

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, MAY 06, 2025**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on May 6, 2025.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Tom Canape	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input checked="" type="checkbox"/> Jessica Banks
<input checked="" type="checkbox"/> Casey Wheeler	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input type="checkbox"/> Jodi Mackay

OTHERS PRESENT:

Brittney Harakal, Administrative Assistant
Kurt Markegard, CAO
Kelly Strecker, Clerk/Treasurer
Michele Braukmann, Civil City Attorney

Public Input:

Jean Kerr, 1129 9th Avenue, asked for clarification on the wage for the Judge's wage. It was questioned how the wage would affect her if she chose to run for City Judge again.

It was clarified that the County Election Office was sent the wage matrix. The wage is set off on years of experience. So, a person with no years of experience will receive a wage of \$35,000 annually, while should who have years of experience will receive additional compensation.

Jean Kerr followed her comment by questioning the fairness of the matrix. Does it address the changes in the cost of living, etc? She also questioned what the pay is beyond the matrix and asked who she would need to speak with regarding her concerns.

It was clarified that she would need to speak with the CAO, Markegard.

General Items

1. Poppy Day Proclamation

There was no discussion on this item.

2. Municipal Summit 2025

Council Members are able to attend Municipal Summits. This year's Summit is in Red Lodges on July 10th. These are free and an excellent resource for Council Members. The Council Members who attended last year's Summit noted how beneficial they found attending.

Executive Review

2. **Public Works:** Resolution - A Resolution Of Intent To Increase The City Of Laurel's Water And Wastewater Rates And Charges To Become Effective On July 10, 2025, And Setting A Date And Time For A Public Rate Hearing.

When we sent out the notice this past fall, it was for a one-year increase. This public hearing will include the increases for the next five years so this does not have to come back to Council each year. The proposed rates follow the recommendations in the rate study.

Council Issues

3. Boards/Committees/Commissions Recommendation Process Discussion

Upon reviewing LMC, some issues need to be addressed for some Boards/Committees/Commissions. In 1999, there were many standing committees, and they were consolidated into four committees. However, LMC does not give any parameters on what these committees do, the number of members, the residency requirements, etc. When a Board/Committee/Commission wants to make a recommendation, do they recommend it to the Mayor or the Council? It was noted that the Mayor directs Staff. There is no framework for these four committees, and we need to establish that so they can be purposeful.

Council noted that some are called Boards, while others are called Commissions, and others are called Committees. What is the difference between each?

The Council noted that one member from each ward is on the Budget/Finance Committee.

Staff will meet with each of the Boards/Committees/Commissions to review their needs and make sure a framework exists.

This will be brought back for future discussion.

4. Document Center Training

Recently, Staff made a significant change to the website. You will see the Document Center listed at the bottom of the screen. See the attached overview of how to use the Document Center. Please note that Staff are still updating metadata; older documents will become available as that information is added.

Other Items

Attendance at Upcoming Council Meeting

Council Member Banks will not be in attendance at next week's meeting. All other Council Members will be in attendance.

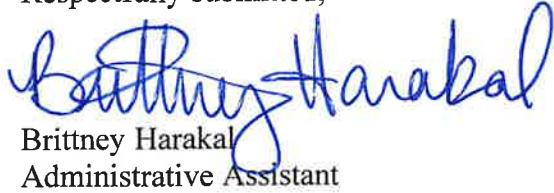
Announcements

A new QR code has been updated on the campground sign. It now directs people to the City's website.

This Saturday is a community clean-up day. Clean-up begins at 9 a.m.

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

Respectfully submitted,

A handwritten signature in blue ink, reading "Brittney Harakal". The signature is fluid and cursive, with the first name "Brittney" and last name "Harakal" clearly distinguishable.

Brittney Harakal
Administrative Assistant

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

To: Public Works Committee

From Larry McCann, Public Works Director



Re: Meeting, dates time for 1999

As you know the City of Laurel is attempting to cut down on the number of monthly meetings. This is being done mostly for my benefit.

The Public Works Committee is not an official committee at this time. The City Attorney is working on ordinance revisions that would allow this. Presently we are meeting as a joint meeting of the following committees.

Parks
Street and Alley
Public Utilities

One of the issues from the past separate meetings was quality of minutes from each. The joint committee is held in the Council Chambers using the recording equipment. The City council secretary also attends these meeting.

We are also trying to operate from an agenda of items.

The goal is to have input into the activities of Public Works when needed. My personal goal is to raise the level of issues to the substantial needs of the Public Works department and its division's i.e., rate structures, programs and operational objectives.

The need is to keep the committee members involved. Toward this end minutes will be sent to all members.

ORDINANCE NO. 099-24

**AN ORDINANCE OF THE CITY OF LAUREL AMENDING
THE STANDING COMMITTEES OF THE CITY COUNCIL
AS APPOINTED BY THE MAYOR.**

IT IS HEREBY ORDAINED by the City Council for the City of Laurel, Montana, that the LAUREL MUNICIPAL CODE is hereby amended to read as follows:

Section 1: Section 2.08.240 shall be amended as set forth below:

2.08.240 Standing committees.

At the first regular meeting of the council, after the first Monday in January following a city election, the mayor shall appoint standing committees as follows:

- ~~A. Ambulance;~~
- ~~B. Budget/Finance;~~
- ~~C. Fire;~~
- ~~D. Insurance;~~
- ~~E. Investments;~~
- ~~F. Licenses~~
- ~~G. Parking and public building property;~~
- ~~H. Parks and recreation;~~
- ~~I. Police;~~
- ~~J. Public health and garbage;~~
- ~~K. Public utilities;~~
- ~~L. Safety;~~
- ~~M. Street and alley;~~

- A. Public Works
- B. Budget and Finance
- C. Emergency Services
- D. Human Relations

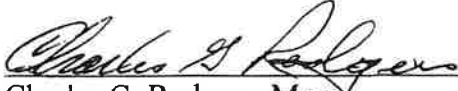
Each committee shall consist of not more than four (4) councilpersons and such other private individuals as the Mayor shall appoint. All appointments shall be approved by a majority of the Council.

Section 2: This Ordinance shall become effective thirty (30) days after final passage by the City Council and approved by the Mayor.

Introduced and passed on first reading at a regular meeting of the City Council on
May 4, 1999, by Alderman Johnson.

PASSED and ADOPTED by the Laurel City Council on second reading this 18th day
of May, 1999, upon motion of Alderman Orr.


APPROVED BY THE MAYOR this 18th day of May, 1999.


Charles G. Rodgers, Mayor

ATTESTED:


Mary K. Embleton, City Clerk-Treasurer

APPROVED AS TO FORM:

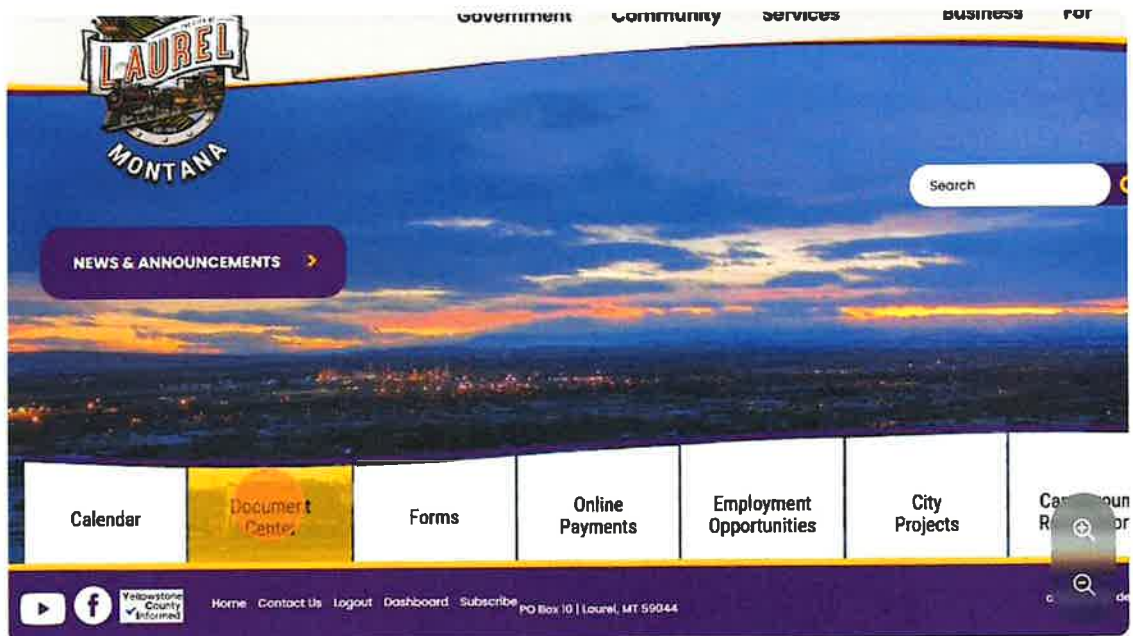

V. Joe Leckie, City Attorney

Navigate to <https://cityoflaurelmontana.com/>

Guide Me



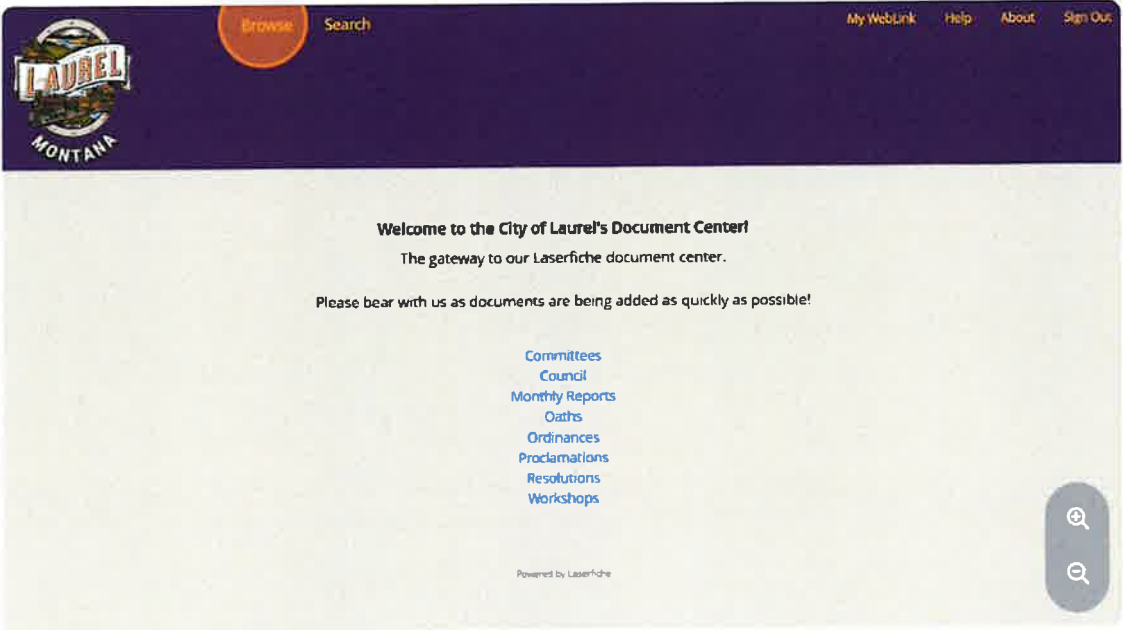
2 Click "Document Center"



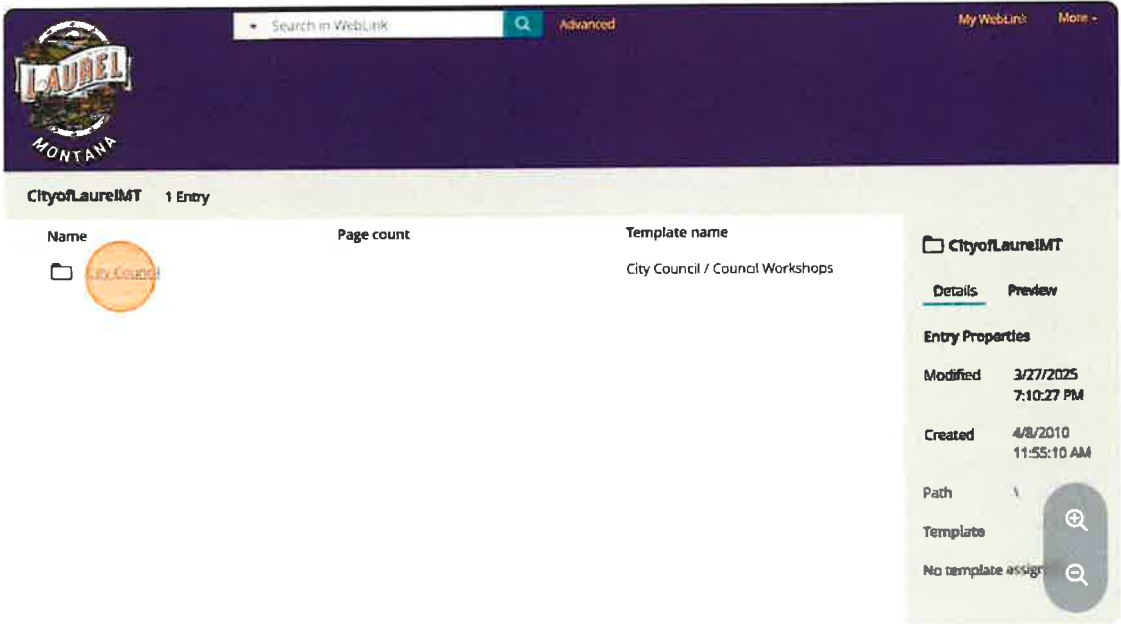
Using the "Browse" Feature

Click "Browse"

1



4 Click "City Council"



5 Click the folder you are looking for. In this example, "Resolutions"

The screenshot shows the City of Laurel Montana website interface. The breadcrumb trail is "CityofLaurelMT > City Council" with "8 Entries". A list of folders is displayed: "Committees", "Council", "Monthly Reports", "Oaths", "Ordinances", "Proclamations", "Resolutions", and "Workshop". The "Resolutions" folder is highlighted with an orange circle. On the right, a sidebar shows the "City Council" folder selected, with tabs for "Details" and "Preview". The "Entry Properties" section shows "Modified" as 3/12/2024 5:38:51 PM and "Created" as 5/1/2000 5:40:03 PM. The "Path" is listed as \City Council. The "Template" section shows "City Council / Council Workshops".

Name	Page count	Template name
Committees		
Council		
Monthly Reports		
Oaths		
Ordinances		
Proclamations		
Resolutions		
Workshop		

City Council

Details Preview

Entry Properties

Modified 3/12/2024 5:38:51 PM

Created 5/1/2000 5:40:03 PM

Path \City Council

Template

City Council / Council Workshops

Fields

6 Example: Click "Resolution Lists"

The screenshot shows the City of Laurel Montana website interface. The breadcrumb trail is "CityofLaurelMT > City Council > Resolutions" with "4 Entries". A list of folders is displayed: "1910's", "2010's", "2020's", and "Resolution Lists". The "Resolution Lists" folder is highlighted with an orange circle. On the right, a sidebar shows the "Resolutions" folder selected, with tabs for "Details" and "Preview". The "Entry Properties" section shows "Modified" as 4/29/2025 7:01:55 PM and "Created" as 12/19/2022 1:20:18 PM. The "Path" is listed as \City Council\Resolutions. The "Template" section shows "No template assigned".

Name	Page count	Template name
1910's		
2010's		
2020's		
Resolution Lists		

Resolutions

Details Preview

Entry Properties

Modified 4/29/2025 7:01:55 PM

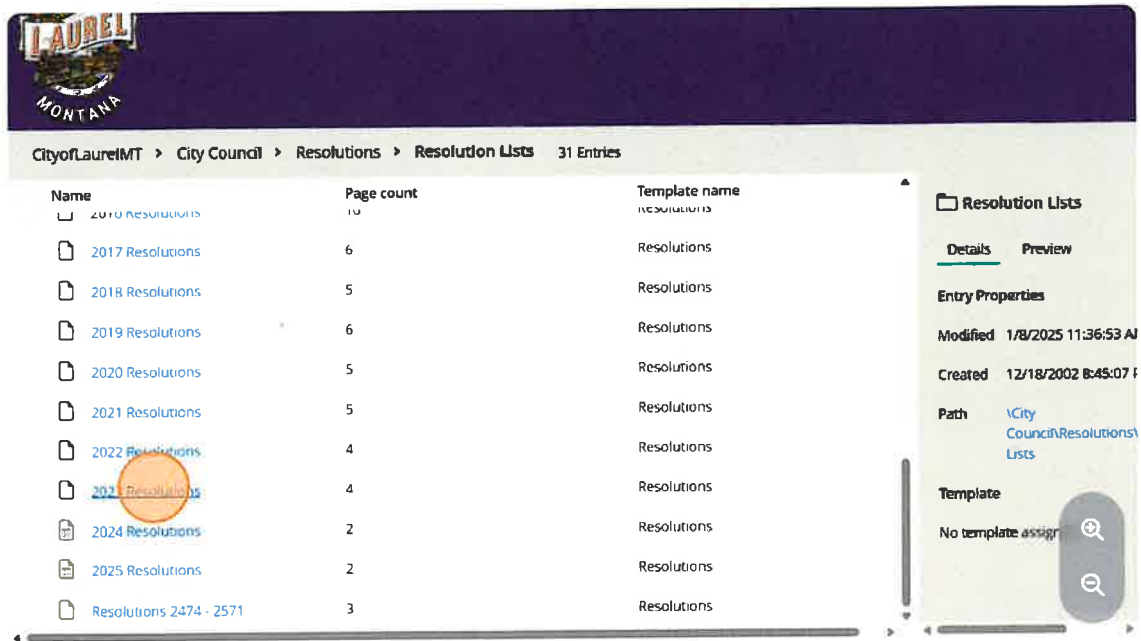
Created 12/19/2022 1:20:18 PM

Path \City Council\Resolutions

Template

No template assigned

7 Example: Click "2023 Resolutions"



City of Laurel MT > City Council > Resolutions > Resolution Lists 31 Entries

Name	Page count	Template name
2016 Resolutions	10	Resolutions
2017 Resolutions	6	Resolutions
2018 Resolutions	5	Resolutions
2019 Resolutions	6	Resolutions
2020 Resolutions	5	Resolutions
2021 Resolutions	5	Resolutions
2022 Resolutions	4	Resolutions
2023 Resolutions	4	Resolutions
2024 Resolutions	2	Resolutions
2025 Resolutions	2	Resolutions
Resolutions 2474 - 2571	3	Resolutions

Resolution Lists

Details Preview

Entry Properties

Modified 1/8/2025 11:36:53 AM

Created 12/18/2002 8:45:07 PM

Path \City Council\Resolutions Lists

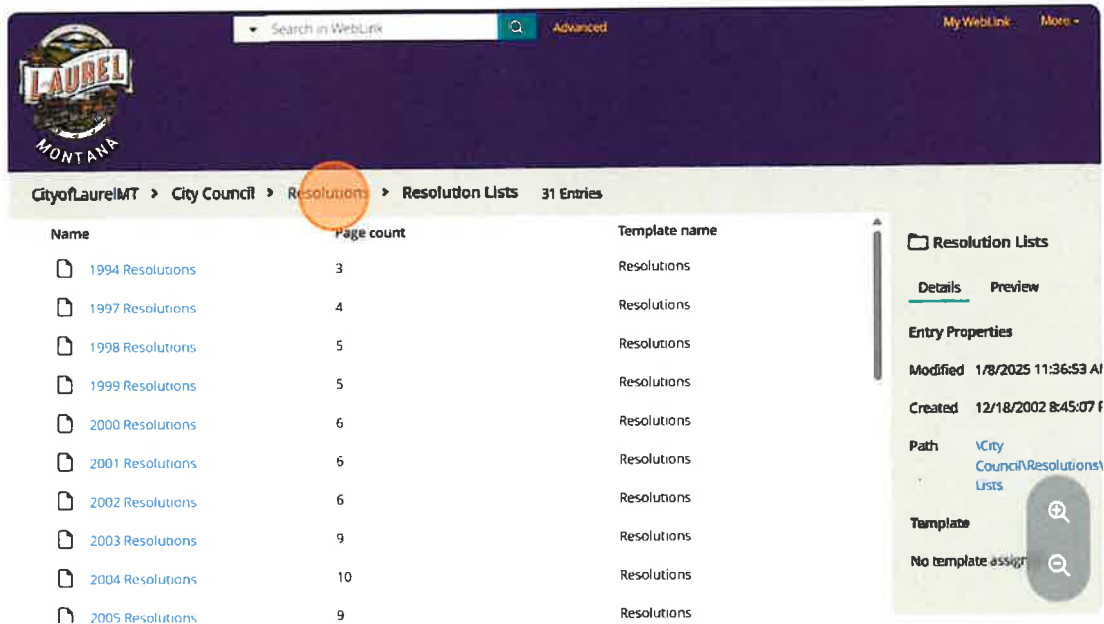
Template

No template assigned



You can click the path to navigate to a previous page.

8 Example: Click "Resolutions"



City of Laurel MT > City Council > Resolutions > Resolution Lists 31 Entries

Name	Page count	Template name
1994 Resolutions	3	Resolutions
1997 Resolutions	4	Resolutions
1998 Resolutions	5	Resolutions
1999 Resolutions	5	Resolutions
2000 Resolutions	6	Resolutions
2001 Resolutions	6	Resolutions
2002 Resolutions	6	Resolutions
2003 Resolutions	9	Resolutions
2004 Resolutions	10	Resolutions
2005 Resolutions	9	Resolutions

Resolution Lists

Details Preview

Entry Properties

Modified 1/8/2025 11:36:53 AM

Created 12/18/2002 8:45:07 PM

Path \City Council\Resolutions Lists

Template

No template assigned

- 9 Click the City Logo to return to the homepage.

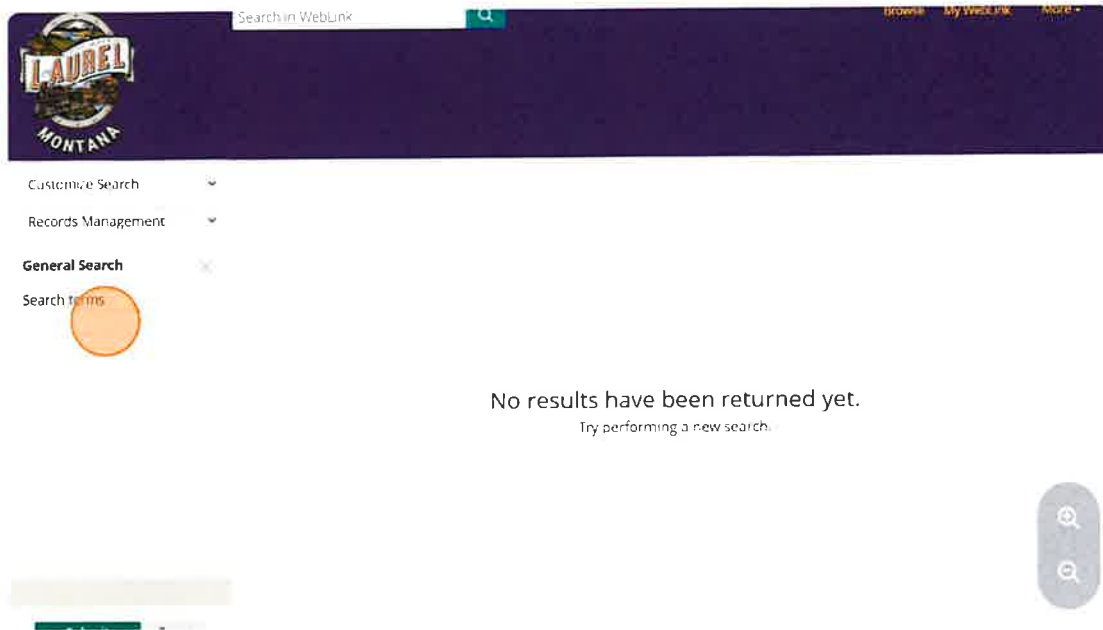
The screenshot shows the City of Laurel WebLink interface. At the top, there is a search bar with the text "Search in WebLink" and a magnifying glass icon. To the right of the search bar are links for "Advanced" and "My WebLink". Below the search bar, the City of Laurel logo is visible on the left. The main content area displays search results for "City of Laurel MT", showing "1 Entry". The results are organized into columns: "Name", "Page count", and "Template name". The first entry is "City Council" with a page count of "1" and a template name of "City Council / Council Workshops". On the right side, there is a sidebar with a "Details" tab and a "Preview" tab. The "Details" tab is selected, showing "Entry Properties" including "Modified" (3/27/2025 7:10:27 PM), "Created" (4/8/2010 11:55:10 AM), "Path" (a small icon), and "Template" (No template assigned).

Using the "Search" Feature

- 10 Click "Search"

The screenshot shows the City of Laurel's Document Center homepage. At the top, there is a navigation bar with the City of Laurel logo on the left, a "Browse" button, and a "Search" button. To the right of the navigation bar are links for "My WebLink", "Help", "About", and "Sign Out". The main content area features a welcome message: "Welcome to the City of Laurel's Document Center" and "The gateway to our Laserfiche document center." Below this, a message states: "Please bear with us as documents are being added as quickly as possible!". A list of document types is displayed: "Committees", "Council", "Monthly Reports", "Oaths", "Ordinances", "Proclamations", "Resolutions", and "Workshops". At the bottom, it says "Powered by Laserfiche". On the right side, there is a sidebar with a "Details" tab and a "Preview" tab. The "Details" tab is selected, showing "Entry Properties" including "Modified" (3/27/2025 7:10:27 PM), "Created" (4/8/2010 11:55:10 AM), "Path" (a small icon), and "Template" (No template assigned).

11 Click the "Search terms" field.



12 Type in the search term. Example: "loan"



Search Tip: Use specific and unique search terms to improve your results. For example, a common term like "Laurel" will yield numerous results, making it harder to find what you're looking for. Additionally, using a single, focused keyword can often lead to simpler and more efficient searches when looking for documents.

13 Click "Submit"

LAUREL MONTANA

Customize Search

Records Management

General Search

Search terms

loan

Submit Reset

No results have been returned yet.
Try performing a new search.

14 Scroll through the results and click on the document you are trying to locate. In this example, click "Resolution No. R22-69"

LAUREL MONTANA

Search in WebLink

Browse My WebLink More

Customize Search

Records Management

General Search

Search terms

loan

Sort results by: Relevance

Results: 1 - 20 of 1034

Resolution No. R22-69

Resolution No. R22-69

Page count: 13

Template name: Resolutions

Action Being Completed: Loan

Comment: Date of Public Hearing: Date Voted on by Council: 11/8/2022 List Year: 2022

Document Relationships



Related documents are linked and displayed at the bottom of the right pane, allowing for quick and efficient navigation between them.

- 15 Scroll down on the right pane and locate the "Document Relationship" section. For this example, click "City Council Minutes 11.08.2022"

The screenshot displays the City of Laurel Montana website. The breadcrumb navigation at the top reads: CityofLaurelMT > City Council > Resolutions > 2020's > 2022 > Resolution No. R22-69. The main content area shows the text of Resolution No. R22-69, which authorizes the Mayor to execute loan documents for a garbage truck. The right-hand sidebar contains a 'Details' section with the following information:

Details	
Voted on by Council	
Public Hearing Required	No
Action Being Completed	Loan
Pass/Fail	Pass
List Year	2022

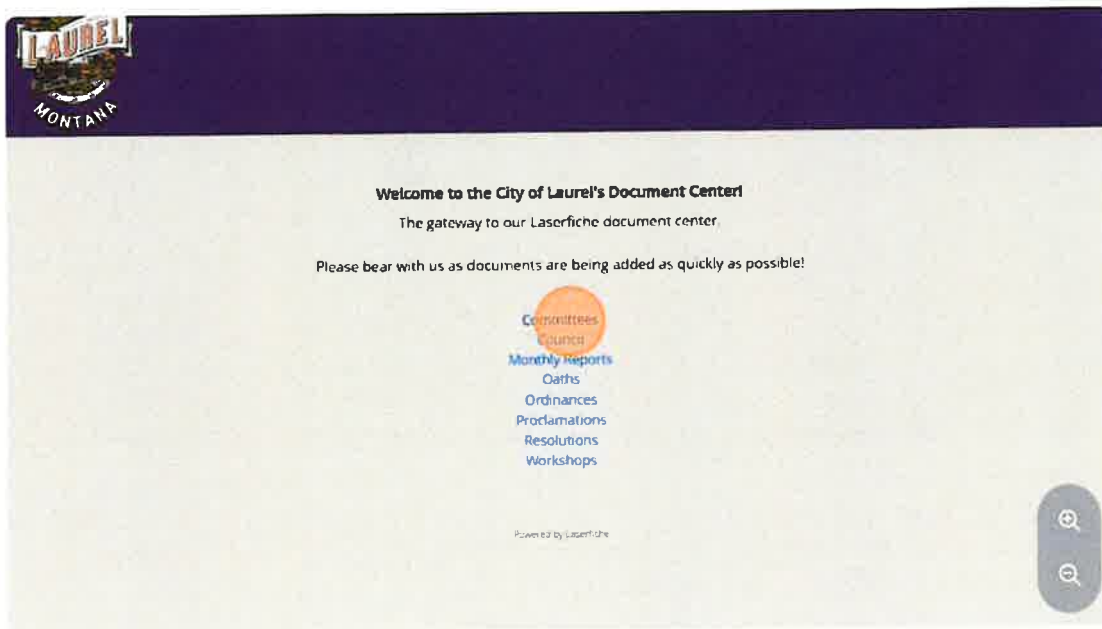
Below the details is a 'Document Relationship' section. It lists 'City Council Minutes (Resolution/Ordinance)' with a magnifying glass icon, indicating a search or filter function.

- Click "City Council Packet 11.08.2022"

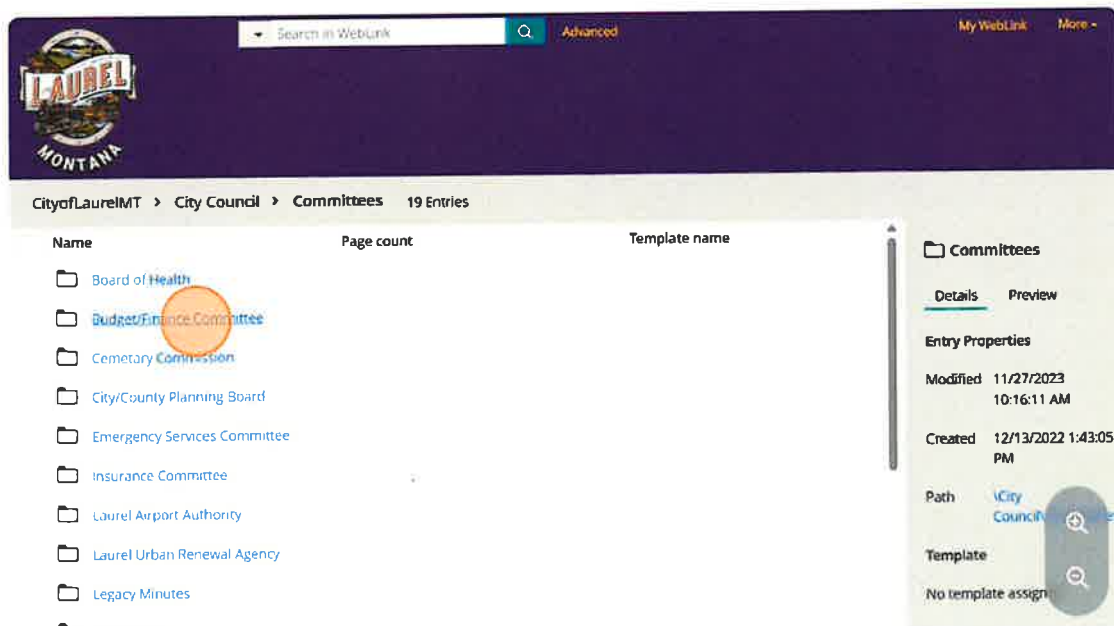
17 Click the City's Logo to return to the homepage.

Navigating from the Quick Reference Links

18 Click "Committees"



19 Select the folder you would like to view.





Staff are currently in the process of adding the necessary metadata to the Resolutions and Ordinances folders. We appreciate your patience as we work to complete this update.