

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, OCTOBER 15, 2019**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on October 15, 2019.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Bruce McGee	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Scot Stokes	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Bill Mountsier

OTHERS PRESENT:

Bethany Langve, Clerk/Treasurer
Nick Altonaga, Planning Director

Public Input:

There was none.

General Items

1. Appointment of Nick Altonaga as an Ex-Officio Member, for the City of Laurel, to the Big Sky EDA Committee.

Nick Altonaga, Planning Director, stated the Big Sky EDA is very active in Eastern Montana's economic development as the Ex-Officio member can bring a voice for Laurel forward. This is a great networking opportunity. Also able to bring economic development back to Laurel.

The Big Sky EDA will be very helpful with the new TIF District the City plans to create in the near future. The goal will be to get infrastructure from the edge of the City out to the new exchange. There may also be grant opportunities.

Executive Review

2. Resolution - Authorizing The Award Of A Grant To The Front Porch From The Tax Increment Financing District Funds Pursuant To The LURA Small Grant Request Program For Eligible Applicants And Improvements.

Nick Altonaga, Planning Director, stated this is a small grant request for the Front Porch. After many conversations between the sign grant and general small grant, the Front Porch has been \$7,575. They have done a lot of work on their building. This grant is just a small portion of that work.

3. Resolution - A Resolution Of The City Council Authorizing The Submission Of A CDBG Grant Application And To Commit The Matching Funds Required By The Creating Agency.

Nick Altonaga, Planning Director, stated this a grant to help offset the cost for the Growth Management Plan. The budget for this plan is approximately 70k. The grant request is for 50k, with the City matching \$16,607. If the City receives the grant, it will free up those budgeted funds. Those funds could be used for other plan improvements such as a Capital Improvements Plan or Economic Development Plan.

The Growth Management Plan is reviewed every so many years. It guides the Council in how they grow the City.

Council commended the Planner for looking into grants to help offset the cost.

4. Resolution - Authorizing The Mayor To Sign A Resolution For The State Of Montana Updating The Agents Authorized To Acquire Surplus Property Through The State Of Montana Surplus Property Program.

Bethany Langve, Clerk/Treasurer, stated when the City purchased the last patrol car through the surplus program, it was noted the last signer listed Kurt Markegard as able to sign for surplus items. City Staff was not aware we needed to update the signers for the surplus property through the State. This is specifically for the picking up or accepting of property. Purchasing still needs to go through the same channels as before. This resolution allows the following people to sign for the property.

- Thomas C. Nelson, Mayor
- Sam Painter, Civil City Attorney
- Bethany Langve, Clerk/Treasurer
- Emelie Eaton, Council President

This is a similar signature scenario for the claims and payroll checks. The State will still require all approval documents when picking up items. For example, Bethany as the Clerk/Treasurer, could not go up there and pick up a car. They would need to see the approval documentation. They will ask for the second signer, minutes, purchase requisition, purchase order, etc.

The City Attorney suggested having a resolution authorizing the signing of the Stated document and not the States document being the only resolution tied to this.

It was questioned if the City gets a list of what is available. It was clarified that City Staff knows how to review what is available via the States surplus list.

Council Issues

5. Update on West Railroad St

A Council Member requested this update. It has been a few months since an update. They wanted to make sure this did not fall off the radar.

Mayor Nelson stated he attended a meeting with KLJ this morning. He stated he was bringing a potential task order to Council soon.

The task order with KLJ is for 85k; this would help the City decide how to move forward on this project. There are various funding mechanisms. Park of West Railroad is within the TIF District. West Railroad is designated as an urban route. The portion not included in the current TIF District could be included in the new TIF District. Can use Street Maintenance funds. Street Maintenance can take out bonds. Or use Urban Route funds. There are many options or combinations of options for funding this project.

KLJ will be present at the next Workshop to answer all of the Council's questions. Council questioned if they approve the Task Order will that work be used if the State does the project through the Urban Routes process.

6. Discussion regarding Committee and Board minutes.

Recently there had been questions on if the minutes presented to the Council were approved by various Boards, Committees, and Commissions.

Mayor Nelson clarified that each Board, Committee, or Commission could decide what works best for them. Boards that don't meet monthly might chose to submit their minutes before their members have approved them.

It was questioned if draft minutes need to be labeled as draft minutes. It was clarified that that would also be left up to each Board, Committee, or Commission. They can either physically stamp it or use a watermark to label it as a draft.

The Council Secretary typically sends out emails letting Board Chairs know which sets of minutes have not been submitted to Council.

Other Items

Mayor Nelson stated that he was recently given a spreadsheet of ambulance calls and how they responded. Slowly the number of calls responded to has increased. Last week the Ambulance Service responded to 22 out of 22 calls. A few of those calls required a fire driver. The Fire Department has stepped up to help with those calls.

Review of Draft Council Agendas

7. Review Draft Council Agenda of October 22, 2019.
There were no suggested changes.

Attendance at Upcoming Council Meeting

All present will be in attendance at next week's meeting.

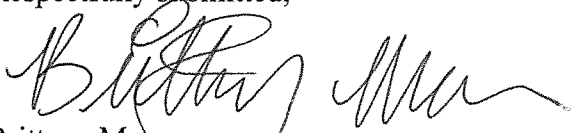
Announcements

Public Works Committee will meet next Monday at 6:00 p.m. in Council Chambers.

Emergency Services Committee will meet October 28, 2019, at 6:00 p.m. in Council Chambers.

The council workshop adjourned at 7:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brittney Moorman". The signature is fluid and cursive, with the first name being more prominent.

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.