



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, DECEMBER 26, 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 December 12, 2023.

Correspondence

2. Laurel Airport Authority Minutes of October 24, 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.*

3. Claims entered through December 22, 2023.
4. Approval of Payroll Register for PPE 12/10/2023 totaling \$216,668.67.
5. Council Workshop Minutes of December 19, 2023.

Ceremonial Calendar

6. 2024 Oaths of Office

Reports of Boards and Commissions

7. Budget/Finance Committee Minutes of December 12, 2023.
8. Park Board Minutes of December 7, 2023.
9. Public Works Committee Minutes of November 20, 2023.
10. Library Board Minutes of October 17, 2023.
11. Library Board Minutes of November 14, 2023.

12. City/County Planning Board Minutes of November 15, 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

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 December 12, 2023.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

December 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 6:30 p.m. on December 12, 2023.

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

COUNCIL MEMBERS ABSENT: Casey Wheeler
 Richard Klose

OTHER STAFF PRESENT: Brittney Harakal, Administrative Assistant
 Matt Wheeler, Public Works Director
 Stan Langve, Police Chief
 Ryan Welsh, KLJ
 Jackson Booth, Police Officer
 Hailey Swan, Police Officer
 Ryan Sedgwick, Police Officer
 Susan Canape, Dispatcher
 Ryland Ratcliff, Police Officer
 Gabe Seibert, Police Officer

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 November 28, 2023, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

CORRESPONDENCE:

- **Police Monthly Report - November 2023.**

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:

Council Member Mackay stated she sat in on the presentations regarding the court receivables. While sitting in on the presentations, she came to an opinion.

PUBLIC HEARING:

- **Public Hearing For Ordinance O23-05: An Ordinance Amending Title 12, Chapter 12.32.050 Of The Laurel Municipal Code Related To The City Tree Board.**

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

Council Member Mize, a Tree Board Member, stated this ordinance is to increase the Tree Board by one member as there has been increased interest in serving on this Board.

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

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

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

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

CONSENT ITEMS:

- **Claims entered through December 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 11/26/2023 totaling \$287,210.29.**
- **Council Workshop Minutes of December 5, 2023.**

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

Motion by Council Member Sparks 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 six Council Members present voted aye. Motion carried 6-0.

CEREMONIAL CALENDAR:

- **Sergeant Pinning Ceremony**

The ceremony was moved to later in the meeting after the appointment of Mr. LaFrombois.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of November 28, 2023.
- Laurel Urban Renewal Agency Minutes of December 4, 2023.
- Tree Board Minutes of November 9, 2023.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Appointment of Nathan LaFrombois to the Laurel Police Department.**

Motion by Council Member Herr to approve the Mayor’s appointment of Nathan LaFrombois to the Laurel Police Department, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

Judge Kerr swore in Mr. LaFrombois.

Police Chief Langve gave a brief speech on what it means to be a police officer. He presented Mr. LaFrombois with his badge.

Police Chief Langve called up Officer Booth to be formally pinned as Sergeant. He gave a brief speech on the importance of this role and becoming a good leader. Retired Officer Pitts pinned Sergeant Booth.

Both Sergeant Booth and Officer LaFrombois performed the Police Officer Code of Ethics.

- **Appointment of Dustin Hopkins to the Laurel Emergency Medical Services.**

Motion by Council Member Mackay to approve the Mayor’s appointment of Dustin Hopkins to the Laurel Emergency Medical Services, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

- **Appointment of David Gauslow to the Cemetery Commission for the Remainder of a Two-Year Term Ending June 30, 2025.**

Motion by Council Member Eaton to approve the Mayor’s appointment of David Gauslow to the Cemetery Commission for the remainder of a two-year term ending June 30, 2025, seconded by

DRAFT

Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

- **Appointment of Mardie Spalinger to the Laurel Urban Renewal Agency – Advisory for a Four-Year Term Ending December 31, 2027.**

Motion by Council Member Mize to approve the Mayor’s appointment of Mardie Spalinger to the Laurel Urban Renewal Agency – Advisory for a four-year term ending December 31, 2027, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

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

Motion by Council Member Eaton to allow Council Member Wilke to be absent from the City of Laurel for more than ten days (LMC 2.12.060), seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

- **Resolution No. R23-88: Resolution Approving A Memorandum Of Understanding By And Between The City Of Laurel And Beartooth Resource Conservation & Development Area, Inc.**

Motion by Council Member Sparks to approve Resolution No. R23-88, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

- **Resolution No. R23-89: A Resolution Of The City Council Authorizing The Mayor To Execute The Task Order And All Related Documents For The City Of Laurel Grant Support Services By And Between The City Of Laurel And Klj Engineering, Inc. Related To A Proposed New Water Tank.**

Motion by Council Member Mize to approve Resolution No. R23-89, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six Council Members present voted aye. Motion carried 6-0.

- **Ordinance No. O23-05: An Ordinance Amending Title 12, Chapter 12.32.050 Of The Laurel Municipal Code Related To The City Tree Board. (Second Reading)**

Motion by Council Member Mackay to adopt Ordinance No. O23-05, 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, Mize, and Eaton voted aye. Motion carried 6-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

The Public Works Committee’s next meeting is Monday, December 18, 2023, at 6:00 p.m. in Council Chambers.

The December Emergency Services Committee meeting has been canceled.

December 30, 2023, is the 80s Prom fundraiser for the library. Tickets are on sale.

Park Board met last Thursday. They followed up on some questions posed by the Council. There is no money set aside for these; however, the Park Board was looking at these as a donation-based attraction. The City often gets approached regarding planting a tree in honor of someone. This would be another option. The second question was regarding accessories for playing the games. The Park Board stated the resident would be responsible for bringing items to play the games. There is a group interested in placing these in the Parks.

DRAFT

MAYOR UPDATES:

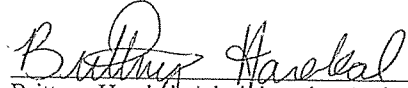
The gun auction ended Sunday. The total sale ended at \$43,500. The City will receive a check for \$37,400.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Herr 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 six Council Members present voted aye. Motion carried 6-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 6:54 p.m.


Brittney Haraka, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 26th day of December 2023.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

2. Laurel Airport Authority Minutes of October 24, 2023.



October 24, 2023 Minutes

- Roll Call was taken to include Randy Hand, Shane Linse, Joseph Mutchler, Alan Kasemodel
- Meeting Attendance: Mark Webb, John Roberts, and Brenna Warren
- Approval of Minutes of previous meeting. 10/24/2023
- Financial Update
- Claims: All approved
- Public Input: Possible Fly-in for the Montana Pilot's Association & The South Central Hanger Group.

OLD BUSINESS

- 4 Airport Cameras that MT Aeronautics paid for.
- Internet Options will be discussed with MT Aeronautics in Spring when cameras arrive.
- Windsock is in progress with Randy. Installed and awaiting lighting.
- Courtesy Car contract with FBO will be completed by Joseph.
- AWOS options, annual fees, FAA Grants. Still researching options.
- 2024 Fox Road Issues and Updates. All paid up.
- 2020 Fox Road is at attorney for resolution.
- Commercial activities in Non-Commercial hangers. Further discussion is required with individuals.
- Larger garbage can for LAA and FBO to split costs 50/50 approved.
- Weed issues/Letters. 10 day notice to tenants to clean weeds or pay will be sent out by Randy.
- Need to check PAPI's for proper lighting and serviceability.
- Awaiting Brock to provide passwords for website and email.
- Outhouse by the main gate approved to be removed in the Spring.
- SRE Building concrete pad is approved with the aid of Merle and Randy.



- Order fireproof cabinet for airport leases is approved. Looking at options.

NEW BUSINESS

- Approved Joseph Mutchler as new Secretary.
- FAA will do an audit of the airport possibly January or February.
- Combine November/December board meeting approved.
- LLC for Dave Gellner given to Shane.
- Airport needs to conduct a utility audit tabled until next Spring.
- Should airport require proof of insurance on all hangers tabled until next Spring.
- Speed limit signs will be included in the 2025 project.
- SRE Master Plan to add new SRE building/pilot lounge approved.
- Clean up Pilot Lounge will be discussed for a date.
- Joe will start a Spring cleanup list.
- Remove non-aeronautical buildings and convert back to aeronautical use approved after lease expiration.
- Meeting adjourned.

File Attachments for Item:

5. Council Workshop Minutes of December 19, 2023.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, DECEMBER 19, 2023**

A regular Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:28 p.m. on December 19, 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 type="checkbox"/> Jodi Mackay

OTHERS PRESENT:

Brittney Harakal, Administrative Assistant
Michele Braukmann, Civil City Attorney
Stan Langve, Police Chief
Kelly Strecker, Clerk/Treasurer (via phone)
Jessica McCartney, 303 Union President/Dispatcher
Jackson Booth, 303 Vice President/Sergeant

Public Input:

There were none.

General Items:

Executive Review:

Council Issues:

1. 303 Union Market Adjustment Discussion.

Representation for the 303 Union presented their proposal for performing a mid-market wage adjustment. There are currently two vacancies that need to be filled. Due to those vacancies, there is room in this year's budget to accommodate the wage increase. The Police Department just completed its 5th advertising cycle in the last two years. In 2018 the hiring pool would have 35 to 40 applicants. Now, they are lucky to receive 12 applicants. While the pool of applicants to select from is smaller, the standard has not been lowered, and only those quality applicants are offered an employment opportunity. Applicants have noted the pay and cost of insurance as reasons they have chosen not to take a position at the Laurel Police Department.

Laurel's call volume has increased. The number of high-risk calls has also increased. Laurel and Billings interact with the same people. In the high-profile cases that Billings has had recently, Laurel Officers have also interacted with these individuals numerous times. There are times when Laurel is only staffed with one officer. If they need backup, they are waiting for the Sheriff or Highway Patrol to assist. Getting up to full staffing will ensure that there are two officers on

shift at a time. Currently, the Acting Captain is covering shifts in the meantime. They are also pulling the SROs from the schools to patrol the streets when needed.

It was questioned if this is an increase across the board or just for new hires. It was clarified that they are requesting a market adjustment across the board. This market adjustment would only affect police officers.

Council requested a formal proposal on what the cost would be to the City. This year, there are cost savings due to the vacancies that have yet to be filled; however, going forward, those vacancies will be filled. How will that affect the budget moving forward?

It was also asked that data be presented on the percentage of people who have declined a job offer due to wage issues. The percentage of people who declined employment because of single-officer staffing concerns was also asked.

It was noted that the 303 Union would be entering into negotiations with the City this spring over their collective bargaining agreement. It was questioned why not wait until negotiations to have this discussion. It was clarified that the hope would be to fill the two vacancies before July 1st when the new collective bargaining agreement will begin.

It was further noted that the Police Department is part of the General Fund. The Clerk/Treasurer cannot fully anticipate what revenues the General Fund will receive and thus the position the General Fund will be in for future budgets.

Council requested the financials at the \$3.00 increase and higher and lower. The Clerk/Treasurer will put together the financials for this proposal.

It was questioned how it works to discuss a market adjustment for one segment of a union. It was clarified that the MOU would only include the patrol officers. There is a concern about doing this market adjustment before entering union negotiations. Union 303 representation clarified that they had what this market adjustment would mean going into negotiations. They are aware that this may affect their contract for the next three years and that there may be little or no wage increases.

Council also asked that all competitor's wages be included in the comparison, including the Corrections Officers, Parol Officers, Women's Prison, etc.

This MOU will be on the January 2nd Workshop.

Other Items

A Council Member had been questioned why the Christmas decorations were not up. It was clarified that new decorations had been ordered and were not here in time. Next year, the [Chamber] will have the new decorations.

Attendance at Upcoming Council Meeting

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

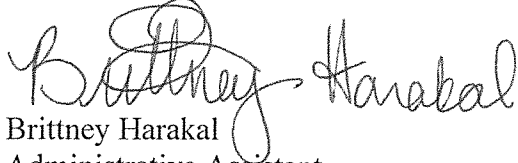
Announcements

The December Emergency Services Committee has been canceled due to the holiday.

The January and February Public Works Committee meetings have been moved to the fourth Monday of the month directly following the Emergency Services Committee meeting.

The council workshop adjourned at 7:36 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brittney Harakal". The signature is written in black ink and is positioned above the printed name.

Brittney Harakal
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.

File Attachments for Item:

7. Budget/Finance Committee Minutes of December 12, 2023.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 12, 2023**

Members Present: Michelle Mize, Emelie Eaton, Heidi Sparks

Others Present: Amber Hatton, Mayor David Waggoner

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

Public Input: There was no public comment.

General Items –

1. Review and approve November 28, 2023, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of November 28, 2023. Heidi Sparks 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 December 8, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through December 8, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending November 26, 2023, totaling \$287,210.29. Michelle Mize motioned to approve the payroll register for the pay period ending November 26, 2023, totaling \$287,210.29. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the 2023 November Utility Billing Adjustments, Emelie Eaton moved to approve the 2023 November Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.

New Business –None

Old Business – None

Other Items –

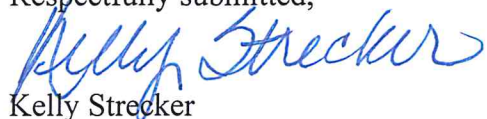
1. Review Comp/OT reports for the pay period ending November 26, 2023.
2. Mayor Update – The Mayor stated that the gun auction that the police department held brought in \$43,500.00. The city will receive a check in the amount of \$37,400.00 which is the amount after commission. Mayor said Albertson's is scheduled to open February 4, 2024. Mayor stated he spoke with LOVES today and that project is still moving forward. They are hoping to start in the spring of 2024.
3. Clerk/Treasurer Financial Update-Kelly was absent from the meeting, and Amber stated that the finance office is all caught up to date.

Announcements –

4. The next Budget and Finance Committee meeting will be held on December 26, 2023, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 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:

8. Park Board Minutes of December 7, 2023.



**AGENDA
CITY OF LAUREL
PARK BOARD
THURSDAY, DECEMBER 07, 2023
5:30 PM
COUNCIL CONFERENCE ROOM**

The meeting was called to order at 5:30 pm by Irv Wilke. Board members in attendance were Paul Kober, Richard Klose, 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 Comments: Jake Haan and Phil Cramer were visitors.

General Items

1. LPB November 2, 2023, Minutes:
Richard H motioned and Richard K 2nd approval. Motion passed.

New Business

2. Motions for the City Council:
Richard Herr moved and Phyllis Bromgard 2nd a motion to recommend City Council proceed with the installation of lighting for the new playground at Russell Park. Motion passed. Matt Wheeler will present an estimate of \$14,000 to the Budget committee.
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 2nd, Motion passed. This was presented to the workshop and the council was receptive. Should be up for vote at the next meeting.

Old Business

3. Shower Building Use at Riverside Park – No discussion or action
4. Other Parks in Laurel
Some discussion followed on sprinklers for Kiwanis Park. Another bid id being sought. Lions Park playground equipment has been repaired. Nutting Park playground equipment needs some repairs and nothing new on Fir Field.
5. American Legion Building at Riverside Park
Richard K brought pictures of the progress in the building and all that is left is trimming out the plumbing. NEW has tentatively committed some funds to the project with a grant. A lease will be negotiated with the City for the American Legion group to move in and start using the building.
6. Riverside Park - Lead Cleanup
Some discussion on options available to allow use of the area.
7. Riverside Park - New Building No discussion or action
8. Lions Club agreement for the old Jaycee Hall
Lions International is reviewing the agreement to allow the local club to execute.
9. Concrete Social Activities for Parks

See New Business comments.

Other Items

Jake Haan and Phil Cramer presented a proposal to improve the dugouts at the Little League Fields in Thompson Park. Richard H made a motion to approve and Richard K 2nd. Motion passed.

Dead Wild Geese at South Pond have created somewhat of an issue with Raptors feeding on the Geese, which have Avian Flu and are dangerous to handle or consume.

Riverside Park Camping has had some issues with squatters, but the Police have been very helpful with removing the problems.

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

January 4th, 2024 is the next meeting

Meeting adjourned at 6:30 by a motion from Richard Herr.

Submitted by Jon Rutt

File Attachments for Item:

9. Public Works Committee Minutes of November 20, 2023.



**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, NOVEMBER 20, 2023**

The Public Works Committee meeting was called to order at 6:00pm on Monday, November 20, 2023, by Committee Chair, Heidi Sparks.

Members Present: Heidi Sparks- Chair, Irv Wilke- Vice-Chair, Jodi Mackay, John Gotschall

Others Present: Matt Wheeler- Public Works Director

Public Input: None

General Items

1. Approval of Minutes from October 16, 2023. Jodi Mackay made a motion to approve the minutes of October 16, 2023. Motion was seconded by Irv Wilke. Motion carried 4-0 to approve the minutes.

New Business

2. Emergency Call Out Report- Report attached
 - i. Quiet month until this passed weekend. There was a sewer line backup on Cottonwood.
3. KLJ Report- Report attached
 - i. 5th to 7th Sewer Line Replacement-
 - o Will be moving forward this spring. This is to replace a collapsing sewer line.
 - ii. Splash Park-
 - o Play Space has had contractor issues. Will have install completed by 4/28/24
 - iii. S 4th St Reconstruction-
 - o Warranty in place for a year. Will come out and re-seed the park and the boulevards, if needed, this spring
 - o City will see about putting in flags on the new stop signs to help alert with the new traffic pattern
 - iv. Planning Services
 - o The school district is planning on building a new school in Logan Field. Working with the city planning on annexation and services
 - v. Water Tank Funding
 - o The City would like to hire KLJ for grant writing services to go after some grants for this project

Old Business:

Other Items

Announcements

Next Meeting will be Monday, December 18, 2023, at 6:00pm in Council Chambers

Meeting adjourned at 6:32pm



5th to 7th Sewer Line Replacement

(KLJ # 304-01231)

Reason for Project: Refurbishment of an 8" sewer line between 7th Avenue and 6th Avenue and a 10" sewer line between 6th Avenue and 5th Avenue in the alley way between 1st Street and Main Street in Laurel, Montana. The existing sewer line experienced several collapses last year.

Project Scope: To replace approximately 363 lineal feet of 8" and 383 lineal feet of 10" and will include the update of 3 manholes and associated surface replacement.

Current Status:

- Work Order Signed by City in September 2023
- Survey scheduled for week of October 16th, 2023
- Base Drawing created and Working on preliminary design

Splash Park Installation

(KLJ #2204-01898)

Reason for Project: To Replace the existing pool with a splash pad recreation area.

Project Scope: To Construct a splash Pad at the site of the existing City pool.

Current Status:

- Work Order Signed by City in January 2023
- DPHHS Approved Permit on 5/25/23
- Preconstruction Meeting held on 9/15/2023
- Construction to start on Monday 9/18/2023
- Change order sent to Contractor on 10/30/2023
- Ultimate completion date of April 28th, 2024
- Change Order is in Contractor's hands

2022 Pavement Maintenance Project (4th Street Reconstruction)

(KLJ #2104-00862)

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



City of Laurel Project Status Update November 15th, 2023



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

Current Status:

- Contractor began work on March 27th, 2023
- Water and Storm System in S. 4th Street to be complete week of 6/16/23
- Change Order #1, South 5th Street Waterline complete
- WCD No. 3 to resurface S. 5th Street, Woodland Ave., and Maple Ave. executed Aug. 9th, 2023
- Studer to Pave S. 5th Street from 8th Ave. to Forrest Ave. on Wednesday, 8/23/23
- S. 4th Street Paving is schedule for week of Sept. 18th – 22nd.
- Contract Sub. Completion reached Date is 10/11/23
- Final Completion date was 11/16/23

Laurel Planning Services (KLJ #1804-00554)

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

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

Current Status:

- Zoning Regulations Update.
 - Draft regulations sent to City April 11th, 2023
 - Zoning Map approved by Commission on August 16th, 2023
 - Public Hearing to occur on December 20th, 2023
- Downtown Parking Study. – On hold per City Instructions
- City-County Grown Policy Update was requested at the August 16th meeting
 - Weekly meetings occurring in October.
 - KLJ updating maps as requested by City Planner
 - Public Hearing to occur on December 20th, 2023

Other Notes and Information

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

Anticipated FY24 Projects

1. Water Tank Funding Project



City of Laurel Project Status Update
November 15th, 2023



-
2. 7th Street reconstruction
 3. Riverfront Park walking trail
 4. Reconstruction of 12th Street between Valley Drive and 1st Ave. Task Order sent to City.
 - a. Quote to perform the surfacing provided by Hard Drives Construction on Oct. 9th, 2023.

Emergency Overtime Callout List

7/01/23

TO

12/31/23

Maintenance Shop-628-4773

City Dispatch 628-8737

Response Code	X In Column Not accepting Overtime /NA = Not Available /Y = Responding /B=Phone Busy														
Employee Name	Telephone	7-16	7-23	7-24	7-30	8-10	8-12	8-16	9-9	9-18	9-23	10-15	10-16	11-16	11-18
Brian Kline	[REDACTED]	NA1	NA1	NA1	na1	NA1	NA1	NA1	NA1						
Kevin Budge	[REDACTED]	X	X	X	X	X	X	X	X	X	X				
Jay Hatton	4 [REDACTED]								na2						
Keith Guy	[REDACTED]								NA3						
Wade Spalinger	[REDACTED]								na4						
Brandon Gonzales	4 [REDACTED]								na5						
Aaron Fox	4 [REDACTED]								6						
Troy Clifton	[REDACTED]								y8						
Joel Barnhardt	[REDACTED]								7						
Justin Baker	4 [REDACTED]		4	3	1	Y4	3	2							
Kevin Hoffman	4 [REDACTED]	4	3	Y4	2	1	Y4	Y4							
Daniel Nauman	[REDACTED]	2	1	NA1	Y3	2	1	1							
Tom Burwell	4 [REDACTED]	3	2	NA2	Y4	3	2	Y3							

Elm Lift Station 628-7773 Village Lift Station 628-5918 Dial 9 after tone to acknowledge alarm

Wastewater Treatment Plant-628-6474

Autodailer- 628-4866

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding														
Employee	Telephone	6/2													
Thomas Henry	[REDACTED]	NA2													
Cindy Caswell	[REDACTED]	NA3													
Corey Nicholson	[REDACTED]	NA4													
Norman Stamper	[REDACTED]	Y1													

Water Treatment Plant 628-4410

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding														
Employee	Telephone														
HP Nuernberger	[REDACTED]														
Dylan Ceaser	[REDACTED]														
Josh Sawyer	[REDACTED]														
Sam Waggoner	[REDACTED]														
Joe Waggoner	[REDACTED]														
TJ Worbel	4 [REDACTED]														
Daniel Waggoner	4 [REDACTED]														

CABLE TV down Tim Johnson 698-6254

Matt Wheeler Cell# 208-1885	One Call Locate - 1-800-424-5555 (City Job # 25663)
Kurt Markegard Cell# 860-5785 Hm 208-2356	SCHessler 628-4221 HESTON 281-0811
	NW ENERGY 1-800-896-7862 LUMPY 860-7890
Advanced Pump 586-1700	Century Link 1-800-573-1311 Shop 628-7707 Jeff 694-9097
GORDAN ACE ELECTF RIC 860-5464	NorthwestPipe 252-0142 - Larry E. 656-2856
MDU 1-800-638-3278 / MDT 252-4138	Pace Construction 252-5559 (sewer backups)

MDT Supervisor Tom 655-7903/Kyle 446-2622

SanitarySystemOverflows call DEQ withing 24 hours at406-444-3080

Call Out - Date and Incident Location

9/9 H2O SHUTOFF 11TH AVE	
9/18 ELM LIFT PUMP FAIL	
9/23 ELM LIFT ALARM	
10/15 ELM LIFT ALARM	
10/16 H2O SHUTOFF MISTAKE	
11/16 H2O TURN ON	
11/18 SEWER BACKUP 610 COTTONWOOD	

File Attachments for Item:

10. Library Board Minutes of October 17, 2023.

MINUTES
CITY OF LAUREL
Library Board

10/17/2023

06:13 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

Katie Fjelstad	X Arthur Vogeles, Board Chair
X Kate Manley	X Lela Schlitz – via Zoom
X Nancy Schmidt, Secretary	X 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 August 2023 and September 2023 were presented for approval. Lela motioned the minutes be approved as presented, Mary seconded the motion. Motion passed.
- b. Correspondence – 2-\$50 donations from Ray Wells, \$95 in memorials for Connie McCullough, a letter from LPS thanking us for helping collect school supplies during the month of August for distribution to those students that need them most, and a \$200 donation from someone connected with CHS using the BlackBaud Giving Fund using YourCause to donate to the library.
- c. Circulation Report – (compared to the same time period as last year) *Traffic:* up 14.7%; *circulation:* all items circulated totaled 4,033 (including 609 eBooks), book circulation was down 20.6%, media circulation was up 1.9%, eBook checkouts for this month was 19.8% of total book circulation, we circulated 992 items to partners and 262 items from other libraries; *computers:* internet use was up 12.8%, children’s use was up 185%, wi-fi use down 38.8%; *patron cards:* city patrons make up 63.7% of registered users, county is 27.8% and state/out of county has 8.8% of our registered patrons. There were 33 tech assists in August.

3. New Business

- a. The Small Business Alliance of Laurel has asked if they can use the library as their yearly fundraiser. They want to do an 80s Prom on December 30, 2023. Tickets will be \$25

each along with other fundraising during the night. They sold out last year and raised about \$3,000 for the splash park. The Palace has opened their meeting space for the fundraiser. More details will follow next month as plans are solidified. The library will help with flyers, planning and other necessary items. Information will also be on Facebook so we will link to their announcement.

- b. With the expected funds from the fundraising, we should start looking at which shelves should be replaced first. Library staff would like to see the new shelves in the fiction section. Mike has stated that we have reached the limits of how much we can weed in that section so we definitely need new shelves. Board members decided that they would follow the staff recommendation of placing the new shelves in the fiction section of the library.

4. Old Business

- a. Our fall book sale is scheduled for Monday, October 23rd through Saturday, November 4th. We are looking for volunteers to help with setup and working the sale. Some setup has already been done but the bulk of it will be on Friday and Saturday before the sale. The question about using the book sale funds for new shelving also. It was agreed upon by all board members present.
- b. Kate and Nancy reported on their participation in the Fall Workshop in Great Falls. Both stated that they found the training interesting and informative. Training for the Talking Book Library, ASPeN accounts, BlueCloud Analytics, Statewide Resource Sharing, Legal Reference sharing, creating value in your community, policy development and updating, disaster preparedness, and genealogy research were some of the topics covered.
- c. The Federation meeting was held on Saturday, September 30th at the Laurel library. Arthur and Kate reported on the meeting. After the business part of the meeting, training was provided by MT AARP called "Prepare to Care". It was very interesting and helpful to those that may be experiencing caregiver burnout. Nancy stated that this may be the last year that she remains the Federation Coordinator. Once the MSL Commission makes their final decisions on how the federation is run, Nancy will make her final decision on being the coordinator.
- d. The Fall Retreat held in Chico was attended by Arthur and Nancy. They stated that it was one of the lowest attended retreats that has ever been held but it provided them with the opportunity to share information with other library directors, one-on-one. They also stated that they were the only attendees from South Central Federation and none of the state librarians were in attendance either. The State is also looking for alternatives to the problem with the courier, as well as IT help, legal services and arbitration training for libraries, and improving shared resources across the state. We also shared information on banned books.
- e. West school had their second classes come over for tours of the library. We had 7 classes come over that had a total of 123 students and 10 adults attending. Mike gave

the tours and answered questions from the students. We updated their cards if they had one or signed them up for new cards if their parents filled out the application.

- f. The roof has been completed and looks much better than it was. Kate asked about the soffit and fascia. These items weren't part of the roofing bid so will have to be completed at a later date. The roof was completed fairly quickly and is holding well in the current winds. We've noticed a decrease in the instances of the doors blowing open when the winds were of a higher velocity. We are all pleased with the new roof and it is great to not to have to worry about the library flooding because of missing shingles and other damage to the roof.

5. Other Items

- a. Upcoming Items:

The library will be closed Saturday, November 11th for Veteran's Day. This will give everyone an equal chance of getting their holiday off closer to the original day.

6. Announcements

- a. The next regular meeting is November 14, 2023 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Arthur motioned that the meeting be adjourned, Mary seconded the motion. Meeting adjourned at 7:23 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:

11. Library Board Minutes of November 14, 2023.

MINUTES
CITY OF LAUREL
Library Board

11/14/2023

06:06 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

Katie Fjelstad	X Arthur Vogeles, Board Chair
X Kate Manley	X Lela Schlitz – via Zoom
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 October 2023 were presented for approval. Arthur motioned the minutes be approved as presented, Lela seconded the motion. Motion passed.
- b. Correspondence – the following were received this month: a \$50 donation from Eileen Burton; \$500 donation to the Foundation from Evergreen Rebekah Lodge to be used for shelves; a letter from the West Elementary principal thanking the library for donating kids book to their ‘book vending machine’; a letter from MMIA to Nancy stating that she wasn’t chosen to be a member of the board of directors, and the proof for our license plate that will be available after January 1st.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 5.96%; *circulation*: all items circulated totaled 4,250 (including 720 eBooks), book circulation was up 11.5%, media circulation was down 0.6%, eBook checkouts for this month was 18.3% of total book circulation, we circulated 959 items to partners and 285 items from other libraries; *computers*: internet use was down 21.74%, children’s use was up 85.7%, wi-fi use down 84.4%; *patron cards*: city patrons make up 63.3% of registered users, county is 27.9% and state/out of county has 8.7% of our registered patrons. There were 85 tech assists in October.

3. New Business

- a. Because of the success of our latest book sale, and the latest donations to the foundation, a shelving unit has been ordered for the fiction section. This is where the

tightest shelves are located in the library. The old shelves from this area will be repurposed for the worst shelves in the non-fiction section.

- b. The library will be closed on Thursday, November 23rd, 2023 for the Thanksgiving holiday. We will be open regular hours on Saturday following the holiday.
- c. Katie had talked with Nancy about the possibility that we move the board meetings to a different time and/or day. She has taken a new position and her work hours changed. She was afraid that she wouldn't be able to attend the meetings on a regular basis. Since Katie is not available this evening, this item was tabled until next month.
- d. Nancy has shared with the Board that it may be time for her to give up being the Federation Coordinator since the rules may be changing drastically in the near future. The State Library Commission has a meeting scheduled for December 6th in Columbus. There may be changes coming that will affect how the federations are run. Nancy has asked Kate if she would like any emails cc'd and forwarded to her so that she is kept in the loop on how the Federation is run.

4. Old Business

- a. The fundraiser – 80s Prom – is being held at the Palace Bar & Lanes on Saturday, December 30th, 2023. Nancy will not be attending the actual event but will help with the setup & decorations on the day of the event. Tickets go on sale December 1st for \$25 each. Flyers will be distributed the first week of December. Proceeds from the fundraiser will go toward more book shelves.
- b. The final book sale amount was \$2,350.64. This was lower than the last couple of sales but still higher than we were hoping to receive. Advertising for the sale will be done completely online after this sale along with the posted flyers around town.

5. Other Items

- a. Upcoming Items:
 - 1. Lela questioned the completion of the roof and whether the soffit and fascia should have been included in the bid on the roof. She was wondering if the soffit and fascia were going to be redone in the near future. Nancy stated that she was looking into getting a few bids on replacement for those items. Once we have an idea of cost, we can move forward with replacement of those items.
 - 2. There will be another plethora of vacation & personal time hours that will need to be used before the end of March or June 2024. Mike and Eli will be taking mandatory time off on Friday when they are scheduled so they can start to use the excess.
 - 3. Our food pantry has morphed since we developed it. It has gone from just ready-to-eat, snacking item to full-meal type of items. Patrons will bring in items that they want to donate for our pantry. It was decided that any items

that are close to their expiration dates should be discarded rather than chance someone getting upset with us for letting them take an “old” item. We appreciate the donations but are erring on the side of caution when it comes to passing along food. Our patrons have expressed their gratitude for the food items we have allowed them to take.

4. There will be a musical story time at the library on Friday, December 15th, 2023. The Billings Symphony will provide the music and story. They will bring a string quartet and a narrator. While the music is playing, the narrator will read the stories. Please pass along any of this information so we have a good attendance.

6. Announcements

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

Meeting adjourned at 6:56 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:

12. City/County Planning Board Minutes of November 15, 2023.



MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, NOVEMBER 15, 2023
6:00 PM
CITY COUNCIL CHAMBERS

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.*

Judy called the meeting to order at 6:10 pm and asked for a roll call. Jon Klasna, Roger Geise, Richard Herr, Richard Klose, Judy Goldsby are in attendance.

Staff, Kurt Markegard and Forrest Sanderson

1. Public Comment

No Public Comments

General Items

2. Minutes Approval

Kurt will have the minutes for the committee at a future date.

New Business

3. Napa Signs- Entryway Zoning District

The Napa store has moved next to the old IGA building and are wanting to get their sign installed. Kurt explained that the signs meet the current code and will replace the temporary canvas signs they put up until approval has been received. Richard Klose moved to approve the Napa signs and Jon Klasna seconded the motion and the vote was 5-0 to approve.

4. Zoning Code Update and setting up a public hearing.

Forrest went over the draft zoning regulations and the zoning map. The draft zoning regulations are where he feels comfortable sending them out for Public Comment and setting the Public Hearing. The planning board discussed the regulations and asked Forrest questions about some of the regulations. After discussion, Jon Klasna moved to set a public hearing for December 20th, 2023, at 6pm at City Hall Council Chambers. Richard Klose seconded the motion, and the vote was 5-0 to approve.

5. Review the Draft Changes to the Growth Management Plan and setting a Public Hearing for December 20th, 2023.

Kurt explained that during the work sessions in October, all the draft changes are complete and only a few grammar items needed to be cleaned up and a new title page needs to be inserted. Forrest explained the process to adopt the growth policy and the need to approve the document through a Planning Board resolution. The growth policy is ready to be presented for a Public Hearing and

Kurt will make sure it is advertised starting next week. Richard Herr moved to set the Public Hearing on December 20th, 2023 at 6pm for the 2023 update to the 2020 Growth Policy as requested by the Board of County Commissioners and the City Council of the City of Laurel. Richard Klose seconded the motion, and the vote was 5-0 to approve.

The Planning Board will be meeting on the 20th of December at 6pm to hold Public Hearings.

Old Business

Other Items

Announcements

Judy asked if everyone could be at the meeting on the 20th and Richard Herr questioned if he was still on the board. Kurt explained that his seat on the board is separate from the City Council position. Kurt asked Richard Herr to please consider not resigning from the Planning Board as we need his participation to maintain a quorum.

Judy asked for a motion to adjourn the meeting, Roger motioned, and Richard Herr seconded, the motion to adjourn passed 5-0. The meeting was adjourned at 7:15pm.

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