



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 27, 2022
6:30 PM
COUNCIL CHAMBERS**

NEXT RES. NO.
R22-64

NEXT ORD. NO.
O22-04

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. Once again, each speaker is limited to three minutes.

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.

Pledge of Allegiance

Roll Call of the Council

Approval of Minutes

1. Approval of Minutes of August 23, 2022.
2. Approval of Minutes of Special City Council Meeting of September 6, 2022.
3. Approval of Minutes of September 13, 2022.

Correspondence

4. Beartooth RC&D September Correspondence

Council Disclosure of Ex Parte Communications

Public Hearing

5. Public Hearing: An Ordinance Amending Section 2.20.010 Of The Laurel Municipal Code Relating To The City Court Clerk For The City Of Laurel
6. Public Hearing: An Ordinance Amending Chapter 1.01 (Code Adoption) Of The Laurel Municipal Code Relating To The General Provisions

Consent Items

NOTICE TO THE PUBLIC

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

7. Claims entered through September 23, 2022.
8. Approval of Payroll Register for PPE 9/4/2022 totaling \$216,114.43.
9. Approval of Payroll Register for Retro Pay totaling \$4,632.18.
10. Approval of Payroll Register for PPE 9/18/2022 totaling \$210,834.16.

Ceremonial Calendar

Reports of Boards and Commissions

- [11.](#) Budget/Finance Committee Minutes of September 13, 2022.
- [12.](#) Public Works Committee Minutes of August 15, 2022.
- [13.](#) Emergency Services Committee Minutes August 22, 2022.
- [14.](#) Library Board Minutes of July 12, 2022.
- [15.](#) Library Board Minutes of August 9, 2022.

Audience Participation (Three-Minute Limit)

Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.

Scheduled Matters

16. Motion to allow Council Member Sparks to be absent from the City of Laurel for more than ten days. (LMC 2.12.060)
17. Appointment of Gabriel Seibert to the Laurel Police Department.
- [18.](#) Resolution No. R22-64: A Resolution Of The City Council Authorizing The Addition Of City Of Laurel Deputy Clerk/Treasurer Amber Hatton To All City Accounts.
- [19.](#) Ordinance No. O22-04: An Ordinance Amending Section 2.20.010 Of The Laurel Municipal Code Relating To The City Court Clerk For The City Of Laurel
- [20.](#) Ordinance No. O22-05: An Ordinance Amending Chapter 1.01 (Code Adoption) Of The Laurel Municipal Code Relating To The General Provisions

Items Removed From the Consent Agenda

Community Announcements (One-Minute Limit)

This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.

Council Discussion

Council members may give the City Council a brief report regarding committees or groups in which they are involved.

Mayor Updates

Unscheduled Matters

Adjournment

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.

DATES TO REMEMBER

File Attachments for Item:

1. Approval of Minutes of August 23, 2022.

MINUTES OF THE CITY COUNCIL OF LAUREL

August 23, 2022

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on August 23, 2022.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Michelle Mize Richard Herr
 Casey Wheeler Irv Wilke
 Richard Klose Bill Mountsier

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Michele, Braukmann, Civil City Attorney
 Lyndy Gurchiek, Ambulance Director
 Nancy Schmidt, Library Director
 Brent Peters, Fire Chief
 Stan Langve, Police Chief
 Kelly Strecker, Clerk/Treasurer

Mayor Waggoner led the Pledge of Allegiance to the American flag.

MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of August 9, 2022, as presented, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

CORRESPONDENCE:

- Police Department Monthly Report – July 2022
- Fire Monthly Report – June 2022
- Fire Monthly Report – July 2022

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:

Council Member Mize disclosed that she had emailed the Middle School Principal and Vice-Principal regarding the SRO program. Both spoke in favor of the program.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through August 19, 2022.**
 A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 8/7/2022 totaling \$215,632.52.**

The Mayor asked if there was any separation of consent items. There was none.

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of August 9, 2022.
- Cemetery Commission Minutes of July 19, 2022.
- Emergency Services Committee Minutes of June 27, 2022
- Emergency Services Committee Minutes of July 25, 2022.
- Park Board Minutes of August 4, 2022.

- Public Works Committee Minutes of July 18, 2022.
- Airport Authority Minutes of July 26, 2022

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

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

Motion by Council Member Wheeler to allow Council Member Klose to be absent from the City of Laurel for more than ten days (LMC 2.12.060), seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Appointment of Casey Wheeler to the Board of Health for the remainder of a three-year term ending December 31, 2024.**

Motion by Council Member Sparks to approve the Mayor's appointment of Casey Wheeler to the board of Health for the remainder of a three-year term ending December 31, 2024, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Appointment of Jodi MacKay to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2025.**

Motion by Council Member Herr to approve the Mayor's appointment of Jodi MacKay to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2025, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-43: Resolution Approving A Memorandum Of Understanding By And Between The City Of Laurel And Local Union Local 303, American Federation Of State, County, And Municipal Employees, AFSCME**

Motion by Council Member Mountsier to approve Resolution No. R22-43, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-44: Resolution Approving The Encroachment Permit By And Between The Billings Bench Water Association And The City Of Laurel**

Motion by Council Member Mize to approve Resolution No. R22-44, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-45: Resolution Approving Agreement Regarding School Resource Officer Program By And Between The City Of Laurel And Laurel Public Schools, District 7 & 7-70**

Motion by Council Member Eaton to approve Resolution No. R22-45, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-46: Resolution Amending Resolution No. R21-100 Related To Cherry Hill Subdivision 3rd Filing, An Addition To The City Of Laurel, Montana**

Motion by Council Member Sparks to approve Resolution No. R22-46, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

DRAFT

Council Minutes of August 23, 2022

- **Ordinance No. O22-03: An Ordinance Amending Certain Chapters Of Title 14 Of The Laurel Municipal Code Relating To The Adoption And Enforcement Of Building Codes For The City Of Laurel As Required By The State Of Montana (1st Reading)**

Motion by Council Member Herr to adopt Ordinance No. O22-03, seconded by Council Member Mountsier. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members Sparks, Herr, Wilke, Mountsier, Klose, Wheeler, Mize, and Eaton voted aye. Motion carried 8-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

Registration for Hunters Education begins September 6th with classes the following week.

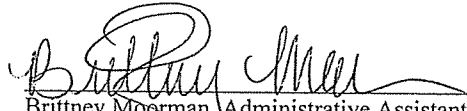
MAYOR UPDATES: None.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Eaton to adjourn the council meeting, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:40 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 27th day of September 2022.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

2. Approval of Minutes of Special City Council Meeting of September 6, 2022.

MINUTES OF THE CITY COUNCIL OF LAUREL

September 6, 2022

A special meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 7:52 p.m. on September 6, 2022.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Michelle Mize Richard Herr
 Casey Wheeler Irv Wilke
 Richard Klose Bill Mountsier

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Michele, Braukmann, Civil City Attorney
 Kelly Strecker, Clerk/Treasurer
 Nancy Schmidt, Library Director

Mayor Waggoner led the Pledge of Allegiance to the American flag.

MINUTES: None.

CORRESPONDENCE: None.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING:

- Public Hearing: Budget and Tax Resolution for Fiscal Year 22-23.

Mayor Waggoner opened the public hearing and asked Staff to present the item.

Kelly Strecker, Clerk/Treasurer, briefly reviewed the attached budget message.

Mayor Waggoner opened the floor for public comment and stated that copies of the rules governing the public hearing were posted in the council chambers.

Mayor Waggoner asked three (3) times if there were any proponents. There were none.

Mayor Waggoner asked three (3) times if there were any opponents. There were none.

Mayor Waggoner stated that he would not have Staff respond to questions as there were none.

CONSENT ITEMS: None.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS: None.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- Resolution No. R22-47: A resolution approving and adopting the Final Budget for the City of Laurel for the fiscal year 2022-2023.

Motion by Council Member Sparks to approve Resolution No. R22-47, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-48: A resolution levying taxes for general and specific purposes for the City of Laurel, Montana, for the fiscal year beginning July 1, 2022.**

Motion by Council Member Herr to approve Resolution No. R22-48, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-49: A resolution levying and assessing all of the property embraced within Special Improvement Lighting District No. 2 of the City of Laurel, Montana, for the entire cost of maintenance and electrical current for the fiscal year 2022-2023.**

Motion by Council Member Wilke to approve Resolution No. R22-49, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-50: A resolution levying and assessing all of the property embraced within Special Improvement Lighting District No. 3 of the City of Laurel, Montana, for the entire cost of maintenance and electrical current for the fiscal year 2022-2023.**

Motion by Council Member Mountsier to approve Resolution No. R22-50, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-51: A resolution levying and assessing all of the property embraced within Street Sweeping District No. 1 of the City of Laurel, Montana, for the purpose of the sweeping of streets in the downtown or Business District for the fiscal year 2022-2023.**

Motion by Council Member Klose to approve Resolution No. R22-51, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-52: A resolution levying and assessing the cost of street maintenance and/or improvements for Street Maintenance District No. 1 that constitutes all streets and alleys embraced within the City of Laurel, Montana, for fiscal year 2022-2023.**

Motion by Council Member Wheeler to approve Resolution No. R22-52, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-53: A resolution levying and assessing the cost of street improvements for Special Improvement District No. 113 within the City of Laurel, Montana, for fiscal year 2022-2023.**

Motion by Council Member Mize to approve Resolution No. R22-53, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-54: A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 115 within the City of Laurel, Montana, for fiscal year 2022-2023.**

Motion by Council Member Eaton to approve Resolution No. R22-54, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-55: A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 116 within the City of Laurel, Montana, for fiscal year 2022-2023.**

Motion by Council Member Sparks to approve Resolution No. R22-55, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-56:** A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 117 within the City of Laurel, Montana, for fiscal year 2022-2023.

Motion by Council Member Herr to approve Resolution No. R22-56, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-57:** A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 118 within the City of Laurel, Montana, for fiscal year 2022-2023.

Motion by Council Member Wilke to approve Resolution No. R22-57, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-58:** A resolution levying and assessing the cost of sidewalk improvements for Special Improvement District No. 119 within the City of Laurel, Montana, for fiscal year 2022-2023.

Motion by Council Member Mountsier to approve Resolution No. R22-58, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-59:** A resolution levying and assessing the annual cost of sidewalk improvements for residential properties pursuant to the City's Residential Sidewalk Replacement Program within the City of Laurel, Montana, for fiscal year 2022-2023.

Motion by Council Member Klose to approve Resolution No. R22-59, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-60:** A resolution levying and assessing a special tax against certain property in the City of Laurel for delinquent water charges.

Motion by Council Member Wheeler to approve Resolution No. R22-60, seconded by Council Member Sparks. There was no public comment.

Council questioned if someone would lose their home for a delinquent water charge. It was clarified that the City could place a lien against the property that would not foreclose on the home.

A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-61:** A resolution levying and assessing a special tax against certain property in the City of Laurel for delinquent sewer charges.

Motion by Council Member Mize to approve Resolution No. R22-61, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R22-62:** A resolution levying and assessing a special tax against certain property designated as garbage districts in the City of Laurel, Montana, for the removal of garbage and refuse.

Motion by Council Member Eaton to approve Resolution No. R22-62, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

DRAFT

COUNCIL DISCUSSION:

There will be a 9/11 Ceremony on Sunday at the Firemen's Memorial Park.

Council thanked the Mayor for presenting a responsible budget. The Mayor noted that all Staff has stepped up, especially the new Clerk/Treasurer.

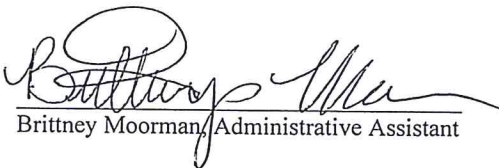
MAYOR UPDATES: None.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Sparks to adjourn the council meeting, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

There being no further business to come before the council at this time, the meeting was adjourned at 8:19 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 27th day of September 2022.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

CITY HALL

115 W. 1st. St.

PUB WORKS: 628-4796

PWD FAX: 628-2241

WATER OFFICE: 628-7431

WTR FAX: 628-2289

MAYOR: 628-8456

City of Laurel

P.O. Box 10

Laurel, Montana 59044



MAYOR

DEPARTMENT



September 6, 2023

Dear City of Laurel Governing Body:

Transmitted herewith is the annual operating and capital budget recommendations for the City of Laurel for the fiscal year ending June 30, 2023. This year's budget was a difficult one, as you know. Hard decisions have already been made, and I

anticipate additional ones will have to be made. However, wonderful things have come to fruition this past fiscal year, and I am incredibly proud of the City of Laurel staff, Council, and community for coming together to get these projects completed.

The mill value came in at \$8,989.845/mill this year, which is an increase of \$179.788/mill over last year. The mill value in 2021-2022 was \$8,810.057/mill. Last year, the City's total mill levy was \$154.79, and this year it is \$152.25. Overall, the City will receive a decrease of \$1,171.86 in taxable revenue.

The following are the changes in apportionment of the levies from 2021-2022 to 2022-2023:

<u>Fund:</u>	<u>22-23 Levy</u>	<u>21-22 Levy</u>	<u>Difference</u>
General Fund	74.21	75.74	-1.53
Library	31.00	31.30	-0.30
Comprehensive Liability	13.43	12.99	+0.44
PERS	10.00	11.46	-1.46
Group Health	19.61	20.00	-0.39
Fire Disability	4.00	4.00	+0.00
Total	152.25	155.49	-3.24

The Comprehensive Liability Fund premiums have increased by \$20,051. This is due to liability and workers' compensation claims against the City. The last fiscal period (by which our Montana Municipal Interlocal ("MMIA") claims are adjusted saw a slight increase in both liability and workers' compensation claims. Claims against the City are on a three-year rolling calendar. The City of Laurel received a \$9,257.00 retro adjustment, due to excess reserves MMIA had at the end of the 2020 Fiscal Year. This was a decrease to last year's adjustment of \$3,706.00. With the passage of the Safety Plan, the City is hoping to reduce the amount of Worker's Compensation claims and improve safety. We are actively working on increased safety and informative measures, for all City employees, that we hope will help to continue to "bring down these numbers" in years to come. This year, the Comprehensive Liability Fund should have 13.43% reserves in preparation for next year. At this time last year, there were 11% reserves in this fund. So, we have seen a significant improvement in reserves for the City's liability fund.

PERS rates have increased by 0.1% for the seventh year in a row. Per PERS, this amount will be increased on the City's side 0.1% per year through 2024. Please

note that this fund only covers the General Fund employees. All other funds must budget for their employees' PERS. As wages increase in the General Fund, so does PERS. With the lack of additional tax revenues to support the General Fund, and other non-voted levied funds, the reserves in the PERS fund are at up to 38% this year. At this time last year, they were at 18%. This is not an amount controllable by the City, as it is set based solely upon wages. While we are cognizant of increased wages, various factors have impacted those wages the last fiscal time period, and PERS automatically accounts for these changes. Of course, we will make it a focus to be very cognizant of General Fund employee wages for the City, while also ensuring we have a safe and functional employee pool.

Group Health, along with the Permissive Health Levy Fund, will provide insurance payments to the General Fund.

The Fire Disability Fund remains at 4.00 mills this year. The City has an obligation to fund the Fire Pension for volunteers. These 4.00 mills amount to \$35,960.00 and will be given to the Firemen's Relief Association for pension payments. The total pension that is expected to approximately be distributed in the year 2022-2024 is \$57,011.00. The cash balance at the end of June 2022 was \$0. The 4.00 mills are to supplement the balance of the Pension Fund.

<u>Fund:</u>	<u>22-23 Levy</u>	<u>21-22 Levy</u>	<u>Difference</u>
Airport Authority	3.06	3.21	-0.15

The Airport Authority Board has its own taxing authority. This year, the fund will receive 0.15 mills less than last fiscal year, however, the total tax revenue is \$770.00 less.

<u>Fund:</u>	<u>22-23 Levy</u>	<u>21-22 Levy</u>	<u>Difference</u>
Permissive Levy for Health Ins. (HB409)	27.00	27.74	-.074

The permissive mill value was \$212,541.30 in 2020-2021, \$244,395.48 in 2021-2022 and valued at \$256,655.78 this fiscal year.

Employee Wages and Benefits

Unemployment insurance has remained the same from last year with a contribution rate of .0025%, on gross wages. This is set by the Montana Department of Labor, and the City does not control these contributions, except to

the extent that we address UID claims. We have taken an active role, this past year, in working to reduce UID claims, by way of responding with reasons for discharge and other factors that may affect whether an employee receives UID benefits.

Workers' compensation rates overall went up this year. The City's mod factor, however, increased from 1.02 in 2019-2020 to 1.04 in 2020-2021, and this year decreased to .9561. Workers' compensation rates have increased for all municipalities in Montana, the past three to five years, so this overall increase was not unexpected.

The Public Works Union was budgeted a 2% wage increase, as per their Collective Bargaining Agreement. The Police Union was budgeted a 3% increase, according to the terms of their Collective Bargaining Agreement.

I am recommending a 3% increase to wages for non-union employees. This is consistent with market wages, and it will allow the City to remain somewhat-competitive in hiring and retaining non-bargaining employees. It is, in fact, less than the COLA recommended increase, but I feel like it is a fair increase, considering the budget constraints the City is facing, while still acknowledging inflationary COLA for non-bargaining employees.

Fund 1000 - General Fund:

The General Fund appropriations are budgeted at \$4,620,758.00, with revenues coming in at \$4,617,894.00. We should not be using cash reserves this year. General Fund should have 50% reserves at the end of the Fiscal Year.

Notable changes to the General Fund this year include:

Revenues:

- General Fund tax revenue stayed the same this year.

Expenditures:

- Department Heads were asked to keep Expenditures to the bare minimum, while new administration address new budget concerns.



Fund 2220 – Library

Revenues:

- The projected tax revenues are \$281,165 for this fiscal year.

Expenditures:

- The Library Board has submitted their budget to the governing body for approval.

Fund 2250 – Planning

Revenues:

- The projected revenues from the County are \$99,050 for this fiscal year, and this is 6% more than last year.

Expenditures:

- The City is actively looking for a new Planner. This has been an incredibly difficult position to fill, because of the competitive market, but it is a priority for the City, in order to address expenditures in this Department, related to hiring of outside resources.

Fund 2260 – Emergency Disaster

Revenues:

- The City will not levy 2 mills this fiscal year.

Fund 2310 - Tax Increment Financing

Revenues:

- Revenues are calculated at \$883,439 for this fiscal year.



Expenditures:

- The Large Grant Programs will continue this year at an increased amount of \$275,000. This is available to accommodate large projects for businesses in the district. The Small Grant program, Facade, and Technical Assistance grant programs are still available as well.

Fund 2400 & 2401 – Light Districts #2 & 3

Revenues:

- Light District #2 will be assessed at a rate of \$39,418.04, and Light District #3 will be assessed at a rate of \$22,799.96.

Expenditures:

- Expenditures have increased slightly due to an increase in utility costs.

Fund 2500 – Street Maintenance

Revenues:

- The State is still responsible for street cleaning on Main Street and South 1st Avenue.
- The Street Maintenance assessment to the citizens of Laurel will be \$900,001.46 for street maintenance and \$18,031 for the sweeping district.
- The Street Maintenance Fund will continue to receive the R-O-W fees in the amount of \$360,173.

Expenditures:

- This year's Street Maintenance Project is South 4th Street.



Fund 2600 – Elena Park Maintenance District

Revenues:

- Elena Park Maintenance District will not be assessed this fiscal year due to excess cash reserves.

Expenditures:

- \$9,500 has been budgeted for Elena Maintenance District.

Fund 2701 – Memorial/Endowment (Pool)

Expenditures:

- The entire amount of \$114,500 is available for expenditure, should the Council decide to pursue a water-related project. This remains a point of discussion for Council, depending upon what direction the City wants to move on either remodeling the pool or constructing some other water feature Laurel residents.

Fund 2702 – Expendable Grant

- Amount available for reconstruction on the North Shore of the Yellowstone River is \$214,300.

Fund 2820 – Gas Tax

Revenues:

- The total revenue for the gas tax allotment this year is \$123,505, which is up from last year.

Expenditures:

- No projects are being budgeted from this fund at this time.

Fund 2821 – HB 473-Gas Tax

Revenues:

- The revenues budgeted from the State this fiscal year are \$155,130.

Expenditures:

- \$250,000 was budgeted for Street Maintenance project this fiscal year.

Fund 2917 – Crime Victims Assistance

- This fund has \$96,500 budgeted for a Crime Victims' Program. The City Prosecutor and the Civil City Attorney are working on defining the necessity of this program for Laurel, how funds can be used, and what would best serve the community, moving forward. If these funds cannot be used towards a Victim/Witness Advocate program, they will be returned to the State, by State law.

Fund 2928 – Transit Bus Grant

Revenues:

- The City's \$31,308 grant to manage the bus transit system has been renewed for this fiscal year.
- General Fund will be transferring the City's match to the Transit Fund.

Expenditures:

- \$57,000 has been budgeted for the bus drivers that are employed by the Adult Resource Alliance of Yellowstone County.

Fund 2952 – Federal Equitable Sharing

Revenues:

- These revenues come from property confiscated by the Department of Justice during drug seizures. The property is sold, and the revenues are distributed to those agencies that are part of the DEA program. The use of the revenues received by the City is left to the discretion of the Police Chief.
- The revenues can no longer be budgeted per the Department of Justice Standard Operating Procedure for this fund.

Expenditures:

- The expenditures for this fund can no longer be budgeted per the Department of Justice Standard Operating Procedure for this fund.

Fund 3400 – SID Revolving

Expenditures:

- The cash in this fund is held for purposes of possible defaults on SID property payments. If, for some reason, there is not enough cash in the SID Funds when debt service payments are due, the cash in this fund may be transferred to the Debt Service Fund (3500 funds) to make the payment.

Fund 3401 – SID 118 Reserve

Expenditures:

- The cash in this fund is held for purposes of possible defaults on SID No. 118 property payments. If, for some reason, a property owner defaults on their payment, the cash in this fund may be transferred to the Debt Service Fund 3508 to make the payment. SID No. 118 Reserve Fund may only be used for this purpose, and monies may not be transferred to any other SID Fund.

Funds 3503 – 3508 – SID Debt Service Funds

- These funds will handle the debt service for SID's. Money is collected through the tax rolls as assessments to pay the SID bond payments.

Fund 4000 – Capital Improvement Fund /CIP

Revenues:

- The General Fund will not be transferring any funds to the CIP Fund this year.

Fund 4001 – Capital Improvement, Streets, Sidewalks and Parks

Revenues:

- The Sidewalk Assessments will be received in this revenue. The amount this year is \$2,405.

Expenditures:

- The sidewalk program will be expended out of this fund up to the available amount of \$81,929.00.



Fund 5210 – Water Fund

Revenues:

- The total anticipated revenue to be received is \$4,428,404. This is significantly up, since the City received \$1,000,000 from the State for the State's contributions, related to the 2011 flooding event.

Expenses:

- Paying \$1,000,000 on the Intake Loan.
- Purchasing Jet Rodder (25% Water Fund=\$75,000/75% Sewer Fund=\$225,000). Already approved by City Council.
- Lift Well Replacement \$1,500,000.00. Already approved by City Council.
- Purchase of new Dredge \$300,000. Already approved by City Council.

Fund 5310 – Sewer Fund

Revenues:

- The total anticipated revenue to be received is \$2,043,635.00.

Expenses:

- Purchasing Jet Rodder (25% Water Fund=\$75,000/75% Sewer Fund=\$225,000) . Already approved by City Council.
- Screw Pump B replacement \$235,000. Already approved by City Council.
- New Roll Off Truck \$260,000. Already approved by City Council.

Fund 5410 – Solid Waste

Revenues:

- The total anticipated revenue to be received is \$943,670.00.

Expenses:

- Dumping Fees increased by \$50,000
- New Roll Off Container \$17,000

7000 Funds – Trust and Agency Funds

These funds are considered pass-through accounts. The City collects the revenues and disperses the revenue to other entities (agencies).

Should you have any further questions about this year's budget, feel free to contact Myself or Clerk/Treasurer Kelly Strecker. We have provided a responsible and balanced budget that meets all the needs of the Department Heads through this fiscal year, 2022-2023. We strive every year to utilize the public funds in the best interest of the citizens, and I hope that you feel we have succeeded.

With Appreciation,



Dave Waggoner
Mayor

File Attachments for Item:

3. Approval of Minutes of September 13, 2022.

MINUTES OF THE CITY COUNCIL OF LAUREL

September 13, 2022

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on September 13, 2022.

COUNCIL MEMBERS PRESENT:	Emelie Eaton	Heidi Sparks
	Michelle Mize	Richard Herr
	Casey Wheeler	Irv Wilke
	Richard Klose	Bill Mountsier

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Michele, Braukmann, Civil City Attorney

Mayor Waggoner led the Pledge of Allegiance to the American flag.

MINUTES: None.

CORRESPONDENCE:

- Ambulance Monthly Report – June 2022
- Police Department Monthly Report – August 2022
- K. Dan Koch Resignation Letter

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING:

- Public Hearing: An Ordinance Amending Certain Chapters Of Title 14 Of The Laurel Municipal Code Relating To The Adoption And Enforcement Of Building Codes For The City Of Laurel As Required By The State Of Montana

Mayor Waggoner opened the public hearing and asked Staff to present the item.

Michele Braukmann, Civil City Attorney, stated that this ordinance adopts the residential building codes.

Mayor Waggoner opened the floor for public comment and stated that copies of the rules governing the public hearing were posted in the council chambers.

Mayor Waggoner asked three (3) times if there were any proponents. There were none.

Mayor Waggoner asked three (3) times if there were any opponents. There were none.

Mayor Waggoner stated that he would not have Staff respond to questions as there were none.

CONSENT ITEMS:

- **Claims entered through September 9, 2022.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Registers through PPE 8/21/2022 totaling \$217,920.27.**

The Mayor asked if there was any separation of consent items. There was none.

Council Minutes of September 13, 2022

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of August 23, 2022.
- Park Board Minutes of September 1, 2022.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):

Barb Emineth, 501 Alder Avenue, read the attached letter into the record.

The Civil City Attorney stated the City is aware of the significance of the issues, and the City is exploring all options.

SCHEDULED MATTERS:

- **Resolution No. R22-63: Resolution Of The City Of Laurel City Council Granting A Variance For Goldberg Sporting Estates Subdivision, First Filing, For The Use Of A Low-Pressure Sewer System**

Motion by Council Member Sparks to approve Resolution No. R22-63, seconded by Council Member Wilke. There was no public comment.

Council voiced their concerns with the City ultimately having to accept maintenance responsibilities for a system that didn't work.

A roll call vote was taken on the motion. Council Members Herr, Mountsier, Klose, and Wheeler, voted aye. Council Members Sparks, Wilke, Mize, and Eaton voted nay. Mayor Waggoner broke the tie vote with a nay vote. Motion failed 4-5.

- **Ordinance No. O22-03: An Ordinance Amending Certain Chapters Of Title 14 Of The Laurel Municipal Code Relating To The Adoption And Enforcement Of Building Codes For The City Of Laurel As Required By The State Of Montana (2nd Reading)**

Motion by Council Member Eaton to adopt Ordinance No. O22-03, seconded by Council Member Wilke. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members Sparkes, Herr, Wilke, Mountsier, Klose, Wheeler, Mize, and Eaton voted aye. Motion carried 8-0.

- **Ordinance No. O22-04: An Ordinance Amending Section 2.20.010 Of The Laurel Municipal Code Relating To The City Court Clerk For The City Of Laurel (1st Reading)**

Motion by Council Member Mountsier to adopt Ordinance No. O22-04, seconded by Council Member Wilke. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members Sparkes, Herr, Wilke, Mountsier, Klose, Wheeler, Mize, and Eaton voted aye. Motion carried 8-0.

- **Ordinance No. O22-05: An Ordinance Amending Chapter 1.01 (Code Adoption) Of The Laurel Municipal Code Relating To The General Provisions (1st Reading)**

Motion by Council Member Wilke to adopt Ordinance No. O22-05, seconded by Council Member Mountsier. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members Sparkes, Herr, Wilke, Mountsier, Klose, Wheeler, Mize, and Eaton voted aye. Motion carried 8-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):

DRAFT

Council Minutes of September 13, 2022

Council Member Klose thanked the Mayor for speaking at the 9/11 Memorial Ceremony.

This Friday is the National POW/MIA Recognition Day. There will be a ceremony at 10 a.m. in Thomson Park.

COUNCIL DISCUSSION:

Public Works Committee will meet Monday, September 19, 2022, at 6:00 p.m. in Council Chambers.

A Council Member noted that the yellow lines at the stadium had been painted blue. The Mayor stated he would look into it.

MAYOR UPDATES:

Mayor Waggoner stated that he had met with Rural Water today; the Garbage rates do not need a rate study, and a rate increase will be brought forward soon. In Water, they are looking at implementing a tiered system.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Wheeler to adjourn the council meeting, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

There being no further business to come before the council at this time, the meeting was adjourned at 7:00 p.m.


Brittney Moomman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 27th day of September 2022.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

Hello, My name is Barb Emirett and I live at 501 ~~Laurel~~ Alden^{Av.} here in Laurel.

As some of you may know there was a big fire in the backyard of 506 Birch yesterday. If this fire would've taken place in the middle of the night and the wind was blowing South the closest neighbor could've died in her bed! Actually it could've caught any of the houses around it on fire, as it was it burned the garage to the ground, destroyed the 30 ft. motor home on their driveway, burned the fences on both sides, as well as a shed.

In my opinion it doesn't even matter what the cause was, it is only the latest incident in a long list of them happening through the years at this residence.

The city needs to be able to declare someone an irresponsible home owner when they've had to respond to hundreds of calls over a 30 year period!

The city also needs to be able to declare a house uninhabitable when the water has been shut off for long periods, something I've heard is against state law.

They have no water to even try to fight the fires that seem to happen and likely no insurance to cover the damage done to their neighbors property.

By allowing Michelle Herren to remain in that house the city is putting everyone who lives around her at risk physically, mentally, and financially!

The city needs to obtain access to inspect the inside of that house. The situation has escalated from them neglecting the yard and bringing our property values down to endangering their neighbors property as well as lives!

Please stop the insanity and figure out a way to CONDEMN + DEMOLISH this property so the rest of us can sleep at night! Sincerely,
Paul A. S. E. ...

598-
41-29

File Attachments for Item:

4. Beartooth RC&D September Correspondence

Beartooth RC&D Area, Inc.

Board of Director's Meeting Agenda

Meeting 1:00 P.M.

Thursday, September 15th, 2022

Roosevelt Center Conference Room, Red Lodge, MT



<p>1:00 pm</p>	<p><u>Meeting Called to Order</u></p> <p>Pledge of Allegiance, Introduction of Members and Guests</p> <p>Review July Board Minutes</p> <p><u>Congressional Updates</u> Josiah Porcel (Sen. Tester) Tory Kolkhorst (Sen. Daines) Emily Schneller (Rep. Rosendale)</p> <p><u>Treasurer/Financial Reports</u> 1. Treasurer Update 2. RC&D Financials 3. RLF Financials</p> <p>USDA RMAP CEDS Resolution</p> <p><u>Staff Reports – Program/Project updates</u> 1. Food/Ag Program – Joel Bertolino 2. Revolving Loan Fund – Nan Knight 3. Economic Development/ CRDC – Jacy Head 4. Operations Support- Myrna Lastusky</p> <p><u>Regional Roundup</u> – <i>News and updates from regional members on projects and activities in key CEDS categories.... (see topics on next page)</i></p> <p><u>Optional Tour of the Old Red Lodge Pea Cannery Building</u></p> <p><u>Next Beartooth RC&D Area, Inc. Board of Directors Meeting</u></p> <p>November 17th, 2022 Big Timber, MT</p> <p>Adjourn</p>	<p>Chair</p> <p>Chair, All</p> <p>Chair, All</p> <p></p> <p></p> <p>Knight Head, Lastusky</p> <p>Bertolino Knight Head Lastusky</p> <p>Roe et al</p>	<p></p> <p>Action</p> <p>Information</p> <p>Information Action Action</p> <p>Action Information</p> <p>Information Information Information Information</p> <p>Information</p> <p>Information</p>
<p>2:30 PM</p>	<p></p>	<p></p>	<p>Information</p>

Regional Roundup

CEDS SWOT

Our goals for the Roundup are to find out what's happening in the area, keep the conversations focused, inform the others attending the meeting, and to tie it all back to and reinforce the importance of the CEDS. Please help us identify the projects in their area that fit into our CEDS categories:

- Infrastructure
 - Housing
 - Transportation
 - Broadband
- Economy
 - Upturns or downturns in industry sectors
 - New business openings (or closures)
- Communication
 - Marketing and outreach
- Services
 - Health care
- Natural Resources
 - Agriculture
 - Energy
- Human Capital
 - Workforce
 - Education

NOTES:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Beartooth RC&D Area, Inc. Board of Director's Meeting MINUTES July 21, 2022

1:00 pm	<p><u>Meeting Called to Order</u></p> <p>Pledge of Allegiance, Introduction of Members and Guests</p> <p>Lunch</p> <p>Review March Board Minutes</p> <p><u>Congressional Updates</u> Josiah Porcel (Sen. Tester) Tory Kolkhorst (Sen. Daines) Cade Overstreet (Rep. Rosendale)</p> <p><u>Treasurer/Financial Reports</u> 4. Treasurer Update 5. RC&D Financials 6. RLF Financials</p> <p>Staff Compensation Beartooth Holiday Schedule CEDS UPDATE USDA Signature</p> <p><u>Staff Reports – Program/Project updates</u> 5. Food/Ag Program – Joel Bertolino 6. Revolving Loan Fund – Nan Knight 7. Economic Development/ CRDC – Jacy Head 8. Operations Support- Myrna Lastusky</p> <p><u>Regional Roundup</u> – <i>News and updates from regional members on projects and activities in key CEDS categories.... (see topics on next page)</i></p> <p><u>Next Beartooth RC&D Area, Inc. Board of Directors Meeting</u></p>	<p>Chair</p> <p>Chair, All</p> <p>Chair, All</p> <p>Van Ballegooyen Bertolino Head, Lastusky Head</p> <p>Bertolino Knight Head Lastusky</p> <p>Roe et al</p>	<p>Action</p> <p>Information</p> <p>Information Action Action</p> <p>Information Action Information Action</p> <p>Information Information Information Information</p> <p>Information</p> <p>Information</p>
	<p>2:30 PM</p> <p><u>September 15th, 2022 Red Lodge, MT</u></p> <p>Adjourn</p>		<p>Information</p>

**Beartooth RC&D
Board Meeting Minutes
July 21, 2022 – 12:30 pm
Beartooth RC&D**

Members Present:

Ryan Van Ballegooyen, Billings Job Service
Joel Bertolino, BRCD
Nan Knight, BRCD
Jacy Head, BRCD
Myrna Lastusky, BRCD
Holly Higgins, First Interstate Bank of Hardin
Tina Toyne, Big Horn County EDD
Danny Choriki, Billings City Council
Lorene Hintz, SBDC
Kayla Vokral, SBDC
Jacob Cote (rep. Brent Moore), City of Red Lodge
Dan Lowe, Big Horn County Conservation District
Denis Pitman (rep. Don Jones), Yellowstone County
Martin DeWitt, SBA
Emily Schneller, Rep. Rosendale
Tory Kolkhorst, Sen. Daines
Bonnie Gray, Town of Joliet
Barb Wagner, Yellowstone Conservation District
Randy Weimer, Sibanye-Stillwater Mine
Josiah Porcel, Sen. Tester

Meeting Called to Order: Board Chairman Ryan Van Ballegooyen

Pledge of Allegiance, Introduction of Members and Guests

Review May Board Minutes (Action): Dan Lowe motioned to approve the minutes. Barb Wagner seconded. Motion carried.

Congressional Updates:

- **Josiah Porcel, Sen. Tester:**
 - Helping with FEMA response, deploying additional ARPA funds.
 - Chairman of Senate Veterans Affairs Committee – hopefully president will sign bill next week.
 - Working on meat-packing consolidation bills, too.
- **Tory Kolkhorst, Sen. Daines**
 - Sen. Daines is involved in flood-response including conducting informational sessions in the counties impacted.
 - Just had 3 bills pass Senate today on Forestry.
- **Emily Schneller, Rep Rosendale**
 - Emily is the new rep replacing Cade.
 - Working on flood-relief. Stillwater County is struggling more than many – houses at risk of going in river, etc.
 - Working on some Veterans issues, healthcare, conservation, and energy production.

Treasurer/Financial Reports (Nan Knight)

1. Treasurer Update – p. 15

- 16 loans: 2 in Big Horn County, 1 in Stillwater, 8 in Yellowstone, 2 in Carbon, 2 in Sweet Grass = \$1.2 million
- EDA finally de-federalized our EDA fund – a long time coming.
 - Danny asked what this means: We need to report on EDA RLF funds. Once the loan money is paid back, it has revolved and is eligible to be de-federalized. We just did this, and now we have more options on how to use those funds. EDA signed off on it, Ryan signed the paperwork, and we are de-federalized.
 - That funding was originally received in the mid-90s and have been reporting on it for almost 30 years.
 - Ryan said it was originally specific to Fromberg area and could only be loaned out there, so this has made it more flexible. For example, we can now loan to a restaurant that also has a bar or a slot machine in it (this wasn't possible before).
 - Nan will go into more detail later on the RLF fund.
- Account balances to lend are getting low
 - Looking into some new funding sources to continue lending
- Just closed on two more Yellowstone County loans not included in the 16
- Dan asked if all the loans were healthy & active
 - Nan said there is one inactive one she is working to get written off. That is the only one, which is great. She has worked hard since starting to get a few paid off (2 paid off in the last few months). At the moment, every *active* account is paid.
- Martin added that the de-federalized money can now be matched to attract other federal dollars (since you can't match federal with federal).
- Dan said the Revolving Loan Fund is a great success story for BRCD.

2. P. 16 – Budget

- Where we budgeted to be right now vs where we are right now. Shows negative at the moment, but that is due to CARES Act money that went in last year.

3. RC&D Financials (Action) – see above and p. 16.

4. RLF Financials (Action)

- **Motion to approve both financials – Holly motioned, Dan seconded, motion carried.**

Staff Compensation (Ryan)

- It's been awhile since staff have had raises.
- Joel: Myrna came on as admin asst but her role has grown since. So we decided to raise Jacy, Nan and Myrna all \$2/hour.
 - Dan asked if \$2 is enough. Joel said he feels it is a fair raise.
 - No motion needed. Executive Committee authorized it, and just wanted to give Board opportunity to give voice.
- **Beartooth Holiday Schedule (Joel) - ACTION**
 - We follow federal holiday schedule for everything else. Asking if we should add Juneteenth in the future to match the federal schedule. We were affiliated with USDA and NRCS up until 2010, which is why we follow the federal schedule.
 - **Dan motioned that the board adopt the schedule to follow state and federal holidays. Lorene seconded, motion carried.**

CEDS UPDATE (Jacy Head)

- CEDS handout to give overview for everyone (see end of these Minutes for the handout).

- We are an economic development district, so every 5 years we need to create a CEDS document. It's a plan for regional economic development. It's a very valuable document and probably under-utilized. The process for creating it is a CEDS Committee from regional members as well as other partners. Tried to have a broad group to get a lot of good input.
- Resiliency can be ribboned through the document or have as a separate section. We are trying to include resiliency throughout the CEDS.
- Jacy walked through the 5 main parts of the CEDS with a brief overview on each:
 - Vision Statement
 - Summary Background – demographics of our region, including:
 - Environment
 - Transportation
 - Industry sectors
 - Ag
 - Mining and Energy
 - Healthcare and Social Services
 - Construction and Manufacturing
 - Tourism
 - Economic factors
 - Additional factors
 - Housing
 - Broadband
 - Childcare
 - Natural disasters
 - SWOT Analysis
 - Goal areas (in order of priority)
 - Workforce Development
 - Infrastructure Development
 - Economic Growth & Resiliency – including Steady-state initiatives and Responsive initiatives. EDA wants to see these sort of actions to increase resiliency in our region.
 - Business Development and Entrepreneurship
 - Quality of Life
 - Policy-Leadership-Capacity
 - Evaluation Framework – checks and balances for BRCD
 - Resiliency piece is ribboned through the document and will highlight strategies that pinpoint resiliency.
 - Dan asked if there were any things we decided were no longer needed in the CEDS from past ones?
 - Jacy said yes, there were a few things that weren't as necessary. Some things didn't fit with EDA's priorities.
 - Dan: Anything that needs extra help?
 - Jacy said EDA is accentuating environmentally-sustainable development.
 - Dan said it looks like we've done a very comprehensive effort on goals moving forward.

USDA Signature (Jacy) - ACTION

- Working on RCDI grant for Big Horn County and have many documents to sign. So far Joel has had to sign all that paperwork.
- Asking board to approve that Jacy be able to sign paperwork for the grant, so she doesn't have to hunt down Joel every time.
- **Holly Higgins motioned to allow Jacy to sign the paperwork, Danny seconded, motion carried.**

Staff Reports – Program/Project updates

Food/Ag Program – Joel Bertolino

- Brief overview of projects. Working primarily on outreach.
 - Visited New England Chowder Co again
 - Visited Swanky Roots with Kayla and Lorene
 - Wilcoxson's – get all products from Gallatin Valley. They say the real show is in their Livingston facility, but it was neat to see the Billings one, too.
 - Hoping to visit Primitive Meats in the fall – they are too busy right now.
 - Hoping to visit Cory – Mushroom project
- Getting numerous calls on GTA (Growth Through Ag) grants
 - GTA hasn't updated website yet
- FADC originated in 2003. The goal was to capture more dollars in state to add value to our commodities. Funding was from a federal source, went through MSU, then to 4 centers that received funding. Expired after 3 years and the new governor applied for a new grant. Called them Bioproduct Innovation Centers. When that expired, went to State and got temporary funding through state legislature for a couple cycles. Expanded to 6 centers, then 8, and now last cycle one more was added for a current total of 9.
 - Great program. Need stable source to fund them equitably or not.
 - Focus: provide technical assistance and funding to startup, value-added businesses and growing existing businesses.
 - Value-added: anytime you add value to a commodity, it can be considered value-added.
 - Ryan: MT is great at value-added. Food security is an important current/future topic, between Russia/Ukraine food battles. Increasing our food security is important, and anything that can support that is a positive. Please take that back to our legislators. Lots of work to be done, but the budget goes down and we could use more personnel.
 - Tory: We were chatting with Lorianne Burhop of Montana Food Bank Network. Our office is looking at ways to promote food security.
 - Ryan: Instead of saying there is the right amount of money going around, they fight each other over it. A couple million dollars would go a long way in Montana.
 - Josiah: China is a big piece of the food security issue, too.
 - Danny: Just the fact of what our climate is, our food systems are insecure. Montana (and much of the US) is unable to grow many crops.
 - Ryan: Fires, flooding, other natural disasters come into play. Pandemics – there is food but no one to get it around the country. That's why FADCs are so important.
 - Jacy: Meat-processing improvements are one of our CEDS responsive measures. Montana increased local meat-processing by 50% since 2020.

Revolving Loan Fund – Nan Knight

- RLF provides financial assistance to businesses.
 - Started in mid-90s with EDA funds. Then BRCD got a Montana Board of Investments loan and matched it with a USDA loan and began a loan from them (\$1 million total) = IRP funds
 - CDBG (Community Development Block Grant): applied for loans through State, and we would manage them in our area. Program no longer exists like it was originally set up.
- Nan can work directly with a business or indirectly. 1st question is "Have you gone to a lender?" Must be denied by a bank in order to loan to someone. We work *with* banks, not *against* them. We require 10% down and we can assist the bank at any other percentage.

- Many times loans are for buildings or equipment to start a business or renovate.
- If we are primary on the loan: We have an RLF committee with great experience and knowledge.
- We don't have guidelines that typical banks have. We can be more flexible with their credit. Covid hurt a lot of people's financials. It's exciting to help people who couldn't otherwise get loans.
- Nan is working very hard to find more funding for the RLF to keep helping businesses.
- Beartooth books – the other part of Nan's job
 - Sometimes counties run funds through BRCD – this helps them because they don't have to cut checks, do the reporting, etc.

Economic Development/ CRDC – Jacy Head

- 2 designations
 - State-designated CRDC (Certified Regional Development Corporation): Jacy is the facilitator for our region. Local strategic planning, developing economies, fostering collaboration.
 - To maintain our designation: complete quarterly reports in order to withdraw our annual assistance (a little over \$70,000/year for CRDC)
 - Economic Development District (*federally*-designated): Regional economic development. Helps leverage collaborative funds from public, private, tribal sectors.
 - Maintain: Report semi-annually (about \$70,000/year)
 - Both provide value to our region. Majority of projects are business planning and community development.
 - Wear a lot of hats, including housing, and many different pieces of the economic development puzzle.

Operations Support - Myrna Lastusky

- Here to support the 3 directors, who all do great work and have a lot on their plates. Much of her role involves helping with reporting, proofreading/editing, and communication.
- After the previous Economic Development Director left, we had a couple months' gap before Jacy joined the team, and Myrna took over most of the EDA CARES Act responsibilities and has continued to report on that (that funding ended as of June 30th and reporting will be complete by the end of October).
- Was hired primarily to assist the Economic Development Director, and most of work is supporting Jacy because it is such a broad scope of work. Also helps Joel and Nan as needed.

Joel:

- Updated policies were sent out with Board materials. Let me know if you have any changes or suggestions.
- Group that started in Joliet is doing great work – Joliet Beautification Committee (Bonnie Gray)
 - Bonnie: We love our little town, so a few of us business owners got together and planned a fundraiser. We had a street festival and dance on June 25th, and it went really well, so we're planning to do again next year. Flowers hanging, flags flying, pocket park, painted benches, etc. Gina Schaible has tons of energy and keeps me going!

Regional Roundup:

Randy Weimer, Sibanye-Stillwater Mine:

- Floods have been the main focus for past month. Stillwater Mine shut down since that Monday. Just got people back to work 3 days ago. Hoping to be fully operational in 2 more weeks. Paid everyone during those weeks. \$5 million to get everything back up and going.
- Backing off on some of growth stuff – try to hold our own for next 3 years.
 - Acquiring employees is a huge challenge
 - Supply chain – getting materials in has been tough. Made us look at strategic planning because we have to look out 9-12 months to order what we need.
 - Economic outlook – backing off a bit on growth depending on commodity prices, inflation.
- Attrition rate is 20% right now. 2000 employees = lose 400/year.
 - Hard to recruit, find housing. We interview people and then they go to find housing and can't take the job.
- Completed economic impact study. Pat Barkley out of U of M.
 - Sibanye-Stillwater Mine accounts for 6% of state economy (\$6 billion annually).
- Completed annual employee survey
 - 30% live in Stillwater County
 - 20% live in Yellowstone County
 - 15% live in Sweet Grass or Park
 - 10% in Carbon
 - 10% in Big Horn County, Musselshell and Gallatin counties
- Just submitted permit application to continue operations at East Boulder in Sweet Grass County.
 - If permitted for the next phase of development, it will take us from 2025 to 2042 approximately.
 - If we don't get that permit, we will shut down that location in 2025.
- For every employee at the mine, we employ about 3 people in community (teachers, stores, etc).
- Tourism has been hurt a lot due to the flooding – we usually see hundreds of campers/tourists go past the mine, and it's been dead.

Jacob Cote, City of Red Lodge

- Temporary bridges are arriving – East Side Rd and Meeteetse.
 - Planning to build new permanent one

Holly Higgins, First Interstate Bank of Hardin

- Crow tribe putting up new arbor. Old one was old and dilapidated.
 - Crow fair: Aug. 19-22
 - Tribe hired 600 kids to clean up Crow Agency for the fair. Working very hard.
 - Per capita comes out on Aug. 10th and that brings in money to area. Per capita is a special fund that comes from government. Happens 3 times per year.
- Big Horn Senior Living is shutting down. 28 residents in nursing home,
 - 80% of residents are Medicaid payers, tougher to sustain. 3 years behind in paying.
 - Nan: I have background in medical billing. Every 3 years you have to re-credential. After Covid, it was a freefall. If they aren't getting paid, the hospital isn't doing something. Nan can help make some calls if necessary.
 - Ryan: Another reason to bring stuff up – there may be connections to be made.

Martin DeWitt, SBA:

- Covid-funding options finally ended. Paycheck Protection Program was huge for Montana – helped many businesses, let them stay up and running through restrictions. Our agency will be able to go back to offices finally (just got that word).
- Getting back to origins of programs:
 - Federal contracting opportunities – i.e. disabled veterans, in a HUD zone, etc. SBA provides assistance to get in the system. PTAC centers are part of that (one located in BSED).
 - Counseling side – SCORE chapters, Veteran Biz Outreach Center, Women’s Business Centers - 2 centers in our state (Bozeman and Missoula).
 - Missoula: more of a focus on rural and native communities
 - Money: 504 loan program (housed in BSED), which is a great lending tool to create economic development opportunities. Participation loan between CDC and bank. 10% down equity. Banks expect 20-30% down on real estate transaction. CDC portion is fixed. Great for borrowers but also for lenders – they are only at risk for 50%.
 - PPA – 70% guarantee
 - Micro-program in State - Lend funds up to \$50K
- Flooding – SBA has a disaster recovery center in Red Lodge to provide assistance.
 - Loan funds for businesses
 - Loans for home damages, too
 - They are only open as long as traffic is coming in the door. They will walk you through applications and process.
 - Include Yellowstone, Treasure and Sweet Grass counties (disaster-designated areas). Extended the disaster-declaration period to go up to July 5th of this year.
 - Jacob: Any testing available to see if you need to have some work done?
 - Martin: Supposed to work with FEMA first, then SBA will come in to help if needed.

Commissioner Pitman, Yellowstone County:

- Meeting with FEMA tomorrow morning in Yellowstone County. Anyone welcome to join.
- Directed all ARPA money toward Metra Park and infrastructure.
 - Tore down most of grandstands, horse barns. Only 2 barns left, but not useable.
 - Back area will be leveled out and become parking.
 - There is a lot going on and we’re creating some great partnerships.
 - Maroon 5 cancelled – and we were one of their best-selling concerts on their tour.
 - Getting new and more diverse groups in to Metra Park.
- Inner belt loop got funded right before Covid. 18 months to completion. Billings bypass will be completed in 2 years. Lots of growth in Yellowstone County (250,000 predicted in next 10 years).
- I’ll let Lorene cover the BSED move.

Kayla Vokral, SBA:

- Expert Week in October with theme days (attorneys, marketers, accountants) and providing free one-on-one sessions.
 - End week with trade show and will have resources from across the state
 - MMEC
 - Women’s Business Center and more
- Food Incubator – waiting on word from a grant that Joel wrote. Big need for food security.

Lorene Hintz, SBDC:

- Annual meeting is Sept 8th with ribbon cutting.
- Hope to move in to new building by Aug 15th
- Rock 31 – private offices are all rented out except for one. This is meeting a big need out there.
 - Shared workspace on 3rd floor.
 - Will also have an incubator barista program – can learn ins and outs of running coffee shop and be successful with running a café.
- Community Development: there is a \$500K Brownfields grant coming for downtown Billings. Call Dianne Lehm to get more info on this.
- BSTF: Currently 9 active grants in Yellowstone County. Getting money out into Yellowstone County, creating jobs.

Tina Toyne, Big Horn County

- Helping Hands Food Bank had an Open House last night – nice turnout with food trucks. BRCD is helping them with a Brownfields grant.
- Working with Jacy on a new laundromat downtown.
- New bait shop on Main Street.
 - New consignment shop, and part of that building opened up for the bait shop.
- 3 weeks into Tina's position, she was asked to do a Coal Board grant.
- Commissioner Fitzpatrick was going to come today but was unable to.

Bonnie Gray, Town of Joliet

- See notes above with Joel regarding the Beautification Committee & the activities they have been doing to improve foot traffic to Main Street businesses.

Danny Choriki, City of Billings:

- City Council passed \$850K to help break cycle of violence, poverty, etc. First thing is to hire a consultant to coordinate the nonprofits in town. Public coordination and input with nonprofits is exciting.
- Workforce housing
 - Effort starting to bubble up – interesting take on a workforce housing tax credit to get private equity involved. More to come . . .
- City Hall getting built
 - One project along with that is to reflect the history of the city, county and region somehow and the ability to use photos to learn more.
- Billings Chamber of Commerce went to Omaha to see what they are doing there. Danny had 2 takeaways:
 - Need a billionaire with middle-class sensibility. ☺
 - Pick an issue or project every year and try to focus on it. As a community, they may not completely solve it in a year, but they have a focus. Great idea.
- Resilience
 - Comments to city government after Covid: We are not resilient. We're stuck in bureaucratic ways, so when something new comes along, we are not equipped to deal with it. Resilience is a key issue for next 10 years.
 - Transition in area to retirement economy is going to be a big deal. If anyone wants to sit down and talk, Danny is willing. We need to find solutions.

Dan Lowe, Big Horn Conservation District

- Dan's joke (as told through Myrna's feeble memory): In LA, a cop pulled into a gas station to fill up. Just then a pickup truck pulled in next to him. The back of the truck was filled with penguins. The officer couldn't believe his eyes. "Lady," he said, "you can't be driving around with those penguins!" The woman said, "I know, but I don't know what to do with them." The cop said, "Take them to the zoo!" The lady said, "Why didn't I think of that? Thank you. I'll do that right away." And she drove off. The next day the cop was on patrol again and saw the same pickup truck. Same lady. Same penguins. He pulled her over and walked up to her window. "Lady, didn't I tell you to take those penguins to the zoo yesterday?" She said, "Oh yes, Officer! And I did. And we had so much fun there, we decided to go to the amusement park today!" (Thank you for your great sense of humor, Dan!)
- We have 18 employees in our conservation district. Lot of manpower to deal with.
 - \$18/hour for this work
- Water flows from higher level to lower level. The faster water flows, the more energy it has, and it takes other materials with it. When the load drops, the water seeks a new avenue to run – why river has ribbons and meanders.
 - 3 feet per second is typical. When the volume increases, it seeks other routes.
 - We need a plan for any manmade interference in streambeds. People come to conservation districts with requests. We don't do the engineering, but we have suggestions and also do eyeball inspections and try to ensure new problems won't happen. This is the 310 Law and how it fits into conservation district work.

Barb Wagner, Yellowstone Conservation District

- Busy doing what Dan discussed.
- Working with the Emergency Watershed Program – NRCS. The commissioners are researching feasibility.
- HB2 funds allocated last year for \$50K/year for eradication of invasive Asian clams in Lake Elmo.
 - Irrigation head gate (1st year funds)
 - 2nd year: Waterless cleaning station to be utilized at Lake Elmo
 - Will also be educational videos to show the whole Lake Elmo eradication effort (available next year)
- Fly Creek watershed has a huge salinity problem
 - Workshop to assess damage and work on solutions
- Saltcedar: been working on for years on the Yellowstone
 - Contracted with Rocky Mountain College to collect data
- \$25K grant received for weed spraying
- Forming a Saltcedar task force
- Zoo Montana: Financially sponsored a new shelter belt at the zoo
- Sent 5 MT students to _____Days

What is a CEDS?

- A strategy-driven plan for regional economic development.
- The result of a regionally-owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region.
- Provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region.
- Must update their CEDS at least every five years to qualify for EDA assistance.
- Prerequisite for designation by EDA as an Economic Development District (EDD).
- Provides recommendations on what should be included in each of the sections required by EDA's regulations, and suggests tools, resources, and examples to help in each section's development.
- Intended to be aspirational in nature and should not be construed as additional requirements.
- Emphasizes strategic approaches based on regional visioning, goals, measurable objectives, and prioritized actions
- Underscores the need to think beyond traditional job creation and embrace capacity building and broad-based wealth creation when developing goals, measurable objectives, actions, and performance measures.
- Highlights the need to undertake an asset-based approach (i.e. efforts that focus on the strengths of a community or region) while considering the interdependencies between regional economic prosperity and other topics

The CEDS has five primary sections included:

1. Summary Background- *Where have we been?*
2. SWOT Analysis- *Where are we now?*
3. Strategic Direction/Action Plan- *Where do we want to go and how do we get there?*
4. Evaluation Framework- *How are we doing and what can we do better?*
5. Economic Resilience- *How do we anticipate, respond, and recover from economic shock?*

EDA's Investment Priorities:

1. Equity
2. Recovery & Resilience
3. Workforce Development
4. Manufacturing
5. Technology-Based Economic Development
6. Environmentally-sustainable Development
7. Exports & FDI

Revolving Loan Fund Books- June, 2022

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>	
Big Horn	2	\$175,965.61	
Stillwater	1	\$153,198.20	
Yellowstone	8	\$552,634.04	
Carbon	2	\$208,410.02	
<u>Sweet Grass</u>	<u>2</u>	<u>\$166,371.53</u>	Total:
16		\$1,256,579.40	

- EDA funds are finally de-federalized.
- Looking into new loan funding options
- “Two” New Yellowstone county loans 7/13/22

Bank Balances as of June, 30 2022 Total available for lending

Bank of Joliet- EDA	\$95,382.83	\$95,382.83
Bank of Joliet-CDBG	\$237,799.12	\$39,865.40
Bank of Joliet- IRP	\$167,944.76	\$67,944.76
Bank of Joliet-Fromberg	\$31,277.51	<u>\$31,277.51</u>
		\$234,470.50

Beartooth Books- Reporting Ending June 2022

	Budgeted	Actual	% of budgeted
Income			
AG-FOOD AND AG CENTER	45,000	22,471	49.93%
AG-MCDC	500	0	0.00%
SPECIALTY BLOCK	40,000	8,372	0.00%
BOARD - EDA SPONSOR DUES	56,979	47,151	82.75%
BOARD-INTEREST INCOME	400		0.00%
BOARD-FOUNDATION MONEY	3,300	3,529	106.93%
RLF-STAFF REIMBURSE	18,000	0	0.00%
RLF-ORIG FEES	5,000	4,190	83.80%
CRDC	71,000	35,922	50.59%
MISC- GRANT ADMIN\$	12,750	12,380	97.10%
EDA- GRANT	70,000	35,000	0.00%
EDA- CARES	100,000	100,000	0.00%
NOT BUDGED INCOME		7,140	0.00%
TOTAL INCOME	422,929	276,154	65.30%

Expense			
TOTAL STAFF EXPENSE	233,104	113,860	48.84%
COMMUNICATIONS	6,000	4,038	67.29%
EQUIPMENT & VEHICLE	8,520	2,211	25.96%
CONTRACTUAL	20,000	156,452	782.26%
SUPPLIES	12,900	4,291	33.26%
TRAVEL	11,080	1,107	9.99%
OTHER	10,420	10,556	101.31%
RESERVE	-		
EXPENSE TOTAL	302,024	292,515	96.85%

Account Balances

Bank of Joliet-Building Account	\$4,477.99
Bank of Joliet- Savings Account	\$64,668.87
Bank of Joliet- Checking Account	\$151,022.49

Revolving Loan Fund Books- August, 2022

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>	
Big Horn	2	\$175,965.61	
Stillwater	1	\$151,827.42	
Yellowstone	10	\$708,758.02	
Carbon	2	\$207,361.24	
<u>Sweet Grass</u>	<u>2</u>	<u>\$164,440.86</u>	Total:
	17	\$1,408,353.15	

- Annual Audit is under way
- Participating in the SSBCI 2.0 State RLF program/ Looking into RMAP funding
- Lots of RLF active, hesitation with the rising interest rates

Bank Balances as of August 31, 2022 Total available for lending

Bank of Joliet- EDA	\$95,864.69	\$95,864.69
Bank of Joliet-CDBG	\$53,791.50	\$53,791.50
Bank of Joliet- IRP	\$179,054.34	\$129,054.34
Bank of Joliet-Fromberg	\$31,277.51	<u>\$31,277.51</u>
		\$309,988.04

Beartooth Books- Reporting Ending August 2022

	<u>Budgeted</u>	<u>Actual</u>	<u>% of budgeted</u>
Income			
AG-FOOD AND AG CENTER	45,000	33,706	74.90%
AG-MCDC	500		0.00%
SPECIALTY CROP BLOCK	40,000	8,372	0.00%
BOARD - EDA SPONSOR DUES	56,979	46,810	82.15%
BOARD-INTEREST INCOME	400	83	20.65%
BOARD-FOUNDATION MONEY	3,300	3,529	106.94%
RLF-STAFF REIMBURSE	18,000		0.00%
RLF-ORIG FEES	5,000	6,152	123.03%
CRDC	71,000	53,883	75.89%
MISC- GRANT ADMIN\$	12,750	1,904	14.93%
EDA- GRANT	70,000	35,000	0.00%
EDA- CARES	100,000	100,000	0.00%
NOT BUDGED INCOME			0.00%
TOTAL INCOME	422,929	289,438	68.44%

Expense			
TOTAL STAFF EXPENSE	233,104	153,179	65.71%
COMMUNICATIONS	6,000	5,113	85.21%
EQUIPMENT & VEHICLE	8,520	5,593	65.64%
CONTRACTUAL	20,000	173,066	865.33%
SUPPLIES	12,900	6,296	48.80%
TRAVEL	11,080	1,835	16.56%
OTHER	10,420	11,071	106.25%
RESERVE	-		
EXPENSE TOTAL	302,024	356,154	117.92%

Account Balances

Bank of Joliet-Building Account	\$4,477.99
Bank of Joliet- Savings Account	\$64,668.87
Bank of Joliet- Checking Account	\$145,236.98

Beartooth RC&D Staff Project Update

September 2022

FOOD AND AG CENTER PROJECTS

Beartooth FADC

Beartooth FADC activities have been focused on assisting producers with the Growth Through Ag Grant and Loan program. Beartooth FADC worked with our regional MMEC and SBDC to develop an outreach tour of MillerCoors in Huntley and Greycliff Mill in Big Timber. Beartooth FADC has worked with the other Food and AG Centers to develop an application for the USDA Local Food Promotion Program that would provide funding for the FADC network to promote Montana Beef in Montana Schools. Part of the funding would also be used in development of a collaborative state wide training for food entrepreneurs with the SBDC network.

Growth Through Ag Projects and ARPA Value Added Ag Grant

Beartooth FADC has worked with several businesses interested in Growth Through Ag grants. Some of these will have an opportunity to be granted funding and we will continue to assist them in completing their business expansion projects.

New England Chowder Co

Location- Big Timber, MT

Contact- Craig Rief

Craig Rief has been in the soup business for 18 years on the East Coast and decided to move his business to Big Timber where he has owned a building for several years. Beartooth FADC visited his new location in June with Lane Gobbs. They are now fully operational. We discussed the local Agricultural commodities he is using in his recipes and where he could source some local products as well as the addition of local products in the future. The business markets its soups nationwide and internationally and will be looking at funding for equipment in the future. Beartooth FADC will continue to work with the business to determine if they are interested in GTA funding for equipment as they expand.

BioEconomy Solutions

Contact- Victor Garlington

Location- Hardin, MT

Victor Garlington is the contact for BioEconomy Solutions, a firm interested in investing in the development of a Safflower Oil Seed processing operation in Big Horn County. Beartooth FADC has worked with them on exploring funding sources and put them in contact with an engineering firm locally that will be able to assist them with the design of infrastructure on their site. Beartooth FADC has been attempting to follow up with the business after their purchasing of a site location in Big Horn County.

Oswald Farms

Contact- Melissa Oswald

Location- Joliet, MT

Oswald Farms in Joliet has been marketing their beef locally through direct sales and wholesale through local restaurants, they are looking to expand and develop a retail store on highway 310. They have began construction and Beartooth FADC worked with them on the development of a USDA Value Added Producer Grant for operating capital and we have discussed developing a Growth Through Ag Grant for their expansion as well.

Meadowlark Brewing

Contact- Travis Peterson

Location- Billings, MT

Meadowlark brewing is finishing the construction of a brewery on the west end of Billings, we toured their facility with MMEC representative Lane Gobbs in May. They had their grand opening in July and are fully operational.

Ranch House Meats/ Pure MT Meats

Contact- Tonya Flowers

Location- Huntley, MT

Ranch House Meats began processing and retailing their branded meats in Billings and expanded their operation when they bought a meat plant in Miles City where their locally grown hogs and beef are processed and they shipped to their plant outside of Billings for further processing and distribution. Beartooth FADC passed along potential funding sources for their business expansion plans at their Billings area facility.

Vista Ridge Montana

Contact- Shaun Martinez

Location- Huntley, MT

Vista Ridge Montana is a startup value added agricultural operation that plans to produce and sell organic produce, heritage and native plant seedlings for restoration, conservation, reforestation and landscaping as well as honey and honey bees.

Greycliff Mill

Contact- Daniel Saylor

Location- Big Timber, MT

Greycliff mill in Big Timber has developed a value added ag operation that mills local grains used in the breads that are served at their restaurant and coffee shop they are now finishing a larger value added venture with plans to use local milk to make a line of cheeses as well as having sweet corn, beans, apples and berries which will be utilized to be sold fresh and in jams. They are writing a Growth Through Ag grant for additional equipment for their operation.

On Going Projects

Blue Creek Marbled Beef

Contact-Nels Pearson
Location-Blue Creek South of Billings

Blue Creek Marbled beef are developing a state inspected meat processing plant South of Billings they are under construction and expect it to be a 2-3-million-dollar project. Beartooth FADC assisted this business in applying for the Value Added ARPA grant for construction and equipment costs. The business received the ARPA funding for \$300,000.00. Their new plant is located next to their feedlot, which they are now expanding as well to include more pens for finishing beef, we plan to continue to assist them with any grants that will assist them with this project, the business is now fully operational and will add to the amount of custom beef processing in our region.



Yellowstone Valley Farm

Contact-Reuben Stahl
Location-Laurel

Reuben Stahl has a family greenhouse business growing basil and selling to FSA and Sysco, he would like to add another greenhouse to keep up with increased demand this last year



Carbon County Meats-
Contact-Sabina Giovetti

Location-Belfry

Sabina and Shane Giovetti have built a custom exempt meat processing plant in Belfry, MT and opened this Fall, they have been busy but have a need to expand already especially their cooler space, Beartooth FADC took a tour of their facility in Belfry, discussed potential funding sources and worked with them on their plans to expand their business, we arranged tours of two area meat plants to look at their process and layout. The business is in the planning stages of expanding their operation.

Primitive Meats

Contact- Kelsey Grice

Location- Worden, MT

Kelsey Grice and her husband are looking for funding assistance through the GTA grant to help them with construction costs and equipment for their start up meat processing business. This Business also applied for an ARPA Value Added Ag Grant, Beartooth FADC put the business in contact with a local engineering firm to discuss the plans for their plant. Their application was approved for \$150,000.00, Beartooth FADC has been in contact with the owners they are very busy this summer and may wait for the cost of construction to come down before starting the project.

Yellowstone Valley Food Hub

Contact- Michelle Schahczenski

Location-Billings, MT

The Yellowstone Valley Food Hub is looking to expand their business and add space for aggregating locally produced foods. Beartooth FADC assisted them with applying for a Growth Through Ag Grant that was approved for \$20,000.00 to expand. Beartooth FADC has reached out to follow up with this business and determine any further needs; they are still working with the department of Ag on their GTA project and have needed to change their initial project scope. The Department of Agriculture toured their facility in April and Beartooth FADC has worked with them on a USDA LFPP grant that would help fund add staff and expand their wholesale sales and deliveries.

406 Bovine LLC

Contact- Bryan Elliott

Location-Laurel, MT

406 Bovine LLC has worked with Beartooth staff and is nearing the commercialization and launch of his Ag Tech product. Bryan Elliott has developed a facial recognition software that can be used on computer and iphones to track livestock. He has produced a youtube video outlining his product that can be viewed via this link. <https://youtu.be/kTwkhUj9leA> Beartooth will continue to assist this business as needed. Beartooth FADC followed up with 406 Bovine to give them the updates on the status of state and federal funding sources. Bryan had been granted investments from two entities that have developed funds specifically for supporting new technologies such as facial recognition. available. Bryan has been touring feedlots in Southern Texas Oklahoma and Kansas testing his app and will now begin launching the commercialization of his product beginning in Texas this fall.

Pioneer Meats

Contact- Brian Engle

Location- Big Timber, MT

Pioneer Meats purchased another meat processing location in Big Timber that will allow them to process wild meat at one location while expanding their beef, pork, bison and lamb processing at their main facility. Beartooth FADC staff will continue to work with Pioneer to utilize any new funding opportunities in completing their expansion; they received \$50,000 from the Growth Through Ag grant and \$150,000 from the ARPA grant for its expansion of their new location. They were also helpful in hosting a tour of their facility with the Montana Meat Processors Association attended by the owners of Carbon County Meats.



Becky's Berries- Absarokee, MT

Contact- Becky Stahl

Location-Absarokee

Becky has purchased a new commercial freezer needed to keep up with increased demand for her products she said her business has been very busy this summer and fall. She has also recently was able to secure a contract with western sugar to get bulk sugar for her operation increasing her efficiency and profitability with a local product. Beartooth FADC has been working with Becky on a long range expansion plan, and she is expanding her business to include a line of freeze dried berries. She also recently applied for and received a USDA Pandemic Response and Safety Grant.

Beartooth FADC initiated contact with the following businesses

- North 40 Ag- Huntley
- Justine Koughl- Huntley
- Brett Clause- Columbus
- Doggie Style Gourmet Treats- Billings, MT
- Jessica Jane Hart Swift Buckets- Billings, MT
- J and S Farms- Huntley, MT
- Wilcoxins Ice Cream
- Swanky Roots
- Big Timber Meat Plant Dan Snyder

Beartooth FADC Outreach

MillerCoors Barley Receiving Facility Huntley, MT



Greycliff Mill



Economic Development Director Report for September 2022

9/15/2022

- Economic Development/ CRDC
 - EDA CARES Act – this grant contract has ended
 - BSTF
 - Stillwater County Industrial/Business Park Feasibility Study – continuing forward with site selection
 - Working with two clients on BSTF: one job creation and one planning
 - USDA RCDI Grant – training has continued with Tina Toyne; currently exploring housing options for the county to pursue; assisted BHC in pursuing a Coal Board grant for two road graders
 - CEDS- the final CEDS will be submitted to EDA on September 30th
 - Next reporting period in October will include:
 - USDA RCDI Quarter 3 report
 - CRDC Quarter 3 report
 - EDA Partnership Planning Grant report
 - EDA CARES Act Grant report
 - BSTF Quarter 3 report
 - Helping Hands Food Bank in Hardin- Phase II assessment and cleanup will take place in the upcoming months
 - Annual CRDC meeting- attended August 23-24 in Havre
 - Community-Wide Brownfield Assessment Grant- currently pursuing
 - Carbon County Historical Society & Museum- technical assistance with business plan
 - EDA EDD peer review- reviewing EPEDC as the other peer EDD; this will take place in October
 - EIG/EDA case study for Big Horn County- draft of study is complete; final deliverable will be expected by the end of 2022
 - Meeting with Angie Martinez and Aaron Pratt (the Regional Director of EDA's Denver Regional Office)

Frequently Used Acronyms

BEAR – Business Expansion and Retention
BIA – Bureau of Indian Affairs
BLM – Bureau of Land Management
BRCD – Beartooth RC&D
BSEDA – Big Sky Economic Development Association
BSTF – Big Sky Trust Fund
CDBG – Community Development Block Grant
CRDC – Certified Regional Development Corporation
CEDS – Comprehensive Economic Development Strategy
CTEP – Community Transportation Endowment Program
EDA – Economic Development Administration
EDD – Economic Development District
ESRI – Environmental Systems Research Institute, Inc.
GIS – Geographic Information Systems
GPS – Global Positioning System
HOME – Montana Home Investment Partnerships Program
HUD – US Department of Housing and Urban Development
IRP – Intermediary Relending Program
LESA – Land Evaluation Site Assessment
MBI – Montana Board of Investments
MDOC – Montana Department of Commerce
MDOL – Montana Dept. of Labor
MDOT – Montana Dept. of Transportation
MDFWP – Montana Dept. of Fish, Wildlife and Parks
MEDA – Montana Economic Developers Association
NADO – National Association of Development Organizations
NCOC – National Carbon Offset Coalition
NHS – Neighborhood Housing Services
NRCS – Natural Resource Conservation Service
RBEG – Rural Business Enterprise Grant
RBOG – Rural Business Opportunity Grant
RC&D – Resource Conservation & Development Area, Inc.
RCDI – Rural Community Development Initiative
RD – Rural Development (a division of USDA)
RCPP- Regional Conservation Partnership Program
RLF – Revolving Loan Fund
RTA – Resource Team Assessment
SBA – Small Business Administration
SBDC – Small business Development Center
TIFD – Tax Increment Finance District
TSEP - Treasure State Endowment Program
USDA – United States Department of Agriculture
USFS – United States Forest Service

File Attachments for Item:

11. Budget/Finance Committee Minutes of September 13, 2022.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 13, 2022**

Members Present: Richard Klose -Chair, Emelie Eaton, Michelle Mize, Heidi Sparks

Others Present: Kelly Strecker, Mayor Dave Waggoner, Amber Hatton

The meeting was called to order by the Committee Chair at 5:30 pm.

Public Input: There was no public comment

General Items –

1. Review and approved August 23, 2022, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of August 23, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisition – Previously approved purchase requisition for Ace Electric had additional cost of \$205.00. Richard Klose moved to approve the purchase requisition adjustment for Ace Electric. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
3. Review and approve purchase requisition for Morrison Maierle to replace Dispatch computers and software & install for \$5434.00. Emelie Eaton moved to approve purchase requisition for Morrison Maierle. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and recommend approval to Council; claims entered through September 9, 2022. Emelie Eaton had previously reviewed the claims and check register for claims entered through September 9, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the August 2022 Utility Billing Adjustments. Kelly requested this go to the next budget finance meeting for approval.
6. Review and approve Payroll Register for the pay period ending August 21, 2022, totaling \$217,920.27. Emelie Eaton motioned to approve the payroll register for the pay period ending August 21, 2022, totaling \$217,920.27. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

New Business - None

Unfinished Business – None

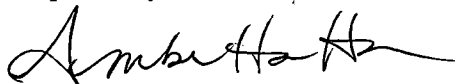
Other Items –

7. Review Comp/OT reports for the pay period ending August 21, 2022.
8. Mayor Update – None
9. Clerk/Treasurer Financial Update – Clerk/Treasurer provided the committee with an update on financial activities.

Announcements –

10. The next Budget and Finance Committee meeting will be held on September 27, 2022, at 5:30pm.
11. Richard Klose is scheduled to review claims for the next meeting.

Respectfully submitted,



Amber Hatton
Deputy Clerk Treasurer

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

File Attachments for Item:

12. Public Works Committee Minutes of August 15, 2022.



**AGENDA
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, AUGUST 15, 2022**

The Public Works Committee meeting was called to order at 6:00pm on Monday, August 15, 2022, by Committee Chair, Heidi Sparks.

Members Present: Heidi Sparks- Chair, Irv Wilke- Vice Chair, Bill Mountsier, Emelie Eaton, Marv Carter

Others Present: Kurt Markegard- Public Works Director

Public Input: None

General Items

1. Approval of Minutes from July 18, 2022- Bill Mountsier made a motion to approve the minutes of July 18, 2022. Motion was seconded by Emelie Eaton. Motion carried 5-0 to approve the minutes.

New Business

2. Emergency Call Out Report- Report attached
3. KLJ Report- Report attached
 - Items to note:
 - 2022 Pavement Maintenance Project (S 4th Street Reconstruction)- due to issues with supply chain and/or employment issues the start date has been pushed back to October
 - Water System PER- meeting scheduled this week to begin discussions on new water reservoir. Possible discussion item for September meeting
 - West Railroad Street- received notice from the state regarding the project. The city needs to commit funds to the funding shortfall. This will be coming before the council in the coming months.
 - Cherry Hills subdivision- will be paving and then final walk through is next week so lots should start being sold

Old Business: None

Other Items

- Marv brought up the ruts by South Pond on S 8th Ave. Suggested adding some pea gravel to help absorb water and even out the ground.

Announcements

Next Meeting will be Monday, September 19, 2022, at 6:00pm in Council Chambers

Meeting adjourned at 6:52pm



City of Laurel Project Status Update
August 15, 2022



2022 Pavement Maintenance Project (4th Street Reconstruction)
(KLJ #2104-00862)

Reason for Project: To provide yearly maintenance and improvements to the City of Laurel Roads Network.

Project Scope: Miscellaneous annual pavement maintenance design, bidding and construction in locations throughout the City of laurel

Current Status:

- Project Bid Opened on 5.5.22
- Contracts Executed 6.8.22
- Suspend Work Order issued 6.8.22 (Contractor to begin in Spring of 2023)
- Contractor is scheduled to begin work on 9.12.22

Water System PER (KLJ #2104-00147)

Reason for Project: To update the Preliminary Engineering Report that was completed in April 2014 with the most current information.

Project Scope: To Update the existing computer model for the water distribution system; Review pressure zone, tank and booster station alternatives; Analyze up to 3 different sites for a new water tank and explore funding alternative for all potential projects.

Current Status:

- Working on finishing draft report with info from City

Southside Stormwater Study (KLJ #2004-01470)

Reason for Project: Analyze Laurels South side to determine needed improvements for stormwater.

Project Scope: : To complete a stormwater master plan for the areas south of the train tracks and west of Highway 212.

Current Status:

- Completed, need to discuss next steps in resolving outfall.

WWTP Screw Pump B Replacement (KLJ #2004-01359)

Reason for Project: To replace screw pump B at the Laurel Wastewater Treatment Plant.



City of Laurel Project Status Update

August 15, 2022



Project Scope: Reconstruction and rehabilitation of the Archimedes Screw Pump “B” at the City of laurel Wastewater Treatment Plant.

Current Status:

- Project Bid July 1st
- Project Award July 13th
- Old pump removal completed week of July 11th
- New pump installation roughed in week of July 11th
- Pump grouted August 9th
- Lakeside inspection for the week of August 22nd
- Project completion, August 2022

WTP Lift Well Replacement (KLJ #2004-01487)

Reason for Project: To replace a lift well at the Laurel Water Treatment Plant.

Project Scope: Reconstruction and rehabilitation of the lift well at the City of Laurel Water Treatment Plant.

Current Status:

- 100% review with Nathan completed February 8th
- DEQ approval received March 14th
- Pre-Bid conference was held on May 12th
- Bid opening was held on May 19th
- Construction agreements executed
- Construction to take place late fall and winter

Laurel Planning Services (KLJ #1804-00554)

Reason for Project: KLJ has been retained to provide City of Laurel planning services as needed.

Project Scope: Planning services may include; subdivision, zoning, development, floodplain hazard management, miscellaneous reviews and other related work. KLJ will prepare staff reports, recommendations, and attend meetings upon request.

Current Status:

- Zoning Regulations Update. To be scheduled
- Subdivision Regulations Update. In house project
- Planning Jurisdiction Issues moving forward.
- West Interchange Plan. Local match not budgeted
- Planner/Project Transition. Ongoing
- Lazy KU Subdivision 2nd Filing. Element and Sufficiency Reviews. Waiting on additional information.



City of Laurel Project Status Update August 15, 2022



Laurel Capital Improvement Plan (KLJ # 2104-00649)

Reason for Project: KLJ has been retained by the City of Laurel to develop a 5-year Capital Improvement Plan (CIP).

Project Scope: The CIP is primarily a planning tool for annual budgeting to assist Departments and the Governing Body establish project priorities and funding.

Current Status:

- *Task Order executed*
- *Kick-off meeting Department Heads*
- *Initial structure of CIP generated*
- *Department Heads contacted for additional projects.*
- *Document is being drafted.*
- *A meeting with City Department Heads needs to be scheduled in late November.*
- *The document will be presented to a City Council Work Session*
- *A Public Hearing before the City Council needs to be scheduled.*

Other Notes and Information

Other potential projects have been identified during recent conversations between City staff and KLJ. City Public Works staff and KLJ task leaders meet bi-weekly to discuss current and future projects. As these are tentative, the timing and extent of KLJ's services are TBD, unless noted otherwise.

Anticipated FY22 Projects

1. West Railroad Street Reconstruction- Proposal submitted
2. Water System Planning
 - a. Booster station rehabilitation or replacement (task order forthcoming)
 - b. Water storage tank Preliminary Engineering Report
3. 7th Street reconstruction
4. Waterline extension out to Golf Course Road
5. Updates to Zoning regulations
6. Updates to Subdivision Regulations
7. West Interchange Neighborhood Plan

Other Potential Future Projects

1. West Side TIFF

File Attachments for Item:

13. Emergency Services Committee Minutes August 22, 2022.



**MINUTES
CITY OF LAUREL
EMERGENCY SERVICES COMMITTEE
MONDAY, AUGUST 22, 2022**

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, August 22, 2022 by Chair Heidi Sparks

Members Present: Heidi Sparks- Chair, Irv Wilke- Vice Chair, Richard Klose, Bill Mountsier, Bruce McGee, Jamie Swecker, Jim Irwin

Others Present: Police Chief Stan Langve, Ambulance Director Lyndy Gurchiek, Fire Chief Brent Peters

Public Input: None

General Items

1. Approval of Emergency Services Committee minutes of June 27, 2022. Bruce McGee moved to approve the minutes; Richard Klose seconded- Motion carried 7-0
2. Approval of Emergency Services Committee minutes of July 25, 2022. Jim Irwin moved to approve the minutes; Bill Mountsier seconded- Motion carried 7-0

New Business

3. Update from Emergency Departments
 - a. Police Department Chief Langve- - Report attached
 - i. Items to note:
 1. During the first few weeks of August, there was a lot of training for officers, and we had single unit shifts. Chief Peters served as backup during several of these shifts
 - b. Ambulance Director Lyndy Gurchiek – June and July Report attached
 - i. Items to note:
 1. Beartooth Ambulance (June 2022) is an inter-facility transport ambulance
 2. July had an increase in overall calls, and the city experienced staffing shortages during the month as well leading to the increase in missed calls during the month
 3. Filled vacant full-time positions with volunteers, so now will be looking to add to the volunteer staff. Seasonal EMT had good interest, but was started so late in the season that we were not able to take advantage, but with the interest we will be able to start right away with this program next year
 4. Community Medicine Grant- we have 2 providers starting class in September and class is 6 months, so optimistically this program will roll out in late spring- early summer timeframe
 - a. These providers are part of current staff, not an addition to staff
 - c. Fire Department Chief Peters- June and July Reports attached
 - i. Items to note:
 1. Severity Staffing began on July 18th, so 950 hours for a partial month

2. ISO rating- training hours as well as severity staffing go into this rating
 - a. Fire department is working on additional training and certifications. Chief Peters is working on becoming ICS4 certified to help run the bigger fire events in the state. There are currently on 12 ICS4 in the state
 - b. In addition, working of Fire Marshall for the city. Both Chief Peters and Jamie Swecker are working on their certifications to serve as Fire Marshall
 3. A few years ago, the fire department recommended legalizing fireworks in the city. As a result, this year we only had 1 call in the county for fire related to fireworks, and 3 the previous year
4. Police Commission Oversight Committee discussion- This item was brought forward by Bill Mountsier. Bill stated at this time he believes this has been resolved based on the conversation at the council workshop last week. Based on the function of the commission there is no needs for this type of committee at this time.

Old Business

5. Traffic Study- This was passed by council last year and needed a letter submitted from Chief Langve for the city to submit to the state requesting the study. Chief Langve stated this letter was submitted to then Mayor Nelson. The city was then to forward this on to the state requesting the study. Chief Langve is not sure where this traffic study request sits or if it was forwarded onto the state. Chief Langve volunteered to follow up with the Mayor on where this request stands.

Other Items

6. Bruce gave a brief plug for becoming a police reservist as there are currently openings on the reserve force. Ideally, 14 on the reserve force is sufficient for staffing and coverage needs, the force is currently at 9 active police reserves. Laurel Ford recently donated \$600 to the police reserve program to help fund safety equipment.
7. Jim stated the refinery is knee-deep in the preparations for next year's turnaround. February and March things will be ramping up, April and May are the actual turnaround months, and they are expecting 2400 additional staff.

Announcements

8. Next Meeting will be Monday, September 26, 2022, at 6:00pm in Council Chambers

Meeting adjourned at 6:52pm

File Attachments for Item:

14. Library Board Minutes of July 12, 2022.

MINUTES
CITY OF LAUREL
Library Board
07/12/2022 06:00 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	X Arthur Vogeley, Board Chair
X Kate Manley	X Lela Schlitz – via Zoom
X Nancy Schmidt, Secretary	Vacant
X Clair Killebrew – Foundation Liaison	

OTHERS PRESENT: None

1. **Public Input**

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

- a. Addressing the Board - None

2. **General Items**

- a. Minutes for May and June 2022 were presented. Kate motioned to accept the minutes as read, Katie seconded the motion. Motion passed.
- b. The library received two donations last month: \$25 from Richard Klose and \$500 from an anonymous donor.
- c. **Circulation Report** - *Traffic*: down 43%; *circulation*: all items circulated totaled 4,421 (including 518 eBooks), book circulation was up 15.6%, media circulation was up 16.8%, eBook checkouts for this month was 12.8% of total book circulation, we circulated 862 items to partners and 233 items from other libraries; *computers*: internet use was down 3%, children's use was up 105%, wi-fi use up 3%; *patron cards*: city patrons make up 66.4% of registered users, county 30.5% and out of county users make up 3%. There were 57 tech assists in June.

3. **New Business**

- a. Officer elections were held for Chair, Vice-Chair and Federation Representative. Kate motioned that Arthur Vogeley stay as Board Chair and Federation Representative, & Katie Fjelstad become the Vice-Chair. Katie seconded the nominations. Nominations passed by all members present.
- b. Samantha Barnhart has completed her term on the Board and indicated that she didn't want to serve a second term. Nancy will let the City Mayor know of this change and ask that the open seat be listed on the City website. We will also add it to the library website and Facebook page.

- c. Nancy completed the budget using the figures that were presented last year with a few tweaks to the final numbers. She asked that the Board members review the budget and offer any changes that they feel we needed to have. Arthur questioned if the library staff are budgeted to receive their 2% raise as per the union agreement. Nancy stated that yes, it was included along with any other increases that are allowed per the union contract. He asked how much of a pay increase was included for Director Schmidt. Nancy stated that she budgeted the same increases for herself as she did library staff – 2%. He stated that he felt it should be higher for the director but would accept what was already budgeted. The rest of the Board members concurred with his opinion. Nancy stated that she felt she shouldn't receive a higher increase than her employees since she couldn't run the library without their help and input. Board members present at the meeting agreed that the Director's wage should increase 2% with the start date retroactive July 1, 2022.
- d. The Library Standards have been completed for Board review. The library has met all requirements for certification through the Montana State Library. This will allow the library to continue to receive state and federal funding via MSL.
- e. The summer reading program has been a great success so far this year. The Laurel Public School librarians have partnered with the public library to present Book Buzz. This program is an interactive, hands-on activity that lasts about ½ an hour on Wednesday mornings. The participants receive a book to take home with them. They are also here to receive free lunches on Wednesday mornings. Our attendance for June was 177 littles and 114 bigs.
- f. The number of meals served during the lunch program wasn't as high as last year partly because of the way they are serving the meals. Last year we had a grab-n-go system and this year they are required to eat on the premises. Attendance for June lunches was 509.

4. Old Business

- a. The final numbers are in for the book sale at \$3,313.26. This was the highest grossing sale to date. Library staff have recommended that we purchase a DipJar help increase donations. There were a few times that customers didn't have cash on them so had to come back to pay for their items. A DipJar will let them use a credit/debit card to make their donations right away. The Foundation will look into making this a possibility for the next sale. The next sale is tentatively set for the two-week period of October 24th – November 5th.
- b. The City/Library MOU is being revamped to meet the language required by the State Library and will need new signatures as soon as it is completed. The final copy should be available at the next Board meeting.
- c. Nancy attended the Directors Leadership Institute in Great Falls. The premise was fostering collaboration between libraries across the state. Nancy reported that it was a very interesting conference with some surprising tension arising between the presenters and some of the library directors. It was educational for everyone that attended. The state library personnel felt that they had achieved what they set out to accomplish which was direction for future trainings of library personnel.
- d. MLA is sponsoring the annual conference in Missoula August 3rd – 6th, 2022. Arthur and Kate expressed interest in attending along with Nancy. If available, the City car will be used, otherwise Nancy will drive her car to the conference. Hotel rooms will be reserved at the

Holiday Inn – Downtown to allow for attendance of programming at the new library. We will report at the August meeting on the workshops, etc. that we attended.

5. Other Items

a. Upcoming Items:

Federation meeting in Red Lodge – September 10th, 2022

Coordinator's/Commission meeting in Helena – October 11th/12th, 2022

MLA Fall Retreat in Chico – October 2nd-3rd, 2022

6. Announcements

- a. Next regular meeting is scheduled for August 9, 2022 at 6:00 pm in the library community room.

Kate motioned that meeting be adjourned, Lela seconded the motion. Meeting adjourned at 7:11 pm.

Respectfully submitted,



Nancy L Schmidt
Library Director
Secretary for the Board

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

File Attachments for Item:

15. Library Board Minutes of August 9, 2022.

MINUTES
CITY OF LAUREL
Library Board
08/09/2022 06:14 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad	X Arthur Vogeley, Board Chair
X Kate Manley	X Lela Schlitz
X Nancy Schmidt, Secretary	Vacant
Clair Killebrew – Foundation Liaison	

OTHERS PRESENT: None

1. **Public Input**

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

- a. Addressing the Board - None

2. **General Items**

- a. Minutes for July 2022 were presented. Kate motioned to accept the minutes as read, Lela seconded the motion. Motion passed.
- b. The library received a \$25 donation last month from Ray Wells.
- c. **Circulation Report** - *Traffic*: down 41.5%; *circulation*: all items circulated totaled 4,115 (including 535 eBooks), book circulation was down 0.0002%, media circulation was up 51%, eBook checkouts for this month was 14.8% of total book circulation, we circulated 831 items to partners and 193 items from other libraries; *computers*: internet use was down 30.5%, children's use was up 77.4%, wi-fi use up 7.9%; *patron cards*: city patrons make up 62.9% of registered users, county 28.5% and out of county users make up 8.6%. There were 28 tech assists in July (Eli says he's getting that good 😊).

3. **New Business**

- a. Arthur, Kate and Nancy attended the MLA Tri-Conference in Missoula. Aside from the few issues with food and rooms, it was a pretty informative meeting. They reported on the workshops they attended and what was most informational for each of them. Kate turned in a written report and Nancy & Arthur gave verbal reports on their workshops. More information may be shared later.
- b. Nancy brought forth the idea that it is time to consider a dedicated library mill levy for Laurel. After some discussion, it was decided that most of the September meeting would be devoted to

further discussion. Kate stated that she would do some preliminary research to share with everyone in September.

- c. Library staff have reported some patron issues with the Hot Spot program. It seems that once a patron checks them out, they don't feel they should return them "until they are finished with them". The typical checkout period is 2 weeks with a two-week renewal. Eli has to repeatedly ask for the device access to be suspended in order to get certain patrons to return the hot spot. We've even had one patron that demanded that we give them the email for our board chair so they could 'complain'. The question from library staff whether we want to keep offering them if the issues continue. We will monitor the success/failure of the program to decide at a later date.

4. Old Business

- a. Nancy presented her final budget that she turned in to the Clerk/Treasurer's office for Council consideration. This includes the 2% raise for union employees. Arthur asked if the 2% raise for the director was included. Nancy stated that she did include that amount for her wages as well as putting Darlene at a flat rate for her cleaning at the library. Kate motioned that the budget be accepted as presented, Lela seconded the motion. The budget was accepted. If changes needed to be made because of council action, that would be at the director's discretion.
- b. The Summer Reading Program presented in partnership with Laurel Schools' Book Buzz was very successful again in July. There were 288 littles and 162 bigs that attended on three separate Wednesdays. Next year the library is going to ask for a reading grant from Town Pump to help with programming costs for the reading program.
- c. The lunch program served over 700 meals in July. There were 510 lunches and 229 breakfasts handed out during the month. The breakfasts were added in response to requests from parents wanting to be able to add more food to their tables.

5. Other Items

- a. Upcoming Items:

MT Arbitrator's Training in Great Falls – August 30th – September 1st, 2022; Nancy is planning on attending.

Federation meeting in Red Lodge – September 10th, 2022; Kate, Arthur & Nancy are planning on attending.

Coordinator's/Commission meeting in Helena – October 11th/12th, 2022; this is for Nancy to attend, she may take someone with her.

MLA Fall Retreat in Chico – October 2nd-3rd, 2022; Nancy is planning on attending.

6. Announcements

- a. Next regular meeting is scheduled for September 13, 2022 at 6:00 pm in the library community room.

Kate motioned that meeting be adjourned, Lela seconded the motion. Meeting adjourned at 7:33 pm.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

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

File Attachments for Item:

18. Resolution No. R22-64: A Resolution Of The City Council Authorizing The Addition Of City Of Laurel Deputy Clerk/Treasurer Amber Hatton To All City Accounts.

RESOLUTION NO. R22-64

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ADDITION OF
CITY OF LAUREL DEPUTY CLERK/TREASURER AMBER HATTON TO ALL
CITY ACCOUNTS.**

WHEREAS, City of Laurel employee Amber Hatton has assumed the role of City of Laurel Deputy Clerk/Treasurer; and

WHEREAS, the personnel change within the Clerk/Treasurer's Department necessitates that Deputy Clerk/Treasurer Amber Hatton be added to all City accounts, effective upon passage of this Resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana that the Mayor is hereby authorized to add Deputy Clerk/Treasurer Amber Hatton to all City accounts.

Introduced at a regular meeting of the City Council on the 27th day of September 2022 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 27th day of September 2022.

APPROVED by the Mayor on the 27th day of September 2022.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

File Attachments for Item:

19. Ordinance No. O22-04: An Ordinance Amending Section 2.20.010 Of The Laurel Municipal Code Relating To The City Court Clerk For The City Of Laurel

ORDINANCE NO. 022-04

AN ORDINANCE AMENDING SECTION 2.20.010 OF THE LAUREL MUNICIPAL CODE RELATING TO THE CITY COURT CLERK FOR THE CITY OF LAUREL

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating chapters, sections and subsections to address situations and problems within the City and to remain in accordance with Montana law; and

WHEREAS, City Staff prepared, reviewed, and approved the following amendments to the existing LMC § 2.20.010 (City Court Clerk – Office Created) as noted herein and hereby recommends the same to the City Council for their full approval.

2.20.010 Office ~~C~~reated—Duties and ~~R~~requirements.

A. There is created the position office of ~~city~~ Clerk of ~~C~~court. The ~~C~~lerk of ~~C~~court shall be ~~appointed by the city judge, hired, supervised, and managed by the City, subject to all terms and conditions of the City Court Clerk employment position.~~

B. It shall be the duty of the ~~C~~lerk of ~~C~~court to perform all duties as required by law and the ~~R~~ules of the ~~C~~city ~~C~~court.

C. Before entering upon the duties of office, the ~~C~~lerk of ~~C~~court shall take the oath prescribed by Art. III, Section 3 of the Montana Constitution. ~~law for all city officers.~~

~~D. The clerk of court's term of office shall be the same as is provided by law and ordinance for the city judge, and until a successor is appointed.~~

D. The City shall set the salary of the Clerk of Court.

E. The Clerk of Court may certify any records or documents of the City Court. ~~and may act for the city court as permitted by law or rules of the city court.~~

F. The Clerk of Court will establish, maintain, retain, and administer all Court records by means of paper or electronic filing and storage or both. The Clerk of Court will assist the City Court Judge in the recording and signing of court proceedings as well as general operations of the Court.

~~F. The salary of the clerk of court shall be set by resolution of the city council.~~

~~G. The clerk of court is a part time position with a thirty-hour work week.~~

(Ord. 890, 1986: Ord. 825 §§ 1—7, 1985: prior code § 2.16.130)

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 the 13th day of September 2022, upon Motion by Council Member Mountsier.

PASSED and ADOPTED by the Laurel City Council on second reading on the 27th day of September 2022, upon Motion by Council Member _____.

APPROVED BY THE MAYOR on the 27th day of September 2022.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

File Attachments for Item:

20. Ordinance No. O22-05: An Ordinance Amending Chapter 1.01 (Code Adoption) Of The Laurel Municipal Code Relating To The General Provisions

ORDINANCE NO. 022-05

AN ORDINANCE AMENDING CHAPTER 1.01 (CODE ADOPTION) OF THE LAUREL MUNICIPAL CODE RELATING TO THE GENERAL PROVISIONS

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating chapters, sections and subsections to address situations and problems within the City and to remain in accordance with Montana law; and

WHEREAS, City Staff prepared, reviewed, and approved the following amendments to the existing Chapter 1.01 of the Laurel Municipal Code (Code Adoption) as noted herein and hereby recommends the same to the City Council for their full approval.

1.01.010 Adoption.

There is hereby adopted the Laurel Municipal Code, ~~as published by Book Publishing Company, Seattle, Washington.~~

(Ord. 984 § 1, 1991)

1.01.020 ~~Title Citation Reference~~ Code Designated and Cited.

This Code shall be known as the "Laurel Municipal Code" and it ~~shall be sufficient to refer to this Code as "the LMC," in any prosecution for the violation of any provision thereof or any proceeding at law or equity. It shall also be sufficient to designate any Ordinance adding to, amending, correcting, or repealing all or any part or portion thereof as an addition to, amendment to, correction of, or repeal of the "Laurel Municipal Code." Further reference may be had to the chapters, articles, divisions, sections and subsections of the "Laurel Municipal Code" and such reference shall apply to that numbered chapter, article, division, section or subsection as it appears in this Code.~~

~~may be referred to as the Laurel Municipal Code in any prosecution for the violation of any provision thereof of any proceeding at law or equity. Prosecutions for violations of Laurel, Montana's ordinances and actions based thereon shall refer to the Laurel Municipal Code sections as well as the underlying ordinance upon which the prosecution or action is based. Amendments to any ordinance or portions thereof of Laurel, Montana, shall also refer to the Laurel Municipal Code sections under which such ordinances are codified.~~

(Ord. 984 § 2, 1991)

1.01.030 Provisions ~~C~~odified.

This code consists of all the ~~regulatory and penal ordinances and certain of the administrative ordinances or~~ Ordinances of the City of Laurel, Montana.

(Ord. 984 § 3, 1991)

1.01.040 Ordinances ~~P~~assed ~~P~~prior to ~~A~~adoption of the ~~C~~ode.

The last ~~O~~rdinance included in this ~~C~~ode was Ordinance 979, passed August 7, 1990. The following ~~O~~rdinances, passed subsequent to Ordinance 979, but prior to adoption of this ~~C~~ode, are adopted and made a part of this ~~C~~ode: Ordinances 980, 981, 982 and 983, as amended.

(Ord. 984 § 4, 1991)

1.01.050 References ~~to Code, applies to all amendments,~~

Whenever a reference is made to this Code as the “Laurel Municipal Code” or any portions thereof, or to any Ordinance of the ~~C~~ity of Laurel, Montana, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

(Ord. 984 § 5, 1991)

1.01.060 ~~Title, chapter and section headings~~Headings.

Chapter, article, division, and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any chapter, article, division, or section hereof. ~~Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section hereof.~~

(Ord. 984 § 6, 1991)

1.01.070 Reference to ~~S~~pecific ~~O~~rdinances.

The provisions of this Code shall not in any manner affect matters of record which refer to, or are otherwise connected with, Ordinances which are therein specifically designated by number or otherwise, and which are included within the Code, but such reference shall be construed to apply to the corresponding provisions contained within this Code.

(Ord. 984 § 7, 1991)

1.01.080 Effect of Code ~~on past actions and obligations.~~

~~Neither the adoption of this code nor the repeal of amendments of any ordinance or part or portion of any ordinance of the city shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee or penalty at said effective date due and unpaid under such ordinances, nor be construed as affecting any of the provisions of such ordinances relating to the collection of any such license, fee or penalty, or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinance and all rights and obligations thereunder appertaining shall continue in full force and effect.~~

A. The provisions of this Code shall not in any manner affect deposits or otherwise any other matters of record which refer to, or otherwise be connected with Ordinances which are therein specifically designated by number or otherwise and which are included within this Code, but such reference shall be construed to apply to the corresponding provisions contained within this Code.

B. Neither the adoption of this Code nor the repeal or amendment hereby of any ordinance or part or portion of any Ordinance of the City shall in any manner affect the prosecution for violations of Ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license fee, or penalty at the effective date due and unpaid under such Ordinances, nor be construed as affecting any of the provisions of such Ordinances relating to the collection of any such license, fee or penalty, or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit

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in lieu thereof required to be posted, filed or deposited pursuant to any Ordinance, and all rights and obligations thereunder appertaining shall continue in full force and effect.

(Ord. 984 § 8, 1991)

1.01.090 Effective ~~D~~ate.

This ~~code~~Code shall become effective on the date the ~~O~~rdinance adopting this ~~code~~Code as the "Laurel Municipal Code" shall become effective.

(Ord. 984 § 9, 1991)

1.01.100 Severability.

If any section, subsection, sentence, clause, phrase, portion, or part of this Code is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Code. The City Council hereby declares that it would have adopted this Code and each section, subsection, sentence, clause, phrase, part, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts, or portions be declared invalid or unconstitutional.

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1.01.110 Continuation of Provisions.

The provisions appearing in this Code, so far as they are the same as those of Ordinances existing at the effective date of this Code, shall be considered as continuation thereof and not as new enactments.

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 the 13th day of September 2022, upon Motion by Council Member Wilke.

PASSED and ADOPTED by the Laurel City Council on second reading on the 27th day of September 2022, upon Motion by Council Member _____.

APPROVED BY THE MAYOR on the 27th day of September 2022.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

Ordinance No. 022-05 Chapter 1.01 of LMC (Code Adoption)