



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, NOVEMBER 14, 2023  
6:30 PM  
COUNCIL CHAMBERS**

**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.

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 October 24, 2023.
2. Correct the September 12, 2023 Minutes to include the following sentence under Audience Participation: "Patty Smith, 409 Maple Avenue, spoke on her continued frustrations with the S. 4th Street Reconstruction Project."

### **Correspondence**

3. Tree Board Memo
4. Ex-officio Re-appointment to Big Sky Economic Development Authority Board - Kurt Markegard
5. Police Monthly Report - October 2023.
6. Laurel Airport Authority Minutes of September 26, 2023.

### **Council Disclosure of Ex Parte Communications**

### **Public Hearing**

### **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 October 20, 2023.
8. Claims entered through November 9, 2023.
9. Approval of Payroll Register for PPE10/29/2023 totaling \$238,631.12.
10. Council Workshop Minutes of November 7, 2023.

### **Ceremonial Calendar**

11. Arbor Day Proclamation 2024

**Reports of Boards and Commissions**

- 12. Budget/Finance Committee Minutes of October 23, 2023.
- 13. Emergency Services Committee Minutes of October 23, 2023.
- 14. Tree Board Minutes of June 15, 2023.
- 15. Tree Board Minutes of October 5, 2023.
- 16. Public Works Committee Minutes of October 16, 2023.
- 17. Library Board Minutes of July 11, 2023.
- 18. Library Board Minutes of August 8, 2023.
- 19. Library Board Minutes of September 12, 2023.
- 20. Park Board Minutes of November 2, 2023.
- 21. Laurel Urban Renewal Agency Minutes of November 6, 2023.

**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**

- 22. Resolution No. R23-46: A Resolution Of The City Council Authorizing The Mayor To Execute A Lease Agreement With The Laurel Lions Club For The Riverside Hall Located At Riverside Park.
- 23. Motion to Reconsider Resolution No. R23-83: A Resolution Of The City Council Authorizing The Mayor To Approve A Change Order With Randall Contracting.
- 24. Motion to Reconsider Resolution No. R23-84: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Hardrives Construction, Inc.
- 25. Resolution No. R23-85: A Resolution Of The City Council Approving And Authorizing The Disposal Of City Of Laurel Records.
- 26. Resoultion R23-86: A Resolution Of The City Council Approving An Encroachment Permit For A Portion Of The Alleyway Off Second Avenue Near #9 Second Avenue.
- 27. Ordinance No. O23-04: An Ordinance Amending Title 12, Chapters 12.18.010 And 12.18.060 Of The Laurel Municipal Code Related To Special Events Permits.

**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.*

**File Attachments for Item:**

1. Approval of Minutes of October 24, 2023.

DRAFT

# MINUTES OF THE CITY COUNCIL OF LAUREL

October 24, 2023

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 October 24, 2023.

**COUNCIL MEMBERS PRESENT:**

Michelle Mize	
Casey Wheeler	Irv Wilke
Richard Klose	Jodi Mackay

**COUNCIL MEMBERS ABSENT:**

Emelie Eaton	Heidi Sparks
	Richard Herr

**OTHER STAFF PRESENT:**

Brittney Harakal, Administrative Assistant  
 Sherri Phillips, Court Clerk  
 Jill Folts, Court Clerk

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 October 10, 2023, as presented, seconded by Council Member Mize. There was no public comment or council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

**CORRESPONDENCE:**

- Brock Williams Resignation Letter Laurel Airport Authority.

**COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:** None.

**PUBLIC HEARING:** None.

**CONSENT ITEMS:**

- **Claims entered through October 6, 2023.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer’s Office.
- **Clerk/Treasurer Financial Statements for the month of July 2023.**
- **Clerk/Treasurer Financial Statements for the month of August 2023.**
- **Clerk/Treasurer Financial Statements for the month of September 2023.**
- **Approval of Payroll Register for PPE 10/1/2023 totaling \$235,947.93.**
- **Approval of Payroll Register for PPE 10/15/2023 totaling \$229,643.73.**

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 five Council Members present voted aye. Motion carried 5-0.

**CEREMONIAL CALENDAR:** None.

**REPORTS OF BOARDS AND COMMISSIONS:**



Council Minutes of October 24, 2023

- Park Board Minutes of October 5, 2023.
- Laurel Urban Renewal Agency Minutes of March 6, 2023.
- Laurel Urban Renewal Agency Minutes of May 1, 2023.
- Laurel Urban Renewal Agency Minutes of June 5, 2023.
- Laurel Urban Renewal Agency Minutes of June 19, 2023.
- Laurel Urban Renewal Agency Minutes of August 14, 2023.
- Laurel Urban Renewal Agency Minutes of August 28, 2023.
- Laurel Urban Renewal Agency Minutes of September 11, 2023.
- Laurel Urban Renewal Agency Minutes of September 18, 2023.
- Laurel Urban Renewal Agency Minutes of October 2, 2023.
- Laurel Urban Renewal Agency Minutes of October 16, 2023.

**AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):**

Doug Meyers, 1950 Waterwood Drive, spoke in favor of appointing Jim Wise to the newly vacated Airport Authority seat. See attached signatures.

Patty Smith, 409 Maple Avenue, commented regarding her continued frustrations with the S. 4<sup>th</sup> Street Project.

**SCHEDULED MATTERS:**

- **Resolution No. R23-82: A Resolution Of The City Council Approving An Encroachment Permit For A Portion Of The Sidewalk Located At 202 West First Street For The Installation Of Landscaping Alongside The Sidewalk.**

Motion by Council Member Wilke to approve Resolution No. R23-82, seconded by Council Member Mackay. There was no public comment.

It was questioned if the applicant could put anything at any width on the sidewalk. It was clarified that the applicant had submitted a plan, and that is what Council is approving.

A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

- **Resolution No. R23-83: A Resolution Of The City Council Authorizing The Mayor To Approve A Change Order With Randall Contracting.**

Motion by Council Member Mackay to approve Resolution No. R23-83, seconded by Council Member Mize. There was no public comment.

It was questioned where these items would be paid from. It was also noted that there was a recent purchase of a refrigerator. It was questioned where that would be paid from. It was clarified that the refrigerator was paid via a line item in the Court budget.

A Council Member voiced their concerns over the unauthorized purchase of the door and the additional add-ons to this project.

Mayor Waggoner stated that Planner Markegard would switch the locks and save the City \$450. All that is left is the cost of the door, and that will be paid out of the City Hall budget.

Council asked that a roll call vote be taken.

A roll call vote was taken on the motion. Council Members Mackay, Wheeler, and Mize voted aye. Council Members Wilke and Klose voted no. Motion failed 3-2.

- **Resolution No. R23-84: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Hardrives Construction, Inc.**

Motion by Council Member Wheeler to approve Resolution No. R23-84, seconded by Council Member Wilke. There was no public comment.

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A Council Member voiced concern over paving W. 12<sup>th</sup> Street while the condition of the streets on the southside was in such poor condition. It was clarified that the streets on the southside cannot be repaved until the infrastructure is replaced.

A vote was taken on the motion. Council Members Wilke, Mackay, Klose, and Wheeler voted aye. Council Member Mize voted no. Motion failed 4-1.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

**COUNCIL DISCUSSION:**

The Park Board has requested that the Council discuss the possibility of adding concrete board games to the park. Would like to work on fundraising to be able to bring this to our parks.

It was questioned if the fees paid by MRL for renting the park could be used to purchase one of these.

**MAYOR UPDATES:**

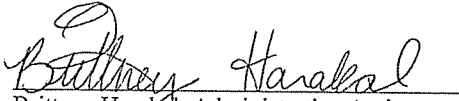
Mayor Waggoner stated Russell is up and running, and kids have been playing on the new playground.

UNSCHEDULED MATTERS: None.

**ADJOURNMENT:**

Motion by Council Member Mize to adjourn the council meeting, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All five Council Members present voted aye. Motion carried 5-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 6:52 p.m.

  
Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 14<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Dave Waggoner, Mayor

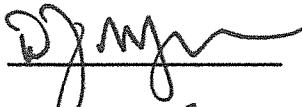







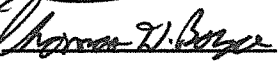


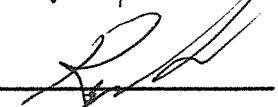
Attest:

\_\_\_\_\_  
Kelly Strecker, Clerk/Treasurer

### RECOMMENDATION FOR LAUREL AIRPORT BOARD

We would like to recommend Jim Wise for <sup>any</sup> open position on the Laurel Airport Board.

We believe Jim would be an asset to the board and by signing below, we are giving our support to Jim Wise.

<u>Doug Myers</u>		GS8 Pilot Hanger Owner	(406) 633-5299
<u>Robert Burns</u>		Pilot Hanger owner	406 670-9803
<u>Les White</u>		Pilot Hanger owner	406-698-2585
<u>ED Taylor</u>		Pilot Hanger owner	406-698-6480
<u>Hailey Taylor</u>		GSB Pilot	406-670-2048
<u>Chris Williams</u>		GS8 Pilot	406-671-8589
<u>Paul Thurmond</u>		Pilot Hanger owner	(406) 591-2335
<u>Jim Schraft</u>		Hanger Owner	406 960-9992
<u>TOM BOYCE</u>		406 AERO FBO	425-330-5823
<u>EWING WHITCOMB</u>		406 AERO FBO	(406) 696-1823
<u>STUART Wheeler</u>		406 FBO AERO	425-359-3931
<u>Lee Weber</u>		Webers CNC Machine Shop	406 692-2411

RECOMMENDATION FOR LAUREL AIRPORT BOARD

We would like to recommend [redacted] for open position on the Laurel Airport Board.

We believe Jim would be an asset to the board and by signing below, we are giving our support to Jim Wise.

FRANK Feller Frank Feller HANGER OWNER 406-680-9669

Muri Williams Muri Williams Hangar/airplane owner 406-794-1167

Lloyd Allison Lloyd Allison Pilot/Hanger 406 669 3273

Chuck McCreary Chuck McCreary Hanger 406 426 8037

BRET McKenna Bret McKenna 2230/2240 RATTMAN (406) 698-4829

Scott F. Scott F. SG Fabrication Commercial Bldg 406-676-8449

Don Sellegelmilch Don Sellegelmilch Hanger Owner 406-628-4421

Jim Roberts Jim Roberts Pilot 406-855-4171

Blank lines for additional signatures and contact information.

**File Attachments for Item:**

2. Correct the September 12, 2023 Minutes to include the following sentence under Audience Participation: "Patty Smith, 409 Maple Avenue, spoke on her continued frustrations with the S. 4th Street Reconstruction Project."

# MINUTES OF THE CITY COUNCIL OF LAUREL

September 12, 2023

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 6:28 p.m. on September 12, 2023.

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

COUNCIL MEMBERS ABSENT:           None

OTHER STAFF PRESENT:           Michele, Braukmann, Civil City Attorney  
  Brittney Harakal, Council Administrative Assistant  
  Justin Baker, Union 316 President  
  Sheri Phillips, Court Clerk  
  Jill Folts, Court Clerk  
  Kurt Markegard, Planning Director  
  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 22, 2023, 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 Correspondence August 2023

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

## CONSENT ITEMS:

- **Claims entered through September 8, 2023.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 8/20/2023 totaling \$223,989.04.**
- **Approval of Payroll Register for PPE 9/3/2023 totaling \$241,288.61.**
- **Council Workshop Minutes of August 12, 2023.**
- **Special Council Workshop Minutes of August 22, 2023.**

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 22, 2023.

- Emergency Services Committee Minutes of July 24, 2023.
- Park Board Minutes of June 8, 2023.
- Park Board Minutes of July 6, 2023.
- Public Works Committee Minutes of June 19, 2023.

**AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):** None.

**SCHEDULED MATTERS:**

- **Resolution No. R23-72: A Resolution Of The City Council Cancelling The November 7, 2023 General Election Of Certain Municipal Officers.**

Motion by Council Member Sparks to approve Resolution No. R23-72, 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. R23-73: A Resolution Of The City Council Declaring Certain City Of Laurel Property (Firearms And Related Equipment) As "Surplus" Available For Sale Or Trade To The Public Or Other Governmental Entities Or Vendors.**

Motion by Council Member Herr to approve Resolution No. R23-73, seconded by Council Member Wilke. There was no public comment.

Council asked if they would be notified when the auction is live. It was clarified that they will be notified once it is live.

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

- **Resolution No. R23-74: A Resolution Of The City Council Approving Rutt Variance Request LZV-23-01.**

Motion by Council Member Mackay to approve Resolution No. R23-74, 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. R23-75: A Resolution Of The City Council Authorizing The Additional Extension Of Approval Of Application For Special Review For J. Johnson Properties Pursuant To Resolution Nos. R22-07 And R23-05.**

Motion by Council Member Wheeler to approve Resolution No. R23-75, 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. R23-76: A Resolution Of The City Council Authorizing The Placement Of A Stop Sign On The Corner Of Cedar Avenue And S. 4th Street.**

Motion by Council Member Mize to approve Resolution No. R23-76, 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. R23-77: A Resolution Of The City Council Authorizing The Placement Of A Stop Sign On The Corner Of Idaho Avenue And E. 6th Street.**

Motion by Council Member Eaton to approve Resolution No. R23-77, seconded by Council Member Wilke. There was no public comment.

A Council Member asked why this sign was already placed when Council was voting on it tonight. Mayor Waggoner clarified that he was unaware the sign had been placed but would follow up.

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

- **Resolution No. R23-78: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Randall Contracting.**

Motion by Council Member Sparks to approve Resolution No. R23-78, seconded by Council Member Wilke.

Justin Baker, 14 Baker Drive Park City, Union 316 President, read the attached letter into the record.

A Council Member noted that they felt this request's process was wrong. They felt a recess should have been made at the last Workshop to tour the location. They also noted that City Council Members met with the Court and should have voiced those discussions during Ex Parte.

Council questioned whether additional safety concerns, such as the windows, would be raised.

Motion by Council Member Klose to table discussion until the next Workshop and have a tour of this building to see the changes that are suggested, seconded by Council Member Wilke. There was no public comment.

Council asked if they could tour the building now. It was clarified that a motion would need to be made to recess.

Motion by Council Member Mize to recess and tour the building now, seconded by Council Member Mackay. There was no public comment or Council discussion. A roll call vote was taken on the motion. Council Members Sparks, Herr, Wilke, Mackay, Klose, Wheeler, Mize, and Eaton voted aye. Motion carried 8-0.

Council recessed at 6:52 p.m.

Motion by Council Member Sparks to reconvene, 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.

Council reconvened at 7:05 p.m.

It was questioned which motion is now in front of the Council. Civil Attorney Braukmann clarified that we now go back to the main motion.

Mayor Waggoner asked if there was any additional Council Discussion.

Council thanked the Court Clerks for the tour of their area.

Council also noted they did not feel the current Courtroom would be large enough for Council meetings. It was clarified that Council would still meet in the current Council Chambers.

It was questioned if the City has met its requirements for space for the Court. It was clarified that, as it stands, the City has met its requirements.

It was questioned if there is any liability in not moving the Court. It was clarified that there is a risk of litigation if the issues are not addressed.

It was questioned what the cost of this move would be. It was clarified that the cost for both the construction and the cabling is just over \$23k. This project addresses the safety, privacy, and HIPAA concerns.

Council noticed the computer screens are facing towards the window.

A Council Member noted that this project is similar in price to the Clerk/Treasurer's office project. Another Council Member noted these projects are not similar in nature, and it is not a fair comparison.

Council asked if this project had been budgeted for. It was clarified that it was within the budget.



A roll call vote was taken on the motion. Council Members Sparks, Herr, Wilke, Mackay, Wheeler, Mize, and Eaton voted aye. Council Member Klose voted no. Motion carried 7-1.

- **Resolution No. R23-79: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Tel Net Systems, Inc.**

Motion by Council Member Herr to approve Resolution No. R23-79, seconded by Council Member Wilke. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members Sparks, Herr, Wilke, Mackay, Wheeler, Mize, and Eaton voted aye. Council Member Klose voted no. Motion carried 7-1.

- **Resolution No. R23-80: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Prorover.**

Mayor Waggoner stated this work has been completed. These trees were struck by lightning during a recent storm and needed immediate removal.

Motion by Council Member Eaton to approve Resolution No. R23-80, seconded by Council Member Wilke. There was no public comment.

It was questioned if a local tree removal service had been contacted. It was clarified that Prorover has done tree removal for the City for many years. He is reasonably priced and is able to work the City in very quickly.

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

- **Ordinance No. O23-03: An Ordinance Amending Sections 13.01.010 (Adoption) And 13.01.020 (Updated References) Of The Laurel Municipal Code Related To The Adoption Of The International Fire Code. (First Reading)**

Motion by Council Member Wilke to adopt Ordinance No. O23-03, seconded by Council Member Sparks. There was no public comment or council discussion. A roll call vote was taken on the motion. Council Members Sparks, Herr, Wilke, Mackay, 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:**

The Public Works Committee's next meeting is Monday, September 18<sup>th</sup> at 6:00 p.m. in Council Chambers.

Friday, September 15, 2023, is POW/MIA Recognition Day. At 10:30 in Thomson Park, there will be a ceremony.

The first presentation on the EMS Mill Levy will be this Friday at 10:15 at the Front Porch to the Small Business Association.

**MAYOR UPDATES:**

Mayor Waggoner presented Kelly Strecker with a certificate recognizing her work as a Clerk/Treasurer.

**UNSCHEDULED MATTERS:** None.


**ADJOURNMENT:**

Motion by Council Member Mackay 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 7:27 p.m.

  
Brittney Harakal, Council Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 26<sup>th</sup> day of September 2023.

  
Dave Waggoner, Mayor

Attest:

  
Kelly Strecker, Clerk/Treasurer





MONTANA STATE COUNCIL 9, AFL-CIO  
 AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES  
 36 S. Last Chance Gulch Suite 11 \* Helena, MT 59601 \* (406) 442-1192

September 12, 2023

Laurel City Council Members | City Hall | 115 W 1<sup>st</sup> St | Laurel, MT 59044

RE: Court Clerks and Court Relocation

Your Honors,

I have asked Union President Justin Baker to please read and provide this letter to the body as I have previous commitments that could not be rescheduled.

Thank you for your consideration of the City Court move to its original location within City Hall. Originally the court clerks approached union leadership regarding the safety and privacy concerns they were working under in the current court's location.

Mayor Dave Waggoner and Civil Attorney Michele Braukmann listened carefully to the extensive list of concerns presented by the two court clerks in a meeting with myself. The Mayor and Civil Attorney then took immediate action to begin addressing the security and safety issues, as well as tackling the privacy and confidentiality concerns that were discussed. The Court move that is under consideration by this Council is a direct result of the Mayor's solution to the numerous concerns voiced by the two union employees.

Both Court Clerks and Civil Attorney Braukmann provided a deep dive into the long list of issues during last week's Council meeting, so no need to reiterate their expert statements here. However, as a guest in the City of Laurel buildings, I can speak to the physical limitations and safety concerns of the current space, and I would strongly encourage all Council members to please take a tour of the current Court location.

This move will significantly impact the working conditions and safety of both Union Court employees, as well as the public, legal, and law enforcement personnel that utilize the Court.

I have provided my personal contact information below. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your consideration and support of crucial City infrastructure updates.

On behalf of Local 316 Court Union Members  
 Hannah Nash, Field Representative | AFSCME Council 9  
 (406) 951-0560 | [HannahNash@gmail.com](mailto:HannahNash@gmail.com)

Lee A. Saunders  
 President

Elissa McBride  
 Secretary/Treasurer

CO-CHAIR/SECRETARY

Timon Twardoski  
 Executive Director

Hillary Gilreath  
 Chair, Members

Hannah Nash  
 Field Representative

John Wiser  
 Field Representative

CO-CHAIR/SECRETARY

Fran Schwesigert  
 Executive Director

Don Nelson  
 Executive Director

Debbie Saltenberger  
 Executive Director

Colt Jensen  
 Executive Director  
 Director

Eric Erickson  
 Executive Director

Stephanie Marshall  
 Vice President  
 City Council Member

Britton Frisbie  
 Vice President  
 City Council Member

Tony Snyder  
 Vice President  
 Institution

Walter Hennessey  
 Vice President  
 Member



**File Attachments for Item:**

3. Tree Board Memo

The City of Laurel

Tree Board  
P.O. Box 10  
115 West First Street  
Laurel, MT 59044



October 26, 2023

TO: Laurel City Council  
FROM: Tree Board  
SUBJECT: 2024 Arbor Day

The Tree Board is requesting to hold the 2024 Arbor Day in Kiwanis Park on Tuesday, May 7<sup>th</sup> at noon. This will be our 7<sup>th</sup> year holding the event inviting the entire 4<sup>th</sup> grade population in the city to attend and enjoy the educational opportunities and a healthy lunch.

We will be applying for the DNRC grant through the city. This is awarded in December. We also will be using the Laurel community Foundation to solicit funds for trees and the lunch. Our budget will be about \$3,000.

In the past we have used Murray Park, Thomson Park and South Pond for this event and we have planted over 30 trees since 2017.

Please put Arbor Day 2024, Tuesday, May 7<sup>th</sup> on your calendar and join us for this incredibly fun and educational event.

Sincerely,

LuAnne Engh  
Committee Chairman

**File Attachments for Item:**

4. Ex-officio Re-appointment to Big Sky Economic Development Authority Board - Kurt Markegard

# Yellowstone County



COMMISSIONERS  
(406) 256-2701  
(406) 256-2777 (FAX)

P.O. Box 35000  
Billings, MT 59107-5000  
bocc@yellowstonecountymt.gov

October 10, 2023

Mr. Kurt Markegard  
Po Box 10  
Laurel, MT 59044

RE: Ex-officio Re-appointment to Big Sky Economic Development Authority  
Board

Dear Mr. Markegard,

The Board of County Commissioners of Yellowstone County has re-appointed you to the above named board. Your term by this appointment will be to December 31, 2028.

We wish to take this opportunity to thank you, in advance, for accepting this community service.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

A handwritten signature in black ink, appearing to read "John Ostlund".

John Ostlund, Chair

A handwritten signature in black ink, appearing to read "Mark Morse".

Mark Morse, Member

A handwritten signature in black ink, appearing to read "Donald W. Jones".

Donald W. Jones, Member

BOCC/eg

c: Board File - Clerk & Recorder  
Mr. Steve Arveschoug, 201 N. Broadway, Billings, MT 59101

**File Attachments for Item:**

5. Police Monthly Report - October 2023.





# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 ▪ Phone 406-628-8737 ▪ Fax 406-628-4641

Total Calls

Printed on October 31, 2023

[CFS Date/Time] is between '2023-10-01 00:00:00' and '2023-10-31 23:59:59' and

[Primary Incident Code->Code : Description] All

---

<b>Code : Description</b>	<b>Totals</b>	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	6	6
: Agency Assist	70	70
: Alarm - Burglary	11	11
: Alarm - Fire	8	8
AMB : Ambulance	84	84
: Animal Complaint	3	3
: Area Check	6	6
: Assault	1	1
: Bad Checks	0	0
: Barking Dog	13	13
: Bomb Threat	0	0
: Burglary	1	1
: Child Abuse/Neglect	4	4
: Civil Complaint	11	11
: Code Enforcment Violation	10	10
: Community Integrated Health	1	1

<b>Code : Description</b>	<b>Totals</b>	
: Counterfeiting	0	0
: Criminal Mischief	11	11
: Criminal Trespass	20	20
: Cruelty to Animals	4	4
: Curfew Violation	4	4
: Discharge Firearm	1	1
: Disorderly Conduct	11	11
: Dog at Large	34	34
: Dog Bite	1	1
DUI : DUI Driver	6	6
: Duplicate Call	3	3
: Escape	0	0
: Family Disturbance	13	13
: Fight	2	2
FIRE : Fire or Smoke	7	7
: Fireworks	0	0
: Forgery	0	0
: Found Property	7	7
: Fraud	3	3
: Harassment	4	4
: Hit & Run	6	6

<b>Code : Description</b>	<b>Totals</b>	
: Identity Theft	1	1
: Indecent Exposure	0	0
: Insecure Premises	0	0
: Intoxicated Pedestrian	1	1
: Kidnapping	0	0
: Littering	2	2
: Loitering	4	4
: Lost or Stray Animal	6	6
: Lost Property	3	3
: Mental Health	7	7
: Missing Person	0	0
: Noise Complaint	0	0
: Open Container	0	0
: Order of Protection Violation	2	2
: Parking Complaint	11	11
: Possession of Alcohol	0	0
: Possession of Drugs	3	3
: Possession of Tobacco	1	1
: Privacy in Communications	4	4
: Prowler	0	0
: Public Assist	54	54

<b>Code : Description</b>	<b>Totals</b>	
: Public Safety Complaint	13	13
: Public Works Call	5	5
: Report Not Needed	10	10
: Robbery	0	0
: Runaway Juvenile	3	3
: Sexual Assault	1	1
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	1	1
: Suspicious Activity	64	64
: Suspicious Person	12	12
: Theft	27	27
: Threats	2	2
: Tow Call	0	0
: Traffic Accident	29	29
: Traffic Hazard	5	5
: Traffic Incident	31	31
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	80	80
: Unattended Death	1	1

<b>Code : Description</b>	<b>Totals</b>	
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	5	5
: Warrant	23	23
: Welfare Check	15	15
<b>Totals</b>	<b>793</b>	<b>793</b>

**File Attachments for Item:**

6. Laurel Airport Authority Minutes of September 26, 2023.

## LAUREL AIRPORT AUTHORITY MINUTES SEPTEMBER 26, 2023

- Roll Call was taken to include Randy Hand, Shane Linse, Joseph Mutchler, Alan Kasemodel
- Meeting Attendance: Denim Yarger, Will Metz, Kent Penney, Jim Wise, Craig Cantfield, Justin Zindell, Heath Olson
- Approval of Minutes of previous meeting. 6/27/2023
- Financial Update
- Claims: Approved
- Public Input: None
- KLJ Engineering Reported Master Plan Project Update

### OLD BUSINESS

- Airport Camera that MT Aeronautics will pay for. Motion: Randy. Second: Alan. Vote: Passed
- Internet Options tabled until next meeting.
- Windsock is in progress with Randy. Will request assistance when needed.
- Courtesy Car contract with FBO status will be discussed with FBO by Joseph.
- AWOS options, annual fees, FAA Grants. AWOS Service contract for three years renewed. Motion: Shane. Second: Randy. Vote: Passed
- Frank Felke letter to repair hole in fence that was not authorized to make. Joe will talk to Frank about resolution/repair.
- 2024 Fox Road Issues and Updates. Letter will be sent to Weber for fence, gate, and unpaid lease.
- 2247 Stormont issues and updates, Tailwind Properties, Denim Yarger will continue to pay \$0.14/sqft for his commercial lease.
- Commercial activities in Non-Commercial hangers. Merle will stop commercial activities without having a commercial lease. Joe will discuss this with him.
- Larger garbage can for LAA and FBO to split costs. Motion: Shane. Second: Joseph. Vote: Passed. Randy will discuss with Tom at FBO.
- Weed issues/Letters. 10 day notice to tenants to clean weeds or pay will be sent out by Randy.

### NEW BUSINESS

- Approved Joseph Mutchler as new board member for a 5-year term per Laurel City Council. Motion: Shane. Second: Randy. Vote: Passed.
- Need to get Joseph Mutchler set up with Bank for signing checks. Motion: Shane. Second: Alan. Vote: Passed.

- Sealed bid for Chevy Snowplow was awarded to Chris Owen. Motion: Shane. Second: Alan. Vote: Passed.
- What to do with the snow plow money (\$12,700), buy a zero-turn mower was discussed and cancel SRT's contract in 2024. Being given a zero-turn mower from Heath Olson. Nothing decided for use of funds from sale of snow plow.
- Heath Olson requested to add a septic and cistern to 2525 Leuthold hangar, change the front concrete design that he submitted and had approved by the board and submit a lease to Yellowstone Bank. Motion: Alan. Second: Randy. Vote: Passed.
- Joe will check on the runway lighting issues.
- Passwords for website, email, phone tabled for next meeting.
- Joe will talk to RMC Flight Team to paint the outside of the outhouse.
- Meeting concluded.



**File Attachments for Item:**

10. Council Workshop Minutes of November 7, 2023.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, NOVEMBER 07, 2023**

A regular Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:27 p.m. on November 7, 2023.

**COUNCIL MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Brittney Harakal, Administrative Assistant  
Michele Braukmann, Civil City Attorney  
Kurt Markegard, Planning Director

**Public Input:**

There were none.

**General Items**

1. LURA Presentation

Diane Lehm with Big Sky EDA, Jason Seyler with DEQ, Jacy Head with Beartooth RC&D, and Thom MacLean with Big Sky EDA presented the attached PowerPoint presentation.

It was questioned if lead remediation from a shooting range would be covered under brownfields. It was clarified that it depends on the final use of the property after the remediation.

Planning Director Markegard gave a brief overview of what LURA has been working on this year. They have been working on a work plan to address a few projects within the TIF District. That plan should be finalized and before Council in early 2024.

2. Arbor Day Proclamation 2024

It was questioned when Arbor 2024 is. It was clarified that it is May 7, 2024. It was further clarified that this proclamation is done so soon as it is needed to apply for a grant.

**Executive Review**

3. Resolution No. R23-46: A Resolution Of The City Council Authorizing The Mayor To Execute A Lease Agreement With The Laurel Lions Club For The Riverside Hall Located At Riverside Park.

The lease agreement is very similar in structure to the lease agreement with the American Legion lease.

Council noted that the lease stated that should the lease be terminated, the Lions would be able to remove their property. It was questioned if they replace a heater, would they be allowed to take the heater with them. It was clarified that any improvements done to the building become part of the building and cannot be removed. This clause directly refers to items such as tables and chairs, etc.

Council asked for clarification on the difference between renting out and subletting. It was clarified that subletting is when someone no longer wants to occupy the space. For example should the Lions not want to finish their lease they can have someone take over the lease in its entirety until the end of the lease with permission from the City. Renting out is saying the lessee has the ability to permit events such as a wedding, gathering, etc, in the space.

4. Motion to Reconsider Resolution No. R23-83: A Resolution Of The City Council Authorizing The Mayor To Approve A Change Order With Randall Contracting.

Civil Attorney Braukmann briefly reviewed what a motion to reconsider is and how Council goes about making a motion to reconsider. A motion to reconsider must be made at the next Council meeting. A Council Member from the prevailing side would need to make the motion to reconsider. If that motion is approved, then the matter is before Council again to discuss and vote on.

Civil Attorney Braukmann stated she had reached out and invited the Judge to attend this evening's meeting; however, she was unable to attend. She clarified that the City cannot default on obligations to pay its vendors. The City also cannot pay a vendor until approved by Council.

It was questioned if this was an unbudgeted project. It was clarified that the project was budgeted; this is a change order to the amount initially approved by Council.

It was questioned why door handles were still included in this resolution. It was clarified that in a motion to reconsider, a resolution comes back exactly how it was initially placed before Council.

A Council Member noted that they still feel that the person who ordered the door and went around the City to receive proper approval should be held accountable.

4. Motion to Reconsider Resolution No. R23-84: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Hardrives Construction, Inc.

If Council would like to, they may bring back the W. 12<sup>th</sup> Street overlay Resolution as well. There is money from the County available to assist in paying for this project. There is a time crunch to be able to get this overlay done before the asphalt plants close.

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

Some boxes are ready to be disposed of. This resolution allows that disposal to take place.

6. Ordinance - An Ordinance Amending Title 12, Chapters 12.18.010 And 12.18.060 Of The Laurel Municipal Code Related To Special Events Permits.

Civil Attorney Braukmann stated last year; we had significant changes to the special event permit ordinance. Most of those changes did not cause any issues. However, the issue of insurance requirements caused some significant barriers. The ordinance is written to still require additional insurance requirements for high-risk events.

It was questioned what the cost difference is between the 1/2 million and the 2/4 million requirements. It was clarified that the difference is approximately \$500 to \$700. However, some businesses increased their entire CGL coverage, which does have a significant cost increase.

A Council Member noted that when they tried to get the 2/4 million insurance for the American Legion, their insurance company did not offer that as an option.

### **Council Issues**

It was questioned what the cones on E. Railroad and Barnhart Road are for. It was clarified that Northwest Energy is replacing wires in the area.

A Council Member noted a \$2.00 late fee on their bill and spoke to the Water Clerk regarding this fee. The fee is an annual DEQ assessment. It is not a late fee; it was placed on the wrong line.

### **Other Items**

A resolution for the encroachment permit for Mr. Seder's bollards will be placed on next week's agenda. Mr. Seder would like to complete the work before winter.

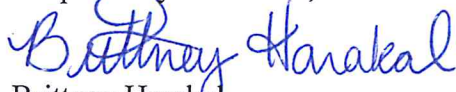
### **Attendance at Upcoming Council Meeting**

All Council Members present will be at next week's meeting.

### **Announcements**

The council workshop adjourned at 7:43 p.m.

Respectfully submitted,



Brittney Haraka  
Administrative Assistant

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



# Assistance for your Community's Development Goals

Jason Seyler, Colleen Owen & Wally Jemmings  
MT DEQ Brownfields Coordinators

November 2023



# Assistance for your Community's Development Goals

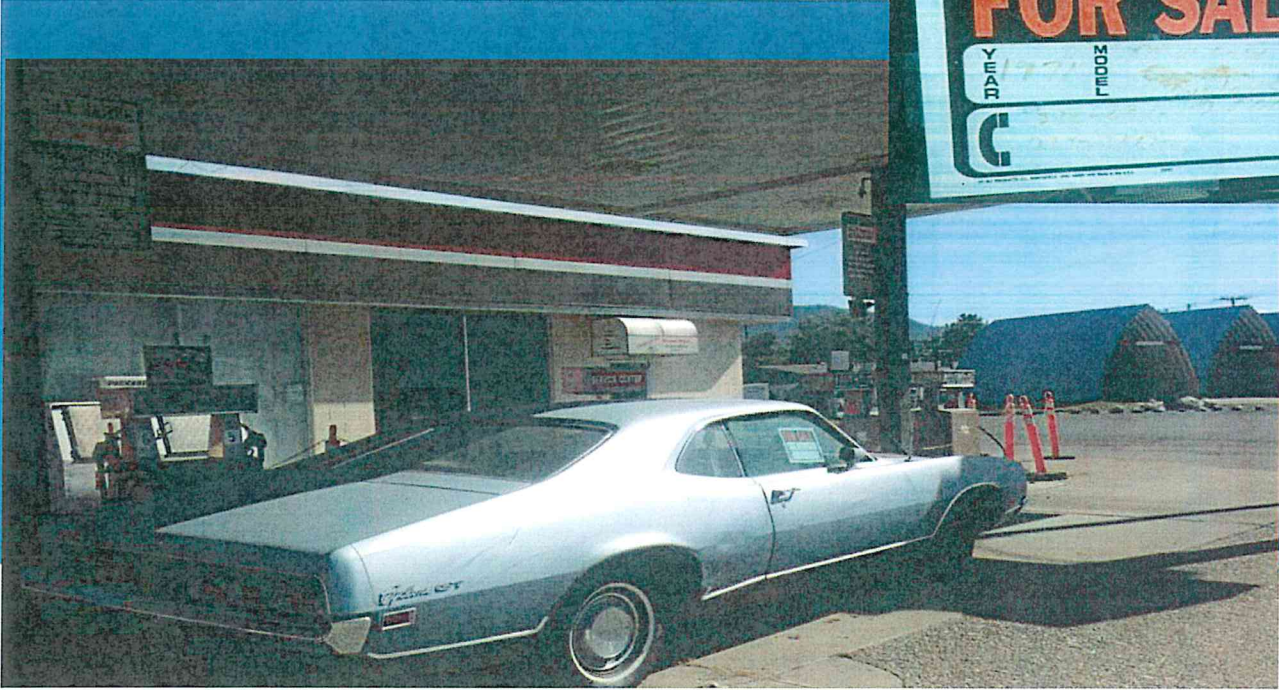
Jason Seyler, Colleen Owen & Wally Jemmings  
MT DEQ Brownfields Coordinators

November 2023





# Brownfields & Opportunities



# Brownfields & Opportunities





## Know What You're Getting Into!



## Brownfields & Opportunities





# Brownfields & Opportunities



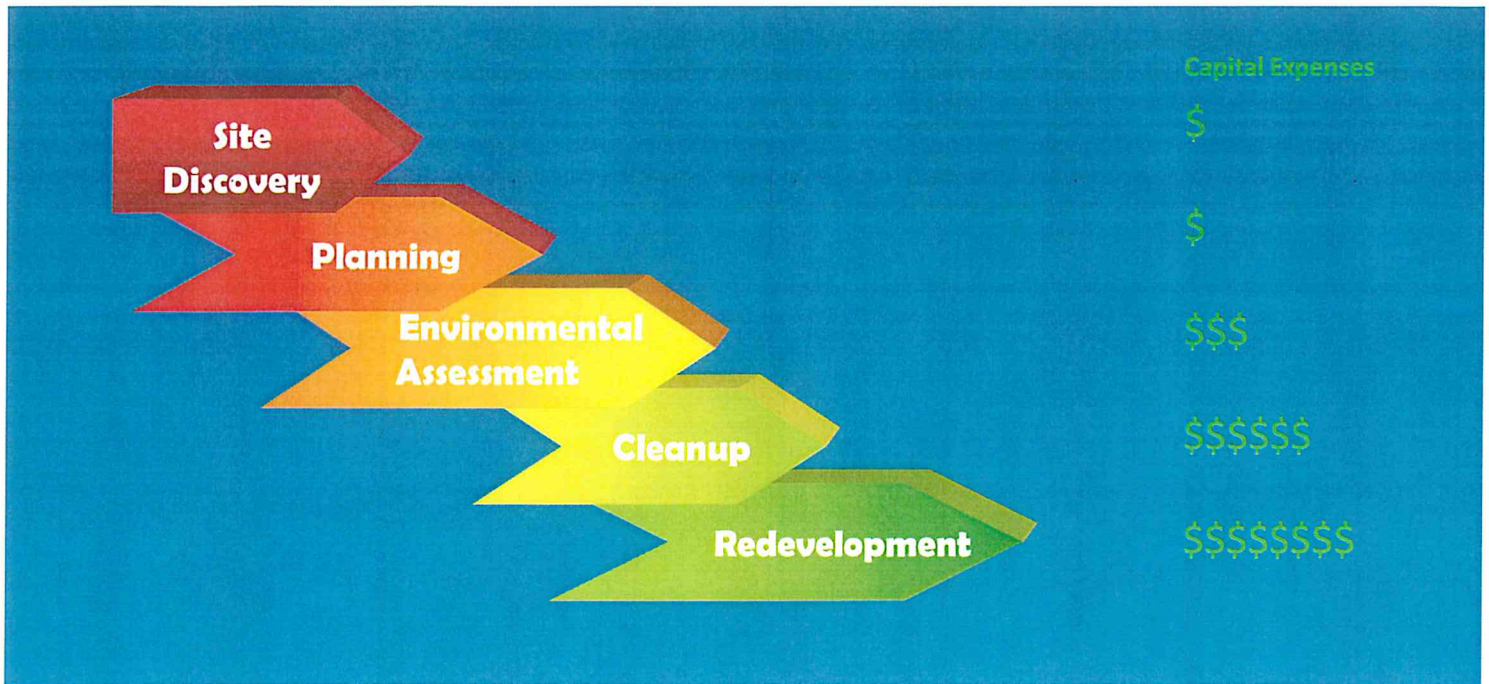
## What are Brownfields?

“real property, expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant or contaminant”

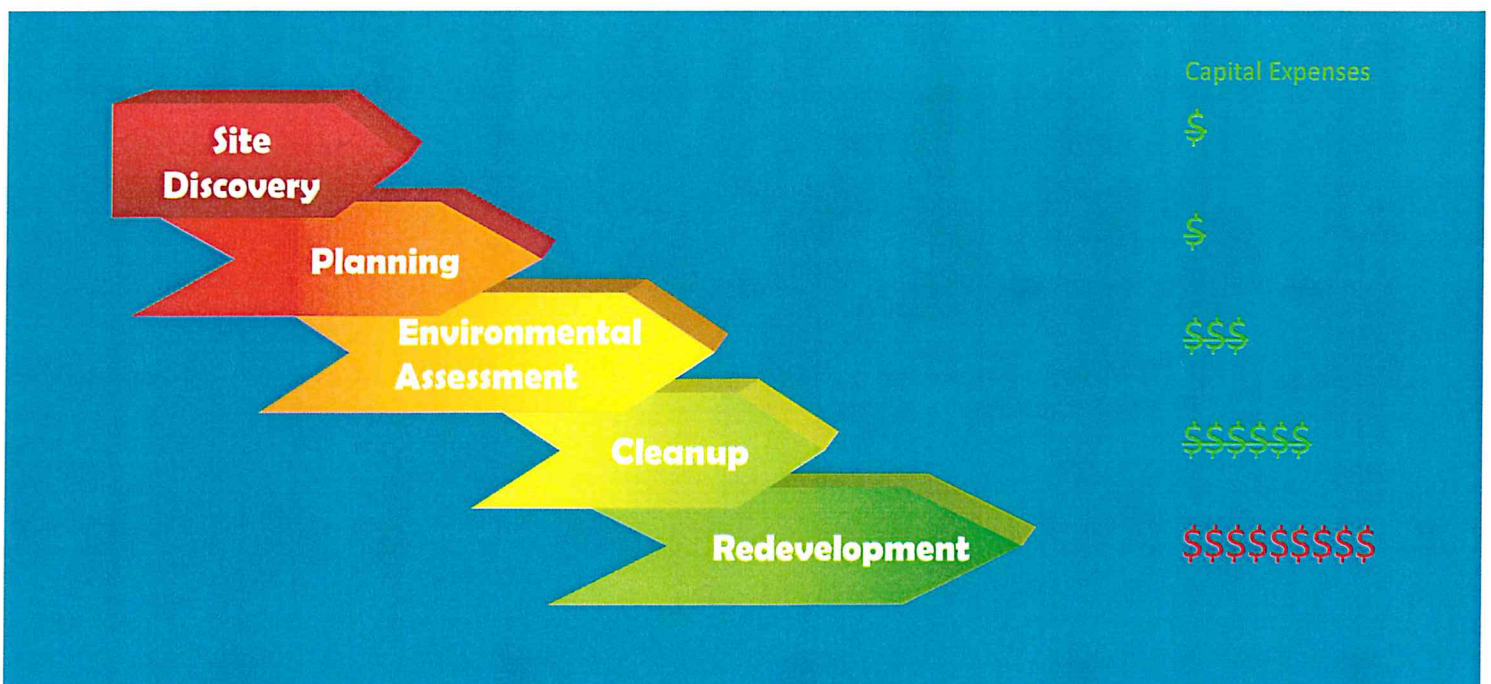




## Common Steps to Traditional Redevelopment

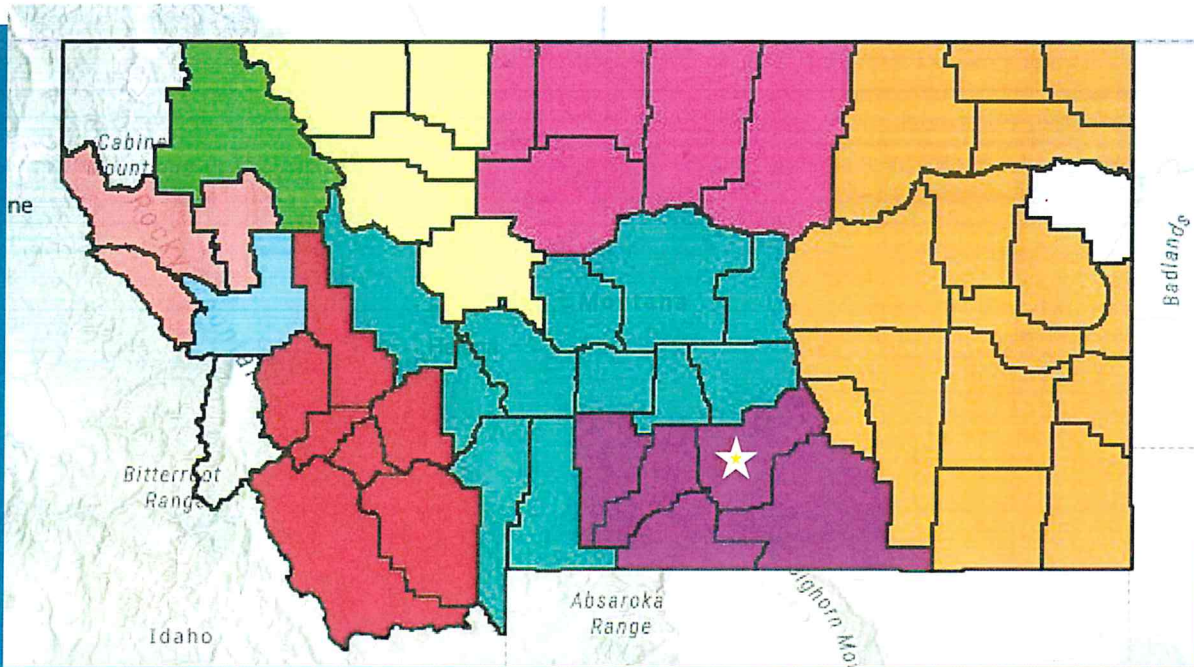


## Common Steps to Brownfields Redevelopment





# Montana Brownfields Resources



## Site Discovery



- Gateways to Communities



**Site  
Discovery**

- Gateways to Communities



**Site  
Discovery**

- Gateways to Communities





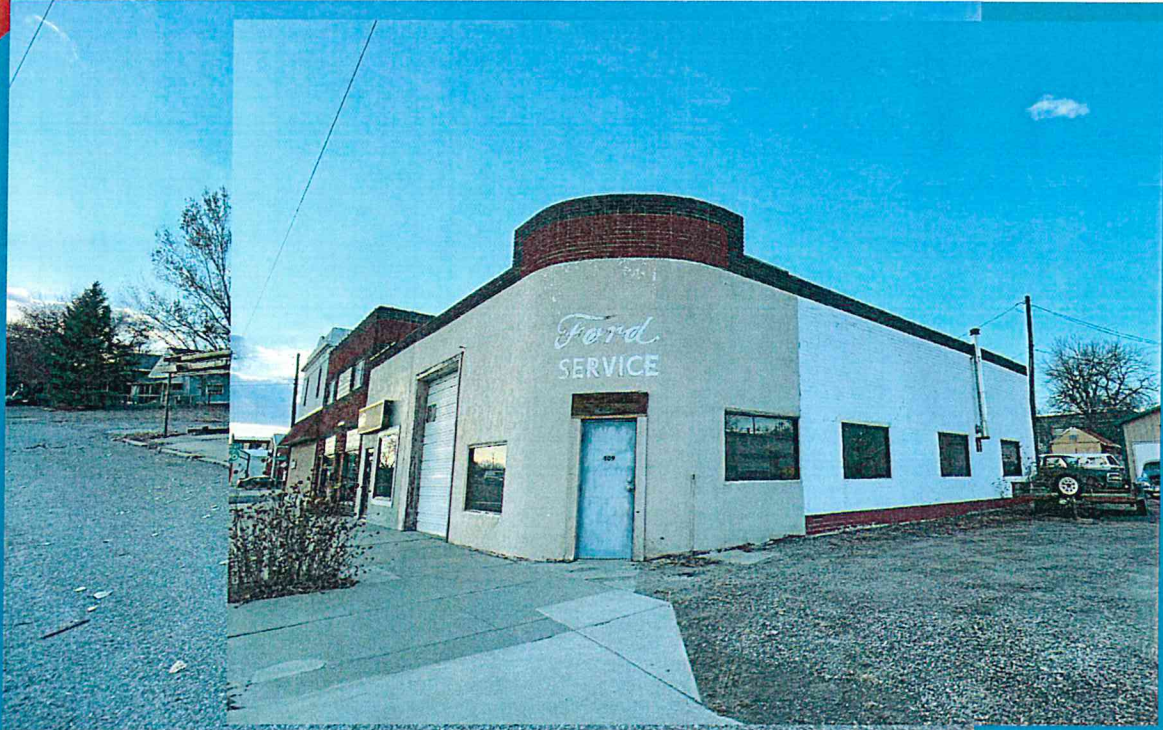
**Site  
Discovery**

Common Examples of Brownfields/Real-estate Opportunities



**Site  
Discovery**

Common Examples of Brownfields/Real-estate Opportunities





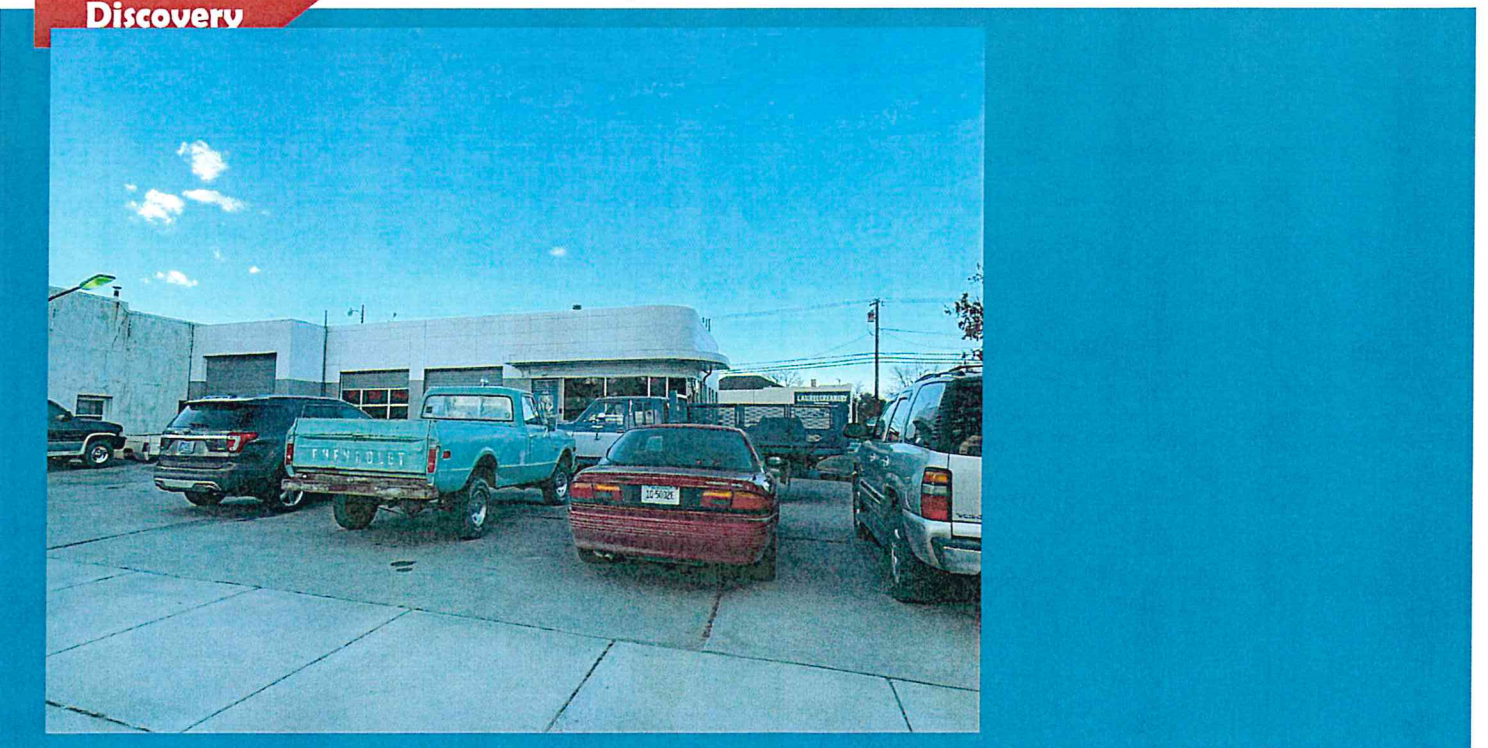
**Site  
Discovery**

Common Examples of Brownfields/Real-estate Opportunities



**Site  
Discovery**

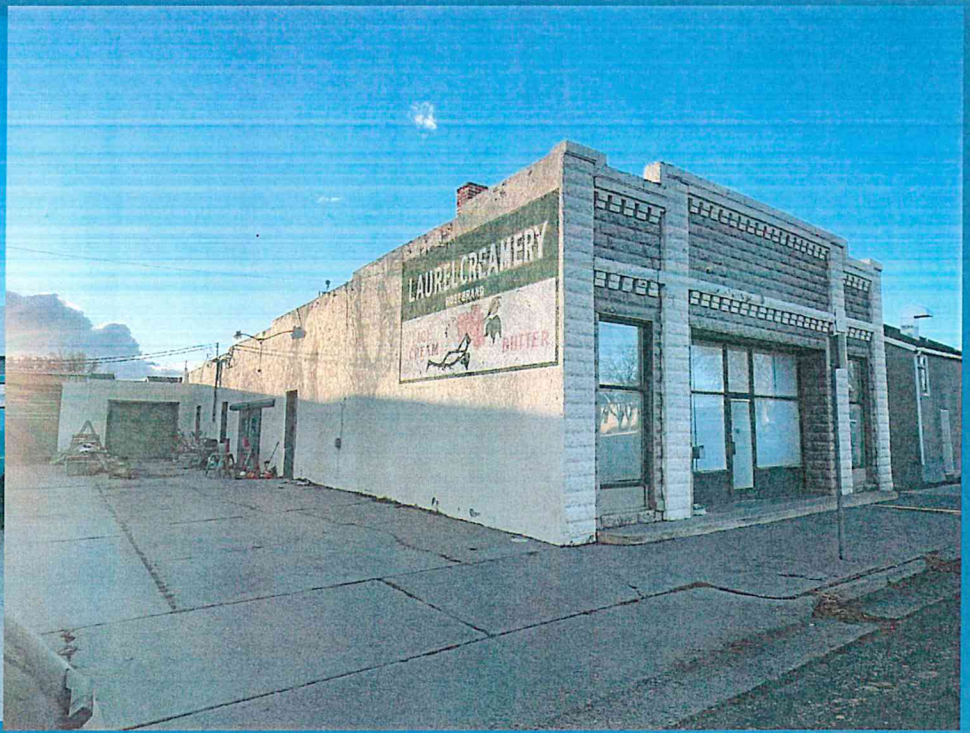
Common Examples of Brownfields/Real-estate Opportunities





**Site  
Discovery**

**Common Examples of Brownfields/Real-estate Opportunities**



**Planning**

**Pea Cannery – Red Lodge**

1. Community Outreach
2. Concept Plans
3. Site Visioning
4. Feasibility Studies
5. Market Studies
6. Preliminary Architecture Reports



**RED LODGE CANNERY  
FEASIBILITY STUDY**

LOCATED AT  
904 Bowen Avenue  
Red Lodge, MT 59062

March 2022

The funding for the Red Lodge Cannery Feasibility Study was funded in part by an award by the Montana Department of Commerce, Big Sky Economic Development Trust Fund Program.





Environmental Assessment

# Laurel Depot – Laurel



Environmental Assessment

# Laurel Depot – Laurel





Environmental Assessment

# Laurel Depot – Laurel



Environmental Assessment

# BROWNFIELDS ASSESSMENTS





Environmental Assessment

BROWNFIELDS ASSESSMENTS



Environmental Assessment

BROWNFIELDS ASSESSMENTS





**Cleanup**

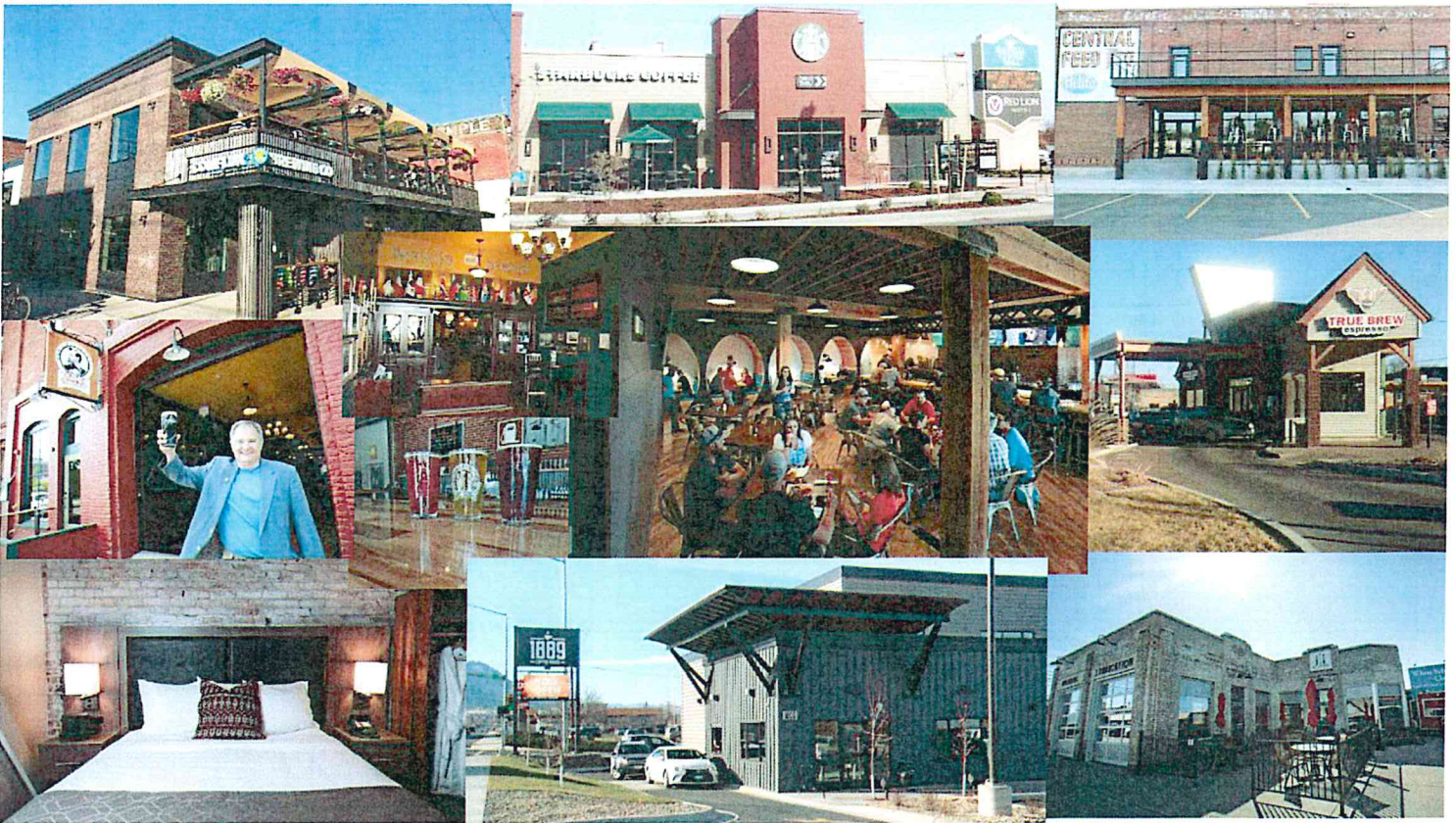
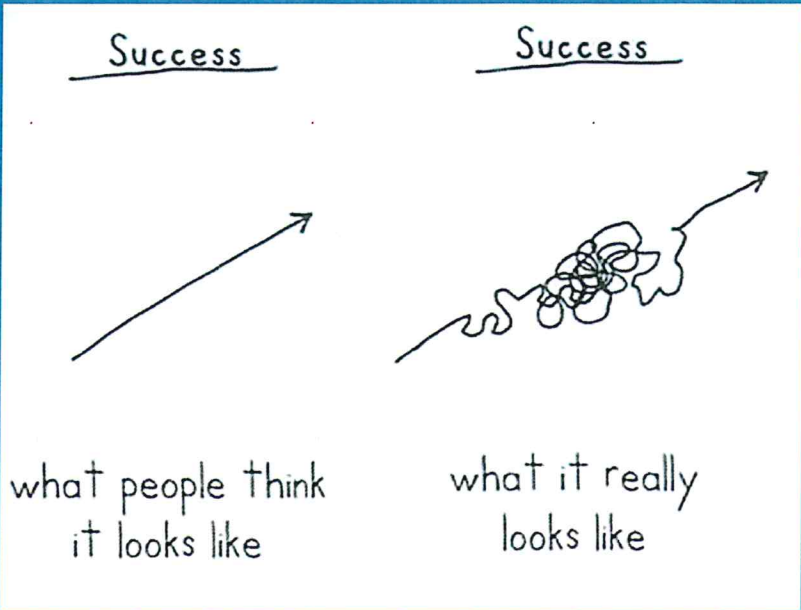


**Cleanup**





# Redevelopment





# MT DEQ Brownfields Team

**Jason Seyler**

Brownfields  
Coordinator

[jseyler@mt.gov](mailto:jseyler@mt.gov)

406-444-6447



**Colleen Owen**

Brownfields  
Coordinator

[cowen@mt.gov](mailto:cowen@mt.gov)

406-755-8954

**Wally  
Jemmings**

Brownfields  
Coordinator

[wjemmings@  
mt.gov](mailto:wjemmings@mt.gov)

406-444-6547

- Resources not Regulators
- Funding and Environmental Expertise



Getting the Job Done

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

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

How can we help you in the future?

- CEDS project goals
- Letters of Support
- Project identification and development
- Partner for training industry requests and trends

**Beartooth RC&D Staff:**

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

Office: 406-406-962-3914

\*Joel Bertolino, Executive  
Director/Food & Ag Center Director  
[jbortolino@beartooth.org](mailto:jbortolino@beartooth.org)

\*Jacy Head, Economic Development  
Director  
[jhead@beartooth.org](mailto:jhead@beartooth.org)

\*Nan Knight, Finance Director  
[nknight@beartooth.org](mailto:nknight@beartooth.org)

\* Myrna Lastusky, Office Support Staff  
[mlastusky@beartooth.org](mailto:mlastusky@beartooth.org)

## Economic Development Program

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

## Food and AG Program

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

### **Eligibility and Guidelines for BRCD Revolving Loan Funds:**

- Loan funds can be used to used to finance acquisition of businesses, land, buildings and equipment; working capital;  
and in some cases, construction/expansion projects.
- Business shall be in the five-county region of Big Horn, Carbon, Stillwater, Sweet Grass and Yellowstone.
- RLF funds must have a positive impact to the area, helping with job creation or retention.
- **Most importantly**, BRCD works with private lenders to fund project costs.
- Collateral must be available; we are unable to do uncollateralized loans.

- \* BRCD will match lender interest rates / flexible term range
- \* Maximum loan amount is \$250,000
- \* Origination fees are 1% to 5% of the amount of the loan,

typically 2%

To be considered a complete loan application, the following items must be provided to the BRCD staff & RLF Committee:

1. A completed Business Plan
2. Financial statements for the past 3 years (for existing businesses)
3. Tax returns for the past 3 years - Business *and* Personal
4. Current appraisals on land or equipment being offered as collateral
5. Personal financial statements
6. Completed Beartooth RLF application
7. Other items deemed necessary for underwriting
8. Partnership Agreement with financial institution, if approved



## Beartooth's Brownfields Assessment Program

- Recently created this year
- \$460,000 is the amount that was awarded by EPA for three years
- The Brownfields Steering Committee will prioritize the project sites
- This funding can be used toward brownfields eligible properties to conduct Phase I & II ESAs and some cleanup planning



## Previous Brownfields Site



- Old Pea Cannery and Brewery
- 904 Bonner Avenue, Red Lodge
- Phase I & II ESAs were conducted with DEQ and EPA
- Feasibility study conducted with Big Sky Trust Fund Planning Program
- The current owners are still in the process of redeveloping the property but hope to re-use it for art purposes and maybe a coffee shop

# Current Brownfields Site

## Helping Hands Food Bank

- 825 3<sup>rd</sup> Street West, Hardin
- Former gas station site
- Phase I & II ESAs have been completed with DEQ and EPA
- The food bank hopes to develop garden spaces to grow food on the property



## Big Sky Economic Development

### • Brownfield Revolving Loan Fund

- **\$1,000,000**
- **Loans**
- **Flexible Terms**
- **Low Rates**
- **Subgrants to Non-profits or Municipalities**







POWERED BY



BIGSKYECONOMICDEVELOPMENT.ORG

# Big Sky Economic Development

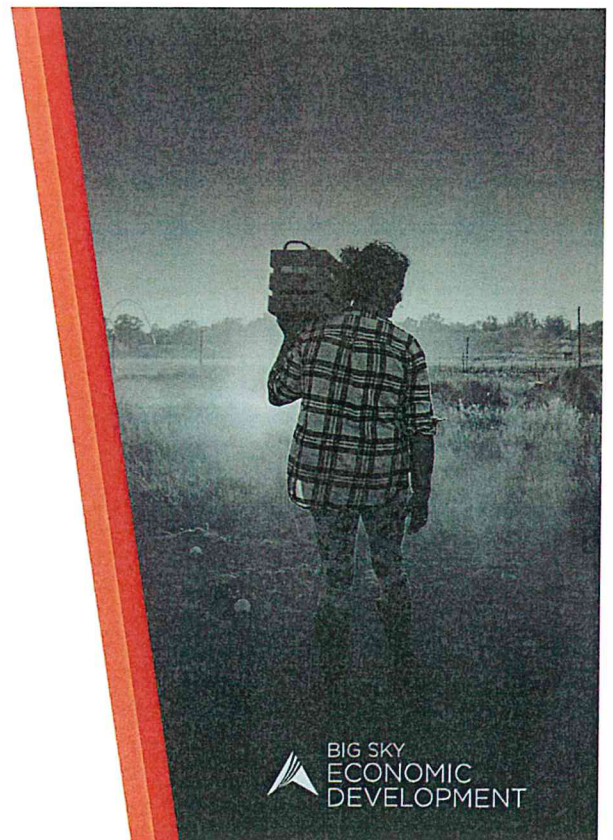
Building A Vibrant Healthy Economy

Business Advising and Lending

Community Development

New Business Recruitment

BIGSKYECONOMICDEVELOPMENT.ORG





## Potential Grants Funding

**Montana Department of Commerce:** The Montana Department of Commerce offers several programs to support community and city development, including the Community Development Block Grant (CDBG) program, which provides funding for a wide range of community development projects.

**Montana Department of Transportation (MDT):** MDT provides funding and technical assistance for transportation-related development projects, such as road construction, maintenance, and improvements, which play a critical role in city development.

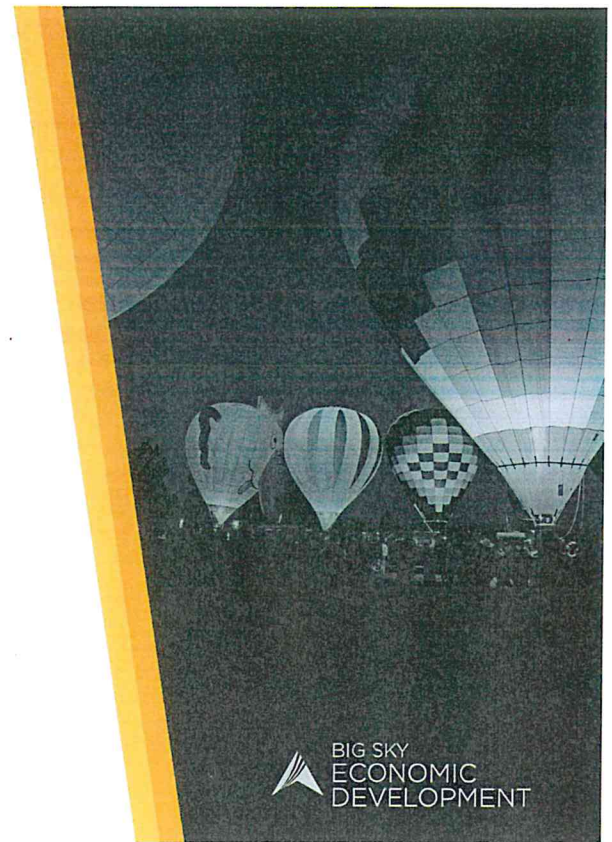
**USDA Rural Development:** The U.S. Department of Agriculture (USDA) Rural Development offers funding for rural city development initiatives, including housing, community facilities, and water and wastewater infrastructure.

**US Economic Development Administration (EDA):** is a federal agency, provides grants to support economic development projects that create jobs and promote growth in distressed areas. Montana cities can apply for EDA funding to spur development.

**Historic Preservation Grants:** If your city has historic buildings or districts, you can explore historic preservation grant programs. The Montana Historical Society and other organizations offer funding for the preservation and development of historic resources.

**The Montana Main Street Program** may offer grants and funding opportunities to support downtown revitalization projects. These grants can help with façade improvements, infrastructure enhancements, and other initiatives.

BIGSKYECONOMICDEVELOPMENT.ORG



## Questions?

## Thank You!

## Contact Information

Jason Seyler, DEQ, [jseyler@mt.gov](mailto:jseyler@mt.gov), 406.444.6447

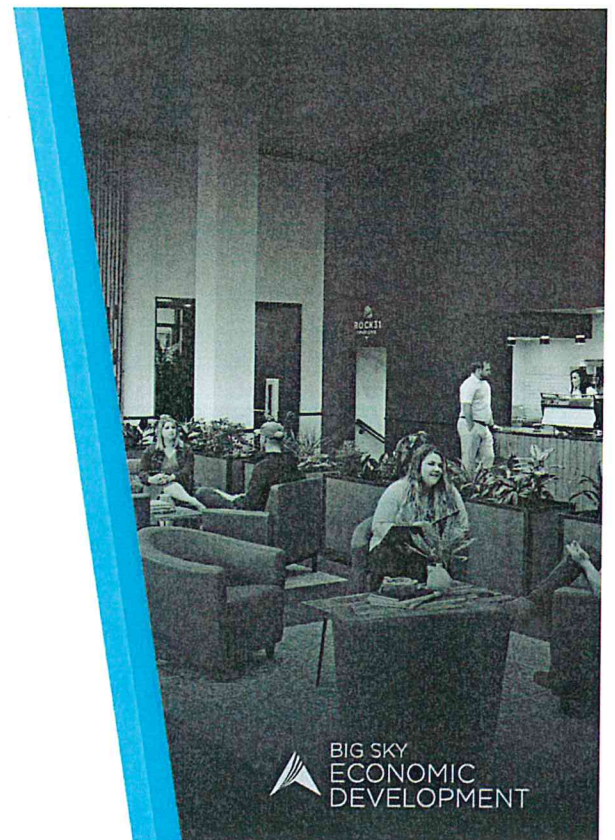
Wally Jemmings, DEQ, [wjemmings@mt.gov](mailto:wjemmings@mt.gov), 406.841.5053

Jacy Head, BRC&D, [jhead@beartooth.org](mailto:jhead@beartooth.org), 406.962.3914

Thom MacLean, BSED, [Thom@bigskyeda.org](mailto:Thom@bigskyeda.org), 406.869.8407

Dianne Lehm, BSED, [Dianne@bigskyeda.org](mailto:Dianne@bigskyeda.org), 406.869.8409

BIGSKYECONOMICDEVELOPMENT.ORG

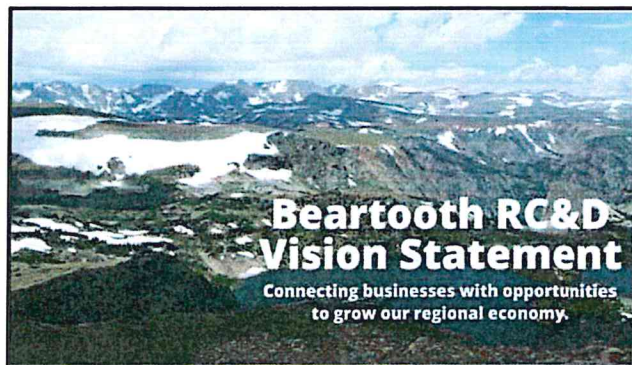


## Beartooth Resource Conservation & Development 2023 Annual Impact Statement

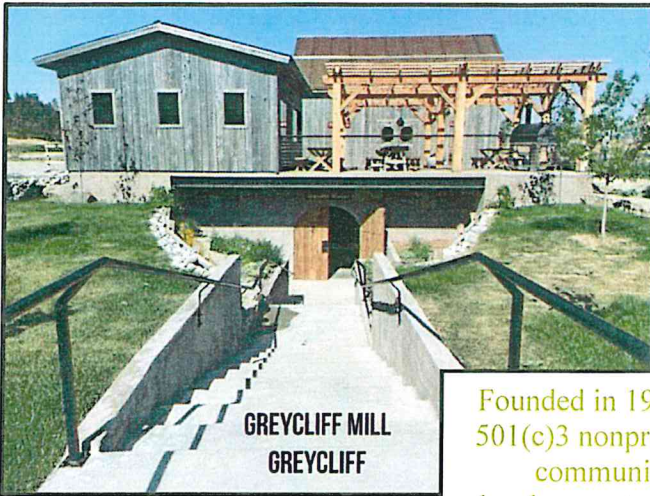


Beartooth RC&D collaborates with more than 50 federal, state and local agencies and organizations. As an Economic Development District, a Certified Regional Development Corporation, a Food and Ag Development Center, and a Revolving Loan Fund (RLF), our local and regional impacts in 2023 (as of Nov.1, 2023) include:

- Provided technical assistance to 141 clients for business, strategic & financial planning.
- Assistance given with business planning, RLF, and grant applications resulted in almost \$9 million of investment. Nearly \$6 million was from private funds.
- 98 regional jobs retained.
- 156 new regional jobs created.
- \$400,000 Rural Microentrepreneur Assistance Program (RMAP) award to provide microloans (\$50,000 or less) to small businesses (10 employees or less).
- \$460,000 Brownfields Community-Wide Assessment Grant awarded to conduct environmental site assessments, develop cleanup plans, and advance the cleanup and revitalization of properties in Beartooth’s rural communities.
- Community Technical Assistance Program’s Lead Service Line program: Beartooth is a technical service provider to assist in inventories of water systems’ service lines.



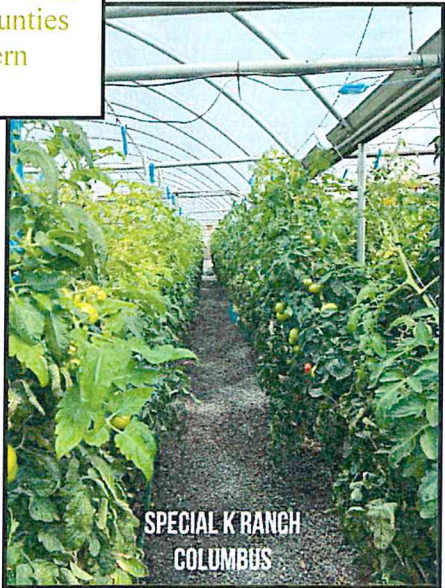




We work with each client on an individual basis to match their specific need to potential solutions. We can assist with planning, access to funding, and project development. Our primary focus is on economic development, community assistance, and value-added food & agriculture development.

Founded in 1969, Beartooth RC&D is a 501(c)3 nonprofit corporation providing community-focused economic development services to the underserved residents of Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties as well as the Crow and Northern Cheyenne Tribes.

- Revolving Loan Fund**
- In the past 5 years, Beartooth's Revolving Loan Fund has created 191 jobs and loaned out \$2.1 million (\$7 million in total project dollars)
  - Over 25 years of successful lending experience
  - Of 107 originated loans, over 90% are still in business today
  - 21 loans managed in 2023



Visit our website at [www.beartooth.org](http://www.beartooth.org)  
Follow us on Facebook and LinkedIn!


October 5, 2023

City Of Laurel  
P. O. Box 10  
Laurel, MT 59044

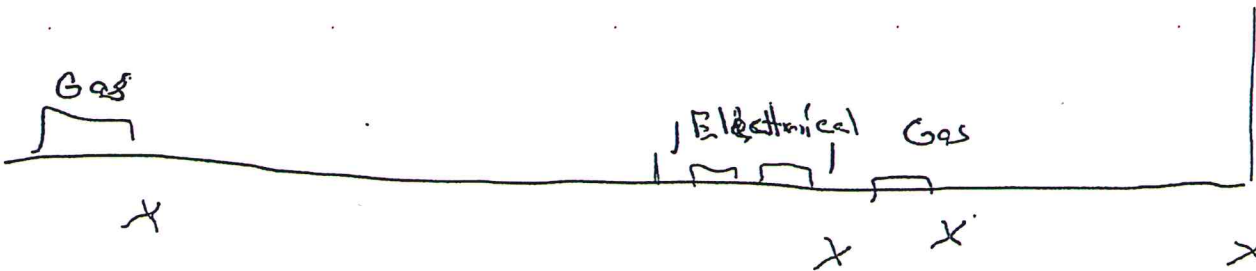
Attention: Jason Gonzales

I Ron Seder owner of the new office building at #9 2<sup>nd</sup> ave. I am asking for an easement in the alley of this property to install 4 pollards. 1 pollards would be placed on the corner as you turn into alley to protect building structure from traffic turning into alley. The 2<sup>nd</sup> pollard would be place next to new gas meters being installed and 3<sup>rd</sup> pollard would be to protect electrical panels. The 4<sup>th</sup> pollard would be installed next to gas meter for the king koin laundromat building. If you have any question feel free to contact me at 406-855-5050.

Thank You for your prompt attention to this matter.

Sincerely,  
  
Ron Seder

The pollards would be 20 to 22in out from back of building.



**File Attachments for Item:**

11. Arbor Day Proclamation 2024



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\*\*\* OFFICIAL PROCLAMATION \*\*\*

---

**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Dave Waggoner, Mayor of the City of Laurel, Montana, do hereby proclaim May 7, 2024 as **ARBOR DAY**

In the City of Laurel, Montana, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 14th day of November 2023, \_\_\_\_\_

Mayor \_\_\_\_\_

**File Attachments for Item:**

12. Budget/Finance Committee Minutes of October 23, 2023.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 23, 2023**

**Members Present:** Richard Klose, Michelle Mize, Emelie Eaton

**Others Present:** Kelly Strecker, Mayor David Waggoner, Dennis Eaton

The meeting was called to order by the Committee Chair at 5:15 pm.

**Public Input:** There was no public comment.

**General Items –**

1. Review and approve September 26, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of September 26, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through October 6, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through October 6, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
4. Review and recommend approval to Council; claims entered through October 20, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through October 20, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the 2023 September Utility Billing Adjustments, Emelie Eaton moved to approve the 2023 September Utility Billing Adjustments. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
6. Review and approve Payroll Register for the pay period ending October 1, 2023, totaling \$235,947.93. Emelie Eaton motioned to approve the payroll register for the pay period ending October 1, 2023, totaling \$235,947.93. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
7. Review and approve Payroll Register for the pay period ending October 15, 2023, totaling \$229,643.73. Emelie Eaton motioned to approve the payroll register for the pay period ending October 15, 2023, totaling \$229,643.73. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
8. Review and approve July 2023 Financial Statements. Emelie Eaton motioned to approve the July 2023 Financial Statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
9. Review and approve August 2023 Financial Statements. Emelie Eaton motioned to approve the August 2023 Financial Statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
10. Review and approve September 2023 Financial Statements. Emelie Eaton motioned to approve the September 2023 Financial Statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

**New Business –**Guest speaker Dennis Eaton from the Montana Rural Water Association spoke about the grant opportunities from the USDA. He explained the process and said if we were interested, he would help us apply. Kelly stated that she would be interested in learning more. Kelly and Dennis are going to schedule a time to meet in the next few weeks.

**Old Business –** None

**Other Items –**

1. Review Comp/OT reports for the pay period ending October 1, 2023.
2. Review Comp/OT reports for the pay period ending October 15, 2023.




3. Review the claim schedule for the upcoming months. There were no questions on the new schedule.
4. Mayor Update – The Mayor stated that the South Fourth Street project is close to being completed.
5. Clerk/Treasurer Financial Update-Kelly stated that she did not have much to report as far as a financial update. She said she has been busy the last couple of weeks with the above items.

**Announcements –**

6. The next Budget and Finance Committee meeting will be held on November 14, 2023, at 5:30 pm.
7. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 5:55 p.m.

Respectfully submitted,

  
Kelly Strecker  
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:**

13. Emergency Services Committee Minutes of October 23, 2023.

**MINUTES  
CITY OF LAUREL  
EMERGENCY SERVICES COMMITTEE  
MONDAY, OCTOBER 23, 2023**

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

Meeting called to order by CM Wilke at 605 pm.

In attendance: CM Wilke, CM Klose, CM Mackay, JW Hopper, Troy Charbonneau, Lyndy Gurchiek

We did not have a quorum so we were unable to approve last month's minutes.

**General Items**

LPD Report from Chief Langve:

777 total calls for the reporting period (7%-8% increase)

Down 3 positions – limits proactive policing like traffic stops

SRO's fill in as able

New hire is in field training. Two candidates in background checks.

Officer Siebert celebrated 1 year anniversary at LPD and Officers Baumgartner and Booth celebrated 5 years.

LPD partnering with a taskforce fighting Internet Crimes Against Children. Officer Swan will be the liaison with the program.

Officers are completing Red Dot training with their firearms.

Auction inventory is at the auction house. Hoping auction will be in the next month.

Ambulance Report from Director Lyndy:

113 calls for reporting period

Continuing to educate on the upcoming Mill Levy – still looking for opportunities to speak

Working on MDT grant

Continuing new staff training

LVFD Report from Chief Hopper

43 calls for reporting period

Training on new brush truck, maintenance, structure fires and SCBA dodgeball

Currently at 35 members

Deputy Kulesa retired after 26.5 years of service

Working on a recruiting video – may partner with PD

Open House was very well attended

Radio repeater was returned due to issues – hoping for a quick fix

Received DNRC grant for \$3000 working with Kelly and Attorney Braukman to figure out perimeters of use

Currently winterizing vehicles

Maintenance issues with Engine 1 and Engine 2 – valve problems and other issues

**New Business**

Mill Levy watch party at Carlton Depot on Tuesday, 11/7

**Announcements**

1. Next Meeting will be Monday, November 27, 2023 at 6:00pm in Council Chambers



**File Attachments for Item:**

14. Tree Board Minutes of June 15, 2023.

Minutes  
City of Laurel  
Tree Board  
6/15/23

Council Conference Room

Attending: Matt Wheeler, Michelle Mize, Paul Kober, Phyllis Bromgard Phone: LuAnne Engh  
Guest Speaker: Scott Meyers – Billings Arborist

1. Public Input
  - a.
2. General Items
  - a. April minutes approved – May meeting was the Arbor Day celebration
  - b. Scott Meyers – Shared and update on DNRC grants available to all cities up to \$15,000. He would help us apply for them. He also suggested we join the MUFA – Montana Urban Community Forestry Association. Most cities on listed and share ideas and projects that work for their communities. Individual membership is \$25 annually, \$100 for cities.
  - c.
3. Old Business
  - a. The LURA committee has started meeting again. There is also the downtown committee that wants to improve the downtown storefronts. We should look at the larger DNRC Urban Forestry grant to help improve trees.
  - b. The city is committed to the Splash Pad. \$150K is raised, ground is ready. Delay due to the early rains that caused the contractor to move on to another job.
4. Other Items
  - a. Volunteer hours – Keep your hours for all meetings, time spent on Arbor Day or any other project.

Next meeting Thursday, August 3, 4:30 Council Conference room

**File Attachments for Item:**

15. Tree Board Minutes of October 5, 2023.



Minutes  
City of Laurel  
Tree 10/5/23  
Council Chambers

Attending: Michelle Mize, Paul Kober, Walt Widdis, LuAnne Engh, Phyllis Bromgard

1. Public Input
2. General Items
  - a. August Minutes approved
  - b. Meeting place – Council Conference Room is now the Court Office. We will be meeting in the old Court room from now on, unless it's used an then we'll be upstairs. The Council Chambers is too large for our group
  - c. Possible new board members – Pat Hart & Dan Fevold (Sylvan Nursery)
  - d. Arbor Day funds: City \$776 Laurel Foundation: \$925
  - e. Arbor Day 2024: Tuesday May 7<sup>th</sup> Kiwanis Park
  - f. Logo and Theme – Quinn Butler, grade 7 School of Life, Trees=Beauty & Opportunity
  - g. We are planning 2-3 trees on the west side of the playground to shade the equipment.
  - h. MUCFA – Kelly never received any invoice from them so LuAnne will follow up
  - i. Library trees – 2 trees were planted on Oct 3<sup>rd</sup> by Sylvan Nursery. One will be dedicated to Jean Carol Thompson and a marker will be placed until a permanent plaque is made. Nancy the Librarian will make sure they are watered. Bright n Beautiful paid for one and Arbor Day paid for the other. (\$270 each)
  - j. The fallen crab tree in the Chamber park was replaced with another crab by the Laurel garden club

New Business

- a. The idea of facilitating a 3<sup>rd</sup> grade leaf clean up this Fall doesn't seem to work with the school schedule. Let's bring this up next year.
- b. Matt has said the city has money for underground sprinklers in Kiwanis Park and possibly Nutting Park \$87,000 – These parks are the only ones left that don't have automatic watering.
- c. Tree Education – with the new south side 4<sup>th</sup> Street boulevards, the property owners will need to be notified the trees are their responsibility. It's unsure when the trees will be planted. LuAnne will search for the letter we sent out for 8<sup>th</sup> Ave boulevards.

- d. Fall Tree Care – LuAnne wanted to see an article in the Outlook about how to care for your trees in the Fall – when to stop watering, prep against deer, fertilizing, etc. She will ask Jackie Webb to help with an article.
- 3. Old Business
  - a. DNRC grant – Matt says we should qualify this year. Michelle said she would help with the application this year
- 4. Other Items
  - a. Volunteer hours – Keep your hours for all meetings, time spent on Arbor Day or any other project as this helps when applying for grants.

Next meeting: Thursday, November 9th, 4:30 Council Conference room – we moved the meeting to the next week to maximize attendance.

**File Attachments for Item:**

16. Public Works Committee Minutes of October 16, 2023.



**MINUTES  
CITY OF LAUREL  
PUBLIC WORKS COMMITTEE  
MONDAY, OCTOBER 16, 2023**

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

Meeting called to order by CM Wilke at 558 pm.

In attendance: CM Wilke, CM Eaton, CM Mackay, Matt Wheeler, Jon Gotschall

**General Items**

1. Approval of Minutes from September 18, 2023  
CM Eaton made a motion to approve the previous month's minutes. CM Mackay seconded.  
Voted and passed 5-0.

**New Business**

2. Emergency Call Out Report  
Matt Wheeler presented the call out numbers which were light until 10/15 and 10/16. On the 15<sup>th</sup>, there was an issue at the Elm Lift Station that was quickly fixed and was under warranty. On 10/16 water was shut off at the wrong address. Matt is addressing that issue.
3. KLJ Report  
Matt reviewed the current list of projects:
  - Sewer line replacement in the alley between 5<sup>th</sup> Ave and 7<sup>th</sup> Ave needs to be done. Line is 10 ft deep with fiber optic cable over it. Line likely has several breaks in it. Line needs to be replaced before car wash owner does any improvements to the alley.
  - The Splash Park contractor left 2 weeks ago and is supposed to come back in the spring. The City does have a contract with the price locked in. The Laurel Splash Park is first on the list to be completed in the spring. City is currently working on replacing the fence around the pad by using the same posts and replacing the chain link. Jares is donating the labor.
  - The project on S 4<sup>th</sup> has reached substantial completion. A final walk through was done and Matt identified 38 items that the contractor needs to address before the project is officially done. Matt confirmed that there will be stop signs every 2 blocks. The playground at Russell Park will be done next week.
  - Committee briefly discussed Planning Services confirming that there's new construction going on in town and Laurel is growing.

**Old Business**

**Other Items**

Three encroachment requests were discussed and CM Eaton will make a motion for them at the next City Council meeting.

- Property owner across from the Yellowstone Bank parking lot would like to put protective barriers at the back of his building to protect the gas meter. This barrier could encroach on the alley way.

- Sunshine Academy would like to beautify the sidewalk / exterior of the building with concrete flower planters.

W 12th, between 1<sup>st</sup> Ave and Valley Drive, needs work. Matt estimates it would be about \$50,000 for the necessary 3 inch overlay. He and Kelly checked and there is money available and he believes the County will reimburse a portion.

All school zone signs need to be updated to have the same time listed (730 am)

CM Eaton made a motion to bring these 4 issues to City Council. CM Wilke seconded and it passed 5-0.

West Railroad work should begin in 2026. City is preparing to pay for their portion.

There have been citizen complaints about the concrete company releasing murky water onto West Railroad. Matt talked with company.

### **Announcements**

4. Next Meeting will be Monday, November 20, 2023 at 6:00pm in Council Chambers

Meeting adjourned at 6:35 pm

**File Attachments for Item:**

17. Library Board Minutes of July 11, 2023.



MINUTES  
CITY OF LAUREL  
Library Board

07/11/2023

06:01 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad

X Kate Manley

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison

X Arthur Vogeleson, Board Chair

X Lela Schlitz – via Zoom

X Mary Nelson

**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 – Noone has attended but Arthur commented that he is concerned about the political groups that are now targeting specific library associations and not just libraries. We will take a ‘watch and see’ stand on these issues.

2. General Items

- a. The minutes for June 2023 were presented for approval. Lela motioned the minutes be approved as presented, Mary seconded the motion. Minutes were approved.
- b. Correspondence – \$50 donation from Ray Wells.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 21.5%; *circulation*: all items circulated totaled 4,765 (including 617 eBooks), book circulation was up 7.5%, media circulation was up 11.3%, eBook checkouts for this month was 14.4% of total book circulation, we circulated 1128 items to partners and 211 items from other libraries; *computers*: internet use was up 64.3%, children’s use was down 0.075%, wi-fi use up 156%; *patron cards*: city patrons make up 60.6% of registered users, county 30.4% and out of county users make up 8.9%. There were 37 tech assists in June.

3. New Business

- a. Katie Fjelstad has been appointed by Mayor Waggoner as our newest board member. Her term ends June 30, 2028. This is her first full term. Welcome to Katie Fjelstad! Lela is up next for applying for a full term on the library board.
- b. Fall Workshop is scheduled for September 18<sup>th</sup> & 19<sup>th</sup> in Great Falls. Registration hasn’t been made available to library staff and trustees yet. As soon as it is open, Nancy will

forward registration information to everyone that is interested in attending provided there are workshops geared toward trustee professional development.

- c. The Director's Retreat is scheduled for October 1<sup>st</sup> & 2<sup>nd</sup> at Chico Hot Springs Resort. As soon as registration opens, information will be forwarded to everyone that may want to attend the workshops.
- d. Just a quick notice that Chris will be out on vacation for two weeks later in the month – July 17<sup>th</sup> through July 27<sup>th</sup>. His sons are taking him to the Baseball Hall of Fame in Cooperstown, NY. Nancy will be taking a quick trip later in the month to Minnesota because her mother is ill.

#### 4. Old Business

- a. The library license plate paperwork has been submitted but we received notice that we needed to include extra information. The foundation doesn't have a W-9 but an SS-4. Nancy submitted this with a statement of fact. The plates should be ready January 1<sup>st</sup> for purchase. The library will receive \$30 per plate as funding for the library.
- b. The summer lunch program has been very busy this year again. During the three weeks in June, we served 833 meals to our young patrons. The program continues until August 11<sup>th</sup>.
- c. The summer reading program has been very successful. We've had 247 children attend the read-aloud and the book buzz programming.
- d. Nancy met with the Clerk/Treasurer and Mayor Waggoner last week. We are waiting on what request the union will be making as part of their agreements. In the discussions during the meeting, a few items will be increased. We are asking for a book budget of \$10,000 for this year. Other items have been adjusted so that the overall increase won't exceed the amount recommended by the mayor.
- e. There was a leak in the roof into the ceiling of the library. Part of the budget discussion involved turning the roof damage to the insurance company for replacement since repairing hasn't worked up until recently. Arthur expressed concern that the soffit and fascia are also needing to be repaired. He would like to see this added into the cost of replacing the roof on the library. There will be updates at the next board meeting.
- f. Board members worked on a couple policies for computer and internet usage while at the library. Kate moved that we accept the updated policies as changed, Katie seconded the motion. Motion passed. Copies of the updated policies will be given to board members as well as placed on the website and held at the circulation desk.

#### 5. Other Items

- a. Upcoming Items:

Possible emergency leave for Nancy because of family crisis.

#### 6. Announcements

- a. The next regular meeting is August 8, 2023 at 6:00 pm in the library community room.

Meeting adjourned at 7:05 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. Library Board Minutes of August 8, 2023.



MINUTES  
CITY OF LAUREL  
Library Board

08/08/2023

06:08 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad – via Zoom

X Arthur Vogeles, Board Chair

X Kate Manley

X Lela Schlitz

X Nancy Schmidt, Secretary

Mary Nelson

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. The minutes for July 2023 were presented for approval. Kate motioned the minutes be approved as presented, Lela seconded the motion. Minutes were approved.
- b. Correspondence – \$50 donation from Ray Wells & \$100 from Eileen Burton
- c. Circulation Report – (compared to the same time period as last year) *Traffic:* up 13.8%; *circulation:* all items circulated totaled 4,563 (including 677 eBooks), book circulation was up 16.7%, media circulation was down 30.6%, eBook checkouts for this month was 15.3% of total book circulation, we circulated 798 items to partners and 243 items from other libraries; *computers:* internet use was up 51%, children’s use was down 34.2%, wi-fi use down 17%; *patron cards:* not available at this time, the system was down. There were 44 tech assists in July.

3. New Business

- a. The Board of Trustees held their annual election of officers. Our new Board Chair is Kate Manley, Vice-Chair is Arthur Vogeles, Arthur has also put his name in as Federation Representation. Katie motioned that the slate of officers be accepted as presented. Lela seconded the motion, motion passed.
- b. According to the State Library Public Standards each board member should have 3 hours of training each year. We have a DVD that is available for watching. If a DVD player isn’t available there are links that Nancy can send to each board member for extra training. These hours will all count toward library certification for the board member.

- c. Sign up for the MSC Fall Workshop should be starting soon. Nancy will send the link to library personnel and board members when it is available. Fall workshops will be in Great Falls on September 18<sup>th</sup> & 19<sup>th</sup>. Anyone interested in attending should let Nancy know so she can help with registration and motel rooms. You may want to sign-up for Wired-MT to get email notification of upcoming events.
- d. The Fall Retreat at Chico Hot Springs is scheduled for October 1<sup>st</sup> & 2<sup>nd</sup>. Again, once registration training is open Nancy will send out the information to board members. Please let her know if you would like to attend the retreat so she can book a room for you.

4. Old Business

- a. The roof repairs have been submitted to MMIA for approval but the claim has been denied. The mayor stated that he will ask the city attorney to contact MMIA to determine if the claim can be reevaluated for payment considering the extent of the damage from wind and hail.
- b. Our summer lunch program was very busy this year We served 701 hot lunches in July. Our contract ends this year so this may be our last year serving lunches at the library. We have to requalify for the program next year. We will need to reevaluate to impact that the program has had on the library each summer. During COVID the number of meals served was impressive. Since that time, the numbers have steadily fallen. Serving the lunches creates a slight increase in general traffic but not a significant increase for amount of prep required to serve the meals. Library staff have expressed the feeling that the program was better when it was a grab-n-go lunch rather than a hot lunch because of the amount of waste they see every day. Marcie Hilliard will be contacting the library next spring about the lunch program.
- c. The summer reading program was done in partnership with the Laurel Public Schools librarians. We had 415 young patrons attend our Book Buzz and library programs. We didn't have any programming the week of July 4<sup>th</sup>.
- d. The Library Use Policy and the Computer Use Agreement have been completed. The only thing left to add to the policies is the code for MCA and dissemination of pornography to minors. It is listed under MCA 45-8-206 (1)(a). Nancy is still looking for demographic information to list for the Collection Management and Development Policy. Demographics are used to make sure we are serving the needs of all Laurel residents.

5. Other Items

a. Upcoming Items:

Nancy may have to leave for a trip to MN for a possible funeral. Her mother is very ill from cancer.

The Union members will be voting soon on the CBA. Hopefully, this will be completed before the end of the month.

6. Announcements

- a. The next regular meeting is September 12, 2023 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

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

19. Library Board Minutes of September 12, 2023.



MINUTES  
CITY OF LAUREL  
Library Board

09/12/2023

06:06 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad – via Zoom

X Kate Manley – via Zoom

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison

X Arthur Vogele, Board Chair – via Zoom

X Lela Schlitz – via Zoom

X Mary Nelson

**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. The minutes for August 2023 were not presented for approval due to a clerical error. They will be presented next month for approval along with the September 2023 minutes.

- b. Correspondence – \$50 donation from Ray Wells & \$50 from Gail Norman

- c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 17.8%; *circulation*: all items circulated totaled 4,591 (including 658 eBooks), book circulation was down 7.9%, media circulation was down 12.7%, eBook checkouts for this month was 15.9% of total book circulation, we circulated 915 items to partners and 297 items from other libraries; *computers*: internet use was up 26.8%, children’s use was down 65.4%, wi-fi use down .001%; *patron cards*: city patrons make up 62.7% of registered users, county is 28.3% and state/out of county has 8.98% of our registered patrons. It is typical for the decrease in patronage during August because of the other activities going on around the area and the start of school. There were 39 tech assists in August.

3. New Business

- a. The 2<sup>nd</sup> grade students from West Elementary will be coming down to the library on September 25<sup>th</sup> & 26<sup>th</sup> for library tours. We will register those students that don’t already have library cards. The librarian at West School, Anna Meadows, set up the tours with the teachers so the students can learn about how our library works and when the students can start using our facility and get their own library cards.

- b. The Federation meeting is scheduled for Saturday, September 30<sup>th</sup> at 9:00 am here at the library. We are open to suggestions for the morning snack and lunch. Jimmy Johns catered sandwiches with chips was suggested. We will also offer coffee, tea, and sodas throughout the meeting. The training being offered in the afternoon is Prepare to Care by AARP Montana.
- c. Nancy will be attending a couple of meetings in Columbus in October. On the 10<sup>th</sup> there is a meeting for the Federation coordinator's at 1:00 pm along with an open house at the library to meet the state library commissioners. On October 11<sup>th</sup> there is a State Library Commission meeting that all coordinator's are required to attend and present their annual report of activities and expenses. We may want to consider changing our next board meeting to Tuesday, October 17<sup>th</sup> to accommodate Nancy's attendance at the other meetings.
- d. The next book sale is scheduled for October 23<sup>rd</sup> through November 4<sup>th</sup>, 2023. We are taking donations and will have signup sheets for anyone that wants to volunteer during the sale. Please let others know that we are always looking for more volunteers.
- e. There was an update on the use of the community room. It is getting busier again which we are glad to see happen. The guitar lessons have started up again. Pat Kukes does the lessons on Wednesday afternoon and Bob Engel has a small class on Saturday afternoon before the library closes. We have patrons using it to practice their dulcimers, tutors are using the main part of the library, bunco meets three times each month in the evenings, homeschool coop teaches a STEM class once a month, and book club also meets each month. We are busy but always will to add more to the calendar. It may be time to seriously consider finding the funding for adding some meeting rooms onto the library.

#### 4. Old Business

- a. Kate and Nancy are planning on attending the Fall Workshop in Great Falls. They will leave on Sunday, September 17<sup>th</sup> and return on Tuesday, September 19<sup>th</sup>. They will share their experiences/trainings at the next board meeting.
- b. The Fall Retreat in Chico will be attended by Arthur and Nancy on October 1<sup>st</sup> and 2<sup>nd</sup>. Lela is considering going also and will notify Nancy as it gets closer. Again, reports of the training will be shared at the next board meeting.
- c. The contract for reroofing has been approved by the Council and signed by the city personnel. Donahue Roofing & Siding LLC will start on the roof the week of September 18<sup>th</sup>. We are looking forward to having the roof repaired so we no longer have to worry about leaks or more shingles blowing off on extremely windy days.
- d. The budget is completed and has been turned in to the Council for approval. Our budget is \$300K this year which is 31 mills (no increase in mills but each mill has a higher value). Staff has an increase in wages of 5% along with an extra personal day in lieu of Juneteenth not being a legal holiday in Montana. Staff also received an increase in their FLEX amount to use for medical reimbursements. Board and staff members are all pleased with the budget.

5. Other Items

- a. September starts the season of monthly holidays that the library will be closed – just and FYI on this. We will be having some extended closings depending upon when some of the holiday’s fall.
- b. Nancy has asked Eli to block certain games at the library between 9:00 am and 3:30 pm so that those children that are being homeschooled aren’t spending all day just playing on the computers. He will also monitor other sites as needed.
- c. Arthur will send to Kate the login information for both the board chair email and etimetool.com timesheet. Arthur has already approved the latest timesheet and Kate will be responsible for any timesheets after that.
- d. Mary asked about the progress of the snack trolley. We had some items in the snack cart but we realized that most of the items were being taken by those that don’t really need them but they just don’t want to go home to eat lunch. We’ll keep items available when patrons need them.
- e. Upcoming Items:  
None

6. Announcements

- a. The next regular meeting is October 17, 2023 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Lela motioned that the meeting be adjourned, Kate seconded the motion. Meeting adjourned at 6:57 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:**

20. Park Board Minutes of November 2, 2023.





**AGENDA  
CITY OF LAUREL  
PARK BOARD  
THURSDAY, November 2, 2023  
5:30 PM  
COUNCIL CONFERENCE ROOM**

The meeting was called to order at 5:31 pm by Irv Wilke. Board members in attendance were Paul Kober, Phyllis Bromgard, Jon Rutt, Richard Herr and Irv Wilke. Matt Wheeler was present.

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

No public Input.  
Eli Rivers and John Rivers were visitors.

**General Items**

1. LPB October 5th 2023 minutes. Phyllis Bromgard made a motion and Richard Herr seconded. No discussion and motion passed.

**New Business**

2. Skate Park Group Presentation. No one from this group attended.
3. Shower Building Use at Riverside Park. Matt said the building is in very bad shape and discussion was on possible re-purposing or complete replacement of the building. Matt will research some possible cost options.

**Old Business**

4. Riverside Park Income for the year. FY 2022 was \$19,000, and FYTD is \$16,000. Matt commented that the part time employee and the volunteer host has worked real well for the year and will be continued next year. The RR Spill job brought in \$80,000.
5. Other Parks in Laurel. The playground has been fixed at Lion's Park. The contractor for the installation of the Splash Park has been notified of legal action, should the install not be completed by April 30<sup>th</sup>, 2024. Nutting Park playground needs some repairs.
6. American Legion Building at Riverside Park. Irv reported the progress looks good. The City of Laurel has fronted/financed this project and the auditors have noted this situation needs to be corrected ASAP.
7. Riverside Park - Lead Cleanup. Discussion followed about options to cover up, reclaim/remove, or some other option to be able to re-purpose the grounds for beneficial use.
8. Riverside Park - New Building. Discussion occurred as to the poor condition of the Rifle Club Building and the Rod and Gun Club Building. We should try to minimize further damage to the buildings until a plan and fundraising can occur to repair and possibly move to a less compromised spot in the park.
9. Russell Park project. Lighting for the playground was quoted at \$14,000. Richard Herr moved and Phyllis Bromgard 2<sup>nd</sup> a motion to recommend City Council proceed with the installation of lighting for the new playground at Russell Park. Motion passed.
10. Lions Club agreement for the old Jaycee Hall. The contract is on the agenda for the next City Council workshop on November 7<sup>th</sup>.
11. Concrete Social Activities for Parks. Jon Rutt made a motion to recommend to City Council that Stone Age Concrete products be used for permanent memorials in the parks. Richard Herr 2<sup>nd</sup>, Motion passed.

**Other Items**

License Plates benefiting Laurel Parks will be available January 1<sup>st</sup>, 2024.

The meeting was adjourned at 6:24 pm.

**Announcements**

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**

December 7th is the next meeting.

Submitted by Jon Rutt

**File Attachments for Item:**

21. Laurel Urban Renewal Agency Minutes of November 6, 2023.



**MINUTES  
CITY OF LAUREL  
LAUREL RENEWAL AGENCY  
MONDAY, NOV6TH, 2023  
11:00 AM  
CITY COUNCIL CHAMBERS**

A LAUREL RENEWAL AGENCY meeting was held in Council Chambers and called to order by Judy Goldsby at 11:05 p.m. on Nov 6, 2023

**COMMITTEE MEMBERS PRESENT:**

x	Judy Goldsby	x	Don Smarsh
x	Cami Nelson	x	Daniel Klein
x	Cheryl Hill	x	Kurt Markegard
x	Janice Lehman		

**OTHERS PRESENT:**

	Mardie Spalinger
x	Steve Solberg
	Dean Rankin
x	Dianne Lehm
x	Molly S. NWE
x	Lisa P NWE

**General Items:**

1. Roll Call
2. Approval of Minutes –Cami Approved Daniel 2nd

**New Business:**

1. Workshop meeting with City Council will be Nov 7th at 6:30pm. It was encouraged for us to go and support Dianne with her presentation. We did decide to wait and present the plan as soon as we have more details and a full WORK plan put into place. Kurt and Kelly will be working on that in the next few weeks.
2. Kurt Addresses the group on application process and how we need a more details work plan that proves and shows how we can pay and afford the projects. He and Kelly will work on that in the upcoming weeks.
3. Molly and Lisa from NWE gave us some good in-site on the lighting and options we have with them. Cami and Cheryl will be meeting with Molly to get detailed information on how we may work with NWE for the new lighting, poles and electricity.

**Old Business:** There was non

**Other Items:**

**Announcements:** Next Meeting is Nov 21st 2023

**Adjourn Meeting:** Don made a motion to adjourn the meeting, Cheryl 2<sup>nd</sup> at 12:10

Respectfully submitted,

Cheryl Hill  
LURA Secretary

*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.*



**File Attachments for Item:**

22. Resolution No. R23-46: A Resolution Of The City Council Authorizing The Mayor To Execute A Lease Agreement With The Laurel Lions Club For The Riverside Hall Located At Riverside Park.

**RESOLUTION NO. R23-46**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH THE LAUREL LIONS CLUB FOR THE RIVERSIDE HALL LOCATED AT RIVERSIDE PARK.**

WHEREAS, the City of Laurel owns and operates the Riverside Hall at Riverside Park, Laurel, MT;

WHEREAS, the Laurel Lions Club is interested in leasing the Riverside Hall at Riverside Park;

WHEREAS, it has been determined by City Staff that it is in the best interests of the City to enter into a Lease Agreement by and between the City of Laurel and the Laurel Lions Club for the lease of the Riverside Hall at Riverside Park;

WHEREAS, the Civil City Attorney will draft a Lease Agreement memorializing the terms and conditions of the lease between the City and the Laurel Lions Club and such lease will be provided to the Mayor for his execution on behalf of the City of Laurel.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the Mayor is authorized to sign a Lease Agreement for the Riverside Hall located at Riverside Park by and between the City and the Laurel Lions Club.

Introduced at a regular meeting of the City Council on the 14<sup>th</sup> day of November, 2023, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel the 14<sup>th</sup> day of November, 2023.

APPROVED by the Mayor the 14<sup>th</sup> day of November, 2023.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

---

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

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Michele L. Braukmann, Civil City Attorney

**LEASE AGREEMENT**

This Lease Agreement is entered into this \_\_\_\_\_ day of November, 2023, by and between the City of Laurel, Montana, a municipal corporation organized and existing under the laws of the State of Montana, whose business address is P.O. Box 10, Laurel, Montana 59044, hereinafter referred to as “City” and the Laurel Lions Club, whose business address is PO Box 451, Laurel, MT 59044, hereinafter referred to as “Lessee”.

**WITNESSETH:**

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree and covenant as follows:

**ARTICLE I**

**Purpose of Lease**

The purpose of this Agreement is to lease Lessee certain and specific City property in order that Lessee may conduct club activities, including but not limited to, meetings, after hour events, dances, auctions, celebrations, concerts and other community events, so long as such activity is not prohibited by City Ordinance, Resolution, or Regulation.

**ARTICLE II**

**Property Leased**

The City hereby leases and permits the use to Lessee and Lessee hereby leases from the City the following-described property and improvements located in the City of Laurel’s Riverside Park hereinafter referred to as “the premises” as specifically shown on Exhibit A and attached hereto and part of this Lease Agreement.

**ARTICLE III**

**Parties**

City: Office of the Mayor (City Clerk)  
PO Box 10  
Laurel, Montana 59044  
Phone: (406) 628-7431  
Fax: (406) 628-2289



Lessee: Laurel Lions Club  
P.O. Box 451  
Laurel, MT 59044  
Phone: (406) 855-9572

#### **ARTICLE IV**

##### **Term of lease**

The term of this lease shall commence on approval by the City Council and execution by the Parties and run for a period of five (5) years, with the option to revisit and renew for an additional 5-year term thereafter. If this lease is terminated during any 5-year term, the City agrees that Lessee may remove from the premises all equipment, materials and products owned and utilized by Lessee.

#### **ARTICLE V**

##### **Lessee Obligations and Covenants**

Lessee hereby covenants and agrees with the City that Lessee shall comply with the following:

1. Use and occupy the premises in a careful and proper manner and not commit any waste therein, no refuse may be stored in the building or on the leased grounds;
2. Not use or occupy the premises for any unlawful purpose, and will conform to and obey all present and future laws, ordinances, and all rules and regulations of all governmental authorities or agencies, respecting the use and occupation of the premises;
3. Lessee may apply for special event permits for activities where alcohol is available;
4. Not assign the lease, nor sublet the premises, nor any part thereof, without prior written consent of the City. This covenant does not include renting the facility for special events. The City shall require no more than thirty (30) days for such approval upon written request by the Lessee and shall not unreasonably withhold such approval;
5. Not use or occupy said premises, or permit the same to be used or occupied, for any purpose deemed extra hazardous on account of fire or otherwise;

6. Lessee shall make no alterations, changes or revamping, remodeling or capital improvement in or to the premises, without prior written permission approved by the Public Works Director, and in addition thereto, Lessee shall obtain all approvals and permits required for such work under City ordinance. Approvals for any improvements/changes must be granted or rejected by the City within thirty (30) days of written notice by Lessee or the work may proceed the same as if such approval was received. Approval for such proposed work shall not be unreasonably withheld. Any such alterations or additions shall be the sole responsibility of the Laurel Lions Club, inclusive of any and all financial, material, or labor considerations and will become the property of the City upon termination of this or any subsequent lease;
7. Provide the City copies of receipts for improvements and/or maintenance completed by the club or organization by December 31<sup>st</sup> of each year to the Office of the Mayor, Attention Clerk/Treasurer, P.O. Box 10, Laurel, MT 59044;
8. Lessee and the City's Maintenance Superintendent shall perform an entrance inspection prior to the finalization of the lease, an annual inspection on or before the lease anniversary date, and an exit inspection at the end of the lease; Lessee must contact the City to arrange for the inspections; Lessee must also permit the City to enter upon the said premises at all reasonable times to examine the condition of same;
9. Indemnify and save the City, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against any loss, damage and liability occasioned by, growing out of, or arising or resulting from any default hereunder, or any tortuous or negligent act on the part of Lessee, their members, agents or employees. For such purpose, each Lessee shall procure and maintain in full force and effect during the term of this agreement, commercial general liability, including product

liability, in a reliable company or companies with minimum policy limit \$1,000,000 combined single limit per occurrence, and \$2,000,000 aggregate single limit per occurrence; and \$1,000,000 Liquor Liability. The City shall be named as an additional insured part on the policy to be evidenced by a certificate of insurance presented to the City Clerk/Treasurer on or before July 1 of each year. The City and Lessee hereby grant to each other, on behalf of any insurance company providing insurance under this agreement, a waiver of any right of subrogation which any insurer or party may acquire against the other party by virtue of payment of any loss under any insurance policy;

10. Pay for the use and maintenance of utility services on the premises, including but not limited to gas, electricity, and telephone;
11. Conduct ordinary day-to-day maintenance and repair necessary to keep both the interior and exterior of the premises in a good state of repair and acceptable condition;
12. Inspect the facilities on a regular basis to determine any hazardous conditions which may exist, and take immediate action to correct such conditions if they exist;
13. Provide for necessary janitorial and maintenance services and supplies to insure the inside of the building is kept clean;
14. Be responsible for all damage (excepting reasonable wear and tear and not including acts of God) to property, public or private, that may be caused by this operation in the performance of this lease;
15. All signs and banners must comply with the LMC 15.40;
16. Lessee must provide a proper fire extinguisher;
17. If Lessee hires a janitor or janitorial service they must provide material safety data sheets (MSDS) for all cleaning chemicals or products that may contain hazardous materials in an approved MSDS booklet;

18. Extension cords may not be used, as they are against fire code;
19. Lessee shall allow participation in their organization for all interested persons regardless of race, creed, sexual gender, economic or social status and will encourage such participation without the discrimination of any kind or nature;
20. Leave premises, at the expiration or prior to termination of this lease and any extension thereof, in as good condition as received, reasonable wear and tear alone accepted;
21. Lessee must provide contact information to the City of next year's board prior to January 15<sup>th</sup> of each year.
22. A maximum of 2 RVs may be allowed in Riverside Park, not for camping purposes but for use during scheduled events with the Laurel Lions Club. They may only be parked in designated areas, approved prior to the event by the Public Works Department. They may not be slept in overnight and must be marked with a sign displayed on the RV door or window, to be parked no longer than City ordinances allow.

## **ARTICLE VI**

### **Rent**

1. Lessee shall pay the City rent in the amount of \$1 per month as consideration for the use of the premises. Lessee shall pay annually on or before the anniversary date of their respective signatures on the lease. The City agrees to this amount as consideration for the lease, based upon the understanding that Lessee will be contributing to improvements in the premises, supporting causes that benefit the community, and financially working towards the betterment of the community as a whole.
2. Rent includes the following: Use and lawful possession of the premises.

## **ARTICLE VII**

### **Repairs and Maintenance**



All minor or routine repairs on the inside and outside of the building shall be Lessee's responsibility. Interior improvements are excluded from the definition of "repairs" under this section. Examples of minor repairs include, but are not limited to, repair and patching of a leak in the roof of the building, replacing worn plumbing fixtures and plumbing fixtures parts, replacement of electrical light bulbs, lamps, switches, globes, shades and similar electrical improvements, door and window panes, hinges and locks, ceiling and wall painting, wall paper repair and floor covering replacement and repair.

Lessee is responsible for all interior improvements to the building. However, said interior improvements are subject to prior review and approval by the City, which shall not be unreasonably withheld. Lessee shall provide the City with an estimate of the cost of any interior improvements at the time Lessee submits its building plans to the City for consideration and approval.

### **ARTICLE VIII**

#### **Condition**

Neither the City nor any of its employees or agents made any representations with respect to the above-described property except as expressly set forth herein, and no rights, easements or licenses are acquired by the Lessee by implication or otherwise, except as expressly set forth herein. Acceptance of possession of the above-described property by Lessee shall be conclusive evidence that Lessee accept the same "as is" and that the property was and is in similar or same condition at the time possession was accepted, under this Lease.

### **ARTICLE IX**

#### **Right to Inspect Premises**

The City has a right, at all times during the term of this lease, through its agents and employees, to enter upon the leased premises for the purpose of examining and inspecting the same to determine whether Lessee have complied with its obligations hereunder with respect to the care and maintenance of the premises, and the repair or rebuilding of the improvements therein when

necessary. This right of inspection may only be exercised after 24 hours' notice to Lessee of City's desire to inspect the premises. This 24-hour notice is necessary to insure that a representative of Lessee will be available to accompany City's representative at the time of inspection.

## **ARTICLE X**

### **Assignment/Cancellation/Termination/Negotiation**

1. Assignment. Neither City nor Lessee may assign, transfer or sublet the rights under this lease to any party without prior written consent of the other party.
2. Cancellation. In the event the premises leased hereunder or any portion thereof is not available for occupancy or use upon commencement of or during the term of this lease due to fire, casualty, acts of God, strikes, national emergency or some other cause beyond the control of the City, this lease and the obligations of the Parties hereunder shall terminate and the Lessee hereby waive any claim against the City, its employees or agents for damages by reason of such cancellation. Any notice of cancellation must be in writing and sent by certified mail, as noted.
3. Termination. City may terminate this lease if the Lessee fail to make the rental payment, obtain and maintain liability insurance, or perform any other condition or obligation required herein. Notice of termination must be in writing and sent by certified mail, as noted.
4. Lessee may rent the premises for periods not to exceed 14-days. However, Lessee must obtain and provide liability insurance that names the City as an additional insured on the policy during the event, if park land outside of the lease is being used for an event. If alcohol is available or sold, the Lessee must utilize a caterer and obtain a permit for the event.

## **ARTICLE XI**

### **Compliance With Ordinances and Regulations**

Lessee, at its expense, shall comply with all laws, orders and regulations of federal, state and municipal authorities, and with any direction of any public officer, pursuant to law, which imposes any duty upon Lessee or the City with respect to the leased premises. Lessee, at its sole

expense, shall obtain all licenses or permits which may be required for the conduct of its business within the terms of this agreement, or for making repairs, alterations, improvements, or additions. The City, when necessary, will join Lessee in applying for all such permits or licenses.

## **ARTICLE XII**

### **Liability Insurance**

Lessee shall obtain and maintain at all times during the term hereof, with a responsible insurer, for the benefit of the City and the Lessee as their respective interests may appear, comprehensive general liability insurance in the amount of One Million dollars (\$1,000,000.00) per occurrence with an aggregate value of Two Million dollars (\$2,000,000.00), to protect against any loss, claims, lawsuits or liability for damages, property damage, personal injury or death, and any expenses of the parties against any claim for such damages which might result from use or occupation or condition of the premises. Simultaneously with and as a prerequisite of executing of this lease, Lessee shall furnish a copy of such insurance policy(ies) to the City Clerk/Treasurer and such policy(ies) shall contain an endorsement that it shall not be canceled or altered without at least thirty (30) days prior written notice to the City from the insurer. The City and Lessee shall be specifically named as insured under said policy.

## **ARTICLE XIII**

### **Indemnification**

Lessee hereby agrees to indemnify and to hold the City free and harmless from and against any and all actions, claims and demands arising out of the use or occupancy of the premises by Lessee or the failure of the Lessee to maintain the premises as herein provided, including, but without limitation, any carelessness, negligence, improper conduct, wrongful or intentional act or breach of this lease by the Lessee or its agents, employees, patrons, invitees, suppliers or licensees, and any and all costs, expenses and fees, including attorneys' fees, incurred by the City incident thereto. The City hereby indemnifies and agrees to hold the Lessee free and harmless from any and all actions caused by the sole negligence of the City.

## **ARTICLE XIV**

### **Use/Right of Entry and Inspection/Damage/Repairs**

1. Use. Lessee shall not use or permit the use of the leased premises for any purpose prohibited by law, shall comply with all requirements and demands of all governmental agencies or officials with respect to the condition, use and occupancy of the premises as such may appear from time to time during the term of this lease and shall not commit nor suffer to be committed any nuisance on or waste of the premises.
2. Right of Entry and Inspection. Lessee shall permit the City or the City's duly authorized agents, employees or representatives to enter upon the leased premises at all reasonable times for the purpose of inspection.
3. Damage. It is specifically understood that any damage caused by Lessee or their guests to the premises during the term of this Lease shall be promptly corrected or replaced at the Lessee's expense.
4. Repairs. All repairs to the premises during the terms of this lease shall be the sole responsibility of the Lessee.

#### **ARTICLE XV**

##### **Time of the Essence**

Time is and shall be deemed of the essence in respect to the performance of each provision of this lease.

#### **ARTICLE XVI**

##### **Mortgages and Subleases**

Lessee may not assign their rights under this lease or assign or encumber the premises without the prior written consent of the City.

#### **ARTICLE XVII**

##### **Surrender Upon Termination**

Upon the termination or cancellation of this lease Lessee, at their expense, shall remove from the premises all merchandise, furniture, furnishings, equipment or any other personal property belonging to it, and shall quietly and peaceably surrender possession of the leased premises in a similar or an improved condition as when received. There shall not be any holding-over by Lessee beyond the termination or cancellation of this lease. Any such holding-over by

Lessee shall incur to the City a penalty fee of \$100.00 per day.

**ARTICLE XVIII**

**Entire Agreement**

This lease and attached Exhibit A shall be deemed to include the entire agreement between the parties hereto and no waiver of any right, agreement or condition herein and no modification of any term or condition herein shall be binding upon either party unless in writing and signed by the parties.

**ARTICLE XIX**

**Partial Invalidity**

In the event any provision of this Lease or part thereof shall be determined by any court of competent jurisdiction to be invalid, void or otherwise unenforceable, the remaining provisions hereunder, or parts thereof, shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

**ARTICLE XX**

**Notices/Demands**

Notices or demands required hereunder shall be in writing and shall be sent by certified mail (return receipt requested) to those persons at the addresses noted herein. The address of either party hereinabove set forth may be changed from time to time by giving written notice in that regard. All payments required to be made hereunder shall be made at the appropriate address hereinabove set forth or to such address as either of the parties may from time to time specify.

**CITY OF LAUREL**

**LESSEE:**

By: \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Laurel Lions Club

By \_\_\_\_\_  
City Clerk/Treasurer



**File Attachments for Item:**

23. Motion to Reconsider Resolution No. R23-83: A Resolution Of The City Council Authorizing The Mayor To Approve A Change Order With Randall Contracting.

**RESOLUTION NO. R23-83**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO APPROVE A CHANGE ORDER WITH RANDALL CONTRACTING.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Change Order with Randall Contracting, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Change Order with Randall Contracting on behalf of the City.

Introduced at a regular meeting of the City Council on the 24<sup>th</sup> day of October, 2023, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel the 24<sup>th</sup> day of October, 2023.

APPROVED by the Mayor the 24<sup>th</sup> day of October, 2023.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Michele L. Braukmann, Civil City Attorney

# Randall Contracting

P.O. Box 66 • Laurel, MT 59044 • Ph: (406) 855-7825 •  
randallcontracting406@gmail.com

October 5, 2023

JOB SITE: LAUREL CITY HALL  
115 W 1ST ST  
LAUREL MT 59044

## CHANGE ORDER

Install 1-solid core door with a storeroom lever lock -- \$500. (lever lock provided by city court)

Remove 5 doorknob locks from 5 doors and swap with 5 storeroom lever locks --\$450

TOTAL: \$950

Thank you,

Randall Contracting

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

24. Motion to Reconsider Resolution No. R23-84: A Resolution Of The City Council Authorizing The Mayor To Approve An Independent Contractor Service Contract With Hardrives Construction, Inc.

**RESOLUTION NO. R23-84**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO APPROVE AN INDEPENDENT CONTRACTOR SERVICE CONTRACT WITH HARDRIVES CONSTRUCTION, INC.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Independent Contractor Service Contract with Hardrives Construction, Inc., for pavement work to be performed on West 12<sup>th</sup> Street, Laurel, MT, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Independent Contractor Service Contract with Hardrives Construction, Inc., on behalf of the City.

Introduced at a regular meeting of the City Council on the 24<sup>th</sup> day of October, 2023, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel the 24<sup>th</sup> day of October, 2023.

APPROVED by the Mayor the 24<sup>th</sup> day of October, 2023.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Michele L. Braukmann, Civil City Attorney



## **INDEPENDENT CONTRACTOR SERVICE CONTRACT**

This Contract is made and entered into this 24<sup>th</sup> day of October 2023, between the City of Laurel, a municipal corporation organized and existing under the laws of the State of Montana whose address is P.O. Box 10, Laurel, Montana 59044, hereinafter referred to as “City” and Hardrives Construction, Inc. a contractor licensed to conduct business in the State of Montana, whose address is PO Box 2535, Billings, MT 59103, hereinafter referred to as “Contractor”.

### **SECTION ONE DESCRIPTION OF SERVICES**

A. Purpose. City shall hire Contractor as an independent contractor to perform for City the services described in the Bid dated October 10, 2023, attached hereto as Exhibit “A” and by this reference made part of this contract.

B. Effective Date. This contract is effective upon the date of its execution by both Parties. Contractor shall complete the services within 60 days of commencing work. The parties may extend the term of this contract in writing prior to its termination for good cause.

C. Scope of Work. Contractor shall perform his/her work and provide services in accordance with the specifications and requirements of this contract, any applicable Montana Public Work Standard(s) and Exhibit “A”.

### **SECTION TWO CONTRACT PRICE**

Payment. City shall pay Contractor fifty thousand seven hundred dollars and sixty-five cents (\$50,700.65) for the work described in Exhibit A. Any alteration or deviation from the described work that involves extra costs must be executed only upon written request by the City to Contractor and will become an extra charge over and above the contract amount. The parties must agree to extra payments or charges in writing. Prior to final payment, Contractor shall provide City with an invoice for all charges.

### **SECTION THREE CITY’S RESPONSIBILITIES**

Upon completion of the contract and acceptance of the work, City shall pay Contractor the contract price, plus or minus any additions or deductions agreed upon between the parties in accordance with Sections one and two, if any.

### **SECTION FOUR CONTRACTOR’S WARRANTIES AND RESPONSIBILITIES**

A. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this contract and is not to be considered an employee of the City for any purpose hereunder. Contractor is not subject to the terms and provisions of the City’s personnel policies or handbook and shall not be considered a City employee for workers’ compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings, agreements or sub-contracts in any dealings between Contractor and any third parties. The City is interested solely in the

results of this contract. Contractor is solely responsible for all work and work product under this contract, including techniques, sequences, procedures, and means. Contractor shall supervise and direct the work to the best of his/her ability.

B. Wages and Employment. Contractor shall abide by all applicable State of Montana Rules, Regulations and/or Statutes in regards to prevailing wages and employment requirements. Contractor shall comply with the applicable requirements of the Workers' Compensation Act. Contractor shall maintain workers' compensation coverage for all members and employees of his/her business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA. Contractor understands that all contractors or subcontractors working on publicly funded projects are required to have withheld from earnings a license fee of one percent (1%) of the gross contract price if the gross contract price is Five Thousand Dollars (\$5,000) or more. This license fee is paid to the Montana Department of Revenue pursuant to Montana law.

C. Unless otherwise specified by the terms of this Agreement, all materials and equipment used by Contractor on the Construction Project shall be new and where not otherwise specified, of the most suitable grade for their intended uses.

D. All workmanship and materials shall be of a kind and nature acceptable to the City.

E. All equipment, materials, and labor provided to, on, or for the Contract must be free of defects and nonconformities in design, materials, and workmanship for a minimum period beginning with the commencement of the work and ending one (1) year from completion and final acceptance by the City. Upon receipt of City's written notice of a defective or nonconforming condition during the warranty period, Contractor shall take all actions, including redesign and replacement, to correct the defective or nonconforming condition within a time frame acceptable to the City and at no additional cost to the City. Contractor shall also, at its sole cost, perform any tests required by City to verify that such defective or nonconforming condition has been corrected. Contractor warrants the corrective action taken against defective and nonconforming conditions for a period of an additional one (1) year from the date of City's acceptance of the corrective action.

F. Contractor and its sureties are liable for the satisfaction and full performance of all warranties.

G. Contractor has examined the facilities and/or has made field examinations. Contractor has knowledge of the services or project sought under this Contract and he/she further understands the site conditions to be encountered during the performance of this Contract. Contractor has knowledge of the types and character of equipment necessary for the work, the types of materials needed and the sources of such materials, and the condition of the local labor market.

H. Contractor is responsible for the safety of the work and shall maintain all lights, guards, signs, temporary passages, or other protections necessary for that purpose at all times.

I. All work is performed at Contractor's risk, and Contractor shall promptly repair or replace all damage and loss at its sole cost and expense regardless of the reason or cause of the damage or loss; provided, however, should the damage or loss be caused by an intentional or negligent act of the City, the risk of such loss shall be placed on the City.

J. Contractor is responsible for any loss or damage to materials, tools, work product or other articles

used or held for use in the completion or performance of the Contract.

K. Title to all work, work product, materials and equipment covered by any payment of Contractor's compensation by City, whether directly incorporated into the Contract or not, passes to City at the time of payment, free and clear of all liens and encumbrances.

**SECTION FIVE  
INDEMNITY AND INSURANCE**

Contractor shall indemnify, defend and save City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or its agents or employees.

**SECTION SIX  
COMPLIANCE WITH LAWS**

Contractor shall comply with all federal, state, local laws, ordinances, rules and regulations. Contractor shall either possess a City business license or shall purchase one, if a City Code requires a business license.

**SECTION SEVEN  
NONDISCRIMINATION**

Contractor agrees that any hiring of persons as a result of this contract must be on the basis of merit and qualification and further that Contractor shall not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin.

**SECTION EIGHT  
DEFAULT**

If either party fails to comply with any term or condition of this Contract at the time or in the manner provided for, the other party may, at its option, terminate this Contract and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law except for punitive damages. The Parties hereby waive their respective claims for punitive damages. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Contract.

**SECTION NINE  
TERMINATION**

Either party may terminate the contract for their convenience upon thirty days written notice sent postage prepaid, to the addresses provided herein.

**SECTION TEN  
GOVERNING LAW AND DISPUTE RESOLUTION**

The Parties agree that the laws of the State of Montana govern this Contract. The Parties agree that venue is proper within the Courts of Yellowstone County, Montana. If a dispute arises, the Parties, through a representative(s) with full authority to settle a dispute, shall meet and attempt to negotiate a resolution of the dispute in good faith no later than ten business days after the dispute arises. If negotiations fail, the Parties may utilize a third party mediator and equally share the costs of the mediator or file suit.

**SECTION ELEVEN  
ATTORNEY FEES**

If any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either is ordered to pay, a reasonable sum for the successful party's attorney's fees and all costs charges and expenses related to the action.

**SECTION TWELVE  
ENTIRE AGREEMENT**

This contract and its referenced attachment and Exhibit A contain the entire agreement and understanding of the parties and supersede any and all prior negotiations or understandings relating to this project. This contract shall not be modified, amended, or changed in any respect except through a written document signed by each party's authorized respective agents.

**SECTION THIRTEENTH  
ASSIGNMENT OF RIGHTS**

The rights of each party under this Contract are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

**SECTION FOURTEEN  
SEVERABILITY**

Each provision, section, or subsection of this Contract shall stand separate and independent of every other. In the event that a court of competent jurisdiction shall find any provision, section, or subsection of this contract to be invalid, the remaining provisions, sections, and subsections of this contract shall remain in full force and effect.

**SECTION FIFTEEN  
PARAGRAPH HEADINGS**

The titles to the paragraphs of this contract are solely for the convenience of the parties and shall not be used to explain, simplify, or aid in the interpretation of the provisions of this agreement.

SIGNED AND AGREED BY BOTH PARTIES ON THE 24<sup>th</sup> DAY OF OCTOBER 2023.

CITY OF LAUREL

CONTRACTOR

\_\_\_\_\_  
Dave Waggoner, Mayor

\_\_\_\_\_  
Hardrives Construction, Inc.

ATTEST:

Employer Identification Number

\_\_\_\_\_  
Kelly Strecker, Clerk/Treasurer

\_\_\_\_\_



# PROPOSAL

LICENSED • BONDED • INSURED •

PO Box 2535  
 Billings, MT  
 59103  
 406.245.3128



FAX: 406.245.8834 • EMAIL: [hardrives@hardrives-asphalt.com](mailto:hardrives@hardrives-asphalt.com)

Submitted to: KLJ Date: 10/10/2023  
 Billing address: 2611 Gabel Rd. / PO Box 80303  
 City, State, Zip: Billings, MT 59108  
 Phone number: Ryan 307-797-0214 Fax: \_\_\_\_\_  
 Job address W. 12<sup>th</sup> St. Laurel, MT

We hereby submit specifications and estimates per your request for price to provide the following:

- 1. PATCH \_\_\_\_\_ SF Total: \$ \_\_\_\_\_  
 See notes on back.
- 2. CRACK REPAIR \_\_\_\_\_ LS Total: \$ \_\_\_\_\_  
 With premium grade hot rubber.

**PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:**

GOOD	3. APPLY 1 COAT COMMERCIAL GRADE SEALER _____ SF Life expectancy 1-2 years	Total: \$ _____
BETTER	4. APPLY 2 COATS COMMERCIAL GRADE SEALER _____ SF Life expectancy 2-4 years (See notes on Back)	Total: \$ _____
BEST	5. APPLY HEAVY MINERAL SEALER _____ SF Life expectancy 5-6 years (See notes on Back)	Total: \$ _____

- 6. PAVING Mill edges and overlay 3" asphalt 13,169 SF Total: \$ 50,700.65  
 See notes on back.
- 7. BASE MATERIAL & LABOR Total: \$ \_\_\_\_\_  
 Provided by Hardrives, Inc. at \_\_\_\_\_ inches
- 8. OPTIONAL-Replace Saturated Oil Spots \_\_\_\_\_ SF Total: \$ \_\_\_\_\_  
 SealCoat/Heavy Mineral Sealer will not adhere to unremedied areas.
- 9. STRIPE Total: \$ \_\_\_\_\_
- 10. \_\_\_\_\_ Total: \$ \_\_\_\_\_

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance. This document also serves as a Right to Lien.

AUTHORIZED SIGNATURE: Jody Teske 406-672-8820

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted.  
 You are authorized to do the work as specified.

SIGNATURE: \_\_\_\_\_ DATE OF ACCEPTANCE: \_\_\_\_\_



Our reputation is built one satisfied customer at a time.



### ***In regard to PAVING:***

1. A minimum of 1% positive drainage flow is required to diminish the possibilities of bird baths or standing water.
2. Bid is quoted at 3" depth of asphalt for patching. If additional depth is encountered, added cost will be charged based on \$0.50 per square foot inch.
3. Soft spots or unsuitable sub-base encountered in subgrade will be remedied on a time and material basis.
4. Hardrives is not responsible for any damage to unknown utility lines, sprinklers, sprinkler lines, etc. that are not marked. It is the owner's responsibility to mark.
5. One mobilization is included.

### ***In regard to sealcoat/heavy mineral seal:***

6. Requires clean pavement; any petroleum soaked areas can contribute to premature failure.
7. Sealcoat / Heavy Mineral Seal does not remedy ponding water and ponding water will accelerate the deterioration of the sealer.
8. The complete elimination of any existing drainage problem or reflective cracking is not intended or guaranteed.
9. Power steering marks are normal and should not be cause for concern
10. The new surface will remain tender for about two weeks.
11. Hardrives is not responsible for any damage done to existing asphalt due to weight of machinery.
12. Sweeping may be required by the owner approximately two months after Heavy Mineral Seal placement to remove any excess aggregate.
13. One mobilization is included.
14. All workmanship and materials guaranteed against failure for one full year.

**File Attachments for Item:**

25. Resolution No. R23-85: A Resolution Of The City Council Approving And Authorizing The Disposal Of City Of Laurel Records.

**RESOLUTION NO. R23-85**

**A RESOLUTION OF THE CITY COUNCIL APPROVING AND AUTHORIZING  
THE DISPOSAL OF CITY OF LAUREL RECORDS.**

WHEREAS, the City of Laurel (hereinafter “the City”) previously set the retention schedules for City records, pursuant to Schedule 8 of the Montana State Local Government Records Committee, Municipal Records Schedule;

WHEREAS, certain City records constitute records that can be destroyed that are both over ten years old (RM60) and less than ten years old (RM88), and such records have been identified as ready for disposal as provided on the attached retention schedules; and

WHEREAS, the adopted procedure to dispose of said records requires City of Laurel City Council approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council has reviewed the attached listing of records for disposal and hereby directs the Clerk-Treasurer to proceed with the disposal of said records.

Introduced at a regular meeting of the City Council on the 14<sup>th</sup> day of November, 2023, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel the 14<sup>th</sup> day of November, 2023.

APPROVED by the Mayor the 14<sup>th</sup> day of November, 2023.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

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Michele L. Braukmann, Civil City Attorney



<b>RECORDS DESTRUCTION DOCUMENT (RM88)</b>	NO.  PAGE            OF            PAGES
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<b>1. AGENCY NAME AND DIVISION/PROGRAM:</b> City of Laurel	<b>2. AGENCY CONTACT:</b> NAME: Kelly Strecker  PHONE #: 406-628-7431    EMAIL: kstrecker@laurel.mt.gov
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**3. NOTICE OF INTENTION:** The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

Delete     
  Incinerate     
  Shred as Classified     
  Toss without Restriction

Other: Explain

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

SIGNATURE:  
 NAME AND TITLE:  
 DATE:

**5. LIST OF RECORD SERIES**

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

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	1 Pg50	AR Activity Ambulance	5y	FY 13, 13, 16, 17	1	
8	3 Pg 53	Journal Adjustments Records	5y	FY 08, 09, 10, 11, 12, 13, 14, 15, 16, 17	1	
8	5 Pg 62	Budget Working Papers	5 y	FY 16,17,18	1	
8	6 Pg 78	Insurance: Claims	2y	FY 13, 14	.5	
8	20a Pg 81	Workers Comp.	2y	FY 14, 15	.5	
8	8Pg116	Monthly Operating Reports	5y	FY15	.5	
8	3 Pg50	AR Trial Balance	5y	FY13/14	1	
8	1b Pg 34	CDBG Project File	5y	FY 09, 10	1	

<p><b>6. DISPOSAL AUTHORIZATION:</b> Disposal for the above listed records is authorized. Any deletions or modifications are indicated.</p> <p>Custodian/Records Manager</p> <p>Name:            Date:</p> <p>Signature:</p>	<p><b>7. DISPOSAL CERTIFICATE:</b> The above listed records have been disposed of in the manner and on the date shown in column g.</p> <p>Name and Title:</p> <p>Signature:</p>
--	---

**5. LIST OF RECORD SERIES-CONTINUED**

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

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	9 Pg 79	Labor Union Negotiations Records	8y	2011	1	
8	5 Pg 25	Claims	5y	FY 11, 12, 13, 14, 15, 16, 17, 18	Electronic	
8	5 Pg 90	Permits	5y	FY 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18	1	
8	4 Pg 22	Commission/Council Meetings:Sound/Video Recordings	1y	FY 22	Electronic	
8	3b Pg 20	Commission/Council Meetings: Agendas	2y	FY 92-21	1	
8	3b Pg 22	Boards/Commissions Agendas	2y	FY 99-21	1	
8	3a Pg 62	Bid & Proposal	8y	FY 07-14	1	
8	8 Pg 83	W-2	4y	FY81-00	1	
8	12 Pg 79	Payroll Registers	50y	FY 57-72	.25	
8	1 Pg 47	Bank Statements	5y	FY 16, 17	1	
8	2 Pg 53	Revenue Vouchures	5y	FY16, 17	1	
8	3 Pg 110	Deposits	3y	FY 16, 17	1	
8	3 Pg 50	Balancing	5y	FY 16, 17	1	
8	2 pg 48	Cancelld Vendor Checks	5y	FY 17	1	
8	13 pg 65	Insurance Policies	5y	FY12, 13, 14, 15,16,17	2	
8	18 PG 80	Requistion For Hiring	2y	FY 17, 18, 19, 20, 21	1	


**File Attachments for Item:**

26. Resoulution R23-86: A Resolution Of The City Council Approving An Encroachment Permit For A Portion Of The Alleyway Off Second Avenue Near #9 Second Avenue.

**RESOLUTION NO. R23-86**

**A RESOLUTION OF THE CITY COUNCIL APPROVING AN ENCROACHMENT PERMIT FOR A PORTION OF THE ALLEYWAY OFF SECOND AVENUE NEAR #9 SECOND AVENUE.**

WHEREAS, Ron Seder, the Owner of the Building located at #9 Second Avenue, Laurel MT (hereinafter “the Property Owner”), has filed an Application seeking an Encroachment Permit authorizing the installation of bollards in the alleyway off Second Avenue near #9 Second Avenue, Laurel MT;

WHEREAS, the Property Owner has advised that a portion of the City alleyway, which is a public right-of-way, will be encroached;

WHEREAS, the Property Owner has represented that the use will not unduly impact or impede traffic in the alleyway;

WHEREAS, City Staff has reviewed the Application and supporting materials, attached hereto and incorporated herein, and recommends that the City Council approve the Encroachment Permit pursuant to the authority provided the City Council under LMC 12.16.040; and

WHEREAS, upon review of this situation and the special facts and circumstances surrounding this situation, the City Council has determined that issuance of an Encroachment Permit is appropriate and in the City’s best interests.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana that the attached Encroachment Permit is hereby approved authorizing the installation of bollards in the alleyway off Second Avenue near #9 Second Avenue, Laurel MT; and

BE IT FURTHER RESOLVED that the Encroachment Permit shall remain valid and run with the property for thirty (30) days.

Introduced at a regular meeting of the City Council on the 14<sup>th</sup> day of November 2023, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel the 14<sup>th</sup> day of November 2023.

APPROVED by the Mayor the 14<sup>th</sup> day of November 2023.



CITY OF LAUREL

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Dave Waggoner, Mayor

ATTEST:

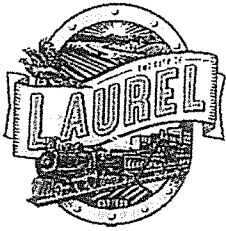
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Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

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Michele L. Braukmann, Civil City Attorney



# CITY OF LAUREL, MT

PO BOX 10 LAUREL, MT 59044

## Encroachment Permit

#682

### Instructions:

1. Submit a completed Encroachment Permit application in duplicate (original signatures on both) with all necessary supplementary documents to the Public Works Department.
2. Pay the Encroachment Permit fee as established by the adopted Laurel Schedule of Fees at time of permit submittal.
3. The Public Works Department will review the application and approve, approve with conditions, or deny the permit application within 10 working days.
4. If the Public Works Department decides to approve or approve with conditions, Application will be sent to City Council for final approval.
5. If the Public Works Department denies the application, the applicant may appeal to Laurel City Council.
6. Permit approval will be followed by a return of a fully executed and approved permit form.

The undersigned hereby makes application for permission to encroach upon public right of way within the city limits of the City of Laurel, MT at the location described below and as shown on the attached site plan hereby made part of the application.

Applicant Name (or Representative): Ron Sedor  
 Job Address: #9 2nd Ave  
 Legal description: Lot #: 9-~~1~~ Block: 1 Tract: T02S  
 Property Owner: Ron Sedor Property Owner Phone: 406-855-5050  
 Property Owner Address: 48 Whitehorse S Rd Email: rs91259@gmail.com  
 Contractor: Ron Sedor Business Phone: 506-855-5050  
 City of Laurel Business License #: \_\_\_\_\_ Email: rs91259@gmail.com  
 Completion Date: 11-20-23  
 Project Description: Tear down old building + New office building.  
 Location of installations or structures to be installed: Alley way off 2nd Ave  
 Permit timeline (Length of time Permit is Desired for): 30 Days

I, the undersigned, request permission to work in the public right-of-way within the city limits of the City of Laurel, MT, at the above location subject to the rules and regulations set forth in Chapter 12 of the Laurel Municipal Code specifying current Montana Public Works Standard Specifications. In consideration for this permission, the applicant agrees to the following:

1. All construction concerning this permit will be in a safe manner so as not to interfere with or endanger public travel and to perform all work in a neat and workman type manner using material acceptable to the Building Official or the Director of Public Works and that the right-of-way will be cleaned and left in a condition equal to or better than the original condition.
2. The applicant will fully protect the traffic on the highway, street, alley, sidewalk, or public right-of-way during construction covered hereunder by proper and applicable signs, barricades, flagmen, and lights to indemnify and hold harmless the City of Laurel, its officers and employees, from all damages, expense, claims or liabilities

arising out of any alleged damages of any nature, any person or property, due to the construction performance or nonperformance of work or existence of said construction.

3. No work shall be done in such a manner that there will be parking or servicing of vehicles on the public right-of-way or adjacent sidewalks.

4. Special additional requirements: would like to install bollards  
in alley - 1 - on corner of building - 1 - by new  
gas meter - 1 - by new electrical meters, and  
1 - on King Koin Gas meter.

Signature of Applicant: Ron Seder Date: 10/12/23

Name of Applicant (Printed): Ron Seder

Public Works Department hereby  Approves  Approves with Conditions  Denies Application for Encroachment Permit.

Public Works Director: [Signature] Date: 10/17/23

Additional Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Encroachment Permit Application Fee: \$ 150.<sup>00</sup>

Annual Encroachment Rental Fee: \$ \_\_\_\_\_

Total amount due: \$ 150.<sup>00</sup>

- Application
- Site Plan
- Special Provisions Permit

SPECIAL PROVISIONS TO ENCROACHMENT PERMIT

The attached application for encroachment permit filed by Ron Seder is hereby granted and approved subject to the following conditions:

1. **TERM:** This permit shall be in full force and effect from the date hereof until revoked as provided in Section 3 herein.
2. **RENTAL FEES:** Annual Encroachment Rental Fees shall be as established by Resolution of the City Council.
3. **REVOCAION:** This permit may be revoked by the City upon written notice to Permittee, at the address shown on the application hereto attached, but the City reserves the right to revoke this permit without notice in the event Permittee breaks any conditions or terms of the permit application or as set forth herein.
4. **COMMENCEMENT OF WORK:** No work shall be commenced until permittee notifies the Public Works Department when he proposes to commence work.
5. **CHANGES IN STREET:** If the City changes street, necessitating changes in the structure or installation under this permit, Permittee shall make necessary changes at their own expense.
6. **CITY SAVED HARMLESS FROM CLAIMS:** In accepting this permit the Permittee, their successors or assigns, agree to protect the City and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or property by reason of the performance of any such work, character of materials used or manner of installations, maintenance and operation or by the improper occupancy of said right-of-way, and in case any suit or action is brought against the City and arising out of, or by reason of, any of the above causes, the Permittee, their successors or assigns, will, upon notice to it/him of the commencement of such action defend the same at its/his sole cost and expense and satisfy and judgement which may be rendered against the City in any such suit or action.
7. **COMPLETION – CITY APPROVAL:** All work completed under this permit must be to the satisfaction of the City. Any required corrections to such work performed must be made at the Permittee's expense.



October 5, 2023

City Of Laurel  
P. O. Box 10  
Laurel, MT 59044

Attention: Jason Gonzales

I Ron Seder owner of the new office building at #9 2<sup>nd</sup> ave. I am asking for an easement in the alley of this property to install 4 pollards. 1 pollards would be placed on the corner as you turn into alley to protect building structure from traffic turning into alley. The 2<sup>nd</sup> pollard would be place next to new gas meters being installed and 3<sup>rd</sup> pollard would be to protect electrical panels. The 4<sup>th</sup> pollard would be installed next to gas meter for the king koin laundromat building. If you have any question feel free to contact me at 406-855-5050.

Thank You for your prompt attention to this matter.

Sincerely,

*Ron Seder*  
Ron Seder

The pollards would be 20 to 22in out from back of building.





**File Attachments for Item:**

27. Ordinance No. O23-04: An Ordinance Amending Title 12, Chapters 12.18.010 And 12.18.060 Of The Laurel Municipal Code Related To Special Events Permits.

**ORDINANCE NO. 023-04**

**AN ORDINANCE AMENDING TITLE 12, CHAPTERS 12.18.010 AND 12.18.060 OF THE LAUREL MUNICIPAL CODE RELATED TO SPECIAL EVENTS PERMITS.**

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;

WHEREAS, City Staff prepared, reviewed, and approved the following amendments to the existing LMC § 12.18 *et al*, as noted herein, and hereby recommends the same to the City Council for their full approval; and

WHEREAS, the proposed changes to the existing LMC § 12.18.010 and 12.18.060 are attached hereto and hereby fully incorporated herein. *See* attached revised Chapters and proposed Ordinance changes.

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 14<sup>th</sup> day of November 2023, upon Motion by Council Member \_\_\_\_\_.

PASSED and ADOPTED by the Laurel City Council on second reading on the 28<sup>th</sup> day of November 2023, upon Motion by Council Member \_\_\_\_\_.

APPROVED BY THE MAYOR on the 28<sup>th</sup> day of November 2023.

CITY OF LAUREL

\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

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Michele L. Braukmann, Civil City Attorney

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## Chapter 12.18 SPECIAL EVENT PERMITS

### 12.18.010 Requirement to obtain special event permit.

- A. It is unlawful for any person to conduct any event in or upon any public street, highway, sidewalk, alley, or other public way owned, controlled, or maintained by or within the city, or knowingly participate in any such event, unless and until a special event permit to conduct such event has been obtained from the city.
- B. It is unlawful for any person to conduct any event in or upon property owned, controlled, or maintained by the city, or knowingly participate in any such event, unless and until a special event permit to conduct such event has been obtained from the city if:
  - 1. The event involves more than ~~fifty~~twenty-five people;
  - 2. The event involves the consumption of alcoholic beverages;
  - 3. The event involves the physical alteration to city property;
  - 4. The event involves vending/solicitation; or
  - 5. If fees are to be collected by the permittee for the event.
- C. The following activities are exempt from the special event permit requirement: funeral processions, lawful picketing on sidewalks when the number of participants does not substantially impede, obstruct, impair, or interfere with the free use of the sidewalk or the conduct of business, and activities conducted by a governmental agency acting within its scope of authority.

(Ord. 07-03 (part), 2007)

(Ord. No. O22-06, 11-8-2022)

### 12.18.060 Insurance and indemnity.

Sponsoring persons, organizations, companies, corporations, or other entities applying for a special event permit shall hold the city harmless and indemnify from any and all claims, damages, loses and expenses arising from the special event. Applicants for a special event permit shall agree in writing to hold harmless and indemnify the city for any and all claims, lawsuits, or liability, including attorney's fees and costs allegedly arising out of the loss, damage, or injury to persons or personal or public property occurring during the course of or pertaining to the special event caused by the events sponsoring organizations, companies, corporations, or other entities, their officers, employees, or agents.

The sponsoring organization shall carry appropriate insurance as required by the city, including comprehensive general liability, automobile liability and/or designated premises liability in the minimum amount of ~~one~~two million dollars per occurrence and ~~two~~four million dollars aggregate per event or location, and when deemed necessary, the City can require more insurance coverage for higher-exposure events. The city must be named as an additional named insured.

The mayor has the authority to waive the requirements contained in this section. Additionally, the mayor may require insurance coverage in a higher or lower amount based upon the type of special event, the number of persons anticipated to attend the special event, or the anticipated number of persons participating in the special event.

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(Supp. No. 20)

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Each applicant shall execute a hold harmless agreement in a form approved by the city agreeing to defend, indemnify, and hold harmless the city against losses and liabilities incurred from the conduct of the applicant or its officers, employees, and agents. The agreement must be submitted to the mayor with the application for a special event permit.

(Ord. 07-03 (part), 2007)

(Ord. No. O14-02, 7-15-2014; Ord. No. O22-06, 11-8-2022)