system information, discussion of assumptions and identified system constraints, and communication with Owner regarding whether additional information or analysis should be requested from the applicant/developer to demonstrate adequate sanitary sewer and stormwater capacity. Detailed sanitary sewer and stormwater capacity modeling or independent capacity analyses by Engineer are not included since a storm or sanitary sewer model is not currently developed.

5. Task 5 – Findings and Recommendations

- a. Prepare technical findings based on engineering review and hydraulic analyses.
- b. Develop recommendations regarding municipal utility capacity, infrastructure adequacy, and additional information or revisions necessary to support MFE consideration.

6. Quality Assurance / Quality Control

- a. Conduct internal QA/QC reviews of technical evaluations, calculations, hydraulic modeling results, and review comments to ensure consistency and technical accuracy.

7. Study and Report Deliverables

- a. Prepare and issue a formal review letter documenting findings, technical comments, requests for additional information, and recommendations regarding the MFE application.
- b. Review resubmitted plans and reports, update technical evaluations as necessary, revise hydraulic analyses, perform follow-up QA/QC review, and issue revised review correspondence documenting final comments and recommendations.

8. Deliverables

- a. The principal Study and Report Phase deliverables shall include:
 - 1) Technical review of submitted plans and reports.
 - 2) Water system hydraulic capacity evaluation.
 - 3) Review comment memorandum and/or formal comment letter.
 - 4) Revised review memorandum and/or comment letter following applicant responses and resubmittals.
 - 5) Signed MFE form and will-serve letter.

Engineer's services under the Study and Report Phase will be considered complete on the date when the final Report and any other deliverables have been delivered to and accepted by Owner, as appropriate.

ITEM REPORT

To: City Council
From: Matt Wheeler, Public Works Director
Meeting Date: July 21, 2026
Department/Office: Public Works Department
Item Name: A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Casa Linda Sub. Block 4 MFE Review By And Between The City Of Laurel And Morrison-Maierle

Summary:

- Description: Engineering review for MFE approval, including infrastructure evaluation, hydraulic modeling, and formal review documentation.
- Billing Type: Hourly (recoverable from developer)

Recommended Action:

Staff recommendation is to approve Task Order No. 4.

Budget:

Task Order No. 4 has been budgeted.

Attachments:

1. R26-__ Approve Task Order No. 4 Casa Linda Sub. Block 4 MFE Review
2. Task Order 4 Casa Linda Sub. Block 4 MFE Review w Attachment A
3. Casa Linda Subd. - 913733
4. Resolution No. 1875

RESOLUTION NO. R26-__

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE THE TASK ORDER AND ALL RELATED DOCUMENTS FOR THE
CASA LINDA SUB. BLOCK 4 MFE REVIEW BY AND BETWEEN THE CITY OF
LAUREL AND MORRISON-MAIERLE**

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

Section 1: Approval. The Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle., for the Casa Linda Sub. Block 4 MFE Review, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle.

Introduced at a regular meeting of the City Council on the 28th day of July 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 28th day of July 2026.

APPROVED by the Mayor on the 28th day of July 2026.

CITY OF LAUREL

Kris R. Vogeles, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:



Ryan C. Addis, Civil City Attorney

Task Order 4

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated 05/26/2026 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: 07/28/2026
- b. Owner: City of Laurel
- c. Engineer: Morrison-Maierle
- d. Specific Project (title): Casa Linda Subdivision, Block 4 MFE Review
- e. Specific Project (description): Municipal Facilities Exclusion Review for City approval of the Casa Linda Subdivision, Block 4.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

☒ as follows: See Attachment A to Task Order 4.

3. Additional Services

- B. Additional Services that may be authorized or necessary under this Task Order are:

☒ as follows: The anticipated review effort as described in Attachment A is based on receipt of complete, coordinated developer submittals that are in general conformance with applicable City standards. Additional review, coordination, or re-review required due to incomplete, inconsistent, or substantially nonconforming documents may be performed as an Additional Service in accordance with the Agreement.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: *See Attachment A to Task Order 4*

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: *See Attachment A to Task Order 4*

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Casa Linda Subdivision, Block 4 MFE Review	\$9,200	Hourly Rate
TOTAL COMPENSATION	\$9,200	Hourly Rate

Services shall be performed on either an Hourly Rate or Lump Sum basis in accordance with the rate schedule included in the Agreement and as described in Exhibit C of the Master Agreement.

For hourly rate work, the hourly rates and expenses for Engineering Services may be adjusted annually, and such adjusted rates will be utilized for those Basic Services and Additional Services utilizing the Hourly Rate method of payment. Owner shall pay Engineer for services at the current Standard Billing Rates in effect at the time the work is performed.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Attachment A to Task Order 4

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 07/28/2026.

OWNER:

ENGINEER:

By: _____

By: _____

Print Name: _____

Print Name: Jill A. Cook, PE

Title: _____

Title: Vice President

Engineer License or Firm's
Certificate No. (if required): 19585 PE
State of: MT

Task Order Form

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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

E-Mail
Address: _____

Phone: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kurtis DeShaw

Title: Project Manager

Address: 315 N 25th St, Suite 102

E-Mail
Address: kdeshaw@m-m.net

Phone: 406-237-1251

Task Order Form

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ATTACHMENT A
TO
TASK ORDER NO. 4
CITY OF LAUREL
CASA LINDA SUBDIVISION, BLOCK 4 MFE REVIEW
SCOPE OF SERVICES

Exhibit A of the Master Agreement for Professional Services dated May 26, 2026, related to the review of the Casa Linda Subdivision, Block 4 between the City of Laurel (Owner) and Morrison-Maierle Inc. (Engineer), shall be modified for this Task Order No. 4, as noted below. The scope of this Task Order addresses Study and Report Phase services for completing the Municipal Facilities Exclusion (MFE) review of the Casa Linda Subdivision, Block 4.

The costs and schedule described herein assume approval of Task Order 4 on July 28, 2026. The schedule will be as follows:

Engineer will initiate the review following authorization to proceed and receipt of the applicant/developer's submitted materials necessary to perform the review. The review process is anticipated to generally include project initiation and data review, technical review and analysis, hydraulic modeling/capacity evaluation as applicable, internal QA/QC, issuance of initial review comments, review of applicant responses and resubmittals, and issuance of revised review correspondence as appropriate.

Because the review schedule is dependent upon the timing, completeness, consistency, and technical adequacy of materials submitted by the applicant/developer, as well as response times by the applicant, Owner, and other reviewing parties, specific review durations are not guaranteed. Engineer will coordinate with Owner regarding anticipated review timing as submittals are received and the level of effort required becomes better defined. Additional review, coordination, or analysis required due to incomplete, inconsistent, substantially revised, or nonconforming submittals may be performed as Additional Services in accordance with the Agreement.

PART 1 – BASIC SERVICES

A.1.01 Study and Report Phase

A. Engineer shall complete the following tasks:

1. Task 1 – Project Initiation and Management

- a. Establish project files, coordinate internal resources, and initiate project review activities.

- b. Conduct project management activities including schedule development, task delegation, coordination among review personnel, and progress tracking throughout the Study and Report Phase.
 - c. Coordinate with Owner regarding review expectations, schedule assumptions, progress updates, budget status, project billing, and potential changes in scope, schedule, or level of effort, including timely communication of issues that may require additional review or Additional Services.
- 2. Task 2 – Preliminary Evaluation and Data Review**
- a. Review available project information, reports, plans, and supporting documentation associated with the proposed subdivision and MFE application.
 - b. Evaluate submitted materials to identify required elements, determine completeness of the application package, and establish review criteria based on applicable local and state standards.
- 3. Task 3 – Technical Review and Analysis**
- a. Perform a detailed engineering review of proposed water, wastewater, stormwater, and related municipal infrastructure improvements for conformance with applicable design standards, regulations, and municipal requirements.
 - b. Review submitted engineering reports and supporting technical documentation, identify deficiencies, and develop comments, questions, and recommendations for further clarification or revision.
 - c. Evaluate anticipated utility demands and system impacts associated with the proposed development.
- 4. Task 4 – Hydraulic Modeling and Capacity Assessment**
- a. Utilize the City of Laurel water model to assess the effect of proposed development demands on the public water system.
 - b. Perform hydraulic analyses necessary to evaluate system capacity, pressure performance, and the ability of the municipal water system to serve the proposed development.
 - c. Coordinate with Owner regarding applicant/developer-provided sanitary sewer and stormwater capacity analyses, including review of available City system information, discussion of assumptions and identified system constraints, and communication with Owner regarding whether additional information or analysis should be requested from the applicant/developer to demonstrate adequate sanitary sewer and stormwater capacity. Detailed sanitary sewer and stormwater capacity modeling or independent capacity analyses by Engineer are not included since a storm or sanitary sewer model is not currently developed.

5. Task 5 – Findings and Recommendations

- a. Prepare technical findings based on engineering review and hydraulic analyses.
- b. Develop recommendations regarding municipal utility capacity, infrastructure adequacy, and additional information or revisions necessary to support MFE consideration.

6. Quality Assurance / Quality Control

- a. Conduct internal QA/QC reviews of technical evaluations, calculations, hydraulic modeling results, and review comments to ensure consistency and technical accuracy.

7. Study and Report Deliverables

- a. Prepare and issue a formal review letter documenting findings, technical comments, requests for additional information, and recommendations regarding the MFE application.
- b. Review resubmitted plans and reports, update technical evaluations as necessary, revise hydraulic analyses, perform follow-up QA/QC review, and issue revised review correspondence documenting final comments and recommendations.

8. Deliverables

- a. The principal Study and Report Phase deliverables shall include:
 - 1) Technical review of submitted plans and reports.
 - 2) Water system hydraulic capacity evaluation.
 - 3) Review comment memorandum and/or formal comment letter.
 - 4) Revised review memorandum and/or comment letter following applicant responses and resubmittals.
 - 5) Signed MFE form and will-serve letter.

Engineer's services under the Study and Report Phase will be considered complete on the date when the final Report and any other deliverables have been delivered to and accepted by Owner, as appropriate.

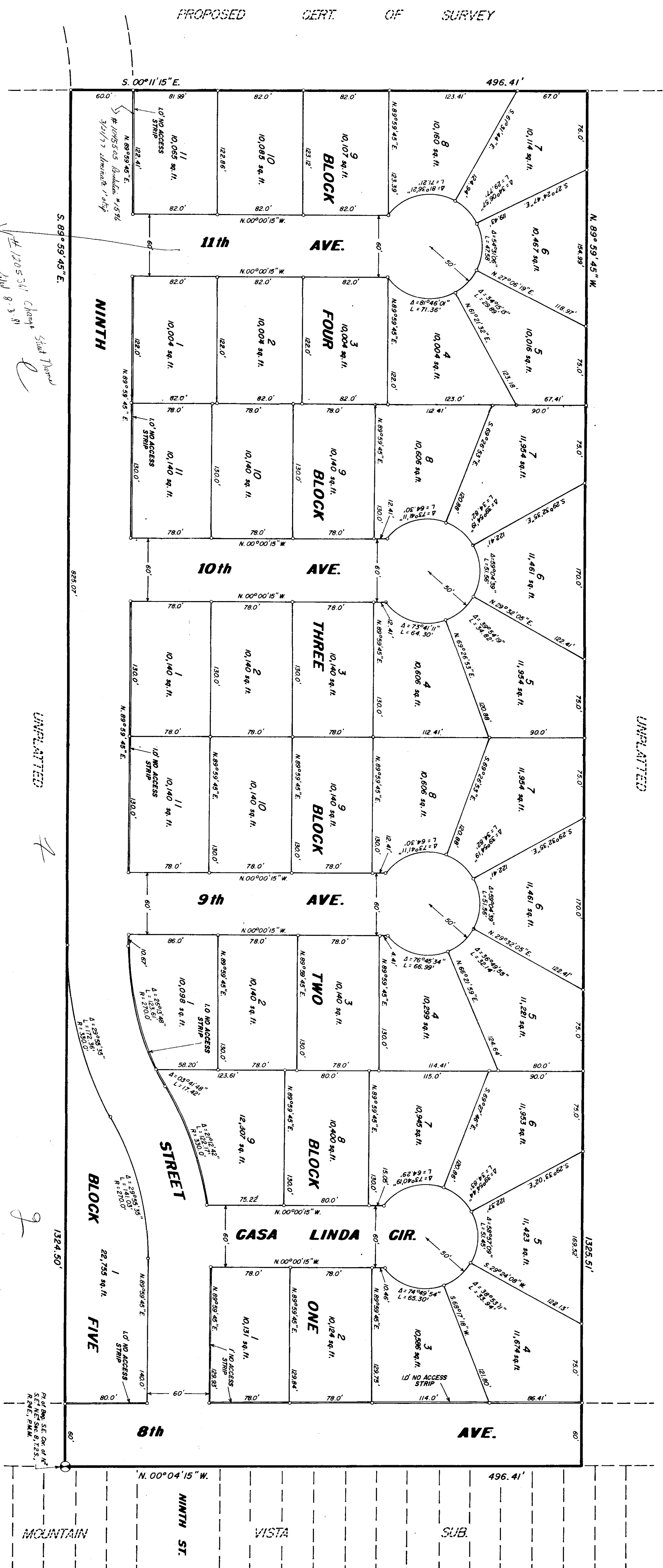
CASA LINDA SUBDIVISION

Situated in N²SE⁴, NE⁴ Sec. 8, T.2S, R.24E, PMM.

Yellowstone County, Montana

by: Harlan M. Lund, 1827S

Scale: 1" = 50' July, 1972



NOTICE OF APPROVAL

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

CERTIFICATE OF APPROVAL

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

BOARD OF COUNTY COMMISSIONERS

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

COMMISSIONER

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

CONSENT TO PLATTING BY MORTGAGE

The undersigned, Wayne A. Love, of the Yellowstone County of Montana, do hereby consent to the platting of the tract herein described, and hereby release from said mortgage all portions of the tract dedicated to the public.
IN WITNESS WHEREOF, the undersigned has signed this consent and release to be executed and acknowledged. This consent is made pursuant to Chapter 6, Title 11-607 of the Revised Codes of Montana 1972.

UNPLATTED

CERTIFICATE OF SURVEY

STATE OF MONTANA
County of Yellowstone ss.
I, Harlan M. Lund, Registered Land Surveyor #1827S, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

Subscribed and sworn to before me, Harlan M. Lund, a Notary Public for the State of Montana, on this 27th day of July, 1972.

SANITARY EXEMPTIONS

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

CERTIFICATE OF DEDICATION

NOW ALL MEN BY THESE PRESENTS, That Robert D. Graham and Mary Alice Graham, his wife, Edgar R. Fisher and Doris B. Fisher, his wife, do hereby certify that they have caused to be surveyed, subdivided, and platted into lots, blocks and streets as shown on the plat and Certificate of Survey, hereunto annexed the following described tract of land situated in the North Half of the East 1/4 of Section 8, Township 2 South, Range 24 East, P.M.M., of the Yellowstone County of Montana, and that the same is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

STATE OF MONTANA
County of Yellowstone ss.
I, Robert D. Graham, Notary Public for the State of Montana, do hereby certify that the foregoing plat of the Casa Linda Subdivision, as shown on the plat and Certificate of Survey, is in conformity with the requirements of the laws of the State of Montana, and that the same has been approved for filing by the Yellowstone County Planning Board and conforms with the recommendations of the Board.
Witness my hand and the official seal of Yellowstone County this 27th day of July, 1972.

RESOLUTION NO. 1875

CHANGING STREET NAME IN BLOCK 4, CASA LINDA
SUBDIVISION FROM 11th AVENUE TO DEL REY CIRCLE.

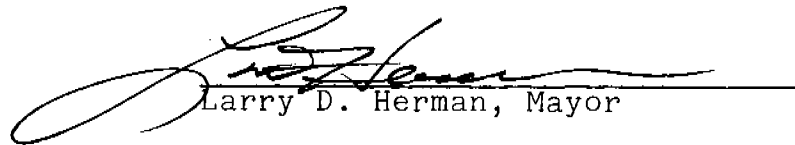
WHEREAS, the aforesaid described property is within the city limits of the City of Laurel and that it is within the best interests of the City of Laurel to change the street name in Block 4, Casa Linda Subdivision from 11th Avenue to Del Rey Circle.

NOW, THEREFORE, BE IT RESOLVED:

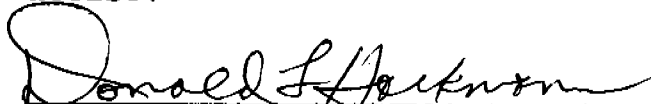
That the street name in Block 4, Casa Linda Subdivision is changed from 11th Avenue to Del Rey Circle.

Introduced by Alderman Behm at a regular meeting of the Laurel City Council.

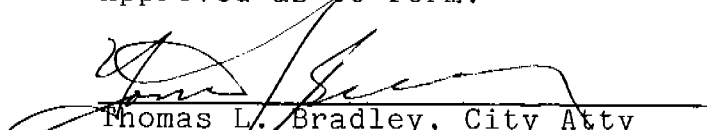
Passed this 21st day of July, 1981, by the entire council present.


Larry D. Herman, Mayor

ATTEST:


Donald L. Hackmann, City Clerk

Approved as to form:


Thomas L. Bradley, City Atty

ATTED

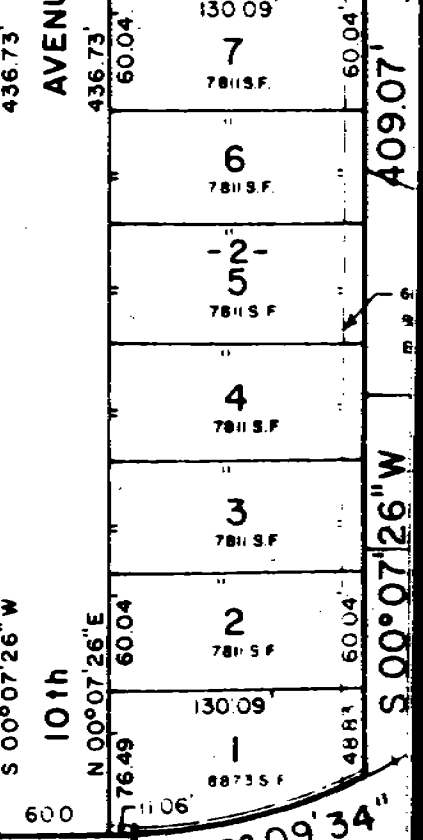
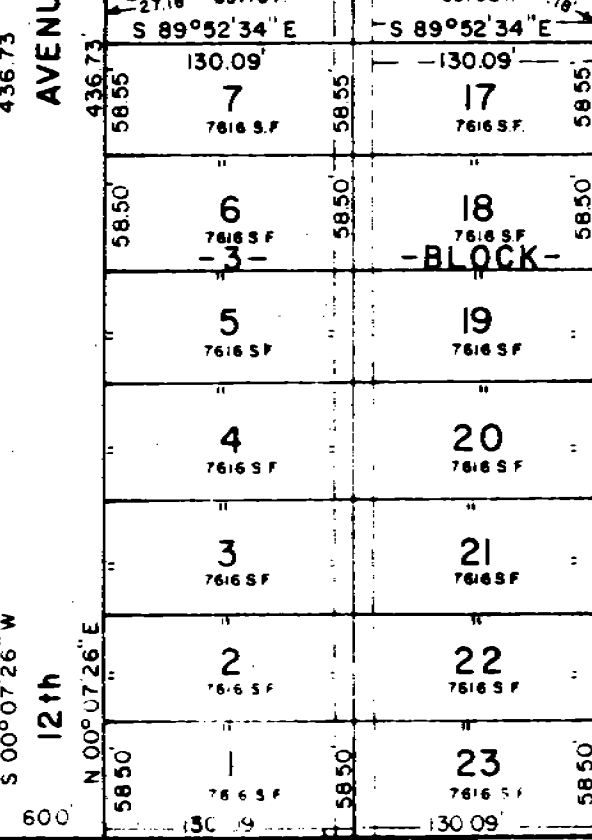
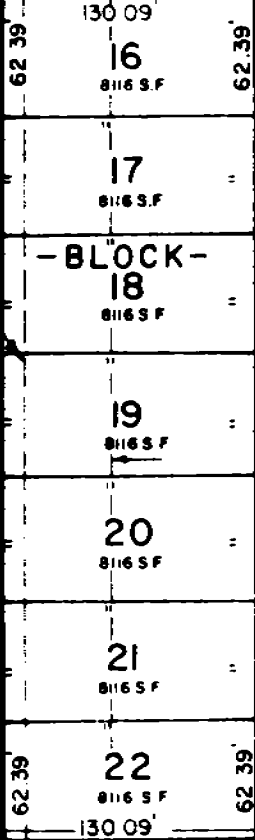
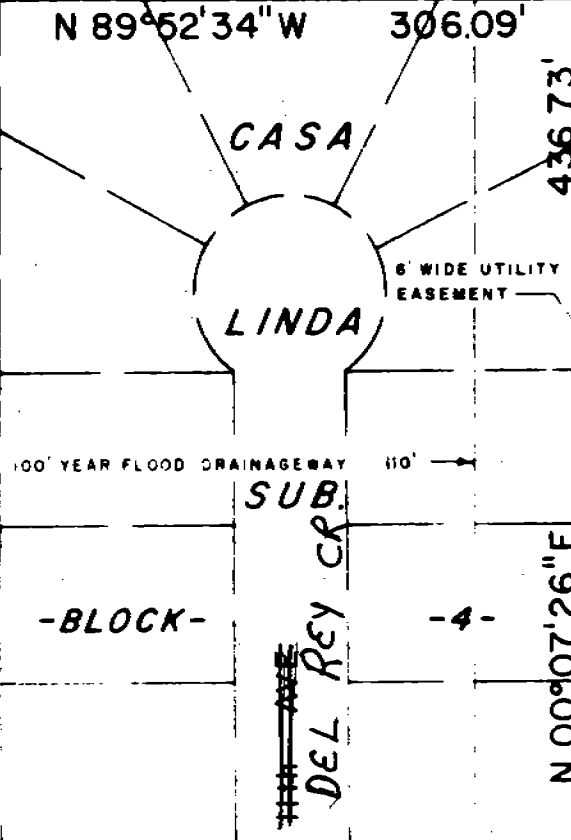
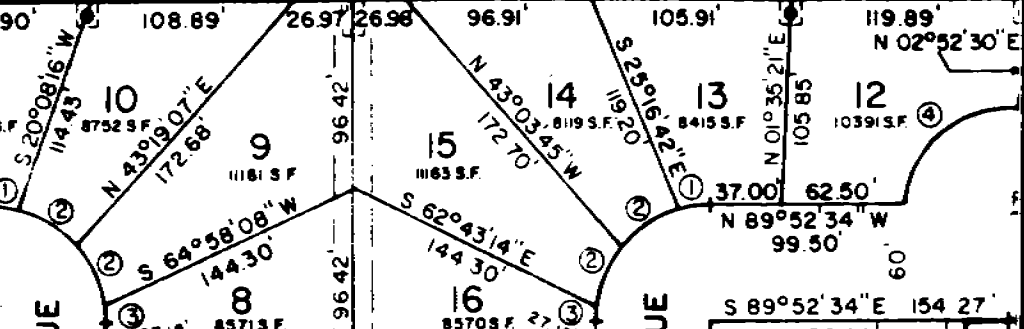
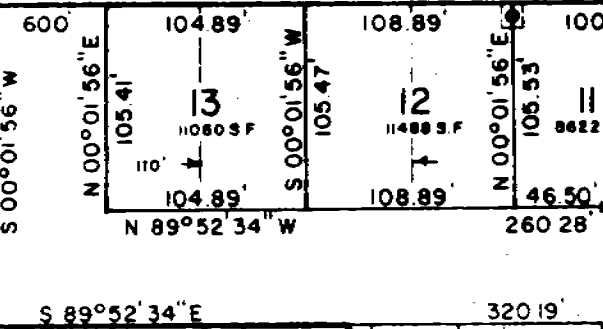
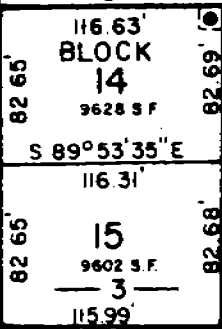
CHERRY

HILL

REFUSE COLLECTION EASEMENT (TYPICAL)

S 89°54'38"E

N 00°11'15"W
165.30'



NINTH

N 89°52'34"W

521.33'

12' WIDE NO VEHICULAR ACCESS STRIP

12' WIDE UTILITY & DRAINAGE EASEMENT

UNPLATTED

Δ = 26°09'34"
L = 123.27'
R = 270.00'

ITEM REPORT

To: City Council
From: Matt Wheeler, Public Works Director
Meeting Date: July 21, 2026
Department/Office: Public Works Department
Item Name: A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The Fy27 RRG Planning Grant Assistance By And Between The City Of Laurel And Morrison-Maierle

Summary:

- Description: Engineer will provide assistance to complete the FY27 RRG Planning Grant application for the City of Laurel.
- Billing Type: Hourly

Recommended Action:

Staff recommendation is to approve Task Order No. 5.

Budget:

Task Order No. 5 has been budgeted.

Attachments:

1. R26-__ Approve Task Order No. 5 FY27 RRG Planning Grant Assistance
2. Task Order 5 FY27 RRG Planning Grant Assistance
3. RRG_RPG_Guidance_27-Bien

RESOLUTION NO. R26-__

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE THE TASK ORDER AND ALL RELATED DOCUMENTS FOR THE
FY27 RRG PLANNING GRANT ASSISTANCE BY AND BETWEEN THE CITY OF
LAUREL AND MORRISON-MAIERLE**

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

Section 1: Approval. The Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle., for the FY27 RRG Planning Grant Assistance, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Task Order and all related documents, by and between the City of Laurel and Morrison-Maierle.

Introduced at a regular meeting of the City Council on the 28th day of July 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 28th day of July 2026.

APPROVED by the Mayor on the 28th day of July 2026.

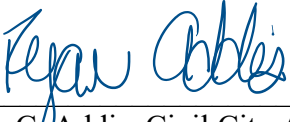
CITY OF LAUREL

Kris R. Vogeles, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:



Ryan C. Addis, Civil City Attorney

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated 5/26/2026 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: 7/28/2026
- b. Owner: City of Laurel
- c. Engineer: Morrison-Maierle
- d. Specific Project (title): FY27 RRG Planning Grant Assistance
- e. Specific Project (description): Engineer shall provide FY27 RRG Planning Grant assistance to complete an RRG Planning Grant Application.

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

- ☒ as follows: Engineer shall provide FY27 RRG Planning Grant assistance to complete an RRG Planning Grant Application.

3. Additional Services

B. Additional Services that may be authorized or necessary under this Task Order are:

- ☒ as follows: None

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: *None*

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: The schedule shall meet the August 21, 2026 application deadline.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

The total compensation for services identified under this Task Order is estimated to be \$5,000. Based on the following assumed distribution:

Description of Service	Amount	Basis of Compensation
1. FY27 RRG Planning Grant Assistance	\$5,000	Hourly Rates
TOTAL COMPENSATION	\$5,000	Hourly Rates

Services shall be performed on an Hourly Rate basis in accordance with the rate schedule included in the Agreement and as described in Exhibit C of the Master Agreement.

Hourly rates and expenses for Engineering Services may be adjusted annually, and such adjusted rates will be utilized for those Basic Services and Additional Services utilizing the Hourly Rate method of payment. Owner shall pay Engineer for services at the current Standard Billing Rates in effect at the time the work is performed.

7. Consultants retained as of the Effective Date of the Task Order: None. May be defined on a task by task basis, if needed.

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Current Hourly Rates, effective through December 31, 2026.

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 7/28/2026.

OWNER:

ENGINEER:

By: _____

By: _____

Print Name: _____

Print Name: Jill A. Cook, PE

Title: _____

Title: Vice President

Task Order Form

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and American Society of Civil Engineers. All rights reserved.

Engineer License or Firm's
Certificate No. (if required): 19585 PE
State of: MT

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

E-Mail
Address: _____

Phone: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kurtis DeShaw

Title: Project Manager

Address: 315 N 25th St, Suite 102

E-Mail
Address: kdeshaw@m-m.net

Phone: 406-237-1251

Task Order Form

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and American Society of Civil Engineers. All rights reserved.**



Renewable Resource Grant Program (RRG)

Planning Grant Guidelines

Key Information

- **Eligible Applicants** – Government entities
- **Maximum Grant Award** – \$20,000 to \$40,000 depending on project type
- **Matching Funds** – No minimum match requirement
- **Application Cycle** – Usually opens annually, from late summer to early fall
- **Planning Grant Webpage** – <https://tinyurl.com/RRG-Planning>

Purpose

These guidelines implement Montana Code Annotated: MCA, [Title 85, Chapter 1, Part 6](#) and Administrative Rules of Montana: ARM [36.17.6](#) as applied to planning grants. The RRG Planning Grant Program provides funding to governmental entities for professional and technical services necessary to produce a high-quality RRG grant application that leads to a project that conserves, manages, develops, or protects Montana's renewable resources.

Eligible Applicants

Only tribal, state, or local government entities may apply for project grant funds. Eligible applicants include any division of state government, tribal government, or other county, city, or local political subdivision (see [MCA 85-1-605](#)).

Governmental entities include, but are not limited to:

- Cities
- Towns
- Counties
- Water and/or Sewer Districts
- Conservation Districts
- Irrigation Districts
- School Districts and Universities
- Regional Water Authorities
- State Agencies
- Tribal Governments

Sponsoring a Grant for an Ineligible Entity

Private or non-profit entities are ineligible for planning grants. An eligible local government may sponsor a planning grant on behalf of an ineligible entity, but restrictions apply. Both parties should carefully review DNRC guidance for [Sponsored or Partner Grants](#) before applying for a sponsored grant.

Eligible Project Types

Eligible funding types are specified in [MCA 85-1-602](#). Grants may fund the following:

- Feasibility, design, research, and resource assessment studies.
- Preparation of construction, rehabilitation, or production plans.

Please refer to [Appendix A](#) for more information on eligibility.

Eligible Project Types, Grant Limits, Requirements

Planning Effort	Grant Limit	Requirements
Preliminary Engineering Report (PER)	\$40,000	PERs must meet the standard as described in the most current Uniform Application for Montana Public Facility Projects. https://dnrc.mt.gov/docs/conservation/WASACT/Uniform-Application-Public-Facility-Projects.pdf . See Appendix B for Planning effort distinction in this category.
Technical Narrative	\$30,000	Technical narratives are for component-focused planning efforts only. Applicants will be asked to upload a PER or equivalent planning document that identifies this component-focused effort. Applications without this additional document may lose points in the rank and scoring stage. See Appendix B for planning effort distinction in this category.
Watershed Restoration Plan	\$40,000	Watershed Restoration Plans and Project Plans must meet the standard as described by Department of Environmental Quality's (DEQ's) Nonpoint Source Management Program. https://deq.mt.gov/water/Programs/nonpoint
Watershed Restoration Project Plan	\$30,000	Watershed Restoration Plans and Project Plans must meet the standard as described by DEQ's Nonpoint Source Management Program. https://deq.mt.gov/water/Programs/nonpoint
Update to Existing PER or Technical Narrative	\$20,000	Updated PERs and Technical Narratives must meet the document standards as described above. When applying to this category, the applicant must upload a copy of the document they are updating.
Capital Improvement Plan or Growth Plan	\$20,000	Capital Improvement Plans (CIP) and Growth Plans must follow the manuals provided by the Department of Commerce. https://commerce.mt.gov/Infrastructure-Planning/Programs-and-Services/Community-Technical-Assistance/Presentations-Publications-and-Model-Documents DNRC Grant funds can only reimburse CIP or Growth Plan costs associated with topics that have both a renewable resource and public benefit (e.g., drinking water systems, wastewater systems, etc.).
Design-only	\$20,000	Design-only documents are standalone planning deliverables that focus on detailed design for construction, rehabilitation, or improvement of renewable resource projects; not a PER substitute. When applying to this category, the applicant must upload a copy of the PER or equivalent planning document that identifies this effort. See Appendix C for guidelines.
Asset Inventory/Asset Management Plans	\$20,000	These plans should follow the guidance and best practices of DEQ Capacity Development https://deq.mt.gov/water/Programs/dw-capacity
Other: Groundwater Monitoring Plans, Hydrogeologic Assessments, Source Watershed Assessments, Sampling & Analysis Plans, Surveys, and other Technical Reports	\$20,000	Applicants must provide a detailed outline when applying to this category, see Appendix D for more information and examples. Source Watershed Assessments must follow DEQ standards here: https://deq.mt.gov/water/Programs/dw-sourcewater

Additional Considerations

- DNRC allows only one grant per planning effort. An applicant may submit more than one application per cycle for clearly distinct projects per cycle. However, DNRC may award only one planning grant per applicant per cycle in order to achieve geographic balance in the promotion of renewable resource grant funds. DNRC recommends that applicants submit one priority application per cycle.
 - Applicants who submit more than one planning grant application will be asked to prioritize their applications due to DNRC's goal for geographic spread of grant funding in Montana.
 - To achieve adequate geographic spread, applicants who were awarded grant funding in a previous cycle within the same biennium, may not receive funding for their current application.
- DNRC may not reimburse the full planning grant amount if the agency determines a grant recipient's final planning document does not meet the above standards.

Ineligible Projects

RRG Planning Grants cannot fund the following:

- Projects which better fit the legislative intent of another DNRC grant program, such as the Reclamation Development Grant Program, the Aquatic Invasive Species Grant Program, etc.
 - Applicants may not artificially split projects to circumvent this requirement.
- Any project determined to have adverse environmental impacts that cannot be mitigated or that does not preserve the state's renewable resources per [MCA 85-1-601](#) is ineligible for a grant.

Eligible Expenses

RRG Planning Grants can only reimburse expenses for technical or engineering services.

DNRC grants require compliance with the Montana Procurement Act and/or local procurement rules and regulations. See the [DNRC Procurement Plan and Guide](#) available online.

Ineligible Expenses

RRG Planning Grants cannot reimburse:

- Grant administration costs
- Program or indirect costs
- Political lobbying or litigation
- Land or property acquisition
- Food or beverages
- Activities that limit lawful access to property (see [MCA 85-1-602](#))

Match

Applicants must demonstrate financial feasibility to complete the proposed project. A funding match is not required for this program but ranking will consider committed cash match. To demonstrate a **cash match commitment**, the applicant must include documentation on its grant application following DNRC's [Firm Commitment of Matching Funds Guidance](#) available online.

Ranking

Infrastructure and irrigation projects will be ranked separately. Applications will be reviewed and competitively ranked based on the renewable resource and public benefits of the proposed planning effort.

During application review, DNRC considers need and urgency of the effort, technical and financial feasibility, as well as the applicant's ability to manage a project. Projects that are not technically or financially feasible will not be funded. Financial feasibility considers the committed match in relation to total project cost. Please refer to [Appendix E](#) for more information on ranking and scoring.

Notification of Award and Grant Management

DNRC will email an award letter to successful applicants. The letter will identify steps the grant recipient must take to satisfy start-up conditions and receive a grant agreement. Failure to submit start-up documents to DNRC by the date identified in the award letter or adequately communicate with DNRC may result in a rescinded award.

DNRC generally cannot reimburse expenses incurred prior to the DNRC grant award letter date.

After receiving a DNRC award letter, most grant recipients will follow the process below to execute a grant agreement.

- The grant recipient compiles and submits start-up documents to DNRC.
- DNRC reviews and approves start-up documents. Upon approval, DNRC generates a grant agreement.
- Both parties sign the grant agreement via DocuSign to execute it.

Reimbursement

DNRC generally limits each grant recipient to two reimbursement requests at the following milestones:

- **Optional – Milestone 1 – A DRAFT planning document is available.**
 - The grant recipient should submit the draft document to DNRC. At that time, the grant recipient may request reimbursement for up to 50% of the total grant amount.
- **Required – Milestone 2 – The FINAL planning document is available.**
 - The grant recipient must submit the final document and other grant closeout documents to DNRC. At that time, the grant recipient will request reimbursement for the remaining (or full) grant amount.

Procurement

DNRC grants require compliance with the Montana Procurement Act and/or local procurement local rules and regulations. See the [DNRC Procurement Plan and Guide](#) available online.

Reporting

Quarterly progress reports and/or final reports are generally not required for this program.

Grant Amendments

See [DNRC Amendment Request Process Guidance](#).

Grant Closeout

DNRC grants require deliverables and invoices in compliance with the grant agreement to process final reimbursement. To close an RRG Planning Grant and receive final reimbursement, the grant recipient must submit a copy of the final planning document identified in grant agreement scope of work, a signed Certificate of Compliance, and a complete reimbursement request package.

Program Contact

Katherine Certalic

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Appendix A: Eligibility

The criteria for eligibility and ranking RRG Grant Applications are established in ARM [36.17.610](#).

Applicant Eligibility

- Local Government ([MCA 85-1-605](#)) – Project, Planning, Emergency.

Eligible Activities (MCA 85-1-602)

- Feasibility, design, research, and resource assessment studies.
- Preparation of construction, rehabilitation, or production plans.
- Construction, rehabilitation, production, education, or other implementation efforts.

Eligible Projects (MCA 85-1-602)

- Development of natural resource-based recreation.
- Development of natural, off stream, and tributary storage.
- Improvement of water use efficiency, including development of new, efficient water systems, rehabilitation of older, less efficient water systems, and acquisition and installation of measuring devices required under [MCA 85-2-113](#); monitoring; and development of state, tribal, and federal water projects.
- Water-related projects that improve water quality, including livestock containment facility projects, soil and range health projects, and the maintenance and repair of source watersheds.
- Water-related projects that improve water quantity, including stream flows and water storage in existing natural systems, such as riparian areas, flood plains, and wetlands.
- Advancement of farming practices that reduce agricultural chemical use.
- Projects that facilitate the use of alternative renewable energy sources, as defined in [MCA 15-6-225](#).

RRG Eligibility (ARM 36.17.610)

- Project must have renewable resource benefits.
- Project must result in public benefits.
- Project must be technically feasible:
 - Adequate alternative analysis.
 - Adequate cost estimate for the potential alternatives.
 - Adequate cost estimate for the preferred alternative. **Eligibility evaluates applicant's total project budget including committed cash match. Projects that fail to provide an adequate budget narrative to justify project costs may receive a reduced award or be ineligible for grant funds.**
 - Preferred alternative selection.
 - Thoroughness and feasibility of the project's implementation plan and schedules.
 - Quality of supporting technical data.
- Project Management Plan must be adequate and able support the project:
 - Past management problems.
 - Other concerns.
- Project may NOT reduce, restrict, or prohibit any lawful access to the property that existed prior to the project's implementation.
- Project may NOT result in a long-term adverse impact to public benefits: land, air, water, fish, wildlife or recreation opportunities. [MCA 85-1-601](#)

Appendix B: Preliminary Engineering Report vs Technical Narrative

Preliminary Engineering Report (PER)

A PER is required under the Uniform Application when the planning effort will evaluate and plan for a whole system (entire drinking water, wastewater, stormwater, or irrigation system). It provides a comprehensive assessment of existing conditions, needs, alternatives, and recommended improvements at the system level, using the full PER outline and all required elements.

- Applicants should consider preparing a PER when:
 - The proposed planning effort meets the requirements of the [Uniform Preliminary Engineering Report for a Montana public facility project under the Uniform Application](#).
 - The proposed planning effort will evaluate overall system capacity, condition, and deficiencies at the system level.
 - Alternatives and recommendations will be developed in the context of the overall system, even if the ultimately recommended project is a single asset or project element.
- In these cases, the PER must:
 - Address all major system components (source, treatment, storage, distribution/collection, and controls, as applicable).
 - Provide a comprehensive evaluation of existing conditions, regulatory compliance, projected demands, alternatives, and a recommended system level improvement program, consistent with the Uniform Application PER requirements.

Technical Narrative

A Technical Narrative is used when the planning effort is focused on a specific component, sub-system, or issue rather than on a complete system-wide assessment. Technical Narratives must follow the same PER outline and headings, but the content is intentionally limited to the defined component (a well field, storage reservoir, lift station, particular canal reach, or one treatment process) and does not need to re-evaluate the entire system.

- Applicants should consider preparing a Technical Narrative when:
 - The applicant has already completed an adequate system-wide PER, or
 - The immediate planning need is narrowly focused on a particular component, reach, or issue that does not require re-opening the full system assessment.
- Examples include:
 - Evaluating alternatives for replacing or upgrading a single storage tank, lift station, or segment of transmission main.
 - Assessing options for rehabilitation of a specific irrigation canal reach or structure.
 - Refining design concepts for a single well field, intake, or treatment unit where the broader system needs are already documented.

Both PERs and Technical Narratives must follow the PER outline format and use the same major headings (e.g., project planning, existing facilities, need for project, alternatives analysis, selected alternative, environmental impacts, schedule, costs, and financing). The difference is scope and level of detail, not the outline itself. In a PER, each section covers the entire system. In a Technical Narrative, each section is focused only on the defined component or reach.

- Example of this distinction:
 - Under “Existing Facilities,” a PER will describe all major existing system components; a Technical Narrative will describe only the existing conditions of the specific component (for example, one reservoir or canal segment) that is the subject of the planning effort.

- Under “Alternatives Analysis,” a PER will compare systemwide alternatives; a Technical Narrative will compare alternatives for addressing the defined component- level problem (for example, lining vs. replacement vs. new routing of a specific canal reach). Adequate alternatives analysis guidance is available online at: https://dnrc.mt.gov/docs/conservation/RD-Bureau/Bureau-Guidance/RDB_Alternatives-Analysis.pdf.

For **system-wide planning**, applicants should request funding to prepare or update a **PER** that meets Uniform Application requirements.

For **component focused planning**, applicants may request funding for a **Technical Narrative** that:

- Follows the PER outline;
- Clearly defines the specific component or reach being evaluated; and
- Demonstrates how the resulting document will support a future construction application, design phase, or implementation project.

Appendix C: Design-Only Guidelines

The purpose of the design-only project document category is to provide planning level funding for design tasks that improve project readiness and implementation feasibility, where a full PER or equivalent planning document has already been completed. Eligible efforts include, but are not limited to, preparation of detailed plans and specifications, design drawings, limited scope design packages for components of larger projects, and similar design efforts that support future implementation. Examples of design-only may include the design of a replacement diversion structure, design of a new well pump station based on an existing PER, design of a lateral replacement, plans/design concerning an open ditch to a buried pipe, canal lining, etc.

Design-only Project Documents are not considered equivalent to a Preliminary Engineering Report for the purposes of meeting planning document requirements for RRG Project Grant applications. **Applicants considering the design-only category must upload the preliminary engineering report or equivalent planning document that outlines this effort to their application.**

Suggested Components of Design-Only Documents

- 1. Project Description and Background**
 - a. Brief description of the project, existing conditions, and the renewable resource problem or need being addressed (for example, undersized transmission main, failing diversion, or needed reservoir outlet improvements).
 - b. Identification of any existing PERs, Technical Narratives, or other planning documents the design builds upon.
- 2. Design Basis and Assumptions**
 - a. Summary of key design criteria and assumptions (flows, loads, operating conditions, design standards or codes used).
 - b. Brief reference to the preferred alternative, if it has already been selected in a previous PER or study; if not, a concise explanation of why this design was chosen.
- 3. Design Documents Produced**
 - a. List and description of the design products to be delivered (for example, plan and profile drawings, structural details, mechanical/electrical design sheets, process diagrams, or site plans).
 - b. At least schematic level drawings and, where appropriate, outline technical specifications for major components.
- 4. Opinion of Probable Construction Cost (OPCC)**
 - a. Planning level or design level cost estimate based on the design documents, with major line items identified and assumptions stated.
 - b. Identification of contingencies, allowances, and any cost uncertainties that could affect future project budgets.
- 5. Implementation Considerations**
 - a. Brief discussion of permitting, right-of-way, landownership, and constructability considerations that emerged during design.
 - b. Statement of how the design will be used (for example, to apply for an RRG Project Grant, other state/federal funding, or local implementation).
- 6. Appendices**
 - a. Drawings, specifications, technical memoranda, and calculations, as appropriate to the level of design.

Additional Considerations

Design-only documents must be prepared by a licensed professional engineer. DNRC acceptance of design-only documents does not constitute design review or legal approval authorizing construction of the project. For Public Facility Projects, plans and specifications must be reviewed and approved by the Montana Department of Environmental Quality prior to construction. Applicants seeking permit approval with design-only documents must coordinate with relevant permitting agencies and submit to their requirements when developing these planning materials. For stormwater, restoration, or irrigation projects, formal plan and specification review likely depends on the involved funding partners. It is the responsibility of the local government to determine this with the involved agencies.

Appendix D: “Other” Outline Guidelines and Examples

Applicants applying to the “Other” category are asked to provide a detailed outline for their identified planning effort document in their grant application so DNRC can evaluate eligibility and scope. The detailed outline may vary upon the type of document needed (completing a study, conducting a survey, performing a technical assessment).

Please see below for the minimum outline requirements for studies, surveys, etc. Additionally, example outlines are included here for applicants looking to fund planning efforts surrounding hydrogeologic studies, groundwater monitoring assessments and technical assessments.

Outlines that are missing one or more required elements or do not clearly describe the purpose, scope, and expected products may be deemed incomplete and not advance to full eligibility or scoring review.

Minimum Outline Requirements

1. **Working title and purpose**
 - a. Working title of the study, survey, or assessment.
 - b. One to three sentences stating the overall purpose and decision(s) the work will support.
2. **Problem or question(s) to be addressed**
 - a. Brief description of the resource issue, question, or decision.
 - b. Any key regulatory, programmatic, or management context (e.g., supports a future RRGL project application, informs a TMDL, drought plan, water rights administration, etc.).
3. **Objectives and expected products**
 - a. Clear objectives (what the study, survey, or assessment will accomplish).
 - b. The type of final planning product (e.g., technical memo, assessment report, monitoring design, alternatives screening, concept level recommendations).
4. **Major tasks and methods (high level)**
 - a. A task-by-task outline that briefly describes:
 - i. The main activities under each task (e.g., data compilation, field data collection, analysis, alternatives evaluation, stakeholder review).
 - ii. The general methods or tools to be used (e.g., literature review, mapping, basic statistical analysis, qualitative ranking).
 - b. Enough information so DNRC can distinguish planning level work from ineligible construction or operations/maintenance activities.
5. **Deliverables and use of results**
 - a. A list of anticipated deliverables (draft and final).
 - b. A short statement of how the applicant plans to use the results (e.g., to support a future construction application, prioritize projects, refine designs, or guide management actions).

Hydrogeologic Outline Example

1. **Working title and purpose**
 - a. “Upper Willow Creek Hydrologic Study to Support Future Storage and Drought Planning”
Purpose: To characterize surface- and groundwater availability and seasonal variability in the Upper Willow Creek watershed to inform future storage, drought management, and a potential RRGL project application.
2. **Problem or questions to be addressed**
 - a. The Upper Willow Creek watershed experiences late season shortages affecting irrigators, fisheries, and instream flows.

- b. Existing streamflow and groundwater data are sparse and not sufficient to support design of new storage or drought response measures.
- c. Key questions:
 - i. How much water is available on a seasonal basis under typical and dry years?
 - ii. When and where do shortages occur, and how severe are they?
 - iii. Which parts of the basin contribute most to late season flow?
- 3. Objectives and expected products**
 - a. Quantify historical and current hydrologic conditions (runoff timing, low flow frequency, and interannual variability).
 - b. Develop a watershed scale hydrologic assessment that identifies seasonal shortages and hydrologic opportunities (e.g., storage, aquifer recharge, operational changes).
 - c. Produce a concise technical report that can support future conceptual design and RRGL project applications.
 - d. Expected products:
 - e. Hydrologic Study Report (draft and final) with figures, tables, and GIS layers.
 - f. Summary memo highlighting implications for storage and drought planning.
- 4. Major tasks and methods (high level)**
 - a. Task 1 – Project initiation and data inventory
 - i. Confirm goals with the sponsor and DNRC.
 - ii. Compile existing streamflow, climate, snowpack, diversion, and groundwater data from state and federal sources.
 - b. Task 2 – Data analysis and hydrologic characterization
 - i. Analyze historical streamflow records (where available) for timing, magnitude, and frequency of low flows.
 - ii. Use available climate and snowpack records to characterize seasonal patterns and drought years.
 - c. Task 3 – Watershed hydrologic assessment
 - i. Develop a conceptual description of watershed hydrology (runoff sources, key tributaries, storage areas).
 - ii. Identify spatial and seasonal patterns of surplus and deficit; map key hydrologic features.
 - d. Task 4 – Synthesis and reporting
 - i. Prepare draft Hydrologic Study Report including findings, data gaps, and recommendations.
 - ii. Incorporate sponsor and DNRC comments; finalize report and deliver GIS data package.
- 5. Deliverables and use of results**
 - a. Deliverables: data inventory summary, draft and final Hydrologic Study Report, editable maps/GIS files, brief summary memo.
 - b. Use of results: to support future feasibility/design studies, prioritize project concepts (e.g., storage, aquifer recharge, operational changes), and underpin a future RRGL project application.

Groundwater Monitoring Outline Example

- 1. Working title and purpose**
 - a. “Groundwater Monitoring Network Assessment for the Smith Valley Alluvial Aquifer”
Purpose: To design a long-term groundwater monitoring network and monitoring plan for the Smith Valley alluvial aquifer to support water supply and drought planning decisions.
- 2. Problem or questions to be addressed**
 - a. Smith Valley relies heavily on shallow groundwater for domestic, agricultural, and municipal use.
 - b. Anecdotal reports suggest declining groundwater levels in some areas, but current monitoring is limited and not well coordinated.

- c. Key questions:
 - i. Where are groundwater level trends most concerning?
 - ii. What monitoring locations and frequencies are needed to track trends and support management decisions?
 - iii. How should data be stored and shared with local and state partners?
- 3. **Objectives and expected products**
 - a. Characterize existing groundwater monitoring coverage and data quality.
 - b. Develop a conceptual hydrogeologic understanding of the alluvial aquifer relevant to monitoring design.
 - c. Propose a practical, phased monitoring network and data management framework.
 - d. Expected products:
 - e. Groundwater Monitoring Assessment and Network Design Report (draft and final).
 - f. Map set of proposed monitoring locations and a summary table of recommended wells, parameters, and frequency.
- 4. **Major tasks and methods (high level)**
 - a. Task 1 – Data compilation and review
 - i. Compile well logs, existing groundwater level and quality data, and any previous hydrogeologic studies.
 - ii. Map existing monitoring locations and data records.
 - b. Task 2 – Conceptual hydrogeologic framework
 - i. Summarize aquifer boundaries, recharge and discharge areas, and likely flow directions.
 - ii. Identify areas of greatest use and potential decline based on available data.
 - c. Task 3 – Monitoring network needs and design
 - i. Identify monitoring objectives (e.g., track long term trends, evaluate drought impacts, support specific users or environmental flows).
 - ii. Develop a proposed monitoring network (wells/springs/stream gages), parameters, sampling frequency, and rough installation priorities.
 - d. Task 4 – Data management and reporting approach
 - i. Outline how groundwater data will be recorded, stored, quality checked, and shared (e.g., database, spreadsheets, web portals).
 - ii. Recommend basic reporting formats and frequency.
 - e. Task 5 – Reporting and recommendations
 - i. Prepare draft Groundwater Monitoring Assessment and Network Design Report, including maps and tables.
 - ii. Incorporate feedback from the sponsor, DNRC, and key stakeholders; finalize report and implementation recommendations.
- 5. **Deliverables and use of results**
 - a. Deliverables: data compilation memo, draft and final Assessment and Network Design Report, monitoring network maps and summary tables.
 - b. Use of results: to guide installation and funding of monitoring wells and gauges, support groundwater management and drought planning, and provide supporting documentation for future RRGL or other implementation funding.

Technical Assessment Outline Example

- 1. **Working title and purpose**
 - a. “Riverview Irrigation Canal and Structure Condition Survey and Technical Assessment”
 - b. Purpose: To complete a condition survey and screening level technical assessment of the Riverview Irrigation District’s main canal and appurtenant structures to prioritize rehabilitation and prepare for a future RRGL project application.

2. Problem or questions to be addressed

- a. The district's main canal and several checks, turnouts, and crossings are aging and suspected to be leaking or structurally deficient.
- b. The district lacks current, systematic information on condition, risks, and relative priorities, making it difficult to scope and justify a construction project.
- c. Key questions:
 - i. Which canal reaches and structures present the greatest risk to safety, water losses, and operations?
 - ii. What are the highest priority rehabilitation needs and conceptual alternatives?
 - iii. What information is needed next for a future PER or design effort?

3. Objectives and expected products

- a. Inventory and document the condition of key canal segments and structures.
- b. Evaluate relative risk and consequence of failure to develop a prioritized list of rehabilitation needs.
- c. Provide conceptual level recommendations and cost ranges suitable for scoping a future PER and project application.
- d. Expected products:
- e. Infrastructure Condition Survey and Technical Assessment Report (draft and final).
- f. Prioritized list of projects with conceptual recommendations and planning level cost ranges.

4. Major tasks and methods (high level)

- a. Task 1 – Background review and mapping
 - i. Compile existing as-built drawings, previous reports, and O&M records.
 - ii. Develop a base map of the main canal and major structures.
- b. Task 2 – Field condition survey
 - i. Conduct field inspections of identified canal reaches and structures (e.g., headworks, checks, turnouts, siphons, crossings).
 - ii. Document conditions using standardized forms, photographs, and GPS locations.
- c. Task 3 – Risk and consequence screening
 - i. Develop simple criteria for likelihood and consequence of failure (e.g., safety, service disruption, water loss, environmental impact).
 - ii. Screen canal reaches and structures using these criteria to identify high priority problem areas.
- d. Task 4 – Conceptual rehabilitation options and planning level costs
 - i. For high priority problem areas, identify conceptual rehabilitation options (e.g., lining, replacement, automation).
 - ii. Develop order of magnitude cost ranges sufficient for project scoping and future PER development.
- e. Task 5 – Reporting and prioritization
 - i. Prepare draft Infrastructure Condition Survey and Technical Assessment Report summarizing inventory, methods, findings, and prioritized recommendations.
 - ii. Incorporate feedback from the district and DNRC; finalize report and provide supporting maps and tables.

5. Deliverables and use of results

- a. Deliverables: field inventory forms, GIS or CAD mapping of key assets, draft and final Technical Assessment Report, prioritized list of projects with conceptual recommendations and planning level cost ranges.
- b. Use of results: to select and scope a future RRGL project application and to guide subsequent PER and design work.

Appendix E: Ranking and Scoring

The criteria for eligibility and ranking RRG Grant Applications are established in ARM [36.17.610](#).

The DNRC has applied this to the RRG Planning grant program and translated it into the specific scoring criteria below. RRG Planning Grant applications are ranked and scored based on the planning effort itself.

Scoring criteria	Total points available
Need and Urgency	10
Renewable Resource Benefits	20
Public Benefits	10
Financial Feasibility	10
Technical Feasibility	10
Application Quality and Clarity	5
Past Performance	5
Total Possible Points	80

Need and Urgency

This category provides DNRC information on how severe the issue may be, and if it is actively occurring. See the following scoring breakdown (reviewers select one option):

- Application indicates that the issue is occurring now. The described planning effort is a necessary first step to address it. (5pts)
- Application indicates that the issue may occur in the future if action is not taken. (5pts)
- The application appears unclear on what issue is being addressed. (0 pts)

Applicants working to address a violation from a regulatory agency (who have provided proof), or provided accurate information that they are working to address pollutants in an impaired waterbody identified on Montana's 303(d) list may be given more points when scoring. See the following scoring breakdown (reviewers select one option):

- The described planning effort will support the work toward addressing a violation, a potential violation, or a compliance order. Adequate documentation to support this claim is provided. (5pts)
- The described planning effort will support the work toward reducing pollutants to one of Montana's impaired water bodies. Adequate and accurate information to support this claim is provided. (5pts)
- The applicant has selected that the described planning effort does not address a potential violation, violation, compliance order, or impact to an impaired waterbody. (0 pts)

Renewable Resource Benefits

Answers to the renewable resource benefits question are evaluated with a sliding scale:

- High, well supported potential (16-20 pts)
 - Clear description of the renewable resource(s) affected (e.g., groundwater supply, instream flow, irrigated acres, drinking water source).
 - Planning deliverable is directly tied to an eventual construction or implementation project that would measurably conserve, manage, develop, or protect those resources.
 - Application includes at least planning level metrics or references (e.g., existing demand numbers, known water quality exceedances, known leakage rates, irrigated acreage), even if future work will refine them.
- Moderate potential, partially supported (11-15 pts)
 - Resource(s) are identified and clearly linked to the planning tasks.
 - Evidence is mostly qualitative, or quantitative data are sparse or older.

- It is reasonable to expect that the planning effort could lead to a strong RRGL project, but the pathway is less detailed.
- Low or uncertain potential (1-10 pts)
 - Resource benefits are described vaguely or only in general terms.
 - It is not clear what specific project could result, or the connection to RRGL eligible outcomes is weak.
- No renewable resource benefits – the project is ineligible for funding.

Public Benefits

Answers to the public benefits question are evaluated with a sliding scale:

- Multiple public benefits (8-10 pts)
 - The application clearly described multiple public benefits that tie to the anticipated project and are supported by at least some data or specific examples (e.g., reduction in boil-water orders, economic benefits for irrigated agriculture, improved recreation access).
- One primary public benefit (4-7 pts)
 - One public benefit is reasonably described; others are possible but not well developed.
- Benefits defined but not clear (1-3 pts)
 - One or more public benefits are asserted but not clearly connected to the planning deliverable or potential project.
- No public benefits – the project is ineligible for funding.

Financial Feasibility

DNRC uses this category to evaluate match funding. Match is not required for RRG Planning Grants, but applications that include match with a funding commitment letter meeting DNRC requirements can receive additional points. Applicants who do not require additional funding from other sources and have accurately indicated so in their application remain at 5 points. See the following scoring breakdown (reviewers select one option):

- If match is indicated – it is accurately identified on the uniform budget and funding commitment letter(s) meeting the [DNRC requirements](#) have been provided. (5 pts)
- Match is indicated but the budget does not accurately reflect this and no commitment letters meeting [DNRC requirements](#) have been provided. (0 pts)

Reviewers also check whether the uniform budget, funding partners (if any), and any budget narrative/cost analysis documents are consistent with the scope of the planning effort. Applications with incorrect uploads or budgets that do not reasonably match the described scope may receive a lower score.

- The uploaded uniform budget appears reasonable, a cost analysis has been provided with accurate information, the budget forms are complete and have few errors. (4-5 pts)
- The uploaded uniform budget does not appear reasonable (no cost analysis provided or what has been provided is inconsistent with other planning efforts of this nature), the budget forms are not complete and/or have errors. (0-3 pts)

Technical Feasibility

In this category applicants are evaluated for planning effort readiness and their procurement approach. Planning efforts that show an unreasonable schedule, or efforts that will take longer than 2 years to complete may receive a lower score. See the following scoring breakdown (reviewers select one option):

- Planning efforts to be completed in 1 year or less. (5 pts)
- Planning efforts to be completed in 1 to 2 years. (3 pts)
- Planning efforts to be completed in 2 or more years. (1 pt)

Procurement questions are evaluated for the applicant's understanding of procurement requirements/laws and if the described approach will allow for the planning effort to be completed efficiently, effectively, and correctly.

- Described procurement approach references a law, a link to the procurement law/policy has been provided, the approach seems acceptable. (5 pts)
- Described procurement approach does not reference any law or local governing policy, the approach does not follow the law, the approach seems questionable. (0 pts)

Application Quality and Clarity

Applications will be evaluated for completeness and overall quality. See the following scoring breakdown (reviewers select one option):

- Great (4-5 pts)
 - The application had full sentences, the uploads were filled out correctly, the planning effort description was easy to follow, and it included significant key details.
- Fair (2-3 pts)
 - The application had minor errors, most uploads were correctly filled out, more detail could have been provided for some answers, but overall the reviewer could understand the components of the planning effort.
- Poor (0-1 pts)
 - The application had major errors, the uploads provided were not satisfactory, the application lacked significant detail, and it was hard to follow.

Past Performance

Applicants will be evaluated for their DNRC grant management history and/or risk level. See the following scoring breakdown (reviewers select one option):

- Applicant has no past grant management issues and/or is low risk. (5pts)
- Applicant is new to DNRC grants and/or is medium risk. (3-4 pts)
- Applicant has had past grant management issues and/or is high risk. (1-2 pts)

Additional Questions –

These questions are not scored but considered when breaking a tie:

- Does the application address a State Water Plan priority?
- Has the applicant submitted more than one planning grant application for this grant cycle?
- Has the applicant received a planning grant in the previous cycle within the current biennium (2025 – 2026)?

STATUTORY INTERPRETATION MEMORANDUM

City-County Planning Board Membership under MCA §§ 76-1-201 through 76-1-203

TO	Laurel City Council and Members of the Public
FROM	Office of the Mayor - Kris R. Vogele
DATE	July 16, 2026
RE	Meaning of “Official Members” and “Citizen Members” in MCA § 76-1-201

1. QUESTION PRESENTED

Under MCA § 76-1-201(1)(b) and (c), what is the legal and practical distinction between the “official members” appointed by the city council and the “citizen members” appointed by the mayor?

2. BRIEF ANSWER

The terms identify two different statutory categories of seats and two different appointing authorities. The city council appoints the two official-member seats. The mayor appoints the two citizen-member seats.

An “official member” is not necessarily a person who already holds city office. The statute expressly says the council may, in its discretion, appoint a person who is employed by or holds public office in the city. The use of “may” makes city employment or public office permissible, not mandatory. In this context, “official” principally identifies the council-appointed governmental-representative category of seat.

A “citizen member” is a separate mayor-appointed category. A city citizen appointee must reside within the city limits and must also satisfy MCA § 76-1-202, which requires citizen members to be resident freeholders within the planning board’s jurisdiction. The statute does not state that the mayor’s citizen appointments require confirmation by the city council.

3. CONTROLLING STATUTORY FRAMEWORK

MCA § 76-1-201 establishes a city-county planning board of at least nine members. For the seats associated with the city, subsection (1)(b) assigns two official-member appointments to the city council, while subsection (1)(c) assigns two citizen-member appointments to the mayor.

MCA § 76-1-202 adds a specific qualification for citizen members: they must be resident freeholders in the area over which the planning board has jurisdiction. The two citizen members appointed for the city must also reside within the city limits under § 76-1-201(1)(c).

MCA § 1-2-106 directs that words and phrases in Montana statutes are construed according to context and approved usage unless a technical or specially defined meaning applies. Because Chapter 76 does not separately define “official member” or “citizen member,” the terms must be read within the structure of §§ 76-1-201 through 76-1-203.

STATUTORY COMPARISON

Seat Category	Appointing Authority	Residency	Public Office / Employment	Additional Qualification
Official member	City council	Must reside within city limits	May be a city employee or public officeholder, at council discretion; neither status is required	No resident-freeholder requirement is stated for this category
Citizen member	Mayor	Must reside within city limits	The city-county board statute does not expressly address employment or officeholding	Must be a resident freeholder within the planning board jurisdiction

4. MEANING OF “OFFICIAL MEMBER”

The statute does not say that the city council must appoint “an official.” Instead, it creates “official member” seats and then authorizes the council to fill those seats. This distinction is important.

First, § 76-1-201(1)(b) provides that an official member may, in the council’s discretion, be employed by or hold public office in the city. If existing government employment or officeholding were mandatory, that discretionary language would serve little purpose.

Second, § 76-1-203 separately refers to board members “who are officers” of a represented governmental unit and to “other members.” That distinction confirms that not every person serving in an official-member seat must personally be a government officer.

Accordingly, the most natural reading is that “official member” identifies the city council’s official appointment category and a governmental-representative seat. The council may choose a city officer or employee, but it may also choose another qualified city resident.

5. MEANING OF “CITIZEN MEMBER”

The “citizen member” category is separately assigned to the mayor. The chapter does not provide a standalone definition of “citizen,” nor does it establish a separate citizenship-document requirement. Instead, the operative qualifications stated in the planning-board statutes are residence within the city limits and resident-freeholder status within the board’s jurisdiction.

A “freeholder” is a property-law term referring generally to a person who holds a freehold interest in real property. Because the statute does not define the precise ownership interests that qualify, eligibility in a particular case depends on the nature of the nominee’s ownership interest and the application of Montana property law.

The citizen category is best understood as the public or community-representative category, distinct from the council’s official-member seats. This interpretation preserves the Legislature’s deliberate separation of seat types and appointing authorities.

6. CAN A CITY EMPLOYEE OR OFFICEHOLDER SERVE AS A CITIZEN MEMBER?

MCA § 76-1-202 does not expressly prohibit a citizen member of a city-county planning board from being a city employee or holding another city office. By contrast, MCA § 76-1-224 expressly prohibits a citizen member of a city-only planning board from holding another office in city government. The Legislature included that prohibition for city-only boards but did not repeat it for city-county boards.

Therefore, the city-county planning-board statute does not create an automatic disqualification that it does not state. Appointment of a current elected official to a citizen seat may separately implicate ethics rules, incompatibility-of-office principles, local bylaws, or an interlocal agreement, but those matters are distinct from the qualifications expressly stated in MCA §§ 76-1-201 and 76-1-202.

7. APPOINTMENT AUTHORITY

The appointment language is direct and divided by office:

- **City Council:** appoints the two official members who reside within the city limits.
- **Mayor:** appoints the two citizen members who reside within the city limits and satisfy the resident-freeholder requirement.
- **Confirmation:** MCA § 76-1-201 does not state that the mayor's citizen appointments are subject to city council confirmation. Laurel Municipal Code also provides guidance in mayor appointments for committees, boards, and commissions to receive confirmation from the City Council.
- **Local documents:** a board's organizing documents or an interlocal agreement may contain additional lawful provisions applicable to the particular board.

8. CONCLUSION

For purposes of MCA § 76-1-201, "official member" and "citizen member" are not interchangeable labels. They identify separate classes of planning-board seats, separate appointing authorities, and different statutory qualifications.

OFFICIAL MEMBER

Council-appointed governmental-representative seat. The appointee may, but need not, be a city employee or public officeholder.

CITIZEN MEMBER

Mayor-appointed public-representative seat. The appointee must reside within the city limits and qualify as a resident freeholder in the planning-board jurisdiction.

10. AUTHORITIES CONSULTED

1. Montana Code Annotated § 76-1-201 - Membership of city-county planning board
2. Montana Code Annotated § 76-1-202 - Qualifications of citizen members
3. Montana Code Annotated § 76-1-203 - Terms of members
4. Montana Code Annotated § 76-1-224 - Citizen members of city planning board
5. Montana Code Annotated § 1-2-106 - Construction of words and phrases
6. Laurel Municipal Code provisions addressing mayoral appointments and City Council confirmation
7. City Charter of Laurel, Montana

This document reviewed by City Attorney Ryan Addis.

Montana Code Annotated 2025

TITLE 76. LAND RESOURCES AND USE

CHAPTER 1. PLANNING BOARDS

Part 2. Membership

Membership Of City-County Planning Board

76-1-201. Membership of city-county planning board. (1) Except as provided in subsection (2), a city-county planning board consists of no fewer than nine members to be appointed as follows:

(a) two official members who reside outside the city limits but within the jurisdictional area of the city-county planning board to be appointed by the board of county commissioners, who may in the discretion of the board of county commissioners be employed by or hold public office in the county;

(b) two official members who reside within the city limits to be appointed by the city council, who may in the discretion of the city council be employed by or hold public office in the city;

(c) two citizen members who reside within the city limits to be appointed by the mayor of the city;

(d) two citizen members who reside within the jurisdictional area of the city-county planning board to be appointed by the board of county commissioners;

(e) the ninth member to be appointed by the board of supervisors of a conservation district provided for in **76-15-311** from the members or associate members of the board of supervisors, subject to approval of the members provided for in subsections (1)(a) through (1)(d).

(2) Subsection (1)(e) does not apply if there is no member or associate member of the board of supervisors of a conservation district who is able or willing to serve on the city-county planning board. In that case, the ninth member of the city-county planning board must be selected by the eight officers and citizen members pursuant to subsections (1)(a) through (1)(d), with the consent and approval of the board of county commissioners and the city council.

History: En. Sec. 10, Ch. 246, L. 1957; amd. Sec. 4, Ch. 247, L. 1963; amd. Sec. 1, Ch. 189, L. 1965; amd. Sec. 3, Ch. 273, L. 1971; amd. Sec. 2, Ch. 349, L. 1973; R.C.M. 1947, 11-3810(part); amd. Sec. 1, Ch. 192, L. 1979; amd. Sec. 1, Ch. 509, L. 1985; amd. Sec. 1, Ch. 151, L. 2007.

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Montana Code Annotated 2025

TITLE 76. LAND RESOURCES AND USE

CHAPTER 1. PLANNING BOARDS

Part 2. Membership

Qualifications Of Citizen Members Of City-County Planning Board

76-1-202. Qualifications of citizen members of city-county planning board. (1) The citizen members of the city-county planning board shall be resident freeholders in the area over which the planning board has jurisdiction; provided, however, that at least two of such members shall be resident freeholders in the area, if any, outside the city limits over which the planning board has jurisdiction and the two members appointed by the county commissioners shall reside outside the city limits but within the jurisdictional area of the planning board.

(2) Any citizen appointee may be removed from office by a majority vote of the governing body of the governmental unit represented by such appointee.

History: (1)Ap. p. Sec. 12, Ch. 246, L. 1957; amd. Sec. 2, Ch. 271, L. 1959; amd. Sec. 5, Ch. 273, L. 1971; Sec. 11-3812, R.C.M. 1947; Ap. p. Sec. 10, Ch. 246, L. 1957; amd. Sec. 4, Ch. 247, L. 1963; amd. Sec. 1, Ch. 189, L. 1965; amd. Sec. 3, Ch. 273, L. 1971; amd. Sec. 2, Ch. 349, L. 1973; Sec. 11-3810, R.C.M. 1947; (2)En. Sec. 13, Ch. 246, L. 1957; amd. Sec. 5, Ch. 247, L. 1963; Sec. 11-3813, R.C.M. 1947; R.C.M. 1947, 11-3810(part), 11-3812(part), 11-3813.

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Montana Code Annotated 2025

TITLE 76. LAND RESOURCES AND USE

CHAPTER 1. PLANNING BOARDS

Part 2. Membership

Term Of Members Of County And City-County Planning Boards

76-1-203. Term of members of county and city-county planning boards. The terms of the members who are officers of any governmental unit represented on the board shall be coextensive with their respective terms of office to which they have been elected or appointed; the terms of the other members shall be 2 years, except that the terms of the first members appointed shall be fixed by agreement and rule of the governing bodies represented on the board for 1 or 2 years in order that a minimum number of terms shall expire in any year.

History: En. Sec. 10, Ch. 246, L. 1957; amd. Sec. 4, Ch. 247, L. 1963; amd. Sec. 1, Ch. 189, L. 1965; amd. Sec. 3, Ch. 273, L. 1971; amd. Sec. 2, Ch. 349, L. 1973; R.C.M. 1947, 11-3810(3).

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Montana Code Annotated 2025

TITLE 76. LAND RESOURCES AND USE

CHAPTER 1. PLANNING BOARDS

Part 2. Membership

Vacancies On County And City-County Planning Boards

76-1-204. Vacancies on county and city-county planning boards. (1) Vacancies occurring on the board of official members and by death or resignation of citizen members shall be filled for the unexpired term by the governing bodies having appointed them.

(2) Vacancies occurring in citizen members on the county planning board at the end of a term shall be filled by the board of county commissioners.

(3) Vacancies occurring in citizen members on the city-county planning board at the end of a term shall be filled alternately by the mayor and the board of county commissioners represented on the board, commencing with the mayor.

(4) In the event more than one city is represented on a board, the representation and appointments to be made by the respective cities and counties shall be by agreement and rule of the board.

History: En. Sec. 11, Ch. 246, L. 1957; amd. Sec. 4, Ch. 273, L. 1971; R.C.M. 1947, 11-3811.

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Meeting

Item: 6.

ITEM REPORT

To: City Council
From: Brittney Harakal, Administrative Assistant
Meeting Date: July 21, 2026
Department/Office: Clerks
Item Name: Employee & Volunteer Recognition July to December 2026

Summary:

Recognition of employee/volunteer's years of service.

Recommended Action:

Budget:

Attachments:

1. Part 2

Employee Recognition

Employees with July–December Hire Dates

Recognizing Years of Service (as of July 1, 2026)

Employee	Department	Years of Service
H.P. Nuernberger	WTP	24
Nancy Schmidt	Librarian	31
Susan Canape	Police	31
Jessica McCartney	Police	19
Kevin Budge	City Shop	19
Matt Wheeler	Public Works	17
Mike Furman Jr.	Library	17
Jeremiah Johnson	Police	15
Justin Baker	City Shop	14
Fred Lyons	Library	13
Dylan Ceaser	WTP	13
Thomas Henry	WWTP	12
Norm Stamper	City Shop	10
Kevin Hoffman	City Shop	10
Joshua Sawyer	WTP	10
Corey Nicholson	WWTP	10
Keith Guy	City Shop	10
Brittney Harakal	City Clerk	9
Amber Hatton	City Clerk	9

Employee	Department	Years of Service
Steven Baumgartner	Police	8
Jackson Booth	Police	8
Brandon Gonzalez	City Shop	7
Lyndy Gurchiek	Ambulance	6
Elliott Grayson	Ambulance	6
Eil Ritterpusch	Library	5
Samuel Waggoner	City Shop	5
Joel Sauter	Parking & Barking	5
Joel Barnhart	City Shop	4
Jill Folts	Court	4
Mariel Riley	Ambulance	4
Gabriel Seibert	Police	4
Troy Charbonneau	Ambulance	4
Thomas Worbal	WTP	4
Jason Gonzales	Building	4
Daniel Waggoner	WTP	4
Ryland Ratcliff	Police	3
Nathaniel LaFrombois	Police	3
Kaleigh Olson	Ambulance	2
Tayla Schanz	Ambulance	2
Krista Gauslow	City Shop	1
Anthony Woodard	Shops	1

Employee	Department	Years of Service
Aidan Johnson	Ambulance	1
Shane Nauman	Shops	1
Ronal Yost	Water Plant	1

Volunteer Recognition

Fire & Ambulance – Volunteer

Recognizing Years of Service (as of July 1, 2026)

Volunteer	Department	Years of Service
John Herr	Fire	19
JW Hopper	Fire	19
Bieber, KC Wayne	Fire	14
Michael Jenkins	Fire	13
John Bartram	Fire	6
Travis Barchenger	Fire	5
Sara Naylor	Fire	4
Mykal Kuchera	Fire	3
Zachary Crone	Fire	2
Matthew Vanderpool	Fire	2
Dylan Scott	Fire	2
Kyle Scott	Fire	2
Landon Gradwohl	Fire	2
Jonathan Herr	Fire	2

Volunteer	Department	Years of Service
Keith Guy	Fire	1
Justin LaCkore	Fire	1
Lance Dollarhide	Ambulance – Volunteer	6
Julia Forsey	Ambulance – Volunteer	5
Eric Barbeau	Ambulance – Volunteer	5
Bridger Fournier	Ambulance – Volunteer	4
Cooper Koffler	Ambulance – Volunteer	2
Erin English	Ambulance – Volunteer	1