



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, NOVEMBER 12, 2024  
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 the Minutes of October 22, 2024.

**Correspondence**

2. Fire Monthly Report - October 2024
3. Police Monthly Report - October 2024.
4. Resignation Letter from LuAnne Engh on Tree Board.

**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.*

5. Claims entered through November 8, 2024.
6. Approval of Payroll Register for PPE 10/27/2024 totaling \$272,978.86.
7. Clerk/Treasurer Financial Statements for the month of September 2024.
8. Clerk/Treasurer Financial Statements for the month of October 2024.
9. Council Workshop Minutes of November 4, 2024.

**Ceremonial Calendar**

**Reports of Boards and Commissions**

10. Budget/Finance Committee Minutes of October 22, 2024.
11. Emergency Services Committee Minutes of September 23, 2024.

- [12.](#) Laurel Urban Renewal Agency Minutes of October 21, 2024.
- [13.](#) Cemetery Commission Minutes of October 15, 2024.
- [14.](#) Library Board Minutes of April 9, 2024.
- [15.](#) Library Board Minutes of May 21, 2024.
- [16.](#) Library Board Minutes of June 11, 2024.
- [17.](#) Library Board Minutes of July 9, 2024.
- [18.](#) Library Board Minutes of August 13, 2024.
- [19.](#) Library Board Minutes of September 13, 2024.
- [20.](#) Laurel Urban Renewal Agency Minutes of November 4, 2024.
- [21.](#) Public Works Committee Minutes of October 21, 2024.
- [22.](#) Tree Board Minutes of October 3, 2024.

### **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 the Minutes of October 22, 2024.

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# MINUTES OF THE CITY COUNCIL OF LAUREL

October 22, 2024

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 22, 2024.

COUNCIL MEMBERS PRESENT:            Thomas Canape            Heidi Sparks  
   Michelle Mize            Jessica Banks  
   Casey Wheeler           Irv Wilke  
   Richard Klose            Jodi Mackay

COUNCIL MEMBERS ABSENT:            None

OTHER STAFF PRESENT:                Kelly Strecker, Clerk/Treasurer  
   Brittney Harakal, Administrative Assistant  
   JW Hopper, Fire Chief  
   Forrest Sanderson, LURA Consultant

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 8, 2024, 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:

- Fire Monthly Report - September 2024.
- Michael Kirschenman Resignation Letter
- Wallace Hall Resignation Letter

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

## CONSENT ITEMS:

- **Claims entered through October 18, 2024.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 10/13/2024 totaling \$255,604.17.**
- **Council Workshop Minutes of October 15, 2024.**
- **Closed Executive Session Minutes of October 15, 2024.**

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 October 8, 2024.
- Park Board Minutes of October 3, 2024.
- Laurel Urban Renewal Agency Minutes of October 7, 2024.



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Council Minutes of October 22, 2024

- Public Works Committee Minutes of September 16, 2024.

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

**SCHEDULED MATTERS:**

- **Appointment of Johnathon Herr and Landon Gradwhol to the Laurel Volunteer Fire Department.**

Fire Chief Hopper introduced both Mr. Herr and Mr. Gradwhol to the Council.

Motion by Council Member Canape to approve the Mayor's appointment of Johnathon Herr and Landon Gradwhol to the Laurel Volunteer Fire Department, 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. R24-90: A Resolution Of The City Council Authorizing The City Of Laurel And The Laurel Urban Renewal Agency (LURA) To Advertise A Request For Qualifications For An Engineering Consultant.**

Forrest Sanderson, Laurel Urban Renewal Agency Coordinator, spoke regarding LURA doing an RFQ for an engineering consultant. This will allow LURA to complete projects.

Motion by Council Member Sparks to approve Resolution No. R24-90, 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. R24-91: A Resolution Of The City Council Approving Change Order No. 1 To The City Of Laurel's Contract With Western Municipal Construction, Inc. For The 5th Avenue To 7th Avenue Sewer Line Replacement.**

Motion by Council Member Mize to approve Resolution No. R24-91, 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. R24-92: A Resolution Of The City Council Authorizing The Mayor To Execute The Standard Audit Contract Amendment By And Between The City Of Laurel And Olness & Associates, P.C.**

Motion by Council Member Mackay to approve Resolution No. R24-92, seconded by Council Member Wilke. There was no public comment or Council discussion.

Clerk/Treasurer noted that this amendment is to conduct a federal audit. The federal audit was conducted due to spending the ARPA funds.

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

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None.

**COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):**

The American Legion will be hosting a Veterans Ceremony on November 11, 2024, at 5 p.m. at the American Legion building in Riverside Park. After the ceremony, there will be chili and cinnamon rolls.

**COUNCIL DISCUSSION:**

The Emergency Services Committee will meet the following Monday at 6 p.m. in Council Chambers.

Reminder: October is a 5 Tuesday month. There will be no Council next week.

Reminder: the November 5<sup>th</sup> Workshop has been moved to November 4 due to the holiday.

**MAYOR UPDATES:** None.

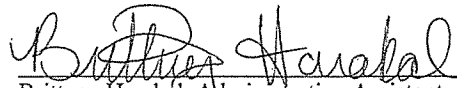
DRAFT

Council Minutes of October 22, 2024  
**UNSCHEDULED MATTERS:** None.

**ADJOURNMENT:**

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

There being no further business to come before the Council at this time, the meeting was adjourned at 6:45 p.m.

  
Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 12<sup>th</sup> day of November 2024.

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

Attest:

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

**File Attachments for Item:**

2. Fire Monthly Report - October 2024



# Laurel Fire Department

For the Month of:

October

Call Type
Structure Fire
Wildland Fire
Extrication
Other Rescue
Alarm
Public Assist
Medical Assist.
Other Calls
Severity Staffing

Number of Calls
6
6
11
0
7
9
8
5
0

Number of Hours

<b>Total</b>
--------------

<b>52</b>
-----------

<b>533</b>
------------

<b>Other Activities</b>
-------------------------

Training
<b>Total Training Hours</b>

<b>412</b>

<b>Total Training/Service Hours for the Month</b>
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<b>945</b>
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## Announcements: Preparing for winter weather calls.

### DEFINITIONS

#### Structure Firefighting

A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings. We carry out all levels of Structure Firefighting, including entry and attack, ventilation, salvage, overhaul, and investigations.

#### Wildland Firefighting

Wildfire, brush fire, bush fire, desert fire, forest fire, grass fire, hill fire, peat fire, vegetation fire, etc..

#### Extrications

Rescue victims entrapped in automobiles, machinery, farm equipment, buildings, and trenches, etc..

#### Other Rescues

Rope Rescue, Water Rescue, Ice Rescue.

#### Alarms

Respond to any false alarms or malfunctions.

#### Other Calls

EMS assist, industrial or aircraft firefighting, vehicle fires, hazmat, spills, public safety, investigations, gas leaks, carbon monoxide problems, etc..

**Severity Staffing-** Montana DNRC pays up to 8 firefighters to staff the station each day and respond as a Task Force to wildland fires within Yellowstone, Stillwater and Carbon Counties, as and when needed. They can also be called up to respond to fires anywhere in the Southern Zone areas. The 2 State-owned type 5 wildland engines assigned to Laurel are the ones primarily used for these calls. This has proven to be beneficial to Laurel as a means for a quick response to all incidents.

**File Attachments for Item:**

3. Police Monthly Report - October 2024.



# 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 November 1, 2024

[CFS Date/Time] is between '2024-09-23 09:02' and '2024-10-28 11:04' and

[Primary Incident Code->Code : Description] All

---

## Code : Description

## Totals

10-15 : With Prisoner	0	0
: Abandoned Vehicle	24	24
: Agency Assist	58	58
: Alarm - Burglary	28	28
: Alarm - Fire	7	7
AMB : Ambulance	102	102
: Animal Complaint	14	14
: Area Check	1	1
: Assault	6	6
: Bad Checks	0	0
: Barking Dog	6	6
: Bomb Threat	0	0
: Burglary	2	2
: Child Abuse/Neglect	14	14
: Civil Complaint	12	12
: Code Enforcment Violation	14	14
: Community Integrated Health	4	4

<b>Code : Description</b>	<b>Totals</b>	
: Counterfeiting	0	0
: Criminal Mischief	6	6
: Criminal Trespass	8	8
: Cruelty to Animals	1	1
: Curfew Violation	11	11
: Discharge Firearm	0	0
: Disorderly Conduct	12	12
: Dog at Large	41	41
: Dog Bite	8	8
DUI : DUI Driver	11	11
: Duplicate Call	1	1
: Escape	0	0
: Family Disturbance	18	18
: Fight	2	2
FIRE : Fire or Smoke	23	23
: Fireworks	0	0
: Forgery	0	0
: Found Property	10	10
: Fraud	5	5
: Harassment	6	6
: Hit & Run	4	4

<b>Code : Description</b>	<b>Totals</b>	
: ICAC	0	0
: Identity Theft	2	2
: Indecent Exposure	0	0
: Insecure Premises	1	1
: Intoxicated Pedestrian	2	2
: Kidnapping	0	0
: Littering	0	0
: Loitering	5	5
: Lost or Stray Animal	9	9
: Lost Property	10	10
: Mental Health	10	10
: Missing Person	1	1
: Noise Complaint	2	2
: Open Container	0	0
: Order of Protection Violation	4	4
: Parking Complaint	9	9
: Possession of Alcohol	0	0
: Possession of Drugs	1	1
: Possession of Tobacco	0	0
: Privacy in Communications	1	1
: Prowler	1	1



<b>Code : Description</b>	<b>Totals</b>	
: Public Assist	64	64
: Public Safety Complaint	11	11
: Public Works Call	7	7
: Report Not Needed	4	4
: Robbery	0	0
: Runaway Juvenile	2	2
: Sexual Assault	4	4
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	6	6
: Suspicious Activity	64	64
: Suspicious Person	17	17
: Theft	29	29
: Threats	6	6
: Tow Call	0	0
: Traffic Accident	20	20
: Traffic Hazard	5	5
: Traffic Incident	15	15
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	219	219

<b>Code : Description</b>	<b>Totals</b>	
: Unattended Death	0	0
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	5	5
: Warrant	19	19
: Welfare Check	24	24
<b>Totals</b>	<b>1039</b>	<b>1039</b>

**File Attachments for Item:**

4. Resignation Letter from LuAnne Engh on Tree Board.

November 6, 2024

Dave Wagner, Mayor  
Matt Wheeler, Public Works

Re: Laurel Tree Board

City Council:

I have served on the Laurel Tree Board for over 10 years. I have decided to resign as of December, 2024. The board currently has Michelle Mize, Tom Canape and Bridget Coleman as members. The Board should have five members. My resignation could offer an opportunity to recruit two more members.

The board has successfully offered a Labor Day celebration for the 4<sup>th</sup> grade students since 2017. I plan to continue to help organize that event. I will stay involved as a resource for government grants the city could qualify for and will help with the annual tree survey scheduled for Spring 2025.

I have appreciated the opportunity to serve Laurel on the Tree Board. I look forward to seeing the Laurel LURA project for downtown improvements and trees accomplished.

Sincerely,

A handwritten signature in cursive script that reads "LuAnne Engh". The signature is fluid and connected, with a large initial "L" and "E".

LuAnne Engh

**File Attachments for Item:**

9. Council Workshop Minutes of November 4, 2024.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
MONDAY, NOVEMBER 04, 2024**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:28 p.m. on November 4, 2024.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Tom Canape	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input checked="" type="checkbox"/> Jessica Banks
<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, Council Administrative Assistant  
Michele Braukmann, Civil City Attorney  
Kelly Strecker, Clerk/Treasurer  
Matt Wheeler, Public Works Director

**Public Input:**

There were none.

**General Items**

**Executive Review**

1. Water and Sewer Rate Study Presentation

Todd Christiano with Raftelis presented the attached PowerPoint presentation.

It was questioned if capital projects are included in the proposed rate structure. It was clarified that this is correct. The anticipated capital projects are included in the proposed rate structure.

It was noted that the residential tier structure has customers who use over 20,000 gallons per month. It was questioned if those were indeed residential customers or if they were commercial customers. It was clarified that each customer type was analyzed individually. For residential customers 68% of users use under 5000 gallons each month. Only 6% of customers use over 20,000 monthly.

It was questioned how smoothly this implementation would go given another municipality nearby recent news coverage regarding their water rates. It was clarified that the City is only increasing its rates, it is not changing its billing system. It is anticipated that the implementation will be smooth. The anticipated effective date is January 10<sup>th</sup>.

It was questioned whether people are able to log in and check their usage during the month. It was clarified that anyone can read the meter located in their home. The last reading is listed on the utility bill. Customers can also call City Hall and have their meters read during the month.

A Council Member noted that they had a running toilet in their home that ran for 45 days. The toilet consumed roughly 2000 gallons of water. They reminded everyone that if you have a leak, get it fixed as soon as possible.

### **Council Issues**

A Council Member noted their concern regarding the Mayor naming Mr. Markegard as Chief Administrative Officer. This Council Member requested a resolution be brought before Council next week.

Mayor Waggoner stated the matter would be brought before Council on November 19<sup>th</sup> and that this was an interim placement.

The American Legion will be doing a Veteran's Ceremony at 5:00 p.m. at their building located in Riverside Park. After the ceremony, there will be chili and cinnamon rolls.

The next Park Board meeting will be Thursday at 5:30 p.m. in Council Chambers.

### **Other Items**

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

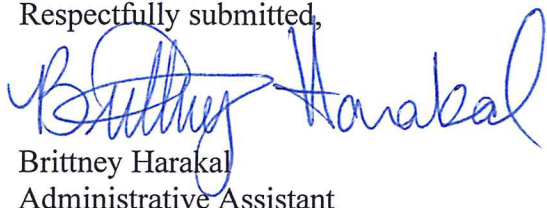
Council President Sparks will be absent from next week's meeting.

#### **Announcements**

There were no additional announcements.

The council workshop adjourned at 7:10 p.m.

Respectfully submitted,

  
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.**

# City of Laurel

## Water and Wastewater Rate Study

November 5, 2024



## Agenda



**Study goals and objectives**



**Rate study process**



**Financial plan**



**Cost of service**



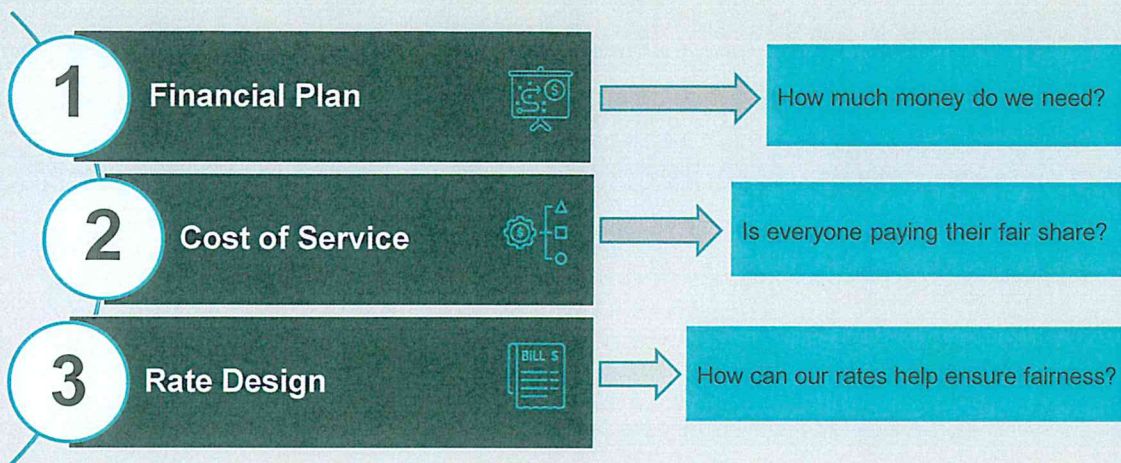
**Rate design**



**Bill comparison/Utility survey**



## Rate study process



3

**Starting with  
the end.**



4



**Proposed typical water and wastewater monthly bill**  
**Residential – 6,000 gal water, 3,000 gal wastewater**  
**¾" Meter**



5

# Financial Plan



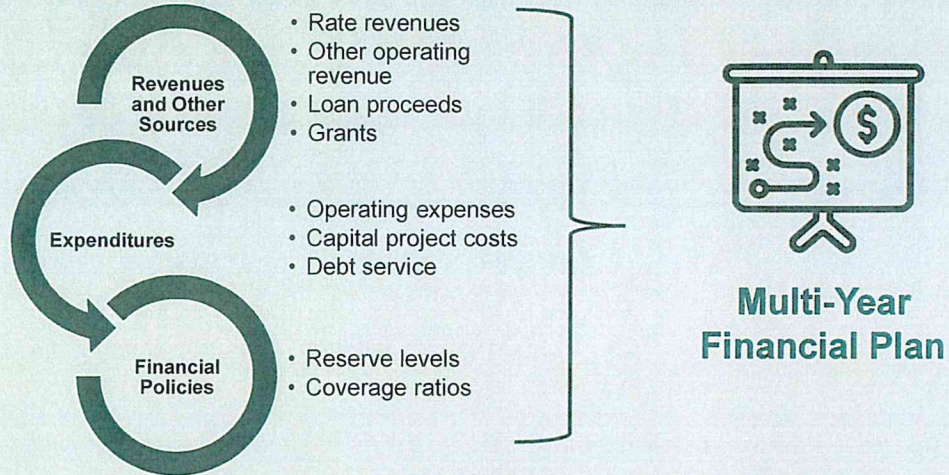
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# Financial planning process

What is the revenue required to meet expenditures?



7

## Financial plan assumptions

### Water Reserve Targets

- Operating reserve
- Capital reserve
- Bond reserves
- Water line, meter replacement, and deposit reserve
- Total annual reserve target: \$3.9 million

### Wastewater Reserve Targets

- Operating reserve
- Capital reserve
- Bond reserves
- Total annual reserve target: \$2.7 million

### Inflation Factors and Debt Service Coverage

- Operation and maintenance expense: 4.0%
- Capital: 4.5%
- Personnel Services: 4.5%
- Debt service coverage target: 1.20x debt service

8

## Capital projects

Water	<ul style="list-style-type: none"> <li>• Capital project 1 – FY25 – West 7<sup>th</sup> St. Water</li> <li>• Capital project 2 – FY26 – Riverside Park</li> <li>• Capital project 3 – FY27 – New Water Tank</li> <li>• Capital project 4 – FY28 – Filters</li> <li>• Capital project 5 – FY28 – Tank Painting</li> </ul>	<ul style="list-style-type: none"> <li>• \$650,000</li> <li>• \$360,000</li> <li>• \$18,675,000</li> <li>• \$5,000,000</li> <li>• \$800,000</li> </ul>
	<ul style="list-style-type: none"> <li>• Grants – Engineering of New Water Tank</li> <li>• Loans – Water Tank &amp; Filters</li> </ul>	<ul style="list-style-type: none"> <li>• \$2,075,000</li> <li>• \$22,165,000</li> </ul>

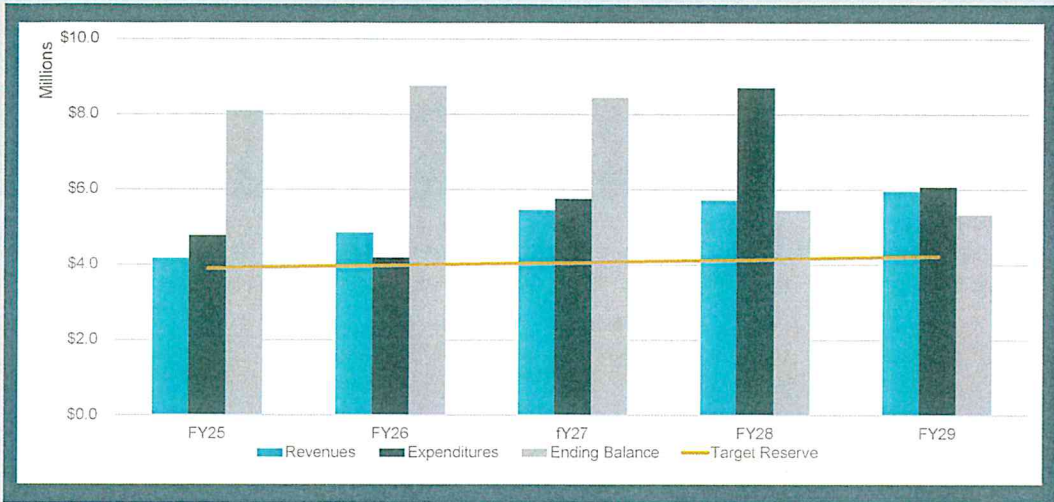
Wastewater	<ul style="list-style-type: none"> <li>• Capital project 1 – FY25 – WW Plant Boilers</li> <li>• Capital project 2 – FY25 – Manhole Lining</li> <li>• Capital project 3 – FY26 – Clarifier Recoat</li> <li>• Capital project 4 – FY26 – System Repair</li> </ul>	<ul style="list-style-type: none"> <li>• \$600,000</li> <li>• \$350,000/yr</li> <li>• \$200,000</li> <li>• \$TBD</li> </ul>
	<ul style="list-style-type: none"> <li>• Grants</li> <li>• Loans</li> </ul>	<ul style="list-style-type: none"> <li>• \$0</li> <li>• \$0</li> </ul>

# Water Financial Plan





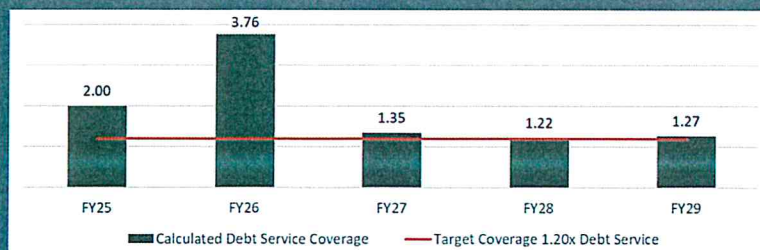
## Water cash flow proforma



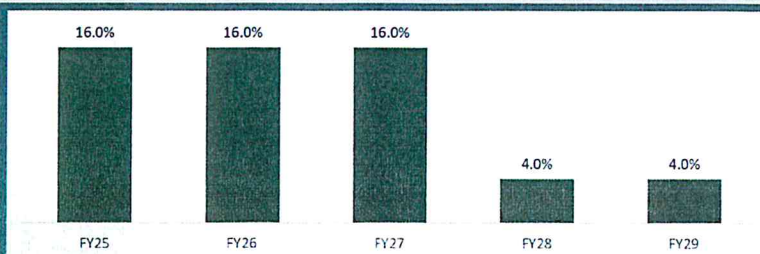
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## Water operating cash flow financial metrics

### Debt Service Coverage



### Proposed Annual Rate Increases



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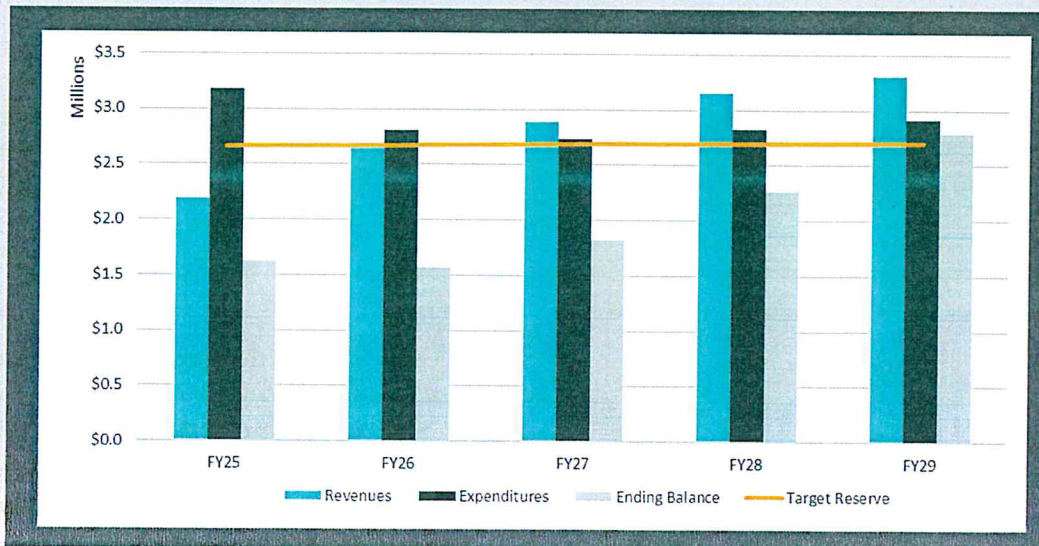


# Wastewater Financial Plan



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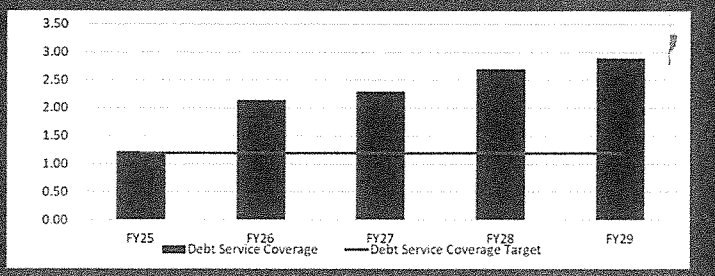
## Wastewater cash flow proforma



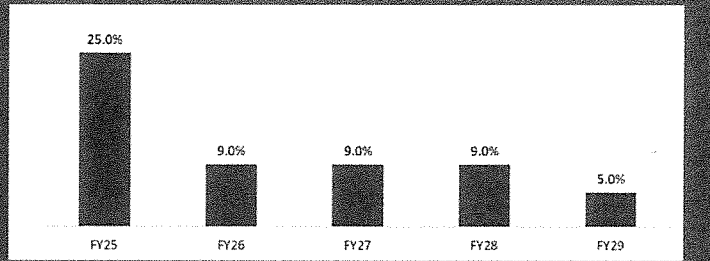
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## Wastewater operating cash flow financial metrics

### Debt Service Coverage



### Proposed Annual Rate Increases



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# Cost of Service



16





## What is a cost of service analysis?



- Determines amount of revenue to be recovered from each customer class
- Considers the number of customers and usage demands they impose on the system



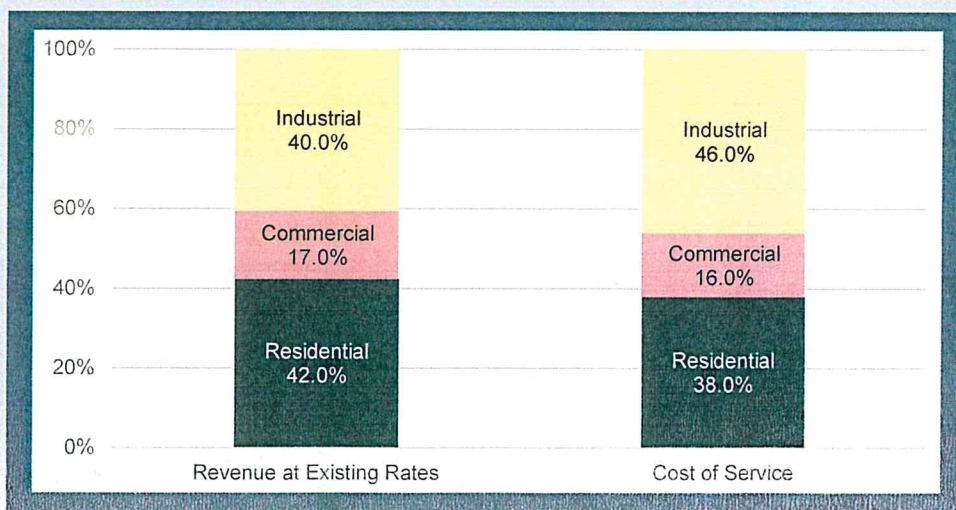
- Recognizes the different demand and customer characteristics of each class
  - Water
    - Average day demand
    - Peak demands
    - Number of customers
    - Number of meters by size
  - Sewer
    - Contributed flow
    - Wastewater strength



- Cost to provide service will vary by class

17

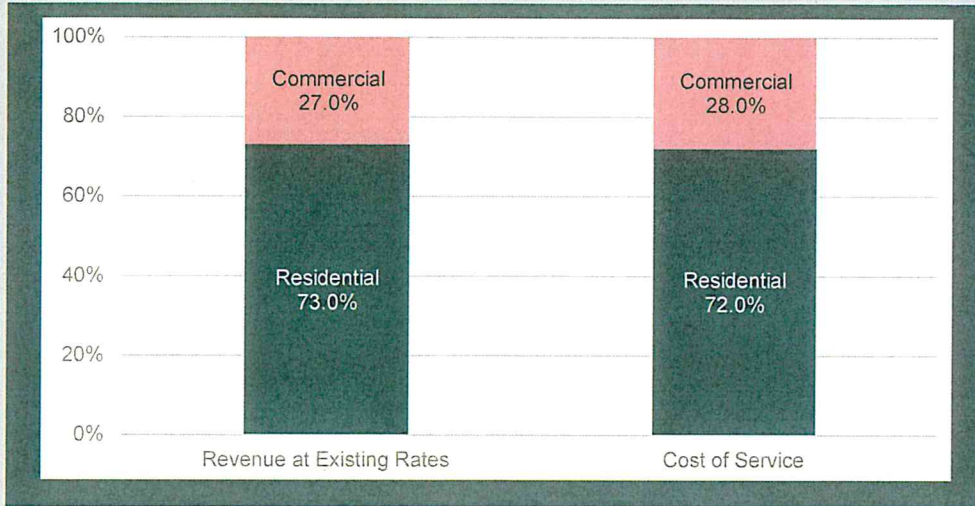
## Allocation of water utility costs to customer classes Existing and cost of service rates



18



## Allocation of wastewater utility costs to classes Existing and cost of service rates

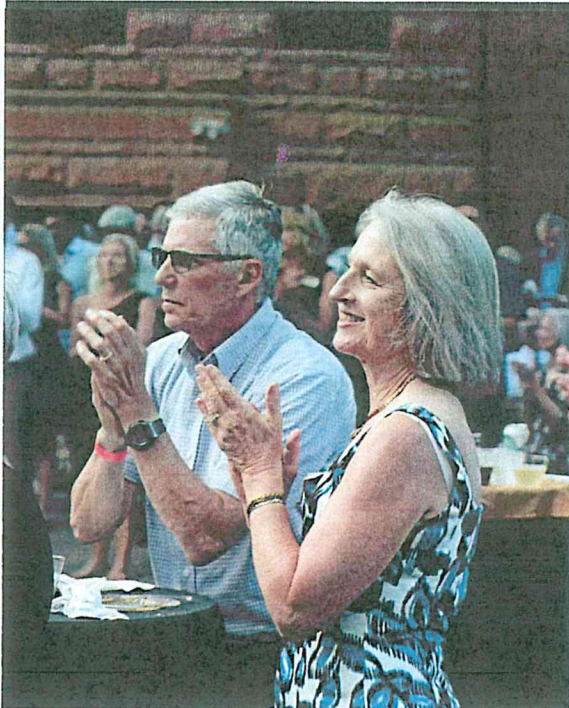


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# Rate Design



21



22



## Pricing Objectives

A means of ensuring community values are reflected in the way costs of providing service are recovered.

Revenue Sufficiency

Defensibility

## Required objectives



Costs covered & Financial health maintained



Legally compliant; defensible in court

23



## Common pricing objectives



Revenue stability



Cost recovery between classes



Cost recovery within a class



Water conservation



Essential use pricing



Customer understanding



Customer impact



Ease of administration/  
implementation

24

## Water rates

### Existing and proposed rate structure



Single Family



Comm/Ind

- Existing structure
  - Monthly minimum charge which varies by meter size
    - 1,000 gallons volume allowance
    - Capital charge which varies by meter size
  - Uniform volume rate same for all customer classes
- Proposed
  - Monthly base charge which varies by meter size
    - No volume allowance
    - Capital charge which varies by meter size
  - Residential volume rate: 4-tiered rate structure
  - Commercial, industrial, and irrigation volume rate: uniform rate

## Water utility Existing and proposed rates

Monthly Minimum Charge/Base Charge, \$ per Bill		
Meter Size	Existing	Proposed
<i>Inches</i>		
3/4"	\$32.61	\$32.61
1"	\$56.11	\$56.11
1.25"	\$85.57	\$85.57
1.5"	\$121.86	\$121.86
2"	\$215.28	\$215.28
3"	\$478.86	\$478.86
4"	\$852.82	\$852.82
6"	\$1,915.49	\$1,915.49
10"	\$5,291.82	\$5,291.82

Includes capital charge of \$8.00 per EDU

26

Volume Rate, \$ per 1,000 gallons		
Threshold	Existing	Proposed
<u>Residential</u>		
First 1,000	\$0.00	\$2.17
Next 4,000	2.86	2.17
Next 5,000	2.86	2.71
Next 10,000	2.86	3.26
Over 20,000	2.86	4.34
<u>Commercial</u>		
First 1,000	\$0.00	\$3.27
Over 1,000	2.86	3.27
<u>Industrial</u>		
First 1,000	\$0.00	\$4.02
Over 1,000	2.86	4.02

## Wastewater utility Existing and proposed rate structures



Single Family



Comm/Ind

- Existing structure
  - Base charge varies by meter size
    - No volume allowance in base charge
    - Capital charge which varies by meter size
  - Uniform volume rate same for all customer classes
- Proposed structure
  - Monthly base charge which varies by meter size
    - No volume allowance
    - Capital charge which varies by meter size
  - Uniform rate for residential and commercial customers
    - Residential volume based on average winter consumption
    - Commercial billed on actual water usage



## Wastewater utility Existing and proposed rates

Monthly Minimum Charge/Base Charge, \$ per Bill		
Meter Size	Existing	Proposed
<i>Inches</i>		
3/4"	\$29.24	\$29.24
1"	52.34	52.34
1.25"	81.29	81.29
1.5"	116.96	116.96
2"	208.77	208.77
3"	467.84	467.84
4"	835.39	835.39
6"	1,879.84	1,879.84
10"	5,198.29	5,198.29
Volume Rate, \$ per 1,000 Gallons		
	Existing	Proposed
All Usage	\$5.27	\$8.45

Includes capital charge of \$10.00 per EDU

28

## Typical water and wastewater monthly residential bills Indoor, average, and summer use



29



# Utility Surveys



30

## Peer utility residential typical bill survey

3/4" meter; 6,000 gallons water usage, 3,000 wastewater



31



# Thank you!

Contact: Todd Cristiano  
303 305 1138 / [tcristiano@raftelis.com](mailto:tcristiano@raftelis.com)

**File Attachments for Item:**

10. Budget/Finance Committee Minutes of October 22, 2024.



**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 22, 2024**

**Members Present:** Richard Klose, Heidi Sparks, Casey Wheeler, Michelle Mize

**Others Present:** Kelly Strecker, Mayor Dave Waggoner, JW Hopper

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 October 8, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of October 8, 2024. Michelle Mize seconded the motion. With no objection, the minutes of October 8, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. JW presented a purchase requisition for wildland pants and shirts for his department in the amount of \$14,026.39. In August the Fire Department was awarded a reimbursable grant from the DNRC in the amount of \$12,500.00 with a 10% grant match. The total that will need to be spent is \$13,889.00. This money can only be allocated to special projects. The wildland pants and shirts are a qualifying project, and the grant must be completed by May 1, 2025. Michelle Mize moved to approve the purchase requisition for the wildland pants and shirts. Heidi Sparks seconded the motion. With no objection, the purchase requisition was approved. There was no public comment.
3. Review and recommend approval to Council; claims entered through October 18, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through October 18, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of October 18, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending October 13, 2024, totaling \$255,604.17. Heidi Sparks motioned to approve the payroll register for the pay period ending October 13, 2024, totaling \$255,604.17. Michelle Mize seconded the motion. With no objection, the payroll register for October 13, 2024, was approved. There was no public comment or Committee discussion.

**New Business –**None

**Old Business –** None

**Other Items –**

1. Review Comp/OT reports for the pay period ending October 13, 2024.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated that the auditors will be here the week of November 4<sup>th</sup> to complete the FY 24 audit. Todd Cristiano from Raftalis will be here to give a presentation on the water and wastewater rate study at November 4, 2024, council meeting. Kelly said that she has been busy getting ready for the auditors and getting the finishing touches on the rate study.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on November 12, 2024, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelly Strecker".

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:**

11. Emergency Services Committee Minutes of September 23, 2024.



**MINUTES  
CITY OF LAUREL  
EMERGENCY SERVICES COMMITTEE  
MONDAY, SEPTEMBER 23, 2024**

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, September 23, 2024 by Chair- Heidi Sparks

**Members Present:** Heidi Sparks- Chair, Jodi Mackay- Vice Chair, Irv Wilke, Jim Irvin, Bruce McGee

**Others Present:** Police Chief Stan Langve, Police Sargeant Haley Swan, Ambulance Chief Lyndy Gurchiek, Fire Chief JW Hopper

**Public Input:**

**General Items:**

1. Approval of Emergency Services Committee minutes of July 22, 2024. Irv moved to approve the minutes; Jodi seconded- Motion carried 5-0.
2. Approval of Emergency Services Committee minutes of August 26, 2024. Jodi moved to approve the minutes; Irv seconded- Motion carried 5-0.
3. Update from Emergency Departments
  - a. Police Chief Stan Langve- Report attached
    - i. Alcohol and drug use is prevalent in calls for service. Large number of Family Disturbance and Traffic Issues.
    - ii. Officer will be back from the academy soon.
    - iii. Headed to Chicago to pick up the replacement vehicle. This will be a silver car and is replacing Car #1 which was totaled this past summer.
    - iv. Jodi asked about patrol- how is it determined where in town to patrol? Chief Langve stated at the officers discretion, but citizens can call the non-emergency number and ask for patrol in the area. Have received calls about concerns for lighting by the schools.
  - b. Ambulance Chief Gurchiek- Report attached
    - i. Missed Calls- going to get the reporting updated to include delays on how many of these are multiple calls. One time this month received 3 calls at the same time and the 3<sup>rd</sup> call is the one that was missed.
    - ii. With mill levy funds have hired the last full time staff, so now have 10 full time staff. Training should be completed by November. This will allow 3 on shift during peak daytime hours plus Chief Gurchiek so if receive 2 calls at the same time will be easier to staff.
    - iii. Life vests and bike helmets were given out at Fall Fest. Life vests came from the community grant the ambulance department received and the bike helmets were donated by Your Pie.

- iv. Billings Fire Department donated 800mHz radios to put in the frontline vehicles so the team can communicate with Billings units when in town.
- c. Fire Chief Hopper- Report attached
  - i. Help Flight training will be at the High School tomorrow, 9/24, with the helicopter around 7:00pm.
  - ii. Brush 4 brought in \$5,000 from DNRC for the 3 days it was at the Short Draw Fire.
  - iii. Wildland Pants- this purchase is from a grant and need to be paid for by May. These pants are difficult to get, so that is causing the delay.
  - iv. Purchase Requisition for the bunker gear will go to Budget/Finance committee tomorrow, 9/24.

**New Business:**

**Old Business:**

**Other Items:**

**Announcements:**

- 4. Next Meeting will be Monday, October 28, 2024, at 6:00pm in Council Chambers

Meeting adjourned at 6:32pm



# Laurel Police Department

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

Chief of Police Stanley J Langve

## Emergency Services Report September 23rd, 2024

For the reporting period of August 26th through this morning, the FAP had a combined 879 calls for service. This is up 11% from the three-year average of 790. Year to Date calls for service were 7,044 which represents a 5% decrease of the three-year average of 7,415. Total year to date crimes reported are at 931 and are statistically even with the 3-year average of 935. For the reporting period, 96 crimes reported or charged represents a 5% decrease from the three-year average of 101.

Of note, alcohol and drug use is a common factor in our calls for service particularly in the disturbance and mental health related calls. Detective Bryant noted the continued barrage of scams targeting the elderly. This last reporting period had a high number of traffic accidents and traffic incidents. Officers conducted 250 traffic stops.

We have closed applications for the open Officer's position and are moving ahead with testing and interviews. Of the 17 applicants, 6 are POST certified and we are hopeful that we can find a qualified candidate.

We have purchased another used patrol vehicle from Asia Motor in Chicago, and I will be traveling there this week to take delivery. This replaces Car #1 which was totaled on the 4<sup>th</sup> of July and is funded by Federal Equitable Sharing money.

Respectfully,

Chief Langve



# 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 September 23, 2024

[CFS Date/Time] is between '2024-08-26 13:50' and '2024-09-23 13:50' and

[Primary Incident Code->Code : Description] All

---

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	10	10
: Agency Assist	43	43
: Alarm - Burglary	12	12
: Alarm - Fire	2	2
AMB : Ambulance	85	85
: Animal Complaint	5	5
: Area Check	7	7
: Assault	5	5
: Bad Checks	0	0
: Barking Dog	7	7
: Bomb Threat	0	0
: Burglary	0	0
: Child Abuse/Neglect	1	1
: Civil Complaint	9	9
: Code Enforcment Violation	7	7
: Community Integrated Health	10	10

<b>Code : Description</b>	<b>Totals</b>	
: Counterfeiting	0	0
: Criminal Mischief	5	5
: Criminal Trespass	6	6
: Cruelty to Animals	6	6
: Curfew Violation	10	10
: Discharge Firearm	0	0
: Disorderly Conduct	7	7
: Dog at Large	32	32
: Dog Bite	1	1
DUI : DUI Driver	3	3
: Duplicate Call	3	3
: Escape	0	0
: Family Disturbance	15	15
: Fight	1	1
FIRE : Fire or Smoke	30	30
: Fireworks	0	0
: Forgery	0	0
: Found Property	11	11
: Fraud	2	2
: Harassment	4	4
: Hit & Run	3	3



<b>Code : Description</b>	<b>Totals</b>	
: ICAC	2	2
: Identity Theft	2	2
: Indecent Exposure	0	0
: Insecure Premises	1	1
: Intoxicated Pedestrian	0	0
: Kidnapping	0	0
: Littering	0	0
: Loitering	1	1
: Lost or Stray Animal	9	9
: Lost Property	3	3
: Mental Health	3	3
: Missing Person	2	2
: Noise Complaint	2	2
: Open Container	0	0
: Order of Protection Violation	4	4
: Parking Complaint	10	10
: Possession of Alcohol	0	0
: Possession of Drugs	1	1
: Possession of Tobacco	1	1
: Privacy in Communications	2	2
: Prowler	0	0

<b>Code : Description</b>	<b>Totals</b>	
: Public Assist	43	43
: Public Safety Complaint	17	17
: Public Works Call	11	11
: Report Not Needed	7	7
: Robbery	0	0
: Runaway Juvenile	2	2
: Sexual Assault	2	2
: Suicide	0	0
: Suicide - Attempt	0	0
: Suicide - Threat	3	3
: Suspicious Activity	52	52
: Suspicious Person	11	11
: Theft	16	16
: Threats	4	4
: Tow Call	4	4
: Traffic Accident	14	14
: Traffic Hazard	10	10
: Traffic Incident	10	10
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	250	250

<b>Code : Description</b>	<b>Totals</b>	
: Unattended Death	2	2
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	2	2
: Warrant	9	9
: Welfare Check	25	25
<b>Totals</b>	<b>879</b>	<b>879</b>

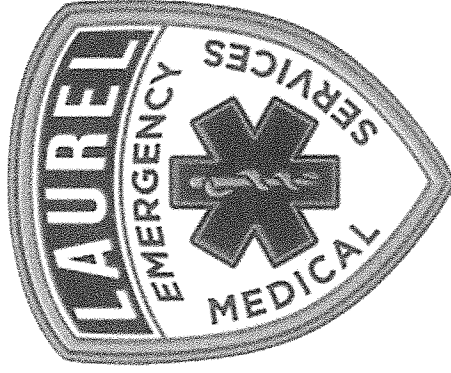
**Laurel Emergency Services Report created 9/23/24:**

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
1090 requests for service	1228 requests for service	1238 requests for service	1300 requests for service
159 times LEMS was unavailable	135 times LEMS was unavailable	177 times LEMS was unavailable	171 times LEMS was unavailable
72 times AMR was unavailable	34 times AMR was unavailable	48 times AMR was unavailable	23 times AMR was unavailable
288 responses in Ward 5=27% of calls outside of the city of Laurel	318 responses in Ward 5=26% of calls outside of the city of Laurel	351 responses in Ward 5=29% of calls outside of the city of Laurel	351 responses in Ward 5=27% of calls outside of the city of Laurel

**Recent Month Summary:**

**August 2024:**

Requests	127
Missed Calls	9 = 7%
Shortest Delay	13 minutes
Longest Delay	35 minutes
Average Delay	22 minutes
Fire Driver Available	3 times
City Driver Available	0 times
QRU Response With 1 Provider	2 times **
On A Previous Call	5 times
2 Units On A Previous Call	1 time
No Crew / Provider Available	0 time
AMR Transported or Responded	6 times
Red Lodge Transported	0 times
HELP Flight Transported	0 times
HELP Amb Transported or Responded	0 time
Columbus Transported or Responded	0 times
Joliet Transported	0 times
Park City Transported	0 times
PD Assisted Pt or Transported	0 time
FD Assisted Pt no transport	0 times
POV Transport	2 times
Refusal or no transport	1 time
YCSO Transported	0 times
MHP Transported	0 times



\*\*0 times the QRU responded and the patient refused / no transport to hospital or no patient found.

43 responses in Ward 5 = 34% of calls outside of the city of Laurel

4 LEMS responses for mutual aid. None of these responses resulted in LEMS not being available for another call.

2024 Running Totals

	January	February	March	April	May	June	July	August	September	October	November	December	Total 2024
Requests	124	114	95	99	114*	117*	134	127					825
Missed Calls	9	7	5	9	6	7	10	9					62
Shortest Delay (minutes)	22	11	17	19	8	18	15	13					8
Longest Delay (minutes)	45	40	24	51	38	37	53	35					53
Average Delay (minutes)	32	27	21	30	26	28	28	22					25
Fire Driver Available	20	15	4	16	17	12	2	3					92
City Driver Available	3	1	0	3	0	0	2	0					9
QRU Response w 1 Provider	6*	3	0	4	1	1	3	2					20
On A Previous Call	1	5	2	3	4	5	8	5					63
2 Units On A Previous Call								1					1
No Crew / Provider Available	2	0	3	2	1	0	0	0					8
AMR Transported or Responded	6	5	3	4	3	5	4	6					36
Columbus Transported or Responded	0	0	0	0	0	1	0	0					1
Joliet Transported	0	0	0	0	0	0	0	0					0
Park City Transported	0	0	0	0	0	0	0	0					0
Red Lodge Transported	0	0	0	0	0	0	0	0					0
HELP Flight Transported	0	0	0	0	0	0	0	0					0
HELP Amb Transported or Responded	0	0	0	1	0	1	1	0					3
POV Transport	3	2	2	3	1	0	2	2					15
PD Assisted Pt or transported	0	0	0	0	0	0	1	0					1
FD Assisted Pt no transport	0	0	0	0	0	0	0	0					0
YCSO Transported	0	0	0	0	0	0	0	0					0
MHP Transported	0	0	0	0	0	0	0	0					0
QRU/AMR, Refusal or No Patient	0	0	0	1	1	0	2	1					5
Responses in Ward 5	43	20	29	24	37	30	35	43					261
EMS response for mutual aid	8	2	6	1	4	3	5	4					33

\*correction made after report given

Other Reporting Information

-Staffing – volunteers –With the mill levy money for full time staffing, we have hired our last full time EMT, she will be starting this week. I anticipate having all of the new hires trained and working their shifts by November if all goes well. The first part of October we do have 1 full time staff member going out on medical leave for approximately 3 months.

-We are still busy with training of the volunteers and our new full time staff. All is going well.

-We have been given an amazing opportunity for our paramedics to train with an anesthesiologist at a pediatric dentist office. He is allowing us to come and assess and treat pediatric patients ranging from 2-8 years old. The biggest focus is on establishing IVs and airway care. Each paramedic will rotate through a 4-6 hour shift with him with the goal to treat 3-4 patients in that time frame.

-Care 1, is out of service due to the hydraulic lift, the mechanic that came to evaluate it is working on trying to find the needed part. We will keep you posted on its progress.

-Our old QRU – 1998 expedition, only used as back up for our main QRU or short drives in town, sold at auction. Matt's city truck, 2015 F150, he is replacing and has been given to us to replace the old QRU and used as a medical command vehicle. It is striped and waiting for lights and sirens to be installed. Once this happens we will license it with the state as a QRU vehicle.

-We have been busy with PR events. At the Fall Fest our child safety technician was able to provide education and appropriately size kids for 56 free life vests and 17 bike helmets in hopes to help keep kids safe! We were able to participate in the homecoming parade and standby for the football game. We also had a paid standby for a rodeo event on Saturday 9/21.



# LAUREL FIRE DEPARTMENT

215 West 1st Street • Laurel, Mt • 59044 • Office 406.628.4911 • Fax 406.628.2185

## *Emergency Services Meeting 8/26/2024 – 9/22/2024*

### Calls-

- Responded to **39** Total Calls for 8/26/2024 – 9/22/2024.
- Ambulance driver calls- **1**
- Total Hours on Calls-
  - Firefighters – **396 - 8/26-9/22**
  - Officers – **193 – 8/26-9/22**
  - Combined Hours – **589– 8/26**
  - Training Hours - **2271 YTD**
  - DNRC Staffing Hours – **3301 YTD**

### Training-

- Fire Reports
- BNSF
- Help Flight
- Fire Prevention Activities

### Rookie School Training-

- Engine Operations
  - Driving
  - Pumping

### Department News-

- Current Numbers
  - 33 Members
    - 2 firefighters on leave of absence. (one set to come back soon)
    - Mykal Kuchera graduated from rookie school.
    - 1 firefighter halfway through rookie school.
    - 5 firefighters just started rookie school.
    - 2 waiting for approval by CC.
    - 2 firefighters in application process.
- Misc.-
  - New Truck
    - In the build process.
  - DNRC Staffing
    - Staffing has been busy.
    - Responded to 27 DNRC fires.
    - DNRC staffing is complete for the year.
    - B4 went to Short Draw Fire for 3 days. DNRC pays the department for the use of B4.
  - Maintenance on Apparatus
  - Wildland Pants
    - Am working to purchase from donations from last year.
- Fire Prevention Month (October)
  - School visits and Station Visits
  - Open House October 9<sup>th</sup> 6 PM to 9 PM.
  - Arbor Day October 8<sup>th</sup>

**File Attachments for Item:**

12. Laurel Urban Renewal Agency Minutes of October 21, 2024.



**MINUTES**  
**CITY OF LAUREL**  
**LAUREL URBAN RENEWAL AGENCY**  
**MONDAY, OCT 21ST, 2024**  
**11:00 AM**  
**CITY BOARDROOM**

A LAUREL URBAN RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami at 11:00 p.m. on Oct 21st, 2024

**COMMITTEE MEMBERS PRESENT:**

x	Judy Goldsby		Daniel Klein
x	Cami Story		Kurt Markegard
x	Cheryl Hill		
	Mardie Spalinger		

**OTHERS PRESENT:**

	Janice Lehman
x	Forrest Sanderson
x	Doug Whitney
x	Dianne Lehm
X	Jason Giudice
x	Shawn Mullany

**General Items:**

Roll Call

Approval of Minutes – Judy made a motion to approve Oct 7, 2024 minutes with corrections, Cami 2<sup>nd</sup>

**New Business:**

**Project Discussion & Update on Engineer RFQ**

- Forrest gave us an update on what he presented to city council at the last workshop.
- Judy made a motion and Cami made a 2<sup>nd</sup> to allow Forrest to present to council and go out for the RFQ to hire and engineering firm.

**Lighting Presentation by Holophane**

Jason Giudice gave a presentation, explained about the poles and the option that can be offered as well as several examples. We as a group talked and asked questions about styles, cost and warranty (5year total, poles 1 year on paint)

**Old Business:**

Update of Project – just waiting for city council to vote on the RFQ for an engineering firm.

Next meeting is Nov 4<sup>th</sup>, 2024

**Announcements:**

Shawn Mullany brought up the idea to look into pavers for certain sections of the sidewalks as it would make it easier for repairs in the future.

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

Respectfully submitted,

Cheryl Hill

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:**

13. Cemetery Commission Minutes of October 15, 2024.

MINUTES  
CITY OF LAUREL  
CEMETERY COMMISSION

October 15, 2024

PUBLIC INPUT; none

General Items;

1. Approve Minutes of July 16, 2024 minutes; motion by Wally 2<sup>nd</sup> by Steve, motion pass

OLD BUISNESS;

1. Eagle Scout Project; fire pit installed , a flag collection box is placed at the cemetery for used American flags. That project is complete.
2. 2. Cement Planter; will leave as is for now

NEW BUISNESS;

1. Flag collection box; Richard bought a used mail box at a city auction and it will be painted and decaled to be installed at ACE hardware.

Meeting started at 5pm adjurned at 5:40 pm motion by Wally 2<sup>nd</sup> by David

Members present; Tom Canape, Wally Hall, David Gaslow,, Richard Klose, Steve Hurd, also C C member Michelle Mize

NEXT MEETING January 21, 2025

**File Attachments for Item:**

14. Library Board Minutes of April 9, 2024.

MINUTES  
CITY OF LAUREL

04/09/2024

06:02 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 March 2024 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 \$25 donation from Ray Wells, we received a \$1,000 grant from Town Pump for the summer reading activities this year, and a \$100 gift card from Donohue Roofing for posting a review on their website. The gift card will be used by staff for items needed at the library.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 2.2%; *circulation*: all items circulated totaled 5,056 (including 716 eBooks), book circulation was up 13%, media circulation was down 8.9%, eBook checkouts for this month was 15.6% of total book circulation, we circulated 933 items to partners and 312 items from other libraries; *computers*: internet use was down 18.7%, children’s use was down 30.8%, wi-fi use up 107%; *patron cards*: city patrons make up 62.6% of registered users, county is 28.5% and state/out of county has 8.9% of our registered patrons. There were 48 tech assists in March.

3. New Business

- a. Just a quick reminder that there is a trustee training being held in Billings this year. It is Tuesday, May 14<sup>th</sup> at the Billings Public Library. Nancy will email the link to the registration page so everyone has a chance to register for the training. There is no cost to attend since the federation has paid for the trainer.
- b. The annual Montana Library Conference is being held in Butte this year. It is scheduled for April 17<sup>th</sup> to 20<sup>th</sup>. Arthur will ride with Nancy either in the city car if it is available for her personal car. We will share our workshop information with the rest of the board at our next meeting.

4. Old Business

- a. The Federation meeting was held Saturday, April 6<sup>th</sup> in Billings. Clair, Nancy and Arthur reported that it was a very interesting meeting from the start. Clair attended as the liaison for Kate, our

board chair, since she has another meeting to attend that day. The main decisions made during the meeting were that the book kit weeding would be done under the collection management policy of the Laurel Public Library until Gavin, Alysia, and Nancy could create a policy specific to the federation book kits. After some discussion, it was determined that book kits have significant value to the federation members. The federation members decided that the coordinator stipend should be increased to \$1,750 and \$750 would be paid out to library staff that deal with the book kits the most. Members have asked for a monthly report on the circulation of the book kits. The bylaws discussion was tabled until a committee consisting of 2 trustees and 2 library directors could create an updated bylaws for adoption at the fall meeting. Nancy has been voted as the continuing coordinator for two more years. The trustee from Lewistown, Mary, is the temporary chair and Arthur will be the vice-chair for the next meeting. The Plan of Service was discussed, monies were decided upon for each library, and regional trustee trainings were planned for those that can't attend the semi-annual meetings. Billings Public Library respectively declined their share of the extra \$4,000. The next federation meeting is Saturday, September 28<sup>th</sup> in Roundup.

- b. Nancy stated that she received the resolution and ballot information from the civil attorney concerning the library mill levy. There is a statement that will accompany the resolution directed to the council members with information as to why the board feels a permanent mill levy should be placed upon the November ballot. The amount being requested is 45 mills, or \$466,000. There was discussion about asking for the 45 mills on the ballot but only requesting that a smaller amount be levied and increased incrementally each year as needed. Arthur stated that we won't know if a mill levy will pass unless we try. Library staff have received a number of inquiries about funding for the library and how to increase our budget. After extensive discussion the board members voted unanimously to move forward with a mill levy request.

5. Other Items

a. Upcoming Items:

- 1. Board concerns – only had questions about the mill levy and how it was progressing. What did we need from the members to help move this forward? We discussed this earlier at length.

6. Announcements

- a. The next regular meeting is May 14, 2024 at 4:30 pm in the library community room. A Zoom link will be added to the next agenda.

Kate adjourned the meeting at 7:25 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.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579

**File Attachments for Item:**

15. Library Board Minutes of May 21, 2024.

MINUTES  
CITY OF LAUREL

05/21/2024

06:02 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad

X Arthur Vogeles, Board Chair

X Kate Manley

X Lela Schlitz – via Zoom

X Nancy Schmidt, Secretary

X Mary Nelson

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 March 2024 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 \$25 donation from Ray Wells, the dulcimer players gave us a small donation with a Thank You card, and payment for a sample of the library plate. We have started to receive payments for the purchase of the library plates from the Montana Department of Revenue.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 10.8%; *circulation*: all items circulated totaled 4,871 (including 634 eBooks), book circulation was up 21%, media circulation was up 31.5%, eBook checkouts for this month was 14.4% of total book circulation, we circulated 936 items to partners and 213 items from other libraries; *computers*: internet use was down 27.4%, children’s use was up 38.5%, wi-fi use down 50%; *patron cards*: city patrons make up 65.3% of registered users, county is 25.8% and state/out of county has 8.9% of our registered patrons. There were 35 tech assists in April.

3. Old Business

- a. The mill levy resolution was voted down by the council 1-7. Kate stated that she felt the council members weren’t really understanding what was being requested by the library. There is an alternative to getting the mill levy on the November ballot. A petition signed by 5% of the registered voters of Laurel could put the levy on the ballot. Looking at the timeline, it would be really tight to get this done right now. After a lengthy discussion it was decided by the board members that this would be something that would be looked at after the new year.
- b. The final amount raised at the book sale was \$3,394.50. There was also \$1,476.25 deposited in the Foundation account - \$1,000 Town Pump grant, \$60.00 from license plate sales, and \$419.25 in other donations. Our next book sale is scheduled for the end of October.
- c. The federation sponsored trustee training was held May 14<sup>th</sup> in Billings. There were 18 attendees – 4 directors and 14 trustees. Katie and Arthur attended the training and felt that it

was very informational. It was suggested that we have more training held by the Local Government Center in Bozeman.

- d. Arthur and Nancy attended the annual Montana Library Association conference in Butte. They attended the Shared Catalog meeting on the first day. There was also an opportunity to hear some of the directors talk about using outside space around the library for a community gardens. The Joliet librarian shared her experience about making sure we use self-care to help us continue giving out best to our community. It was also discussed that interest displays would be beneficial to help patrons see some of our niche offerings. It was very informational for both attendees.
- e. The federation has a new state library consultant since Suzanne Reymer and Pam Henley retired. Cara Orban will now be working with our federation. Nancy met with her last week to discuss how the federation will be running in the new fiscal year. Cara is trying to help us decide how to create the smaller regional meetings that have been determined to be needed by the membership. The next meeting is being held in Roundup in September. Part of the plan of service is allowing for Laurel library staff to receive a stipend for handling the circulation and maintenance of the book kits.

#### 4. New Business

- a. The city applied for a few grants through HB 355 – State-Local Infrastructure Partnership Act of 2023. They were awarded four grants, one of which was for the repair/replacement of the soffit and fascia on the library. This is a matching grant of which the city will meet the 25% required for completion of the work. The timeline is September 2024.
- b. The FY 24/25 budget was completed and turned into the clerk/treasurer. It includes increases for items that are going to need to be repaired or replaced within the next year such as the exterior door hardware, computer updates, wage increase per CBA contract, travel increase for training staff, and cleaning increases.
- c. One of the items mentioned at the conference was the need for a Disaster Preparedness and Disaster Impact Policy. Lela mentioned that her husband has worked in this area before. Nancy will meet with Lela and her husband after her leave to complete a draft form of the policy.
- d. The summer reading program will be part of the Book Buzz program presented by the school librarians. It begins June 12<sup>th</sup> and runs through July 31<sup>st</sup>. The programs are scheduled for 10:30 am each Wednesday (except during the 4<sup>th</sup> of July week). Zoo Montana and the Billings Symphony will be part of the presenters.
- e. There won't be any summer lunches served at the library this year. According to the State Office Public Instruction, we are no longer in the FRAC map area that allows for us to be part of the lunch program. West Elementary is in the map area but because of the construction, it won't be used. The school superintendent decided that the lunches will be served by the middle school.
- f. Nancy will be taking 4 weeks off for knee surgery in June. She will be gone June 4<sup>th</sup> through July 5<sup>th</sup> for sick leave. Mike will be left in charge of the library with help from Eli where needed. Nancy will be in contact with library staff via email or text if anything important arises.

#### 5. Other Items

- a. Upcoming Items: No board concerns at this time.

6. Announcements

- a. The next regular meeting is July 9, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 7:31 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.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579

**File Attachments for Item:**

16. Library Board Minutes of June 11, 2024.



MINUTES  
CITY OF LAUREL

06/11/2024

06:00 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

Katie Fjelstad

Arthur Vogeles, Board Chair

Kate Manley

Lela Schlitz – via Zoom

Nancy Schmidt, Secretary

Mary Nelson

Clair Killebrew – Foundation Liaison

**OTHERS PRESENT:** None

# Meeting canceled – medical reasons

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. Circulation Report – (compared to the same time period as last year) *Traffic: up 7.3%; circulation: all items circulated totaled 4,547 (including 638 eBooks); book circulation was up 12%, media circulation was down 15.1%, eBooks checkouts for this month was 12% of total book circulation, we circulated 979 items to partner libraries and 241 from other libraries: computers: internet use was down 38%, children’s use was down 45.5%, wi-fi use was down 51.1%; patron cards: not available at this time. There were 27 tech assists in May.*

3. New Business

- a.

4. Old Business

- a.

5. Other Items

- a. Upcoming Items:

1. Board concerns

6. Announcements

- a. The next regular meeting is July 9, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

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.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579

**File Attachments for Item:**

17. Library Board Minutes of July 9, 2024.

MINUTES  
CITY OF LAUREL

07/09/2024

06:02 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

Katie Fjelstad	X Arthur Vogele, Board Chair
X Kate Manley	Vacant seat
X Nancy Schmidt, Secretary	X Mary Nelson – via Zoom
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 May and June 2024 were presented for approval. Arthur motioned the minutes be approved as presented, Mary seconded the motion. Motion passed.
- b. Correspondence – None
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 47.2%; *circulation*: all items circulated totaled 5,240 (including 624 eBooks), book circulation was up 10.1%, media circulation was up 8.2%, eBook checkouts for this month was 12.9% of total book circulation, we circulated 865 items to partners and 397 items from other libraries; *computers*: internet use was down 53.4%, children’s use was even, wi-fi use down 53.6%; *patron cards*: not available at this time. There were 34 tech assists in June.

3. Old Business

- a. The budget has been submitted to Mayor Waggoner and the Clerk/Treasurer. There haven’t been any questions directed to me about our budget requests. If there are any concerns, Nancy will let you know. We are hoping that the budget will be passed/approved through the council by the end of August. Kate suggested that the library think about having a Book Fair at Barnes & Noble to help with the expense of purchasing books for the library.
- b. The paperwork has been submitted and signed for the soffit and fascia. The city is handling all of the information for the grant. Hopefully, we will have this work completed in September or October at the latest.

- c. The Book Buzz Summer Reading Program seems to be very successful this year. There have been 365 attendees through the month of June. This compares 192 attendees last June. We have one more month of programming which will feature Drange Apiaries, Billings Symphony Quartet Musical Storytime, and library staff doing programming for the last Buzz Day.
- d. Nancy hasn't been officially released for full-time work until she sees her surgeon on July 24<sup>th</sup>. Until then, she will likely be working some part-time days as the pain dictates her mobility.

#### 4. New Business

- a. The mayor has received an email from Paige Farmer stating that she would like to be a trustee for the Laurel Public Library. Next year Elysia Vasser may be interested in a position on the board starting in July 2025. Nancy stated that she would like to take Lela out to lunch as a thank you for all her time spent working with the library board. Nancy will send her an email to determine when she and her husband are available for lunch. She will contact everyone once there is a date and time set for lunch.
- b. Nancy and Lela had corresponded about the disaster preparedness and impact policy. Lela's husband, Harry, has been involved in creating these programs in the past and would like to help us with this policy and the steps involved in implementing them. Once there is more information, it will be shared with the rest of the board members.
- c. Some of you may have noticed that a couple library staff members have been absent for quite a while. Nancy was out for her knee surgery but was allowed to come back to work July 6<sup>th</sup>. Stacie has been out for medical reasons as well but we are having some issues getting FMLA implemented with her doctor's signature. We will keep trying to get the proper signatures so we are following the union rules as well as federal requirements. Once she is back, everyone will be informed. Kate suggested that Stacie may be eligible for a health advocate or EAP through work. We will help her look into this information.

#### 5. Other Items

- a. Upcoming Items: No board concerns at this time.
- b. Michelle Kanta, teacher from Graff Elementary, has been working at the library this summer to complete her library endorsement practicum. She needs 60 hours for the summer to complete her requirements. This has been and will continue to be an enormous help with staffing issues through June and July.
- c. Board elections will take place in August when we have a full board of trustees from which to choose.
- d. Kate asked about meetings that may be taking place in September. The only meeting of note is the Federation meeting on Saturday, September 28<sup>th</sup> in Roundup. Regional meetings for the federation will be scheduled as needed.

6. Announcements

- a. The next regular meeting is August 13, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 6:50 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.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579



**File Attachments for Item:**

18. Library Board Minutes of August 13, 2024.

MINUTES  
CITY OF LAUREL

08/13/2024

06:06 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Katie Fjelstad	X Arthur Vogele – 6:28
X Kate Manley – Board Chair	X Paige Farmer
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 July 2024 were presented for approval. Mary motioned the minutes be approved as presented, Katie seconded the motion. Motion passed.
- b. Correspondence – None
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: up 3.1%; *circulation*: all items circulated totaled 5,131 (including 623 eBooks), book circulation was up 12.9%, media circulation was up 1.1%, eBook checkouts for this month was 13.3% of total book circulation, we circulated 833 items to partners and 229 items from other libraries; *computers*: internet use was down 37.5%, children’s use was down 76.7%, wi-fi use up 14.6%; *patron cards*: city patrons make up 64.7% of our registered users, county is 26.2% and state/out of county has 8.9% of our registered users.. There were 62 tech assists in July.

3. New Business

- a. The Public Library Standards have been completed for this year and shared with board members. We meet all required minimum protocols so we are eligible to receive the per capita funds through the state library.
- b. The Fall Retreat is being held in Chico Hot Springs on Sunday & Monday, Oct 6<sup>th</sup> – 7<sup>th</sup>. Anyone that want to attend needs to let Nancy know so she can get them registered and rooms reserved for everyone. Kate stated that she would like to attend and Paige was interested but couldn’t go this year.
- c. Library staff would like to close the library for the full Labor Day weekend. The community room is getting overloaded with donations from patrons. Mike and Eli would

like to have the building closed so it will be easier to clean up and move excess boxes to the shed until the next book sale. They are planning on clearing on Friday and finishing up whatever needs to be done on Saturday.

4. Old Business

- a. Our new board member, Paige Farmer, was welcomed by all board members. We are very excited to have Paige on our library board and look forward to her input and ideas to help us move the library forward.
- b. Just a quick notice that over the next few weeks, Mike, Eli, and Chris will be taking some vacation and personal time off during August. Most of the library staff have an abundance of vacation and personal time available that will need to be used before next March and June. Arthur proposed the idea that we reduce public hours during the week to help with time off. This will be considered but doesn't seem likely at this time.
- c. The full general fund budget has been given to the council for review. This will be discussed next week at the council workshop. The board requested that Nancy attend the council workshop and meeting just in case there are any questions concerning the library.
- d. The soffit and fascia are on the agenda just for updates. We aren't able to move forward with this until after the budget passes.
- e. Our summer reading program/Book Buzz was very successful again this year. We had 478 children and 266 adults attend the 8 programs this year. Compared to 357 children and 213 adults attending in 2023. We are surprised at the higher numbers considering that we didn't have the lunch program going at the same time like in summers past. If we hadn't had Michelle working on her practicum, we wouldn't have had enough people working to keep our library open full time.
- f. Board elections were held. Kate will remain as Board Chair, Mary as Vice-chair, and Arthur as the Federation Representative.

5. Other Items

- a. Upcoming Items: There is a Trustee training being held in Columbus on Friday, August 30<sup>th</sup> a.m. It is being held at Down Home on the Yellowstone, a new book store in Columbus. There is no charge for this training and anyone is welcome to attend.
- b. The next Federation meeting is Saturday, September 28<sup>th</sup> in Roundup.

6. Announcements

- a. The next regular meeting is September 10, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 7:10 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.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81873158498?pwd=zpwR85eU1wFSuOb0NeXntgr8ZlsxYp.1>

Meeting ID: 818 7315 8498

Passcode: 551579

**File Attachments for Item:**

19. Library Board Minutes of September 13, 2024.

MINUTES  
CITY OF LAUREL

08/13/2024

06:06 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

Katie Fjelstad	X Arthur Vogele
X Kate Manley – Board Chair	X Paige Farmer - 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 Aug 2024 were presented for approval. Arthur motioned the minutes be approved as presented, Mary seconded the motion. Motion passed.
- b. Correspondence – \$50 from Lela in memory of Virginia Gomer; \$250 from Laurel Federated Women’s Club; resignation letter from Stacie Stocks
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 6.79%; *circulation*: all items circulated totaled 4,841 (including 620 eBooks), book circulation was up 6.4%, media circulation was down 7%, eBook checkouts for this month was 13.98% of total book circulation, we circulated 1,024 items to partners and 304 items from other libraries; *computers*: internet use was down 29.8%, children’s use was up 11.6%, wi-fi use up 11.6%; *patron cards*: city patrons make up 62.7% of our registered users, county is 26.2% and state/out of county has 11.1% of our registered users.. There were 57 tech assists in August.

3. Old Business

- a. The fall Federation meeting is scheduled for Saturday, September 28<sup>th</sup>, 2024 in Roundup. The hours for the meeting are 9:30 am to 3:00 pm if anyone would like to attend. It is being held at the Roundup Community Library. Lunch and refreshments will be provided by the Friends of the Roundup Community Library.
- b. After watching the wind storms that rolled across the state, it is becoming a concern that the pine tree on the west side of the building needs some care and attention. The branches are resting on the roof of the library and it has been noticed by library staff that the tree itself seems to sway quite a bit in the high winds. Nancy talked with Kurt



Markegard about having the tree trimmed and possible actions for the future. He noticed that the roots have traveled toward the fiction wing of the library which could pose a problem in the next 5 years or so. We will keep watching the tree for safety reasons.

- c. Nancy will be attending the MT Arbitrator & Labor Relations Conference in Butte. She will be out of the office Tuesday, October 1<sup>st</sup> through Thursday, October 3<sup>rd</sup>. She will be available by cell phone or email if anyone needs to contact her.
- d. The fall Coordinator & MSL Commission meetings are being held in Helena, Tuesday, October 8<sup>th</sup> and 9<sup>th</sup>. Nancy will also be attending these meetings as part of her responsibilities for the federation coordinator. She will give a meeting report at the next board meeting.

#### 4. New Business

- a. The annual MLA Fall Retreat is being held at Chico Hot Springs Resort again this year. The dates are October 6<sup>th</sup> & 7<sup>th</sup>. Anyone wanting to participate needs to let Nancy know so she can reserve a room for them and submit their registration to MLA. Attendees will offer a report on the retreat at the next board meeting.
- b. Final budget update – our budget has been finalized and accepted by the council. We were looking at a funding shortfall but Kelly found 4 more mills to cover our budget request for FY 24/25. We are good to go for this year and will start looking at the budget for next year.
- c. Soffit & fascia update – the contract has been signed by the mayor. We are now waiting on Rob from Donahue Roofing to sign the contract and decide when they are available to complete the soffit & fascia work. Nancy will follow up with the Mayor or Kelly to see if the contract has been signed and is ready for implementation.

#### 5. Other Items

- a. Upcoming Items: No board concerns at this time.
- b. Our next book sale is scheduled for Monday, October 28<sup>th</sup> through Saturday, November 9<sup>th</sup>. We will be open for the book sale on both Fridays and during regular library hours.

#### 6. Announcements

- a. The next regular meeting is October 15<sup>th</sup>, 2024 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 6:58 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:**

20. Laurel Urban Renewal Agency Minutes of November 4, 2024.



**MINUTES  
CITY OF LAUREL  
LAUREL URBAN RENEWAL AGENCY  
MONDAY, NOV 4TH, 2024  
11:00 AM**

A LAUREL URBAN RENEWAL AGENCY meeting was held in Jury Room and called to order by Cami at 11:00 p.m. on Nov 4th, 2024

**COMMITTEE MEMBERS PRESENT:**

	Judy Goldsby		Mardie Spalinger
x	Cami Story	x	Daniel Klein
x	Cheryl Hill	x	Kurt Markegard
	Janice Lehman		

**OTHERS PRESENT:**

x	Forrest Sanderson
x	Doug Whitney
	Dianne Lehm

**General Items:**

Roll Call

Approval of Minutes – Cami S. made a motion to approve Oct minutes, Cami 2nd

**New Business:**

Update on Big Sky EDA – no updates

Update on Engineer RFQ – Council approved to go out for RFG and hire an engineer. Advertised on Nov 1<sup>st</sup> and it closes on Fri the 15<sup>th</sup>. We will get the packets at the Nov 18<sup>th</sup> meeting and then have time to go through them and rank engineers. We will have a Special meeting Nov 22<sup>nd</sup> to go over the rankings.

Forrest fully disclosed he owns stock in KLJ – he offered to stand aside from ranking.

Cami made a motion to have Forrest stay on the committee to help rank – Daniel 2<sup>nd</sup> that motion

Discussion on the Meeting Schedule-

We will move to the 1<sup>st</sup> Monday of the month after we have hired an engineer firm.

**Old Business:**

Update on Project #1 – possible looking into providing bricks around light poles for easier access and maintenance

Review of Consultant hours – Forrest will bring the hours to our next meeting. It was brought up that once we get project #1 that it won't be necessary for both Forrest and Doug to attend all meetings. One of them will come to each meeting to keep us updated. There will be times they both need to be present.

**Announcements:**

**Adjourn Meeting:** Cami made a motion to adjourn the meeting Daniel 2<sup>nd</sup> at 12:05

Respectfully submitted,

Cheryl Hill

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:**

21. Public Works Committee Minutes of October 21, 2024.



**MINUTES  
CITY OF LAUREL  
PUBLIC WORKS COMMITTEE  
MONDAY, OCTOBER 21, 2024**

The Public Works Committee meeting was called to order at 6:00pm on Monday, October 21, 2024, by Committee Chair, Heidi Sparks.

**Members Present:** Heidi Sparks- Chair, Jodi Mackay- Vice Chair, Irv Wilke, Jessica Banks, Shawn Mullaney

**Others Present:** Matt Wheeler- Public Works Director

**Public Input:**

**General Items:**

1. Approval of Minutes from September 16, 2024. Irv made a motion to approve the minutes of September 16, 2024. Motion was seconded by Jodi. Motion carried 5-0 to approve the minutes.
2. Emergency Call Out Report
  - i. Elm lift station pump failures- This had been previously addressed and is now occurring again. Remediation of the chemicals being injected was a band-aid fix, not an actual solution. The H<sub>2</sub>S is still causing issues with the equipment.
  - ii. Matt stated that fresh water is being run through it to dilute the materials in the line.
3. KLJ Report- Report attached
  - i. 2022 Pavement Maintenance has been completely closed out
  - ii. Water tank funding project- waiting to find out results of the grant, should be hearing back in the next few weeks
  - iii. 5<sup>th</sup>-7<sup>th</sup> Ave Sewer Replacement- project has been completed, city received reimbursement for the late days on the project for a total of \$6,000.
    - o This project is under warranty for a year- sidewalk is sinking and will be a springtime fix under the warranty
  - iv. Splash Park- Vendor was onsite and showed staff how to blow out the park and the features. The park is about 90% winterized, a few of the features need to be removed and stored for winter
  - v. Bulk Water Sales Station- Matt would like to pursue this in conjunction with an RV dump as a source of revenue for the city.
  - vi. West 7<sup>th</sup> St water replacement- city will look at a project once Town Pump has completed their project
  - vii. Southside Stormwater Outfall- southside stormwater goes into a pipe that routes under I-90, then goes into a drainage ditch on CHS refinery property. Looking for solutions with CHS refinery. One proposed solution is running the stormwater across 1<sup>st</sup> into the drainage on MDT property.
  - viii. Additional updates from Public Works Department, not on the KLJ report
    - o Matt stated the dead trees have been cleaned out of Thompson Park. In addition, the cornhole boards have been installed at Thompson Park and they are under the shelters, if people want to rent one of the shelters
      1. Shawn stated that the pH is off with the soil at Thompson Park and broadcasting gypsum on the soil would be a solution. The ground water is too alkaline
    - o Lead Service line project has been completed

**New Business:**



**Old Business:**

4. Ordinance discussion on Chapter 12.32 Trees and Boulevards from LMC
  - i. Jodi stated that some of the items trying to be addressed with an unkempt yard would potentially be addressed with other ordinances. Additionally, the xeriscape is not a maintenance-free solution
  - ii. Irv would be okay with updating the ordinance as long as the ordinance is written to include enforcement
  - iii. The committee decided to drop conversations on this ordinance as the city attorney has other pressing matters on her plate. The city is also working through the LMC to make updates and this will come back as a discussion item as some point in the future.

**Other Items:**

5. Jodi asked about soothing out roadway intersections. The intersection of Washington and East 6<sup>th</sup> is a very hazardous intersection with road bumps and potholes. Matt stated he would get a work order put together to look at this and get the staff on this.

**Announcements**

Next Meeting will be Monday, November 18, 2024, at 6:00pm in Council Chambers

Meeting adjourned at 6:47pm



# Meeting Minutes

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**Objective:** City of Laurel and KLJ standing meeting - overall project status update

**Date:** 10/1/2024

**Facilitator:** Ryan Welsh

**Time:** 2:00 PM

**Minutes:** Ryan Welsh

**Location:** City Council Conference Room

**Attendees:** City of Laurel: ~~Dave Waggoner, Kurt Markegard~~, Matt Wheeler, Kelly Strecker  
KLJ: Ryan Welsh, Mark Rohweder

## Topics

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### Current Projects: Streets and Drainage

1. 2022 Pavement Maintenance-
  - a. Closed Out – Warranty Walkthrough August of 2024
  - b. Warranty walkthrough of Russell Park Detention area occurred on Friday 5.10.24
  - c. Contractor reseeded the week of 6.24.24
  - d. Final Warranty occurred on 9.5.24
  - e. Items noted were a few minor cracks (routed & sealed already) and curb painting (to occur in first 2 weeks October.
  - f. Matt isn't sure if Cop ever sent them a check for Russell Park and needs to check with Kelly.

### Current Projects Water

1. Water tank Funding Project
  - a. Task order signed by City 12/12/2023
  - b. Teams meeting with EDA Disaster Relief on 1/9/24
  - c. Letter of Support Received from CHS and Woods Powergrip
  - d. Governmental land appraiser information forwarded onto City.
  - e. EDA submittal in July of 2024
  - f. Waiting to hear results of Funding Request
  - g. The EDA board has gotten through their previously designed projects and should be reviewing newer projects. We should hear something in the next couple of weeks.

### Current Projects: Sewer

1. 5<sup>th</sup> – 7<sup>th</sup> Alley Way Sewer Replacement
  - a. Task order signed by City on 9/27/23.
  - b. DEQ Approval on 2/20/24
  - c. Bids opened on 3/28/24
  - d. N-S Alley Way regrading to be issued this week.
  - e. Contractor has installed the sewer main, surfacing to occur in next 2 weeks.

- f. Substantial Completion Reached 8/1/24
- g. *Final Acceptance reached on 8.21.24*
- h. *Final payment application received last week.*
- i. *KLJ Amendments set to go to Council 10/1/24*
- j. *Ryan discussed that Contractor has LD's and previously requested extra time. The closeout change order needs to be created with this application and processed.*

**Current Projects: Parks**

- 1. Morgan on Site on 9.30.24 to perform shut down.

**Current Projects: Planning**

- 1. Zoning Regulations
  - a. Trimmed down version sent to Forrest on 8.7.24
  - b. Forrest is waiting on MS word formatted "other" sections from Kurt.
  - c. KLJ to enumerate and submit to City when received back
  - d. Kurt was to get final markups and missing sections to Forrest by 9.6.24

**Future Projects**

- 1. Love's potential Site – Pre-Application meeting on 8/30/23.
  - a. MDT Scoping meeting to occur on 4/14/24
  - b. Kurt received an updated package from Love's 5/2/24
  - c. Preliminary review completed and sent back to City on 7/18/24
  - d. *Waiting on final design documents from Love's Engineer*
- 2. Bulk Water Sales Station
  - a. City delivered existing plans.
  - b. Pushed back to 2025 project.
  - c. Discussion to start in January
- 3. West 7<sup>th</sup> Street Water Replacement and Valve replacement
  - a. Task order presented.
  - b. City is holding off until Town Pump renovations are completed.
  - c. Town Pump has made progress but City will look at project after they are complete.
- 4. Southside Stormwater Outfall
  - a. Meeting with CHS occurred on 8/5/24
  - b. KLJ issued a draft Memo on 8/16/24 with recommendations to CHS on Outfall changes
  - c. Issues for the City identified in that memo:
    - i. City's reliance on the I-90 culvert for flood control.
    - ii. Outfall pipe elevations are too high.
    - iii. City's limited ability to maintain outfall pipe through CHS property
  - d. KLJ made the following recommendations:
    - i. City and CHS team together to develop a solution involving a re-route of stormwater
    - ii. Recommended route would be to replace Interstate culvert w/ 42" pipe that would discharge to the interstate approach island north of main CHS facility

- e. Review meeting to occur on Wednesday at 10:00 AM
- f. Matt is concerned with Ryan attending these meetings on the City's dime. We will check into who should cover KLJ costs following tomorrow's meeting moving forward.

### **Other Notes or Information**

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### **Next Meeting Information**

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**Date:** 11/5/2024

**Time:** 2:00 PM

**Facilitator:** Ryan Welsh

**Minutes:**

**Emergency Overtime Callout List**

**7-1-24**

**TO**

**12-30-24**

Maintenance Shop 406-628-4773

City Dispatch 406-628-8737

Response Code	X In Column Not accepting Overtime /NA = Not Available /Y = Responding /B=Phone Busy														
Employee Name	Telephone														
Shop Callout		7-6	7-11	8-2	8-26	9-11	9-15	9-16	9-18	9-28	9-29	6-Oct	16-Oct		
Brian Kline	406-794-8552														
Kevin Budge	406-850-5224														
Jay Hatton	406 860 7525														
Keith Guy	406-850-5464														
Wade Spalinger	406-530-4084														
Brandon Gonzales	406-679-0334														
Aaron Fox	406-694-7456														
Troy Clifton	406-794-7689														
Joel Barnhardt	406-861-6408														
Jonathan Gonzalez	406-861-6662														
Water and Sewer Callout															
Justin Baker	406-321-0208	y3	2	na2	1	NA1	na1	na1	na1	NA1	NA1	NA1	Y4		
Kevin Hoffman	406-861-7460	na2	1	na1	y4	3	y4	3	na3	Y4	3	2	1		
Daniel Nauman	406-530-4643	y4	3	na3	2	Y4	2	y4	y4	3	Y4	3	2		
Tom Burwell	406-850-5294	1	y4	y4	3	2	y3	2	na2	NA2	NA2	Y4	3		

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														
Thomas Henry	406-855-0831														
Cindy Caswell	406-591-9013														
Corey Nicholson	406-351-1876														
Norman Stamper	406-633-3291														

Water Treatment Plant 628-4410															
Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding														
Employee	Telephone														
HP Nuernberger	406-696-1008														
Dylan Ceaser	406-861-6620														
Josh Sawyer	406-591-3959														
Sam Waggoner	406-696-0249														
Joe Waggoner	406-633-1879														
TJ Worbet	406-861-7948														
Daniel Waggoner	406-697-7526														

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 406-860-7890
Advanced Pump 406-586-1700	Century Link 1-800-573-1311 Shop 628-7707 Jeff 694-9097
GORDAN ACE ELECTRIC 406-860-5464	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	
7-6-24 sewer backup	9-28-24 ELM LIFT PUMP FAIL
7-10-24 elm lift fail	9-29-24 ELM LIFT PUMP FAIL
8-2-24 emergency locate gas leak	10-6-24 2412 H2O SHUTOFF FIRE
8-26-24 water break trailer court	10-16-24 H2O TURNON
9-11-24 EMERGENCY LOCATE GAS LEAK	
9-15-24 h2o turn on	
9-16-24 h20 turn on	
9-18-24 sewer backup	

**File Attachments for Item:**

22. Tree Board Minutes of October 3, 2024.

Laurel Tree Board Meeting  
Minutes  
10-3-24  
Council Conference room

Attendance: Matt Wheeler, Tom Canape, LuAnne Engh, Bridget Coleman, Michelle Mize, city attorney, Michelle Braukman

1. Public Input
2. General Items.
  - a. September minutes
  - b. Members – currently we have 5 members, Michelle Mize, Tom Canape (council members), Bridget Coleman, LuAnne Engh and Phyllis Bromgard. We’ve asked the City Council to drop our committee from 7 to 5 since we can’t keep enough for quorum. We still have advisors in Aaron Christensen and Dan Fevold. LuAnne would like to resign in November.
  - c. Trees on public lands/boulevards - City Attorney – Michelle Braukman – reported her research on how the city ordinance is written for the tree board responsibilities. She is going to bring us some updates at the next meeting where it will be more clear what our board is supposed to do.
  - d. Arbor Day – Oct. 8<sup>th</sup> Thomson Park 12-3pm We will have 130 students with Graff and New Life attending. They will bring sack lunches. We’ll have soup and sandwich for the adults. We’ll provide ice cream bars. The program will highlight the 2024 tee shirt designer, Quinn Butler. We’ll have the American Legion honor the flag and the fireman will be there with the trucks. Seven presenters have agreed to attend. Students will return to their schools before 3:00.
  - e. DNRC – report-Tree Inventory. Two wards still need to be finished. We decided to attempt this next Spring when the trees leaf out in May
  - f. Jean Carol Library Tree – the plaque from Bright n Beautiful will be installed soon. It’s black granite with white lettering. Granite can be placed directly in the ground without concrete.
  - g. Tree maintenance – Matt had Patrick trim the Thomson Park trees for \$7,000.
  - h. Arbor Day Accounts – City \$100 – Foundation - \$2014 –

Old Business

1. Grants for the future
2. Volunteer hours – please fill sheets out and return to Michelle by December.

Meeting Adjourned at 5:10

Next Meeting: December 5, 2024