

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, DECEMBER 11, 2018**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on December 11, 2018.

**COUNCIL MEMBERS PRESENT:**

☒ Emelie Eaton  
☒ Bruce McGee  
☒ Scot Stokes  
☒ Richard Klose

☒ Heidi Sparks  
☒ Richard Herr  
☒ Irv Wilke  
☒ Bill Mountsier

**OTHERS PRESENT:**

Matthew Lurker, Chief Administrative Officer  
Kurt Markegard, Public Works Superintendent  
Stan Langve, Police Captain/Acting Chief

**Public Input:**

There were none.

**General Items**

1. Appointment of Stanley J. Langve as Chief of Laurel Police Department.

This past September Captain Langve was appointed as the Police Captain. Three weeks into the role Police Chief Musson announced his retirement. Captain Langve began shadowing Chief Musson until he retired. He has been working as Acting Chief for the past few weeks.

Captain Langve stated that he is a few hours shy of being able to achieve his leadership certification. He will have this certification within the next two years.

He spoke to why he chose to wear his work uniform tonight over a suit or a Class A uniform. He wanted to represent the department he comes from.

Mayor Nelson stated he has a great deal of confidence in Captain Langve. He is making changes to the leadership structure in the department. Captain Langve has identified areas of improvements and is working on addressing those issues.

Mayor Nelson spoke a few words of wisdom. When he took office, a previous Mayor had told him he didn't have to respond to questions immediately, that there would be times when the response is let me look into that. He passed these words of wisdom onto Captain Langve in his transition into leadership.

The Chair for Emergency Services Committee will be in contact with Captain Langve to bring him up to speed on issues this committee has been working on.

2. Appointment of Tristen Willis to the Laurel Volunteer Ambulance

Mayor Nelson stated that Tristen was unable to attend tonight's meeting, she will try to attend next week's meeting.

**Executive Review**

3. Resolution - A resolution of the City Council authorizing the release of funds from the Tax Increment Financing District Fund for facade improvement and signage for the property located at 101 West Railroad Street, Laurel Montana.

Judy Goldsby, chair for LURA, and Nadine Horning, partial owner for the business located at 101 W. Railroad Street, answered any questions the Council had on this façade grant.

It was questioned if this request was part of the backlog or new and if these requests come once a year. It was clarified that the Technical Assistance Grant and Façade Grant are awarded throughout the year. The Large Grants are only once a year. This request was received on October 16<sup>th</sup>. This request is for painting the building and signage for Rapid Tire.

It was further clarified that prior staff was unorganized and this lead to the issues with backlogged requests. LURA can sign off on any grant request up to \$5000 anything over that amount must be approved by Council. LURA is further restricted by the 1:1 matching funds and up to \$3,000 for signage.

4. Resolution - A resolution of the City Council authorizing the release of funds from the Tax Increment Financing District Fund for facade improvement and signage for the property located at 217-221 West Mail Street, Laurel Montana.

Judy Goldsby, Chair of LURA, stated that this application was reviewed and part of the design fee/architecture fee was removed from the grant recommendation as it could not be substantiated.

It was questioned what this business was. It was stated that this building most recently housed a tattoo parlor, it is currently a drop-in childcare.

It was questioned if this property was approved for a Large Grant. If so how do these grants work together? It was clarified that this request is for facade improvements, separate from the Large Grant.

It was questioned how often a business could apply for the grant programs. It was clarified that the Large Grants are every other year. The Technical Assistance and Facade grants are once per year. These grants are per project, but projects cannot be split in half to apply for additional funds.

It was questioned if the building owner leases the space can the lessee apply for additional funding. It was clarified that only property owners are able to apply. This building is a historical building and requires the approval of the State Historic Preservation Board prior to making any improvements.

It was questioned if there is a reason Council should not approve this request. It was clarified that the question before Council was if this process was done correctly. It was stated that it was clear this has gone through the process. This Council Member felt better about this resolution than those who were flown under the radar previously.

5. Resolution - A resolution authorizing the Mayor to execute agreements with Centron Services, Inc. D/B/A Credit Systems for collection services for the Laurel Ambulance.

This resolution is comprised of three contracts. The first is the Contract for Collections, this contract allows Centron to pursue collections on accounts. The percentages for collections are listed in this document. The next contract is the Assignment of Accounts, this allows the City to sell debts to Centron. The final contract is the Business Associate Agreement, this allows Centron access to some information covered under HIPAA that is required for the collection of the account. The final pages in the Council Packet explain how Centron will collect on each account.

6. Resolution - A resolution declaring certain items of the City as surplus available for sale or trade to the public or other City vendors for new equipment.

This resolution includes the trade in of surplus equipment for the old sewer camera. The company that won the bid is offering a trade-in value. The ambulance is a 1976 ambulance that is housing the sewer camera. That ambulance was purchased with State and County funds. The State has signed off on their 50% stake, and the County has stated they will sign off on their 25% stake in this ambulance. The company stated they would take the sewer camera with or without the ambulance.

It was questioned how the value of the ambulance was determined. The camera system is valued the \$2500. The book value for the ambulance is approximately \$500.

It was questioned if the ambulance is used as the crime scene investigation unit. It was clarified that this is the ambulance used for the sewer camera for the past few years.

The Mayor has assigned the CAO to identify all surplus within the City and to be able to bring forward a recommended disposal list by spring via the website.

### **Council Issues**

7. Discussion - Code Violations: Vehicles

Mayor Nelson requested Captain Langve be present to speak on this matter. There was a letter regarding abandoned vehicles. These complaints should be submitted to the Code Enforcement Department. If the complaint does not fall within their purview, they will notify law enforcement.

Historically if a vehicle is located on the street, it is a Law Enforcement matter, and if the vehicle is located on private property, it is a Code Enforcement matter. Years ago, the City got rid of the Animal Control Officer/Parking Enforcement Officer. Officers do respond to these complaints. If there is a blatant violation a warning is issued. Follow up is done as officers are able. The Police Department tries to be lenient with campers and boats over the summer months as people are using these items frequently.

The list submitted to Code Enforcement was passed to the Police Department and those complaints have been addressed.

The Police Department had their new officers' transition off FTO. Officer Huesner is going to the academy in January. Officer Anglin will be moving to the SRO position at the High School this January. These changes have helped free up more officers for patrol.

It was questioned if the Reserve Officers assist with parking issues. It was clarified that the Reserve Officers are volunteers. Their involvement is on a volunteer basis. Reserve Officers work under the supervision of an officer. In the past, the Reserves were trained so that they could be issued a patrol car, make stops, and write violations. In the past, the Reserves were very plentiful. There are departments who pay their Reserve Officers and still have a hard time maintaining Reserves. There is an opportunity as Reserves work sporting events to take care of parking violations.

It was reiterated if a vehicle is located on the street it is a Law Enforcement issue, and if it is on private property a Code Enforcement issue. It was questioned if vehicles parked on sidewalks should be directed to Law Enforcement or Code Enforcement. It was clarified that vehicles parked on sidewalks are a Law Enforcement issue. It was further clarified that those issues should go to Code Enforcement first and those that the Police Department needs to address be passed along.

It was questioned if a constituent wanted to make a complaint if they go through Code Enforcement. It was clarified unless the complaint is outside business hours.

The Code Enforcement Officer has been tasked with addressing more code violations over the next year. The Code Enforcement Officer and Building Inspector will be taking an inventory of City buildings and addressing more code violations.

It was questioned what will happen with the resolution that was tabled last week and if it will be addressed by Code Enforcement. It was clarified that the issue brought before Council at last week's meeting will be addressed via the current code. There will be a committee to review the zoning requirements for boulevards to include dry scaping. There are many communities that have implemented dry scaping. There are many reasons a resident would want to look into this as an option. Having staff go out and inspect the site and identify City services to make sure they are no obstructions is important and needs to be stated in the code. This is just the tip of the iceberg in reviewing LMC.

## 8. Discussion - Vue and Brew Resolution

The question before Council was if the applicant's request was within the zoning requirement within the Central Business District. The City/County Planning Board found that the applicant was within the LMC requirements for the Central Business District zoning.

This Council Member understood why Council made the decision they made. However, felt if the threat of a lawsuit is made that the speaker should be declared out of order and the vote tabled. It was clarified that it was not a threat, that the applicant was within bounds with their request. The question was if this use was within compliance within the Central Business District.

This Council Member stated that they felt threatened and intimidated before making a decision on this issue. They felt that further explanation was needed prior to voting. After further clarification from the Mayor, this Council Member felt he understood what Council had voted on.

Mayor Nelson gave the example of Council considering a zoning variance request. By Council approving a variance they have set a precedent for future requests. This could limit the Council's ability to decline requests in the future. It was clarified that the Council should have a good grasp on an issue prior to voting. In this instance, the applicant stated, via the Planning Board minutes, that they needed the City sign off on the request prior to submitting to the State. Council was voting if this request was within compliance with LMC.

A Council Member had contacted the State as of this morning the applicant has not applied to the State. It was clarified that the applicant could choose to move forward and apply with the State. This was not the request before the Council. Council can look at their zoning and address these issues through those ordinances.

## 9. Discussion - Parliamentary Procedure

There were questions if Council can make motions at Workshops. It was clarified that Workshops are not Council meetings and therefore no motions can be made. Mayor Nelson read LMC 2.08.220 and 2.10.010, to Council.

It was questioned what ALL means in paragraph B.

It was clarified when this ordinance was written Council did not have Workshops. It was decided that it was difficult to have the whole process at one meeting. It was decided that Workshops are meant for discussion, while the Council meeting is meant for deciding the item.

It was requested that the ordinance is reviewed.

It was stated that there was no malice in correcting the Council Member trying to make a motion at a Workshop. This was meant to be an educational opportunity that a motion could not be made because it was not a Council meeting.

It was questioned if the resolution the Council tabled indefinitely is not addressed. Would Council bring up at a Workshop that they want to vote on the tabled resolution. Would the resolution be on the next Council Meeting? It was clarified that in the event Council wants to readdress the issue they can state at a Workshop their desire for the item to be on the next week's meeting.

### **Other Items**

Mayor Nelson addressed the issue of parade candy throwing. The City of Laurel provides services, not entertainment. Those questions should be directed toward the organization who is putting on the function.

This question was brought to a Council Member by a constituent as to if the City was responsible for this policy. This Council Member will follow up with the constituent.

Council Member Herr commended the CAO of the presentation given to the School Board. It was an excellent presentation on the future of Laurel. It was requested that the presentation be given to Council as well. It was clarified that this information is contained in the Long-Range Growth Policy. This policy is due for review and will be coming before Council in the coming months.

Mayor Nelson gave an update on filling the City Planner position. The City is in the process of interviewing the Planner applicants. An exercise to review an application and give a recommendation/presentation is part of the interview process.

Mayor Nelson is working with the Big Sky EDA on the development for the West Laurel Interchange.

Sue Taylor from Beartooth RC&D presented the annual request funding for the MOU. She handed out two different handouts to Council, see attached. This year's MOU is very similar to the previous years. Sue spoke on how Beartooth RC&D has assisted the City. She gave examples such as being able to access the funds for Riverside Park sooner. Another example this year was LURA participated in ripple effects mapping. LURA now is eligible for a mini-grant. They plan to use this grant to install lighting in Town Square. Recently the Mayor had been in contact with Beartooth RC&D regarding as job description for the administrative functions for LURA. With looking at adding a second TIF District the administrative functions would increase. Another project they have worked closely with is the Riverside Park Master Plan. This allowed the City to access more funds for the projects in Riverside Park. Other examples given were assisting Yellowstone Valley Farms and LARK.

It was questioned what MOU stands for. It was clarified that MOU stands for Memorandum of Understanding.

It was questioned what the revolving loan fund was. It was clarified that Beartooth RC & D provide gap financing. An example of a loan that recently closed was given. The applicant needed financing of \$150,000. They were able to obtain traditional financing of \$100,000. They applied for gap financing for the remaining \$50,000.

It was questioned what the Yellowstone Valley Food Hub was. It was clarified that this is a program that allows small producers the opportunity to meet quotas by joining efforts.

It was questioned what the City paid last year. It was clarified that this MOU is approximately the same dollar amount as last year. The increase would be the 19 cents per capita. The City of Laurel pays 6% of the base assessment fee. Yellowstone County has already approved this MOU. In the past, there are questions on the ROI. Looking in the future that the City will be using their services.

### **Review of Draft Council Agendas**

#### **10. Draft City Council Agenda 12.18.2018**

The Beartooth RC&D MOU will be added to next week's Agenda.

### **Attendance at Upcoming Council Meeting**

All in attendance will be present.

### **Announcements**

#### **11. Recognition of Employees:**

David Saylor	28 years on December 17 <sup>th</sup>	City Shop
Guy Rolison	19 years on December 6 <sup>th</sup>	City Shop
Kevin Budge	11 years on December 18 <sup>th</sup>	City Shop
Dave Waggoner	11 years on December 26 <sup>th</sup>	WTP
Jay Hatton	5 years on December 2 <sup>nd</sup>	City Shop
Keith Guy	2 years on December 22 <sup>nd</sup>	City Shop

The CAO read the recognition of employees.

The council workshop adjourned at 8:30 p.m.

Respectfully submitted,



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.**





## Getting the Job Done

We work with you to develop projects and move the regional economy forward. This happens as a result of local engagement and regional collaboration with knowledge of and access to local, state and federal programs designed to assist the people we serve. We have a proven track record of project development and strive to ensure positive results.

We work in partnership with Big Sky Economic Development to develop and support projects in your area.

How can we help you in 2019 and beyond?

- Plan review and implementation
- CEDS project goals
- Letters of Support
- Project identification and development
- Partner for training opportunities identified through industry requests and trends

[www.Beartooth.org](http://www.Beartooth.org)

**406-962-3914**

### Beartooth RC&D Staff:

Joel Bertolino, Executive Director  
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Sue Taylor, Economic Development Director  
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## Economic Development Program

Beartooth RC&D (Resource Conservation and Development) serves the cities, towns and counties of Big Horn, Carbon, Stillwater, Sweet Grass and Yellowstone as a state-designated Certified Regional Development Corporation (CRDC) and as a federally designated Economic Development District (EDD). We work closely with local economic development authorities and organizations in order to leverage the best possible options for communities, non-profits and private businesses in the region.

## Food and Ag Program

Beartooth is home to one of four Food & Ag Development Centers located across the state. The Centers help Montanans innovate and grow businesses that produce and commercialize food, agricultural and renewable energy products and processes – creating wealth and jobs in our communities and on our farms and ranches. The centers support economic development by ensuring that more of the state's food, agricultural and energy dollars circulate in Montana. The program provides training, technical assistance, and access to funding through grants and loans.

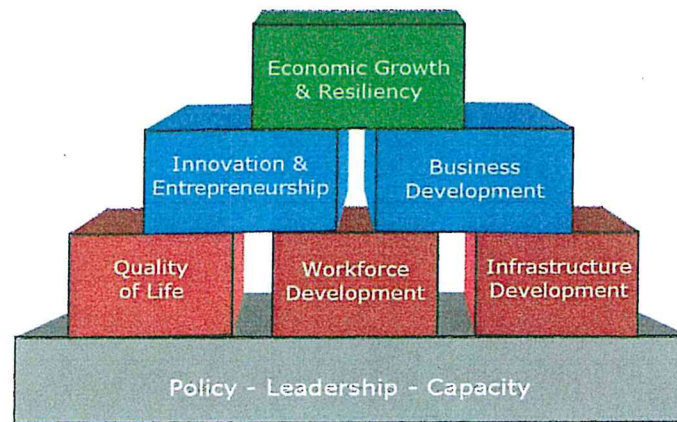
## Revolving Loan Fund Program

The purpose of the Revolving Loan Fund is to encourage and accelerate economic development activities in the region. The role of the RFL is to provide gap financing to businesses who would find it difficult to meet conventional underwriting standards. The RLF is not an alternative to private lenders or equity capital as most loans are a combination of all three. The RLF can provide financing for business equipment or improvements, land and buildings. Rates are competitive to bank terms/rates.





## CEDS Goals 2019-2023



### Policy - Leadership - Capacity

**Goal 1:**  
Support the creation  
and timely revision  
of public policy  
planning

**Goal 2:**  
Encourage the  
development and  
delivery of  
leadership  
initiatives, including  
volunteer-based  
programs

**Goal 3:**  
Develop and  
promote programs  
that lead to  
capacity building  
activities  
throughout the  
service region



## Infrastructure Development

**Goal 1:**  
Support public and private sector entities in the completion of infrastructure projects

**Goal 2:**  
Support public and private sector entities in the development of commercial infrastructure

**Goal 3:**  
Support public and private sector entities in the assessment and development of workforce housing

## Workforce Development

**Goal 1:**  
Learn, understand, and address the needs of area employers and employees, including attraction and retention

**Goal 2:**  
Collaborate with regional stakeholders to increase the alignment of education, industry, and workforce development

**Goal 3:**  
Support training and retraining programs to further develop and retain the existing and future regional workforce





## Innovation & Entrepreneurship

**Goal 1:**  
Support local and regional activities that elevate entrepreneurship and innovation

**Goal 2:**  
Support local and regional activities, including incentives and B2B initiatives, that increase the growth rate and revenue of area businesses

**Goal 3:**  
Support job creation, private investment attraction, and advances in technology that strengthen existing traded sectors

## Economic Growth & Resiliency

**Goal 1:**  
Support and generate activities that will lead to an increase in the capacity and diversity of the regional economy to produce goods and services

**Goal 2:**  
Engage the region in **Steady-State** initiatives to bolster long-term economic durability

**Goal 3:**  
Engage the region's networks in **Responsive** initiatives to collaborate on existing and potential future challenges