

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, MAY 16, 2023**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on May 16, 2023.

COUNCIL MEMBERS PRESENT:

<input type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Casey Wheeler	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Jodi Mackay

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney
Brittney Moorman, Council Administrative Assistant
Matt Wheeler, Public Works Director
Stan Langve, Police Chief

Public Input:

There were none.

General Items

1. Motion to allow Council Member Mize to be absent from the City of Laurel for more than ten days. (LMC 2.12.060)

There was no discussion on this item.

Executive Review

2. Resolution - A Resolution Of The City Council Rescheduling The July 4, 2023, Regularly-Scheduled City Council Workshop To July 11, 2023, At 6:30 p.m.

There was no discussion on this item.

3. Resolution - A Resolution Of The City Council Approving And Authorizing The Disposal Of City Of Laurel Records.

There was no discussion on this item.

4. Resolution - A Resolution Of The City Council Authorizing The Approval Of The Quote And Master Services And Purchasing Agreement With Axon Enterprise, Inc. For The Purchase Of Body Cameras And Related Equipment For The Laurel Police Department.

This resolution is a five-year contract with Axon. It includes tech support, licensing, and storage of video evidence. This contract is only \$30 more than the previous contract. They will also replace the cameras and battery packs as needed. At the 2 ½ year mark, they will entirely replace the equipment.

The Police Chief will also bring forward a contract for GPS locating for the next budget cycle, telling dispatch where each officer is at any given time.

It was questioned if the contract with Axon was budgeted, and it was clarified that it had been budgeted.

5. Resolution - A Resolution Of The City Council Declaring Certain City Of Laurel Property As "Surplus" Available For Sale Or Trade To The Public Or Other Governmental Entities Or Vendors.

See the attached list of included items. Mayor Waggoner stated that the auction is live but can be pulled if it does not pass Council.

Council Issues

6. Vandalism Update

Council discussed what is currently being done to monitor the parks. It was clarified that a few years ago, a surveillance system was installed at Kids Kingdom. Industrial Communications installed the system, which relies on line-of-sight to transmit the images. This works for Kids Kingdom due to the park's elevation compared to the Police Station, and that system allows for five more cameras.

Locking restrooms is not the best option. Not only does damage happen during the day, but people also try to break into the restrooms. Also, it takes staff time to lock and unlock bathrooms every night.

There is still an active investigation into the vandalism that recently occurred. One lead has been followed up on and determined not to be viable.

It was questioned if it was an option to have a recorder on site and review the footage if needed instead of live monitoring. It was stated that is an option.

It was questioned if the images collected were effective in identifying people. It was clarified that it is a great start, but there are still limitations.

It was questioned if extra lighting would be helpful. It was clarified lighting is always good and a good option.

Staff needs to know the price range the City would like to spend to determine what options are viable. Signage will also be put up to deter criminal behavior.

Other Items

There were none.

Attendance at Upcoming Council Meeting

All Council Members in attendance plan to attend the next meeting.

Announcements

On Saturday, the American Legion will place flags at veterans' headstones at the City Cemetery for Memorial Day. They will begin at 9 a.m.

The Mayor and City Council Members stated they were proud of the Laurel Police Department and the job they did to honor those who have fallen. It was a very well-done ceremony and showed Laurel very well.

City Staff are working on proper signage and standard operating procedures for the new splash park so those things can be in effect when the splash park is ready to be opened.

The council workshop adjourned at 7:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brittney Moorman", followed by a horizontal line extending to the right.

Brittney Moorman
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.

1998 Volvo Garbage Truck
1990 AMG Cargo Truck
1993 FORD 1 TON
2016 FORD Explorer SQUAD
LADDER TRUCK
2 1/2 TON BRUSH TRUCK
4- POP MACHINES
MISC BARRELS
LAWN MOWER DECK
ASSORT BB GUNS (POLICE)
ASSORT BIKES (POLICE)
OLD OFFICE EQUIPMENT
OLD POOL EQUIPMENT
OLD CEMENT & METAL CULVERT PIPE
OLD FIRE HYDRANTS
OLD FENCE & GATE

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE OF PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
City of Laurel

2. AGENCY CONTACT:
NAME: Kelly Strecker
PHONE #: 406-628-7431 EMAIL:kstrecker@laurel.mt.gov

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*

SIGNATURE:
NAME AND TITLE: Kelly Strecker - Clerk/Treasurer
DATE: 05/23/2023

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	3 PG 52	1099's	4 years	6/2023-2014	.25	
8	13 PG 77	Payroll Quarterly Reports (Confidential)	4 years	6/2023-2015	1	
8	4 PG 54	Monthly Tax Distributions	5 years	06/2013-12/2013	.25	
8	7 PG 10	Dog Licenses	3 years	2015-2017	.25	
8	4 PG 45	Daily Cash Reconciliation Water Office	5 years	06/2013-2015	2	
8	5 PG 46	Purchase Order Book	5 years	06/2013-12/2013	.25	
8	1 PG 48	A/R Activity Report Ambulance (Confidential)	5 years	06/2013-2015	1	
8	5 PG 24	Claims Detail	5 years	FY 13-FY16	2	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

In accordance with 2-6-1202, 7-5-2132, 7-5-4124 and 20-1-212 and upon the order of the governing body, we the undersigned affirm the records listed on this disposal request are not subject to any litigation, legal or regulatory hold, and any financial records listed have been audited. See Notification on Central Registry (Ten Year Rule) below. Typed name below is acceptable as the signature.

Authorized Local Government Representative:		Date:	Phone:
Name:			
Title:			
Records Custodian:		Date:	Phone:
Name:			
Title:			
LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL			
Department of Administration Committee Member:			
Name:		Date:	
Signature:		Date:	
Montana Historical Society Committee Member:			
Name:		Date:	
Signature:		Date:	
Local Government Committee Member:			
Name:		Date:	
Signature:		Date:	
NOTIFICATION ON CENTRAL REGISTRY			
Per MCA 2-6-1205, public records listed on this form that more than ten (10) years old and are approved for disposal may not be destroyed until they have been listed on a central registry and offered to various agencies and the public for 60 days.			
Request for Records Disposal or Transfer Authorization have been listed on the central registry.		Unclaimed records may be disposed 60 days after this date:	
Completed by			
Name:		Signature:	
TEN YEAR RULE:			
Public records more than ten (10) years old approved for destruction may not be destroyed for 60 days after the date listed on the central registry.			
Certificate of Transfer/Destruction/Disposition Comments			
I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.			
Name:		Title:	Date:
Signature:			