



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, MAY 12, 2026
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

Correspondence

- [1.](#) Police Monthly Report - April 2026.
- [2.](#) Fire Monthly Report - April 2026
- [3.](#) Fir Field Correspondence

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.*

4. Claims entered through May 8, 2026.
5. Approval of Payroll for PPE 4/26/2026 totaling \$265,708.17.

Ceremonial Calendar

- [6.](#) Poppy Day Proclamation 2026

Reports of Boards and Commissions

- [7.](#) Budget/Finance Committee Minutes of April 28, 2026.
- [8.](#) City/County Planning Board Minutes of April 15, 2026.
- [9.](#) Emergency Services Committee Minutes of April 27, 2026.
- [10.](#) Laurel Urban Renewal Agency Minutes of April 27, 2026.
- [11.](#) Laurel Airport Authority Minutes of April 30, 2026.

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

- [12.](#) Resolution No. R26-19: Resolution Of The City Council Of Intent To Adopt An Official Schedule Of Fees And Charges For The City Of Laurel And Repealing All Previous Resolutions That Set Fees Or Charges That Conflict With The Schedule Attached Hereto Upon Its Effective Date.
- [13.](#) Resolution No. R26-20: A Resolution Of The City Council Of The City Of Laurel, Montana, Superseding Resolution R25-11, Modifying The Fee Schedule For Copies And Research Of Public Information And/Or Records, Reaffirming The Requirements Of Information To Retain, Establishing Procedures For Requesting Public Information And/Or Records, And For Implementation And Collection Of The Fee Schedule.
- [14.](#) Resolution No. R26-21: A Resolution Of The City Council Of The City Of Laurel, Montana Authorizing The Mayor To Enter Into A Engineering Services Agreement With Interstate Engineering Related To Limited-Scope Planning Services.

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. Police Monthly Report - April 2026.



Laurel Police Department

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

Total Calls City Council

Printed on May 1, 2026

[CFS Date/Time] is between '2026-04-01 00:00:00' and '2026-04-30 23:59:59' and

[Primary Incident Code->Code : Description] All

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	11	11
: Agency Assist	65	65
: Alarm - Burglary	12	12
: Alarm - Fire	5	5
AMB : Ambulance	94	94
: Animal Complaint	3	3
: Area Check	6	6
: Assault	1	1
: Bad Checks	0	0
: Barking Dog	4	4
: Bomb Threat	0	0
: Burglary	0	0
: Child Abuse/Neglect	2	2
: Civil Complaint	5	5
: Code Enforcment Violation	10	10
: Community Integrated Health	0	0

Code : Description	Totals	
: Counterfeiting	0	0
: Criminal Mischief	4	4
: Criminal Trespass	3	3
: Cruelty to Animals	3	3
: Curfew Violation	7	7
: Discharge Firearm	0	0
: Disorderly Conduct	6	6
: Dog at Large	34	34
: Dog Bite	3	3
DUI : DUI Driver	6	6
: Duplicate Call	1	1
: Escape	0	0
: Family Disturbance	6	6
: Fight	1	1
FIRE : Fire or Smoke	10	10
: Fireworks	0	0
: Forgery	0	0
: Found Property	8	8
: Fraud	4	4
: Harassment	4	4
: Hit & Run	5	5

Code : Description	Totals	
: ICAC	0	0
: Identity Theft	0	0
: Indecent Exposure	0	0
: Insecure Premises	8	8
: Intoxicated Pedestrian	0	0
: Kidnapping	0	0
: Littering	0	0
: Loitering	0	0
: Lost or Stray Animal	8	8
: Lost Property	1	1
: Mental Health	11	11
: Missing Person	1	1
: Noise Complaint	1	1
: Open Container	0	0
: Order of Protection Violation	2	2
: Parking Complaint	6	6
: Possession of Alcohol	0	0
: Possession of Drugs	1	1
: Possession of Tobacco	1	1
: Privacy in Communications	3	3
: Prowler	0	0

Code : Description	Totals	
: Public Assist	63	63
: Public Safety Complaint	10	10
: Public Works Call	4	4
: Report Not Needed	1	1
: Robbery	0	0
: Runaway Juvenile	1	1
: Sexual Assault	1	1
: Suicide	0	0
: Suicide - Attempt	0	0
: Suicide - Threat	3	3
: Suspicious Activity	55	55
: Suspicious Person	8	8
: Theft	13	13
: Threats	5	5
: Tow Call	0	0
: Traffic Accident	20	20
: Traffic Hazard	5	5
: Traffic Incident	21	21
: TRO Violation	0	0
: Truancy	2	2
T/S : Traffic Stop	128	128

Code : Description	Totals	
: 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	13	13
: Welfare Check	22	22
Totals	745	745

File Attachments for Item:

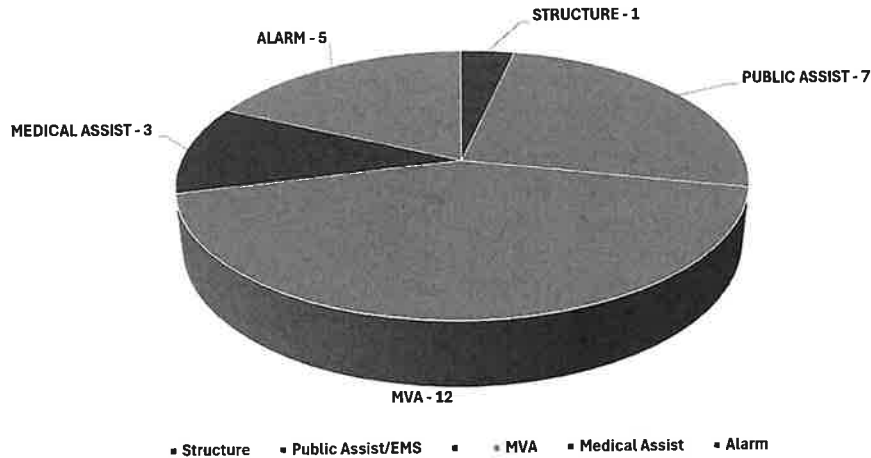
2. Fire Monthly Report - April 2026



Laurel Fire Rescue

For the Month of: Apr-26

Call Type Breakdown



	CALLS *	MAN HOURS **
Total	28	344
Other Activities	Training	180
Total Hours for the Month		524

Announcements:

Calls * The total number of fire calls we received and responded to for the
Man Hours ** The total number of man hours put in by the personnel for the number

Definitions

- Structure** Fire calls relating to structures (civil or otherwise)
- MVA** Fire calls relating to Motor Vehicle Accidents (MVA), and other calls that relate to modes of transportation (extrications, rescues, traffic control, etc..)
- Medical Assist** Calls for Lift Assist and any assistance provided to EMS
- Wildland** Fire relating to grass, brush, crops, or any vegetation. Would also include outdoor trash fire
- Public Assist** Calls relating to any public safety (power lines, downed trees, hazmat, gas/water/oil line breaks, etc..)
- Canceled** Calls that got canceled while enroute to the scene of call
- Alarm** Calls in response to fire alarms, whether false or real

File Attachments for Item:

3. Fir Field Correspondence

LAUREL PUBLIC SCHOOLS

School District No. 7 and 7-70

606 South 5th Street

Laurel, MT 59044

District Office (406) 628-3360

Fax (406) 628-3375

Website: www.laurel.k12.mt.us



5/7/26

Re: School use of Fir Field (City Park, Lots 9 and 10 of Nutting Brothers Subdivision, 2nd filing)

City of Laurel,

In 2002, the City of Laurel entered into an agreement with Laurel Schools for the use of Fir Field. The school helped maintain the field and used it for activity practices. The school district is appreciative of this arrangement and has been for 24 years. With the development of the Graff Fields area, we will no longer require the use of Fir Field. This letter is informing the City of Laurel that the school no longer intends to utilize Fir Field. LPS greatly appreciates the City of Laurel and its generous agreement with LPS for the use of Fir Field.

As of the City of Laurel's receipt of this communication, Laurel Schools will no longer be maintaining Fir Field (City Park, Lots 9 and 10 of Nutting Brothers Subdivision, 2nd filing). Thank you so much for your generosity and partnership.

A handwritten signature in black ink, appearing to read 'Matt Torix', is written over a faint, larger version of the same signature.

Matt Torix
Superintendent
Laurel Public Schools
406-628-3360

File Attachments for Item:

6. Poppy Day Proclamation 2026

Poppy Proclamation

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers;

WHEREAS, Millions who have answered the call to arms have died on the field of battle;

WHEREAS, A nation at peace must be reminded of the price of war and the debt owed to those who have died in war;

WHEREAS, The red poppy has been designated as a symbol of sacrifice of lives in all wars; and

WHEREAS, The American Legion Auxiliary has pledged to remind America annually of this debt through the distribution of the memorial flower;

THEREFORE, I, Dave Waggoner of the City of Laurel, County of Yellowstone, Montana, do hereby proclaim this 22nd day of May 2026, as POPPY DAY and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on this day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of City of Laurel, Montana this 12th day of May 2026.

CITY OF LAUREL

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

7. Budget/Finance Committee Minutes of April 28, 2026.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 28, 2026**

Members' Present: Jessica Banks, Tom Canape, Richard Klose

Others Present: Kelly Strecker, Kelly Gauslow

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 April 14, 2026, Budget and Finance Committee meeting minutes. Tom Canape moved to approve the minutes of April 14, 2026. Jessica Banks seconded the motion. With no objection, the minutes of April 14, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through April 24, 2026. Casey Wheeler approved the claims and check register for claims entered through April 24, 2026, prior to the meeting as he could not be present. Tom Canape seconded the motion. With no objection, the claims and check register of April 24, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending April 12, 2026, totaling \$254,868.74. Jessica Banks motioned to approve the payroll register for the pay period ending April 12, 2026, totaling \$254,868.74. Tom Canape seconded the motion. With no objection, the payroll register was approved. There was no public comment.

New Business -None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending April 12, 2026.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that she received a check in the mail from Love's in the amount of \$30,000, for a donation to the new ambulance. Kelly said that she had received two RFP's back regarding a new civil attorney. She stated that a committee was going to review them and set up meeting with each of the firms in the next couple of weeks. Kelly stated that she has a call into the Department of Military Affairs regarding the money that the city received from FEMA due to the the 2011 flooding event. She will update once she hears back.

Announcements –

1. The next Budget and Finance Committee meeting will be held on May 12, 2026, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:01 p.m.

Respectfully submitted,



Kelly Strecker

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

File Attachments for Item:

8. City/County Planning Board Minutes of April 15, 2026.

**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, APRIL 15, 2026**

A City/County Planning board meeting was held in Council Chambers and called to order by County chair Richard Klose at 6:00 pm on March 18, 2026.

Board Members Present:

<input checked="" type="checkbox"/> Tom Canape	<input type="checkbox"/> Richard Herr	<input checked="" type="checkbox"/> Paul Thomaе
<input checked="" type="checkbox"/> Ron Benner	<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Mike Waters
<input type="checkbox"/> Judy Goldsby	<input checked="" type="checkbox"/> Jonathan Klasna	

Others Present:

Amber Hatton – Deputy Clerk Treasurer
Forrest Sanderson – Contract Planner
Kelly Gauslow – Accounts Payable
Brent Moore – Interstate Engineering

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

Disclosure of Ex Parte Communication - None

Public Hearing

- 1. Love’s RV Park Conditional Use Permit –**
Postponed until May 20, 2026. Motion made by Jon Klasna to table the public hearing for Loves RV Park Conditional Use Permit until May 20, 2026, seconded by Ron Benner. There was no public comment. Motion passed 7-0.

General Items

- 2. Minutes from March 18, 2026**
Motion made by Mike Waters to approve minutes from March 18, 2026, seconded by Tom Canape. There was no public comment. Motion passed 7-0.

New Business

- 3. LOVE'S RV Park Conditional Use Permit – POSTPONED UNTIL May 20, 2026**
- 4. Recommendation of a Planning Consultant – Interstate Engineering for LUPA Compliance.**

Forrest Sanderson, Contract Planner, informed the planning board that in the very near future they will be the city's planning commission. So, for navigation of the LUPA compliance, who will be referred to as planning commission. When we're dealing with action items, you will still fill the role as the city county planning board for Laurel Yellowstone. With that, we advertised a planning consultant to assist the city in becoming compliant with the Montana Land Use Planning Act. We received proposals from Staley Engineering; Orion, partnered with WET; Interstate Engineering; Houseal-Lavigne; SCJ Alliance; and Design Workshop. All 6 firms were qualified. There was a review committee of four people, which included member Ron Benner, Council President Tom Canape, Planning President Richard Klose, and Contract Planner Forrest Sanderson. After all the proposals were individually reviewed and scored. The committee's recommendation to the planning board is that they would recommend the city council to confirm that Interstate Engineering is the entity that the city would enter into a contract negotiation to bring the City of Laurel into LUPA compliance.

Interstate Engineering has 3 AICP certified planners on their team. This firm has the most aggressive timeline out of all the groups and their timelines ends in August to early September, whereas the others were all December to January.

Brent Moore, with Interstate Engineering introduced himself. They plan to start the LUPA project in May.

A motion was made by Ron Benner, for the board president to transmit a letter recommending that we enter contract negotiations with Interstate Engineering. Seconded by Paul Thoma. There was no public comment. Motion passed 7-0.

Old Business - None

Other Items

- 5. Mike Waters offered an update from the Board of County Commissioners. See attached press release. After receiving the notice, the Board of County Commissioners sent a letter to the State of Montana requesting that the state show they owned the property in accordance with the law. If they don't, then a buy sell agreement or a title of ownership for that property. When they requested that, to go forward, the State of Montana or the executive director of the Montana Board of Investments responded they acknowledged our receipt of our letter for**

governmental property use. Below are the responses to their request for the project descriptions and justification. It would not necessarily be consistent with the zoning that is in the area. The buy-sell agreement that they provided only confirms public ownership interest in the property, but it has provided notice to the Commission of its intent to develop land contrary to local zoning regulations. The State didn't agree with some of the county commissions' interpretation of the law, but they did withdraw their request for the public hearing. The State did confirm that the land would be used contrary to zone to local zoning regulations, which they are, and they can do. Commissioner Waters recommends as the city county planning board to the city council that if it going to be contrary to local zoning, that we, as a board would have the ability to recommend not annexing the land to the city to help the state with any use that would be contrary to what the City of Laurel or this board would recommend. See attached letters.

Board asked Commissioner Waters, once they take ownership, can they request that hearing again. Commissioner Waters stated they are waiting for the States next move. When they do receive proof of ownership and would like to set up a public hearing, the county's intent is to allow the citizens of Laurel to have an actual chance to interact with the state official that would be there rather than on a Zoom call or some other call. They would set the public hearing up in the evening.

The board also asked, so if we must proceed with the public hearing because it's a requirement, does this board and council set the date to address the state? Commissioner Waters stated that the county would set the date because it's county land. We cannot restrict them because the State entered an agreement with a private individual or a private entity, but we can make sure the public has a chance to address the State.

Board member asked "What are their other plans, they came down here for 10 acres and now their going after 114 acres". Commissioner Water stated there was been no communication with the board of county commissioners so he couldn't answer that in any kind of knowledgeable manner.

Board member asked: "Would the hearing be for the county or would it be through the planning board?" Commissioner Water explained it would be through the county because they received the letter that confirmed their intent to develop land contrary to zoning regulations. If the Stated requested an annexation from the City, that would come before this organization. Forrest Sanderson, Contract Planned, clarified that under section 402 it's applicable in both Part 2 and Part 3 which the county and then municipal zoning. The requirement spelled out is that within 30 days, the governing body shall hold a public hearing. The planning board will have no role in that process. If they submit an annexation petition, that will go through standard City annexation process which would include a public hearing, recommendation of the question of annexation, initial zoning, and intended use.

Chair Klose asked if there was public comment.

Ellie Marshall, 1518 W 9th St made the following statement: “Apologies for being late and apparently, I it's the one time I'm late and I missed really what I was been coming to all your meetings for the past three months four months. I didn't catch the first part but I've been studying this since mid-January 2008 Sanderson Stewart completed that's now Sanbell engineering firm out of Billings completed the in the fall of 2008 completed an engineering study for this same property I haven't gotten Kelly an email for a public records request for that I've spoken to the two engineers that worked on it one is now with Billings public public's works and the one that's still with Sanbell and that that property cannot stand alone on its own septic and wells it has to have city sewer and water and so I'm just trying to get or you know kind of a record it's to see if we can kind of come up with that old record I know that's what they're doing now just to give you an FYI if you did or didn't know I didn't plan on speaking but since it all came up, um, the other thing and I know it's contrary to the you know Or is that is that in public record?” Board asked if there was a report given to the council? Elie said the following “So, um, Sanbell no longer has the report, and again I've had lengthy discussions with all the engineers, and they no longer have a copy because it is from the fall of 2008, I followed up with a voicemail to Kelly. I just haven't followed up with a public records request, you know, to Laurel to see if we may still happen to have an old copy of it, but I live just north of there and the water table. I mean is super high and talking to the engineers that the Anything that goes out there has to have city sewer and water. That's a fact. Because you can't have 80 100, you know, private homes with septic and what have you. So that's that part of it. So thanks for that question. So I'll try to get it in writing to Kelly to see. I've been sick the last month and so I didn't want to come up here and I can come up and help and look for that if that's allowed. Another bit that's contrary I've been working on a couple laws even though it's contrary because it's the state but I have the rezoning opposition you know that and that's the law or everybody 150 landowners 150 feet of the property that a I have all that in writing and have that packet ready to go just to let you guys know as a planning committee and then you know once we go to council you know just to let you know what the landowners say in writing as per law even though it's contrary to what the state can do just because you can do something doesn't mean you should do something and we all know that and I know you guys have you know spent hours listening to repeated Comments back and forth and the next part that I'm working on is the MCA to annexation and so I'll go that requires the 51% of and so that's where I you know, because it's the state, you know, I Don't know if they can just do anything anyway, but they have to have city sewer and water that's that's just a fact and so I'll be working on getting you know the fifth the majority signatures for you guys just so you can kind of hear it from the landowner in writing as per law again just because you can doesn't mean you should I attended the school board meeting Monday and gotten permission from the superintendent to work with their law firm I've been attending all the school board meetings as well as your planning meetings quietly and this past Monday the law firm called in it's on public record you can listen to it as you wish and they're going to be looking into it but I've gotten permission from

the superintendent and from the school board president to work with their law firm and if anybody knows of anything different other than April 22nd or at the Laurel Library, the 10 4 o'clock meetings. I have invited Hardin and Miles City. I've called the mayors and the sheriffs, everyone in the proposals that were 28 page for Miles City and 23 pages from Hardin, the formal proposals, that their public works, their mayors, their sheriffs, everybody from the city worked together to put the proposals together, a professional proposal. I've emailed, I've called a bunch of them, I've emailed all of them and I've copied the Yellowstone County Commissioners along with Representative Deming because I've also been working with them since January quietly but I've invited them all and I'll follow up because it's next Wednesday I'll follow up but if anybody has an agenda that I could provide them I've just heard that it's a MEPA meeting that's all I've heard but I anything in writing other than what's on the HB5 website with just Laurel Library, April 22nd, 10 and 4 o'clock. Any questions? Any comments?"

Chair Klose thanked Ellie for coming down and sharing her thoughts and issues.

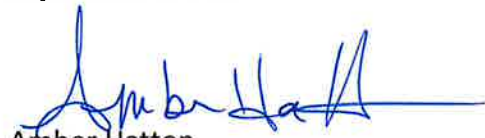
Announcements

6. Date for next meeting will be May 20, 2026 at 6:00 PM.

Adjournment:

Motion by Mike Waters to adjourn the meeting, seconded by Tom Canape. There was no public comment. Motion passed 7-0.

There being no further business to come before the Board at this time, the meeting was adjourned at 6:38 PM.



Amber Hatton

Deputy Clerk Treasurer

MONTANA

BOARD OF INVESTMENTS

March 24, 2026

Anna Vickers
Yellowstone County Planning Division Manager
316 N. 26th Street
Billings, MT 59101

RE: NOTICE TO Yellowstone County, Zoning Change

The State of Montana is actively conducting due diligence on a property in Yellowstone County. We are specifically interested in the County's existing land-use regulations and adopted long-range planning documents. The property is located outside the City of Laurel at 1425 US HWY 10 and is legally described as the Rossmoor Subdivision Block 1, Lots 1-3.

We are providing notice to Yellowstone County of the State's planned zoning for governmental use of property per MCA 76-2-402. Please provide us with notice of your desired hearing time, as required by law.

Thank you for your help, and please do not hesitate to contact me with any questions.

Sincerely,



DAN VILLA
Executive Director
Montana Board of Investments
2401 Colonial Dr
Helena, MT 59601

PRESS RELEASE

FOR IMMEDIATE RELEASE

On Wednesday, March 25, 2026, the Yellowstone County Board of County Commissioners received initial notice from the State of Montana regarding the State's intent to utilize property located outside the City of Laurel at 1425 US Hwy 10 for governmental purposes. The proposed use may be associated with a forensic mental health facility.

Pursuant to MCA § 76-2-402, when the State provides notice of a proposed development that may be inconsistent with local zoning regulations, the local governing body is required to hold a public hearing within 30 days. In accordance with this requirement, the Board of County Commissioners will first hold a discussion meeting to address the scheduling and procedural aspects of the required public hearing.

This discussion will be on Thursday, April 2, 2026, at 9:00 a.m. in the Board of County Commissioners Boardroom, located at 2825 3rd Ave N, Room 308. During this meeting, the Board will establish a date for a public hearing.

No decisions regarding the proposed land use will be made by the Board of County Commissioners at either the discussion meeting or the public hearing. Yellowstone County's zoning authority does not apply in the same manner to land owned by the State, and the County's role in this process is limited to holding a public hearing and providing comment pursuant to MCA § 76-2-402.

The public is welcome and encouraged to attend.

MONTANA

BOARD OF INVESTMENTS

April 2, 2026

Anna Vickers
Planning Division Manager
Yellowstone County Planning Division
316 N 26th Street
Billings, MT 59101

Dear Ms. Vickers,

The Montana Board of Investments (BOI) acknowledges receipt of your March 27, 2026, correspondence regarding the proposed governmental use of property located at 1425 U.S. Highway 10, outside the City of Laurel. Below are responses to the County's requests:

1. Project Description and Justification

Please see a detailed project description and justification, as well as other pertinent facts not related to the governmental use designation, at https://hb5.mt.gov/shared/PUBLIC_HEARING_doc.pdf.

2. Property Ownership Documentation

The Buy-Sell Agreement, available at the link above beginning on page 102, confirms public ownership interest in the property. The BOI has provided notice to the Commission of its intent to develop land contrary to local zoning regulations.

BOI did listen with interest to the April 2, 2026, Commission meeting. We do disagree with the interpretation of law wherein public comments should be delayed until after official action has taken place, in this case the purchase of land. However, we respect that it is the Commission who has ultimate decision authority over the hearing process and we have heard you. Therefore, in compliance with the Commission's wishes, we respectfully withdraw the Notice of March 24, 2026, and will provide a new one if the land is in public ownership after a decision to proceed is final.

Sincerely,



DAN VILLA
Executive Director
Montana Board of Investments

cc: Steve Williams, Yellowstone County Attorney
Mark Morse, Commissioner
Mike Waters, Commissioner
Chris White, Commissioner

File Attachments for Item:

9. Emergency Services Committee Minutes of April 27, 2026.



**MINUTES
CITY OF LAUREL
EMERGENCY SERVICES COMMITTEE
MONDAY, APRIL 27, 2026**

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, APRIL 27, 2026, by Chair Jodi Mackay

Members Present: Jodi Mackay - Chair, Irv Wilke – Vice Chair, Brent Edgmond, Sara Naylor, Shane Lacasse, Bruce McGee

Others Present: Ambulance Chief Lyndy Gurchiek and Fire Chief JW Hopper

Public Input: Two members of the public, Cheryl Hill and Laura Kirschenmann, expressed appreciation for the emergency services departments and committee.

General Items:

1. Approval of the Minutes from March 23, 2026. Irv made motion to approve, Sara seconded. Motion carried 6-0

2. Update from Emergency Departments – reports attached
Fire Department

Responded to 38 calls for reporting period

Continue with training like BNSF HazMat – indepth training on what goes through railyard

Pack test – all members that attempted passed (3 miles with 45 lb pack in 45 minutes)

29 members including 3 in rookie school

4 applications ready for review in September

DNRC staffing – staffed East Fire in Red Lodge with 2 firefighters for 4 days

Getting harder to staff DNRC hours due to most FF having full time jobs

Laurel obligated to support due to DNRC providing 2 trucks

Should be able to staff most days of the week – DNRC is aware of struggle

JW and Shane will work on discussions with CHS about their employees being able to leave to assist as needed.

Grants in process – hoping for Firehouse Subs grant (for side by side and trailer to aid in search and rescue), Lowe’s grant – moved into top 100 (want \$80000 to help repair garage bay doors), DNRC grant – applying again

Would like to negotiate with city regarding DNRC reimbursement for firefighter support.

Currently 100% goes into general fund. FD would like to see 80% to fire budget and 20% to general fund.

Would like to work on agreement with Columbus for truck maintenance. Currently pay around \$200 - \$285 / hr. \$40000 year agreement with Columbus would equate to about \$100 / hr.

Emergency Networking – going well

Still working with school and LVFD Association regarding 4th of July – want it to be safe

Discussion regarding funding and support of FD in comparison to other departments:

Frequently hear “no money” but question overtime allowances for office staff at CC meetings

7% increase for PW union contract but FD told to fundraise

Per diem denied for FF at an unpaid out of town training

FF earn below minimum wage when on a fire (\$10.50 / hr)

Attorney working on contract to allow FD to bill other entities

Police Department

Chief Anglin absent due to family emergency
Report attached

Ambulance Department

131 requests for service for reporting period
Levi, current Asst. Chief, leaving – posted internally for FT Paramedic to take over Asst. Chief duties
Troy Downing contacted department directly regarding the grant application – hoping that’s a good sign
“I am responding” platform implemented with dispatch and crews
Selling Care 1 on Marketplace
Looking at putting a shelf to safely secure gear in QRU - \$4300 cost
Working on cleaning up station
Growth Concerns and Issues:
Currently have 10 fulltime staff that work 2 24 hour shifts per week. Would like to fully staff 2 ambulances which would require at least 4 more fulltime employees. However, this would not provide adequate coverage for vacation / sick time – that coverage would require OT.
Would like to budget for a new ambulance every 8-10 years
EKG monitors, radios and other durable equipment should also be replaced every 8-10 years

New Business:

Old Business: City growth concerns and challenges – info / details on each departments attached reports

Other Items:

Announcements: Next meeting will be Tuesday, May 26, 2026 at 5:45 pm in Council Chambers (change in regular schedule due to Memorial Day holiday on Monday, 5/26/26).



LAUREL POLICE DEPARTMENT

215 West 1st Street, Laurel, MT 59044 Phone: 406-628-8737

Email: laurelpd@laurel.mt.gov

Chief of Police Jarred Anglin

Emergency Services Report April 27, 2026

During the reporting period of March 23 through April 27, 2026, the FAP handled 887 calls for service.

Year-to-date, the FAP has received 3,038 calls for service, compared to 2,959 calls during the same time period last year. This reflects a continued increase in overall demand for emergency services.

Officers and emergency personnel continue to manage a high call volume while maintaining proactive enforcement and response readiness. As the community continues to grow, the demand for services remains consistent, requiring staff to balance reactive calls with proactive policing efforts.

Law Enforcement Activity

During the reporting period, a total of 109 crimes were reported, which includes a range of incidents from traffic-related offenses to more serious violations such as DUI, drug possession, assaults, thefts, and partner or family member assault (PFMA). Officers made 6 arrests, and 64 charges were filed.

Of the reported cases, 29 resulted in no charges, with 10 of those lacking suspect information. Three warrant requests were submitted, and the remaining cases are still under investigation.

Officers continue to actively investigate cases and pursue charges where appropriate while managing overall call volume.

Staffing & Operations

Current staffing levels continue to present challenges. At times, patrol coverage is limited, with minimal staffing available to respond to calls. Sergeants are regularly responding to

calls in addition to their supervisory responsibilities, which reflects current staffing levels and operational demands.

With the continued growth of the city, there is a direct impact on staffing needs. The department is already operating below recommended staffing levels, particularly after the loss of one officer position during last year's budget cycle. As the city continues to grow, calls for service continue to increase, further impacting the department's ability to maintain adequate coverage.

Nationally, police staffing averages are commonly estimated at approximately 2.0–2.5 officers per 1,000 residents. Based on Laurel's population, this would suggest a higher staffing level than is currently in place, further illustrating the gap between service demand and available personnel.

The department continues to operate below recommended staffing levels for a community the size of Laurel, particularly given its proximity to Billings and the associated increase in service demand.

Equipment & Technology

The department is still waiting on a response for the Homeland Security grant that was submitted for mobile data terminal replacements.

With budget season approaching, a request will be made for five Panasonic Toughbook 40 laptops and corresponding vehicle mounts to replace the current MDTs. The existing Toughbooks were purchased in 2017 and are now outdated, currently operating on Windows 10, which presents long-term reliability and support concerns.

The department is also evaluating options for adding a new patrol vehicle. Both outright purchase and leasing options have been reviewed, and a recommendation will be brought forward as part of the upcoming budget discussions.

Department radios continue to present a significant operational issue. Efforts are ongoing to identify funding through grants or other sources to address these deficiencies. At this time, there are limitations in the ability to communicate directly with neighboring agencies, which impacts coordination and response during multi-agency incidents.

Facilities

Ongoing maintenance issues at the FAP building, including HVAC and infrastructure concerns, continue to impact operations. Coordination between Fire, Ambulance, and Police leadership remains ongoing to address these shared facility needs.

Training

Officers continue to participate in ongoing training to maintain readiness and proficiency.

Future Growth & Operational Impact

Based on current trends, continued population and economic growth within the community is expected to result in increased calls for service and demand on emergency personnel. As call volume rises, maintaining proactive policing efforts, response times, and adequate coverage will become increasingly challenging without corresponding increases in staffing and resources.

In addition to call volume, growth also impacts equipment needs, fleet replacement cycles, and infrastructure demands. Ensuring reliable communication systems, updated technology, and functional facilities will remain critical to maintaining effective operations and officer safety.

The department will continue to monitor these trends and work with city leadership to identify sustainable solutions that allow for continued service to the community.

Closing

The Laurel Police Department continues to provide a high level of service despite staffing and resource challenges. Personnel remain committed to public safety while adapting to increasing service demands.

Respectfully,

Chief Jarred Anglin



Laurel Police Department

215 W. 1st Street Laurel, Mt. 59044 • Phone 406-628-8737 • Fax 406-628-4641

Total Calls Emergency Services

Printed on April 27, 2026

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	13	13
: Agency Assist	95	95
: Alarm - Burglary	15	15
: Alarm - Fire	3	3
AMB : Ambulance	119	119
: Animal Complaint	1	1
: Area Check	6	6
: Assault	3	3
: Bad Checks	0	0
: Barking Dog	3	3
: Bomb Threat	0	0
: Burglary	0	0
: Child Abuse/Neglect	2	2
: Civil Complaint	12	12
: Code Enforcement Violation	10	10
: Community Integrated Health	0	0
: Counterfeiting	0	0
: Criminal Mischief	3	3
: Criminal Trespass	6	6
: Cruelty to Animals	3	3
: Curfew Violation	5	5
: Discharge Firearm	1	1
: Disorderly Conduct	10	10
: Dog at Large	41	41
: Dog Bite	4	4
DUI : DUI Driver	5	5
: Duplicate Call	3	3
: Escape	0	0
: Family Disturbance	12	12
: Fight	1	1
FIRE : Fire or Smoke	11	11
: Fireworks	1	1
: Forgery	0	0
: Found Property	7	7
: Fraud	6	6
: Harassment	5	5
: Hit & Run	4	4
: ICAC	0	0

Code : Description	Totals	
: Identity Theft	0	0
: Indecent Exposure	0	0
: Insecure Premises	7	7
: Intoxicated Pedestrian	1	1
: Kidnapping	0	0
: Littering	0	0
: Loitering	0	0
: Lost or Stray Animal	9	9
: Lost Property	1	1
: Mental Health	13	13
: Missing Person	2	2
: Noise Complaint	4	4
: Open Container	0	0
: Order of Protection Violation	2	2
: Parking Complaint	12	12
: Possession of Alcohol	0	0
: Possession of Drugs	1	1
: Possession of Tobacco	2	2
: Privacy in Communications	1	1
: Prowler	0	0
: Public Assist	75	75
: Public Safety Complaint	13	13
: Public Works Call	5	5
: Report Not Needed	2	2
: Robbery	0	0
: Runaway Juvenile	1	1
: Sexual Assault	1	1
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	5	5
: Suspicious Activity	73	73
: Suspicious Person	11	11
: Theft	11	11
: Threats	7	7
: Tow Call	0	0
: Traffic Accident	26	26
: Traffic Hazard	4	4
: Traffic Incident	20	20
: TRO Violation	0	0
: Truancy	3	3
T/S : Traffic Stop	127	127
: Unattended Death	2	2
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	1	1

Code : Description

Totals

: Warrant	13	13
: Welfare Check	21	21
Totals	887	887

Laurel Emergency Services Report created 4/27/26:

2022	2023	2024	2025
1238 requests for service	1300 requests for service	1363 requests for service	1492 requests for service
177 times LEMS was unavailable	171 times LEMS was unavailable	73 times LEMS was unavailable	44 times LEMS was unavailable
48 times AMR was unavailable	23 times AMR was unavailable	14 times AMR was unavailable	12 times AMR was unavailable
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	373 responses in Ward 5=27% of calls outside of the city of Laurel	404 responses in Ward 5=27% of calls outside of the city of Laurel

Recent Month Summary:

March 2026:

Requests	131
Missed Calls	4 = 3%
Shortest Delay	17 minutes
Longest Delay	29 minutes
Average Delay	25 minutes
Fire Driver Available	2 times
City Driver Available	0 times
QRU Response With 1 Provider	1 time **
On A Previous Call	4 times
2 Units On A Call	6 times
No Crew / Provider Available	0 times
AMR Transported or Responded	4 times*
Red Lodge Transported	0 times
HELP Flight Transported	0 times
HELP Amb Transported or Responded	0 time
Columbus Transported or Responded	0 time
Joliet Transported	0 times
Park City Transported	0 times
PD Assisted Pt or Transported	0 times
FD Assisted Pt no transport	0 times
POV Transport	0 times
Refusal or no transport	0 times
YCSO Transported	0 times
MHP Transported	0 times



**1 time the QRU responded to begin patient care. 0 times the QRU responded and the patient refused / no transport to hospital or no patient found.

37 responses in Ward 5 = 28% of calls outside of the city of Laurel.

6 LEMS response for mutual aid. None of these responses resulted in LEMS not being available for another call, 3 to Joliet, 2 to Park City and 1 to west end of Billings.

2026 Running Totals

	January	February	March	April	May	June	July	August	September	October	November	December	Total 2026
Requests	113	97	131										341
Missed Calls	5	3	4										12
Shortest Delay (minutes)	30	24	17										17
Longest Delay (minutes)	42	45	29										45
Average Delay (minutes)	35	37	25										31
Fire Driver Available	1	0	2										3
City Driver Available	1	0	0										1
QRU Response w 1 Provider	2	1	1										4
On A Previous Call	5	3	4										12
2 Units On A Call	4	0	6										10
No Crew / Provider Available	0	0	0										0
AMR Transported or Responded	3	0	4										7
Columbus Transported or Responded	0	1	0										1
Joliet Transported	0	0	0										0
Park City Transported	2	2	0										4
Red Lodge Transported	0	0	0										0
HELP Flight Transported	0	0	0										0
HELP Amb Transported or Responded	0	0	0										0
POV Transport	0	0	0										0
PD Assisted Pt or transported	0	0	0										0
FD Assisted Pt no transport	0	0	0										0
YCSO Transported	0	0	0										0
MHP Transported	0	0	0										0
QRU/AMR, Refusal or No Patient	0	0	0										0
Responses in Ward 5	34	29	37										100
LEMS response for mutual aid	2	0	6										8

* correction made after report given

Other Reporting Information

- Staffing – Levi V resigned his position as Assistant Chief, Levi was a volunteer and received a small stipend. The position has been posted internally, interviews will occur May 7th. The position will be filled by a full time paramedic, it will not alter our current schedule or change anything within the current budget.
- Troy Downing contacted us regarding our submission for appropriations money for equipment, he states that we made it through the first round of reviews, we likely will not hear anything for a bit of time, sometimes it can take upwards of a year to complete the next step. We have not hear back on the Lowes Hometown Grant. Will keep you posted on both as we hear any news.
- Yellowstone County DES provided us with access to the I Am Responding platform. We were able to implement this system with dispatch and our crews fairly easily. It seems to be working well and our crew members that were not receiving the texts for pages are now receiving them and we believe this has fixed any future issues that we would have had with the changes in cell services discontinuing the way that were being paged. This did not affect our budget as they graciously added us to their current service plan for the county.
- Vehicles – the old Care 1 that is retired, we have permission to sell, we feel that the best route may be to try and sell outright. We are working on posting on a marketplace type platform. If it does not sell in a timely manner, Matt Wheeler has researched an auction in Billings that we can set a minimum bidding price and will try that option. Care 3 – the 2017 ambulance, had recent maintenance for replacement of injector seals. The QRU we would like to put a sliding shelf in the back to secure equipment for safety of the crew and protection of the equipment. We have been trying for years to find someone to make one and finally have an estimate to build one for \$4,300.00 – will visit with Kelly and the Mayor to see if we can do it with funds in our current budget.
- We have been working hard to spring clean our station, we have taken several old out of date and not usable items to city shop for the next auction. Our lockers arrived and look amazing, the crews are very excited to have room to house their uniforms properly.

LEMS thoughts for future needs:

Although it is difficult to predict future needs with certainty, it is likely that the community will continue to grow. With growth obviously comes an increase in population and an increased need for emergency services.

Our requests for service in 2020 were 1040 and 2025 was 1492, an increase of just over 400 calls for service. I believe this number will continue to grow exponentially as time goes on. This will cause an increased need for staffing and equipment.

There are a few different models for increasing staffing. I believe that this needs to be a model that is reviewed and changed as time goes on. Currently to provide 24/7 coverage with one ambulance with the least number of employees, our crews work two 24 hour shifts per week and we have 10 full-time employees. The minimum increase to move to 24/7 coverage with two ambulances would be hiring of 4 additional providers, for a total of 14 full time staff – this would not take into consideration vacation / sick time staffing – that would rely solely on overtime.

There are staffing models that the crews work a 12 hour shift, 4 one week and 3 the next – called a 4/3 split. This is a more ideal shift if the crews are running calls all day and night. It would require 16 full-time staff members and again does not take into account coverage for vacation / sick time staffing. Another option can be to include some part-time paid staff that has required hours.

Equipment needs will likely not increase with the addition of a full-time crew as we do have 2 fully stocked ambulances currently. However, we do need to find a way to plan for capital expenditures as fundraising and grants are not guaranteed or always sustainable. Again, this is a bit difficult to predict but a rough estimate on timelines:

-we should try to budget for a new ambulance every 8-10 years. This is based on how Care 3, our 2017 ambulance has been utilized – it is nearing 200,000 miles. With this in mind Care 3 will likely need replaced in the next year or two.

-EKG monitors, radios, and other durable equipment should be replaced approximately every 8-10 years depending on the life expectancy of equipment.



LAUREL FIRE DEPARTMENT

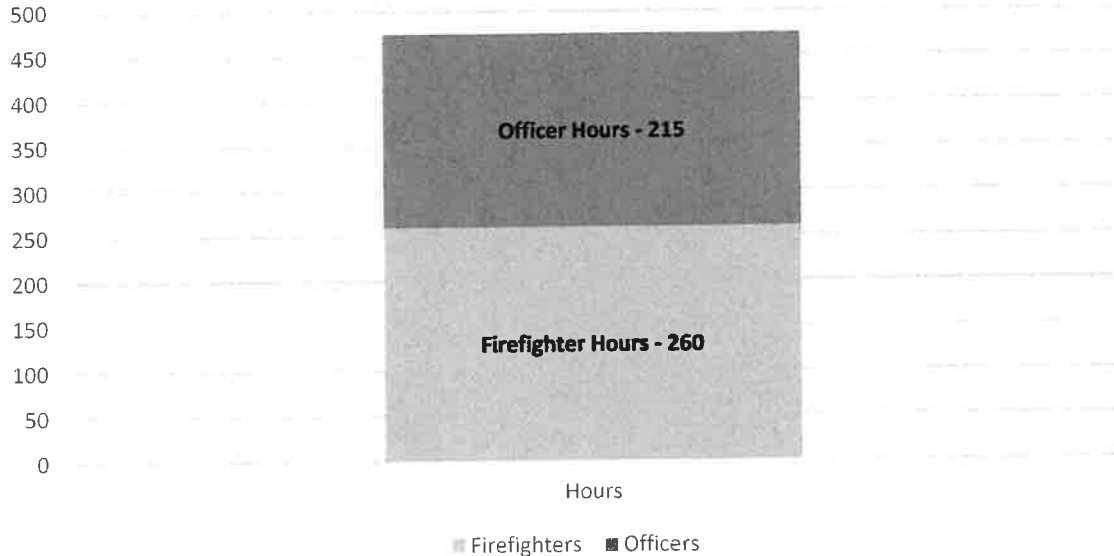
215 West 1st Street • Laurel, Mt • 59044 • Office 406.628.4911 • Fax 406.628.2185

Emergency Services Meeting 3/23/2026 – 4/27/2026

Calls (3/23/2026 – 4/27/2026)

- Responded to 38 Total Calls

Total Hours on Call - 475



- Training Hours – 664 HRS YTD

Training

- BNSF Haz-Mat
- Wildland Refresher
- Pack Test
- Chainsaw Training

Rookie School Training

- Tender/Brush Intro
- Driving Training
- Brush Truck Pump Ops
- Tender Ops

Department News

- Current Numbers
 - 29 Members
 - 3 firefighters in rookie school
 - 4 applications so far for next interviews in September.

- DNRC Staffing
 - East Fire (Red Lodge) B4 with two firefighters for 4 days.
 - Staffing will be challenging this year due to firefighter's full-time jobs.

- Misc.-
 - Early Wildland Season
 - Firefighter's being able to leave work during business hours.
 - Fire House Sub Grant Submitted
 - Applied for Lowe's Grant Fire Station Repairs
 - We are in the top 100 for this grant.
 - Submitted more information to them.
 - Received money for DNRC grant and are applying for the grant again.
 - Need more daytime firefighters.
 - Proposal to hire firefighters on daytime shifts.
 - Equipment maintenance with Columbus Fire Rescue
 - Emergency Networking
 - Working well.
 - Meetings with School about 4th of July.
 - Working through some issues with the Little League.
 - Additional questions and concerns about city operations.
 - OT for employees attending city council meetings.
 - 7% increase for other city departments.
 - Per diem when traveling to training out of town was denied due to the school providing a light breakfast and lunch.
 - Cost for the weekend of meals
 - \$145.00 per person
 - Amount city is willing to pay.
 - \$39.20 and potentially breakfast.
 - Firefighters are currently paid less than Montana State Minimum wage.
 - Firefighter - \$10.50 per hour
 - Current Min Wage - \$10.85
 - Reimbursement for traveling wildland assignments
 - 80/20 split
 - 80% to the Fire Department
 - 20% to General Fund

Laurel Fire Rescue



ORGANIZATION

- 12 Officers
 - Fire Chief
 - Assistant Chief
 - Two Battalion Chiefs
 - Fire Marshal
 - Two Captains
 - Two Lieutenants
 - Maintenance Officer
 - Training Officer
 - Assistant Fire Marshal
- 21 firefighters, including three rookies
- 1 Administrative Assistant

Department Financials

- All 12 Officers are paid less than \$6000 a month combined
- Firefighters are paid \$10.5/hr. ONLY for the time spent on a call
- Every activity that firefighters engage in, beyond the time spent on calls, is unpaid
- Department OPERATING budget (not including Personnel Budget is less than \$230K
- Department Personnel Budget is approx. \$220K (includes Admin Assistant compensation, Worker's Comp, Insurance, FICA, Payroll, etc.)

Department Activities

- The Fire Department does not have any authority to approve capital expenses or investments over \$5K
- The decision to approve ALL major purchases, including any trucks, rests with the City Council/Budget & Finance Committee
- Like other City departments, the Fire Dept strictly follows Resolution 18-26, which outlines the City Purchase Policy
- Maintenance hours – 50+ a month – ALL volunteered (unpaid) hours...@ the going rate of at least \$100/hr. this translates to around \$5000 a month saved to the City
- Training hours – 430+ a month - ALL volunteered hours. Firefighters do NOT get paid for in-house or outside training
- Officers spend at least 40+ hours a month at the station for operational purposes – all unpaid
- ALL community service activities are unpaid

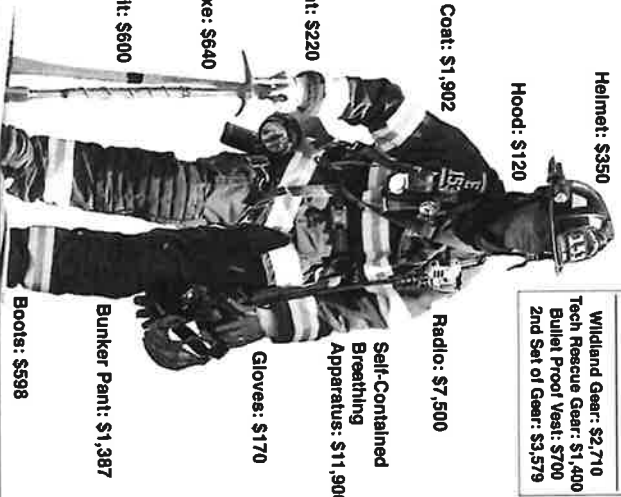
2025

- 545 calls
- 765 call hours
- Avg hours/call – 1.40
- 7220 man hours – approximately 9.4 firefighters per call (includes standby personnel)
- Approximately 13.25 man hours/call
- 44% City calls
- 56% calls came from our protection area, which includes 7.5% calls that were mutual aid (county/other FDS)

OUTFITTING A FIREFIGHTER

HOW MUCH DOES FIREFIGHTER GEAR COST?

ADDITIONAL GEAR	
Wildland Gear:	\$2,710
Tech Rescue Gear:	\$1,400
Bullet Proof Vest:	\$700
2nd Set of Gear:	\$3,579



Helmet: \$350

Hood: \$120

Bunker Coat: \$1,902

Radio: \$7,500

Flashlight: \$220

Self-Contained Breathing Apparatus: \$11,900

Halligan & Axe: \$640

Gloves: \$170

Bellout Kit: \$600

Bunker Pant: \$1,387

Boots: \$598

TOTAL: \$33,776.00

These are approximate prices for the equipment shown. Actual prices may vary. Contact your local fire department for more information.

Future Challenges

- Call volumes have steadily increased at least 4% p.a., thereby taxing both equipment/apparatus, AND personnel (time, money, opportunity costs)
 - Passed the “threshold” of 500 calls
 - Expected to continue growth in calls
 - 60%+ calls are daytime (business hours) calls
 - Increased number of calls that require specialized intervention (extrications, rescues, wildland)
 - Aging population – increase in traffic incidents and lift assist calls
 - More irresponsible behaviors on roads that are getting busier both due to increased traffic and increased distractions – more accidents, more EMS calls
 - A busier EMS dept also means demands on the fire dept increase to make driver(s) available to help the EMS dept
- Ensuring firefighter availability, especially during busy hours
 - Almost all firefighters have career jobs outside of the department
 - No incentive for a firefighter to quit her/his job and show up for a fire call during business hours
 - Negative impact on community

Future Challenges, cont'd....

- The department is not equipped personnel-wise to respond in time and effectively to a fire call during the day, unless someone is off from work or is unemployed
 - Dependence on firefighter availability worked when we had less calls
- Second pages are becoming more common
- Mutual aid demands are increasing, especially from areas that either have a fully volunteer fire dept or have no fire dept
- Due to increasing population, the WUI (Wildland-Urban Interface) is increasing, and getting closer to higher human populations
 - Higher risk of wildfires
 - Increased risk to life & property

Proposed Solution(s)

- 6 career firefighters to staff the station from 6 am to 8 pm Mon-Fri
 - Ensure 100% response
 - Ensure quick response (2-3 minutes) – save lives and property
- Allow the dept to start earning more revenue for itself and also for the city
 - Wildland contracts
 - Increase billing
 - Negotiate better contract terms with customers
- Purchase of a Tactical Tender truck to go on wildland calls and earn revenue

Expected Outlay

- Firefighters - \$80K/year (incl. benefits) - \$480K
- Fire Dept. to renegotiate fire protection contracts with LUFSA and Fire Districts as applicable
 - Current contracts are for \$361K – increase them to \$500K
- Increase billing and collection efforts – currently, we are bringing in around \$60K a year
- City’s financial contribution to the dept budget needs a review
- Sign contract with Northwestern Energy for fire protection – plant run by Caterpillar, not Northwestern Energy
 - Minimum ask \$20K
- Dept “operating” budget (not including payroll expenses or debt servicing) to remain at or around \$280K



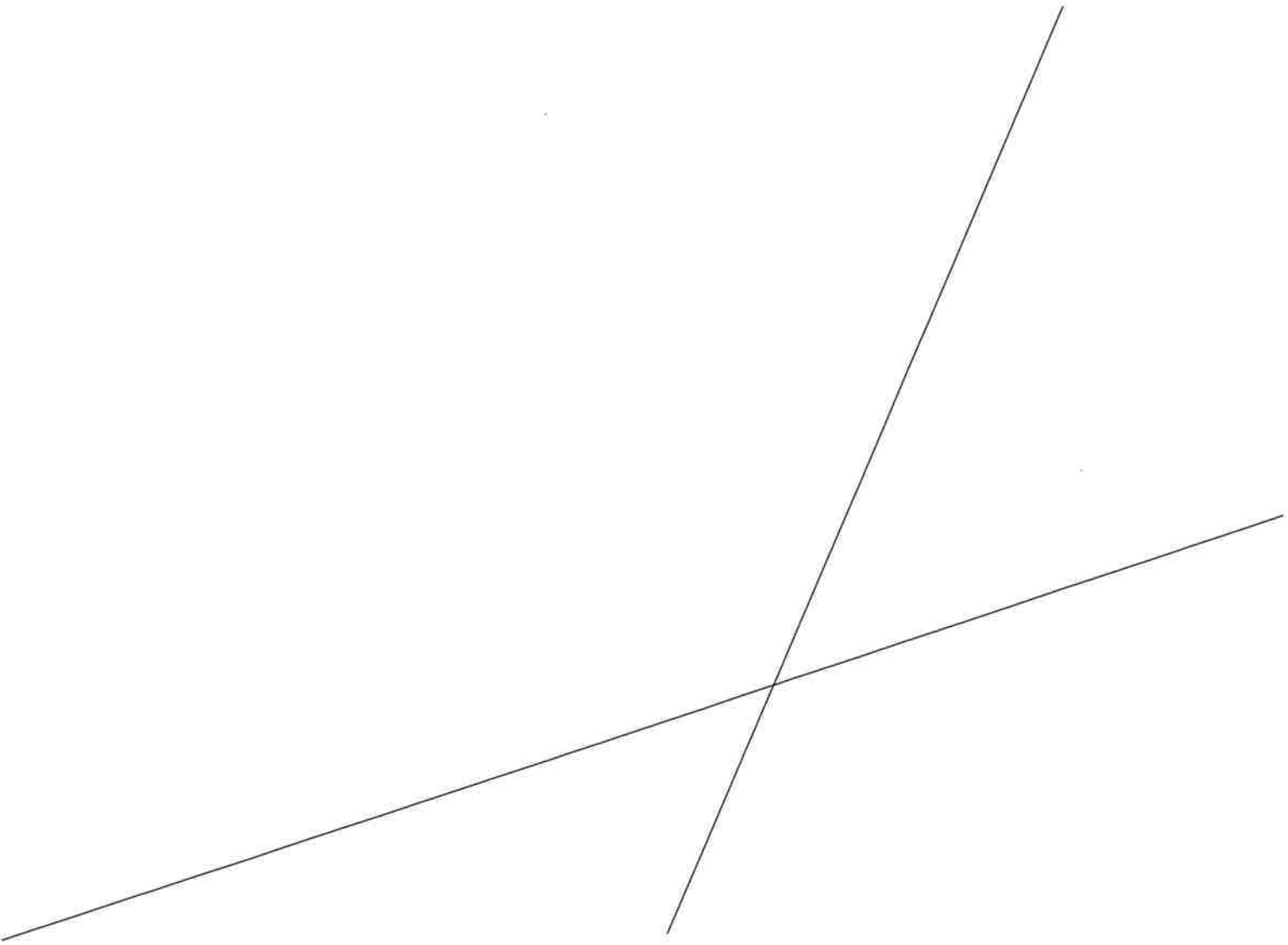
LAUREL VOLUNTEER FIRE DEPARTMENT

PAYROLL REVISION PROPOSAL

AGENDA

- Current situation
 - Officer Payroll
 - Firefighter Payroll
- Current situation – salient points
- Proposed payroll revision
- Resultant change to the monthly stipend and hourly rate
- Recommendation

**CURRENT
SITUATION**



OFFICERS' PAYROLL

POSITION	EXPECTED MONTHLY HOURS	NAME	HOURLY RATE	MONTHLY PAY (\$)	YEARLY PAY (\$)	%age of TOTAL
Fire Chief	80	JW Hopper	20.56	1645.02	19740.24	27.7%
Assistant Fire Chief	35	Travis Nogel	19.52	683.33	8199.96	11.5%
Fire Marshall	20	Zach Winchell	23.33	466.67	5600.04	7.9%
Deputy Chief	20	Brent Peters	18.33	366.67	4400	6.2%
Deputy Chief	20	Cory McIlvain	18.33	366.67	4400	6.2%
Operations Captain	20	Shane Willis	15	300	3600	5.1%
Operations Captain	20	KC Bieber	15	300	3600	5.1%
Operations Captain	20	Henry Fox	15	300	3600	5.1%
Operations Captain	20	Jon DeRudder	15	300	3600	5.1%
Safety/Operations Captain	20	Evan Bartram	15	300	3600	5.1%
Assistant Fire Marshall	20	Ryan Robertus	15	300	3600	5.1%
Training Captain	20	Steven Hiller	15	300	3600	5.1%
Maintenance Captain	20	Bridger Fournier	15	300	3600	5.1%
TOTAL	335			5928.36	71140.24	

FIREFIGHTERS' PAYROLL (6-month data)

MONTH	HOURS	TOTAL PAY (\$)
April	197	2068.5
May	220	2310
June	378	3969
July	393	4126.5
August	336	3528
September	396	4158
Average Monthly	320	3360

FIREFIGHTERS **OFFICERS** **TOTAL**

Average LVFD Current Monthly Pay* (sum of average firefighter pay, and officer monthly pay) \$3360 \$5928.36 **\$9288.36**

%age of Total Pay 36% 64% **100%**

*: Does not include salary for the Admin Assistant

SALIENT POINTS

- **Current Salary for the Fire Chief - \$19,740/year or \$1,645/month**
- Current Firefighter hourly rate - \$10.5/Hour
 - At 40 hours/week, this translates to \$21.8K annual salary for a Firefighter, compared to over \$60K for Billings and over \$100K for Bozeman
- Average hours on fire calls - 320 hrs. per month for Firefighters, 223 hrs. per month for Officers - these are purely fire call hours and do not include training, maintenance, housekeeping and administrative hours put in by both Firefighters and Officers. Fire Chief's time in office every week is also not included in the Officer hours
- Average number of firefighters per incident - 4.72
 - A minimum of 4 firefighters needed to adequately respond to the calls
 - Cost of having 4 firefighters available for every call answered (in terms of Billings and Bozeman payrolls) is between \$240K and \$400K
- Breakdown of LVFD payroll - 36% Firefighters; 64% Officers

**PROPOSED
INCREASE TO
LVFD PAYROLL -
FOR
FIREFIGHTERS
AND OFFICERS**

PROPOSAL DETAILS

Instead of having a paid Full-Time Fire Chief with an increased salary, we propose to instead distribute that increase amount among the whole team – Firefighters and Officers proportionately

- Calculate the difference between the Fire Chief's current salary and the proposed salary
- Divide this difference between Firefighters (36%) and Officers (64%)
- Increase Officers' monthly payroll according to their current relative percentage to the total current Officer Payroll
- For Firefighters, add the proposed increase monthly amount to the current average monthly payroll amount for them
- Divide this new amount by the average number of hours put in by the Firefighters to calculate the new proposed hourly rate

RESULTANT CHANGES - MULTIPLE SCENARIOS OF PAYROLL INCREASE

PROPOSED FIRE CHIEF SALARY (\$)	INCREASE FOR FIREFIGHTERS (HOURLY RATE)		FIREFIGHTER \$ @36% OF CURRENT CHIEF SALARY AND PROPOSED AMOUNT	FIREFIGHTER \$ @36% OF DIFFERENCE (ANNUAL)	FIREFIGHTER HOURLY RATE (\$) - NEW AMOUNT PLUS CURRENT AVG DIVIDED BY AVG HOURS/MONTH
	INCREASE (\$)	DIFF B/W			
75000	55260	19990	19990	15.71	
85000	65260	23607	23607	16.65	
100,000	80260	29033	29033	18.06	
120,000	100260	36268	36268	19.94	
150,000	130260	47121	47121	22.77	

POSITION	\$75,000		\$85,000		\$100,000		\$120,000		\$150,000	
	YEARLY	MONTHLY	YEARLY	MONTHLY	YEARLY	MONTHLY	YEARLY	MONTHLY	YEARLY	MONTHLY
Fire Chief	9787	816	11558	963	14214	1185	17757	1480	23070	1922
Assistant Fire Chief	4065	339	4801	400	5905	492	7376	615	9583	799
Fire Marshall	2776	231	3279	273	4032	336	5037	420	6545	545
Deputy Chief	2181	182	2576	215	3168	264	3958	330	5142	429
Deputy Chief	2181	182	2576	215	3168	264	3958	330	5142	429
Operations Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Operations Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Operations Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Operations Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Operations Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Safety/Operations Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Assistant Fire Marshall	1785	149	2108	176	2592	216	3238	270	4207	351
Training Captain	1785	149	2108	176	2592	216	3238	270	4207	351
Maintenance Captain	1785	149	2108	176	2592	216	3238	270	4207	351

**NEW MONTHLY SALARY FOR EACH OFFICER POSITION
FIRE CHIEF SALARY**

POSITION (current pay in brackets)	@\$75,000	@\$85,000	@\$100,000	@\$120,000	@\$150,000
Fire Chief (\$1645)	\$2,461	\$2,608	\$2,830	\$3,125	\$3,567
Assistant Fire Chief (\$683)	\$1,022	\$1,083	\$1,175	\$1,298	\$1,482
Fire Marshall (\$467)	\$698	\$740	\$803	\$886	\$1,012
Deputy Chief (\$367)	\$548	\$581	\$631	\$696	\$795
Deputy Chief (\$367)	\$548	\$581	\$631	\$696	\$795
Operations Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Operations Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Operations Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Operations Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Operations Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Safety Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Assistant Fire Marshall (\$300)	\$449	\$476	\$516	\$570	\$651
Training Captain (\$300)	\$449	\$476	\$516	\$570	\$651
Maintenance Captain (\$300)	\$449	\$476	\$516	\$570	\$651

SUMMARY

PROPOSED PAYROLL

	CHIEF'S		INCREASE OVER CURRENT SALARY	Avg Hrs./Month	Firefighters			Officers		MONTHLY	ANNUAL
	SALARY	CURRENT SALARY			Hourly Rate	Total					
CURRENT	19,740	0	320	\$10.50	\$3,360	\$5,929	\$9,289	\$111,463			
OPTION 1	75,000	55,260	320	\$15.71	\$5,027	8867.5203	\$13,895	\$166,737			
OPTION 2	85,000	65,260	320	\$16.65	\$5,328	9399.4011	\$14,727	\$176,729			
OPTION 3	100,000	80,260	320	\$18.06	\$5,779	10197.222	\$15,976	\$191,717			
OPTION 4	120,000	100,260	320	\$19.94	\$6,381	11260.984	\$17,642	\$211,701			
OPTION 5	150,000	130,260	320	\$22.77	\$7,286	12856.626	\$20,143	\$241,716			

FINAL TAKEAWAY

Share the compensation increase with the whole LVFD team, instead of just paying for a fulltime fire chief

- Morale boost
- Help increase firefighter availability to respond
- Reduce response times
- Save lives and property

THANK YOU

JW Hopper

406-628-4911

jwhopper@laurel.mt.gov

File Attachments for Item:

10. Laurel Urban Renewal Agency Minutes of April 27, 2026.



MINUTES
CITY OF LAUREL
LAUREL URBAN RENEWAL AGENCY
MONDAY, APRIL 27TH, 2026
11:00 AM
CITY BOARDROOM

A LAUREL URBAN RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami Story at 11:00 a.m. on April 27th, 2026

COMMITTEE MEMBERS PRESENT

OTHERS PRESENT

KEY CODE: x-present -absent L-late

x	Judy Goldsby	x	Dean Rankin
x	Cami Story	x	Daniel Klein
x	Cheryl Hill	x	Deryk Russell
x	Chris White		

	Diane Lehm		Myrna Lastusky
x	Forrest Sanderson		Triple Tree Brad, Doug & Bruce
	Doug Whitney		Steve Solberg
x	Kurt Markegard		Tom Canape

General Items:

1. Roll Call
2. Approval of Minutes – All minutes were approved Judy 1st and 2nd by Peggy– all in favor

New Business:

3. **Project Updates:**

Ditch Covering Task #5 – walkthrough last Friday. Still need landscaping. There were some items that came back that need attention. 1) Short on Rock fill 2) There was a broken cap 3) They need Weld braces 4) Purchase Pipe

Judy made a motion to exchange work with the city that owes \$6,000 aprox Dean 2nd and all was in favor

Lighting on SE 4th St. Task Order #6 –We will advance with this once a new attorney is hired by the city.

Downtown Sidewalks & Lighting-

Forrest will be asking to add and include crosswalk on both Walmart entrances while the work is done to repair those sections. Bidding will be out this week and will close June

Landscaping project by underpass – Waiting on approval from BNSF

Signs for Projects – Signs have been ordered and an invoice will be sent to the city with the attention to LURA

Old Business:

Budget – We has a committee are recommending to remove the following line items from the budget and add those to the project Account number 110, 138,139,141,142,143,144,145,146,149,194 totaling \$36,897 to be put into project budget. Forrest will work on those changes.

Other updates:

Big Sky EDA & Beartooth RC&D – NA

Announcements: Next meeting will be April 13, 2026

Deryk Russell will be taking over as the representative for the Laurel School District

Adjourn Meeting: Cheryl made a motion to adjourn the meeting Peggy 2nd at 11:41

Respectfully submitted,

Cheryl Hill - LURA Secretary

The city makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

File Attachments for Item:

11. Laurel Airport Authority Minutes of April 30, 2026.



LAA Board Meeting Minutes - April 30, 2026

Roll Call: Doug Myers (present), Jim Wise (absent), Gary Blain (present), Joe Mutchler (present), Randy Hand (absent)

Public Present: Brad Sinclair, Jason Davis, Blake Davis

Approval of Minutes from previous meeting: 03/31/2026 (Gary/Joe) Unan.without exception.

Claims: Reviewed/Approved

- #3597- Doug Myers-postage, traffic signs, internet- \$384.10
- 3598- Cotter's- \$104.00
- 3599- Mackenzie Disposal - \$129.74
- 3600- Century Link- \$88.63
- 3601- Murl Williams- \$230.43
- 3602- MCAA (Missoula County Airport Authority) - annual dues- \$50.00
- 3603- YVEC- electricity- \$400.00
- 3604- 406 Books- bookkeeping- \$450.00
- 3605- City of Laurel- 2nd half of fire assessment- \$3310.34
- \$6,613 to Mt Aeronautics for 2025 over-disbursement of Weather reporting equipment and Apron/RW/TW rehabilitation
- \$7,977 to Mt Aeronautics of Mobotix cameras (weather cam)

Public Comment on Non-Agenda Items: Please limit it to 3 minutes (None Made)

Public Comment on Agenda Items: Please limit to 3 minutes (None Made)

Reports: KLJ Engineering-Master Plan and Construction Report (please see following attachment summary.)

- Unan. Approval (Doug/Gary) to submit construction grant application for access road reconstruction project.
- Motion approved (Gary/Doug) to approval of IFE
- Task order approved (Gary/Doug) for KLJ bidding construction obs. and closeout.

Maintenance Report:

1. New blades installed on larger mowing tractor
2. 3 electric openers installed on SRE bldg doors
3. Multiple RW edge light bulbs (LED) replaced
4. Additional signage installed

New Business:

1. Discussed/voted/approved without exception (Gary/Doug) the following leases:
 - o Jason Davis 2335 E Stormont 50-year non-commercial lease (new hangar purchase)
 - o Merton Musser 2415 DeFrance 50-year non-commercial lease (lease in his name)
 - o Jim Guyer 2435 DeFrance 50-year non-commercial lease (lease in his name post assumption)
 - o Tom Boyce & Bret McKenney 2020 Fox Rd 10-year commercial lease (lease renewal)

2. The lots on Cory are required (as per KLJ) to have a culvert installed for drainage. The FAR's state that no standing water should be present. Our minimum standards require 12' diameter pipe. It was discussed and voted upon (Gary/Doug) to approve HDPE as upgrade improvement material for pipe.

Old Business:

- a. Abandoned aircraft on the parking ramp update: Our attorney will draft a letter to the owner stating that the Bonanza at issue is deregistered by the FAA and also is unairworthy. Its removal will likely be handled by the city as the airplane is no longer aviation certifiable.
- b. High wind event / perimeter fence damage: Randy Reiter has reimbursed the airport for his previous fence damage (caused by farming operations) but Heath Olson has not. His damage was caused by his hangar roof blowing off. We will notify our bookkeeper to add his charge (\$465) to his hangar lease fee for the 2026 year.
- c. FAA compliance: We are in hopes that the FAA will soon approve the edits that have been made to our minimum standards documents.

Laurel Airport Authority
P.O. Box 242 Laurel, MT 59044
406-628-0172

myerdouj1956@outlook.com

From: Douglas Myers on behalf of /o=First Organization/ou=Exchange Administrative Group(FYDIBOHF23SPDLT)/cn=Recipients/cn=0003400294F726E3
Sent: Wednesday, April 29, 2026 7:22 AM
To: 'Joseph Mutchler'; 'Jim Wise'; 'Randy Hand'; 'Gary blain'
Subject: LAA Board Mtg (4/30) - Additional **Bills for April**

Folks,

The following will also need to be discussed:

I have the invoices etc. from Codi.

- \$6,612.91 to Mt Aeronautics for over-disbursement of 2025 grants for Wx Reporting Equip and Apron/ RW & TW rehabilitation.
- \$7,976.95 to Mt Aeronautics for Mobotix Camera (weather cam) and installation
- Old Republic Insurance request for updated info required for policy renewal.

Best Regards,

Doug Myers

406-633-5299 Cell
Myerdouj1956@outlook.com

From: Codi Smith <codilynnsmith@yahoo.com>
Sent: Tuesday, April 28, 2026 1:46 PM
To: Doug Myers <myerdouj1956@outlook.com>; joseph.t.mutchler@gmail.com; mtjkw45@charter.net; rdhand@msn.com
Subject: april bills

#3597- Doug Myers-postage, traffic signs, internet- \$384.10
3598- Cotter's- \$104.00
3599- Mackenzie Disposal - \$129.74
3600- Century Link- \$88.63
3601- Murl Williams- \$230.43
3602- MCAA(Missouls County Airport Authority- annual dues- \$50.00
3603- YVEC- electricity- \$400.00
3604- 406 Books- bookkeeping- \$450.00
3605- City of Laurel- 2nd half of fire assessment- \$3310.34

Thanks, Codi



Montana Aeronautics Division

Inventory Customer Invoice

2630 Airport Rd
P O Box 200507
Helena MT 59620-0507

Print Date 08-09-2024

Original

page : 1

Invoice : 6441

Invoice Date : 08-09-2024

BILL TO:
LAUREL MUNI
419 WEST 8TH
LAUREL MT 59044

SHIP TO:
LAUREL MUNI
419 WEST 8TH
LAUREL MT 59044

Billing Customer's Available Credit : \$ 0.00

Terms : Net Due 30 DAYS

Item #	Description	Qty	Price	Item Total
802	Mobotix M-26 Camera with lens heater, without pole	4	\$ 1,614.14	\$ 6,456.56
818	Misc. Supplies needed	1	\$ 22.26	\$ 22.26
810	Cat5e Direct Burial by the foot for webcams	350	\$ 0.24	\$ 84.00
803	Mobotix M-26 Camera Pole Mounting bracket	4	\$ 142.49	\$ 569.96
800	Mobotix Control Box w/out cell Modem	1	\$ 844.17	\$ 844.17

Special Instructions

Webcams Installed 7/17/2024

Subtotal : \$ 7,976.95

Return Cost : \$ 0.00

Adjustment : \$ 0.00

Total : \$ 7,976.95

Paid : \$ 0.00

Credit Applied : \$ 0.00

Amount Due : \$ 7,976.95

Internal Use Only

DATE _____

AMT _____

CHK# _____

RS: 552096-02827-404130

PUB: 551035-02827-404010



April 22, 2026

Laurel Municipal Airport Authority
PO Box 242
Laurel, MT 59044

rdhand@msn.com

Subject: FY25 Grant Status Report

To whom it may concern,

Thank you for the submission of the Laurel Grant Closeout Report.

We are pleased that the project(s) cost less than anticipated. However, this has resulted in an over disbursement by the state for the project(s) by \$6,612.91, which needs to be refunded to the state special revenue accounts as per Administrative Rule 18.13.407.

We kindly request that you review the attached document, which outlines the details of the disbursement, and the close-out information provided, to confirm the overpayment.

We request that the excess funds be refunded MDT Aeronautics within 30 days from the date of this letter so that we may close out your grant.

If you need additional information or clarification, please let us know.

Sincerely,

MDT Administration/APS



Airport Project Status Report

April 30, 2026

Laurel Municipal Airport

CLIENT CONTACT PERSON AND ADDRESS

Joe Mutchler, 406-702-6658

PO Box 242

Laurel, MT 59044

joseph.t.mutchler@gmail.com

WORK IN PROGRESS

Laurel Access Road - Design and Construction

KLJ #2405-01024 AIG #3-30-0047-0026-2025

The project is currently in the design phase, with construction anticipated for the summer of 2026 under a separate grant. The design is in final review and awaiting engineers stamp and should be completed by May 1st, 2026. Bidding is scheduled around the first part of May between the 4th and 7th of 2026, a pre-bid meeting will be held tentatively May 14th at the Laurel air prior to the bid opening tentatively May 21st, 2026.

OTHER ITEMS

- Sen Sheehey Congressional Grant Application
 - Four Phases
 - Phase One – Taxiway A
 - Phase Two – Wildlife Fence Relocation
 - Phase Three – DG 1 Taxilane Construction
 - Phase Four – DG 1 Taxilane Construction
 - Total Project Cost Estimated
 - \$5,344,358.38
 - Funds Requested
 - 75% Fed share
 - \$4,008,268.79
 - 25% Local Share
 - \$1,336,089.60
- Hangar Development
 - Cory Hangars
 - Task order for 2605 Cory, Brady Wiggs – Completed.
 - Survey Completed
 - Sight Plan in the works waiting for ENG Stamp

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Signatures – Access Road CACO & Bidding Services & Grant
 - Task Order 01
 - Record of Negotiations (RON)
 - NPE & IIJA Grant Applications.
- Invoices
 - MDT
 - Weather Cameras
 - Aeronautics installed weather cameras a few years back and issued a number of invoices to the airport that are outstanding.



- American Road Maintenance
 - ARM has not Received yet

ITEMS REQUIRING ACTION BY MT Aeronautics

- None

ITEMS REQUIRING ACTION BY FAA

- None.

Reported by:

A handwritten signature in black ink, appearing to read 'Justin L. Zindell', written over a horizontal line.

Justin L. Zindell, PM
KLJ Engineering LLC
208-392-8528
Justin.Zindell@kljeng.com

cc: Roxanne Trotta, Airport Project Manager

Roxanne.Trotta@faa.gov

File Attachments for Item:

12. Resolution No. R26-19: Resolution Of The City Council Of Intent To Adopt An Official Schedule Of Fees And Charges For The City Of Laurel And Repealing All Previous Resolutions That Set Fees Or Charges That Conflict With The Schedule Attached Hereto Upon Its Effective Date.

**CITY OF LAUREL
SCHEDULE OF FEES AND CHARGES
AS OF TUESDAY ~~MARCH 11, 2025~~ / RESOLUTION NO. R26-~~5-18~~**

Administrative, City Attorney, and Court Fees and Charges (except Library)

<u>Item</u>	<u>Fee</u>
Returned Check	\$50.00
Document Photocopying	
First three pages	No Charge
Copies in excess of three pages per page	\$0.25
Discovery Fee	
Fee for production of discovery documents – Flat fee for USB Drive	\$10.00
Additional Discovery Fee for Mailed Documents	\$10.00
Public Records Request/FOIA Request	
Research City Records (Per Hour)	Per MCA \$50.00
Research by Contracted Staff (Per Hour)	\$150.00- \$250.00Cost
Research by City Attorney (Per Hour)	\$250.00Cost
Dog License Fees and Renewals before April 1 (Must be renewed each year)	
Spayed Female/Neutered Male	\$20.00
Un-spayed Female/Un-neutered Male	\$30.00
Dog License Renewals after April 1	
Spayed Female/Neutered Male	\$30.00
Un-spayed Female/Un-neutered Male	\$40.00
Dog Kennel before April 1 (Must be renewed each year)	
Non-Commercial	\$50.00
Commercial	\$75.00
Chicken License Fee – Flat Fee	\$25.00
Business License	
General	\$100.00
Beer and/or Wine	\$400.00
Three Apartments	\$50.00
Four Apartments	\$60.00
Five or more Apartments	\$95.00
Pawn Shop	\$200.00
Utilities	\$400.00
Amusement Machines	\$100.00
Live Music	\$100.00
Junk	\$100.00
Liquor	\$500.00
Franchises	\$400.00

Sexually Oriented Business	\$750.00
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Police Department Fees and Charges

<u>Item</u>	<u>Fee</u>
Victims Report	\$10.00
Case Report	\$40.00
Case Report with Pictures	\$55.00
Vehicle Accident Report – Form Only	\$20.00
Vehicle Accident Report with Pictures	\$35.00
Audio Recording	\$75.00
Vehicle Impound – Per Day 1 st Week	\$45.00
Vehicle Impound – Per Day after 1 st Week	\$70.00
Dog Impound Fee – 1 st in Calendar Year	\$35.00
Dog Impound Fee – Subsequent in Calendar Year	\$50.00
Dog Boarding Fee – 24 Hours After Notification – Per Day	\$100.00
Fingerprint Card	\$4035.00
Subsequent Fingerprint Cards – Per Card	\$105.00
False Alarm – 3 rd and Consecutive in Calendar Year	\$100.00

Library Fees and Charges

<u>Item</u>	<u>Fee</u>
Photocopy Fees – per page	
Black & White	\$0.10
Color	\$0.20
Printer Fees – per page	
Black and White	\$0.10
Color	\$0.20
Lost or Damaged Book + <u>Processing Fee</u>	Cost + \$5.00
Library Cards for Non-Residents	No Charge
Interlibrary Loan Postage (per item not available via Courier – after 3)	\$5.00
Community Room	
Use during library hours – for profit fee charged - per hour	\$53.00
Use after hours (per hour or any portion of an hour – for profit)	\$30.00
Refundable Cleaning Deposit	\$30.00
Library Card Replacement Fee (per card)	\$2.00
Fax Fees (per page)	
Send	No Charge
Receive	\$0.10
<u>Long Delinquent Reinstatement Fee (pertaining to lost or assumed-lost items)</u>	\$5.00 Per Vilocation

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Fire Department Fees and Charges

<u>Item</u>	<u>Fee</u>
Incident Report (NFIRS Copy)	\$ 550 .00
Photograph Copies – Digital (USB)	\$ 4035 .00
Fire Suppression Fees Charged to Non-Resident or for Code or Ordinance Violations	
Base Rate for First Hour of Response for Working Fires, Rescue Operations, Hazmat or Large-Scale Incidents	\$2,1 900 .00
Base Rate for First Hour of Service Assist Calls or Minor Calls	\$1,5 0075 .00
For Each Fireman – Per Hour	\$ 530 .00
Base Rate for Assist and Investigate – Per Hour	\$ 26550 .00
Rates for Additional Hours after the First Hour of Any Response (Time Calculated from Time of Response to Return to Service)	
Engine #1	\$ 52500 .00
Engine #2	\$ 52500 .00
Engine #4	\$ 52500 .00
Engine #25 Squad 5	\$ 52500 .00
Squad 5	\$ 525 .00
Tender #1	\$ 24025 .00
Tender #2	\$ 24025 .00
Support #1	\$ 24025 .00
Command 1	\$ 26550 .00
Command 2	\$ 26550 .00
Brush #3	\$ 26550 .00
Brush #4	\$ 26550 .00
Brush #5	\$ 26550 .00
Business Inspections within jurisdiction – Marketing Fireworks, Firecrackers, and other Pyrotechnics	\$ 26550 .00
False Fire Alarms – Per Calendar Year	
First	No Charge
Second	\$ 4200 .00
Third	\$ 8400 .00
Fourth+	\$1,0 500 .00
Fire Extinguisher Training	
10 Students	\$ 26550 .00
Additional Per Student	\$ 265 .00

Emergency Medical Service Fees and Charges

Code	Definition	Charge
A0425	Ambulance Mileage (per loaded mile)	\$20.00
A0428	Transport, BLS non-emergent	\$850.00
	Out of District Fee	\$150.00
A0429	Transport, BLS emergent	\$1,200.00
	Out of District Fee	\$150.00
A0426	Transport, ALS non-emergent	\$1,000.00
	Out of District Fee	\$150.00
A0427	Transport, ALS emergent	\$1,400.00
	Out of District Fee	\$150.00
A0433	Transport, ALS 2 emergent	\$1,600.00
	Out of District Fee	\$150.00
A0434	Specialty Care Transport	\$2,000.00
A0424	Extra Ambulance Attendant	\$100.00
A0382	BLS routine supplies	\$100.00
A0398	ALS routine supplies	\$200.00
A0384	Defibrillation supplies	\$160.00
A0394	IV Supplies	\$75.00
A0396	Intubation	\$175.00
A0422	Oxygen	\$75.00
A0420	Waiting time (with patient)	\$75.00
	Stand by Rate QRU (1 person) (per hour)	\$875.00
	Stand by Rate Ambulance (2 person) (per hour)	\$1500.00
TNT1	Simple response (lift assist, etc.)	\$25.00
TNT2	Response, treatment using BLS Supplies / no transport	\$50.00
TNT3	Response, treatment using ALS or ALS2 Supplies / no transport	\$100.00
	Glucagon	\$300.00
	Patient Care Report Copy (HIPAA Compliant)	\$25.00

Public Works: Water Rates and Charges

Item	Fee
See Current Resolution (Resolution No. R24-100)	
System Development Fees (Based on Line Size) - Water	
3/4 Inch	\$2,500.00
1 Inch	\$4,475.00
1 1/4 Inch	\$6,950.00
1 1/2 Inch	\$10,000.00
2 Inch	\$17,850.00
3 Inch	\$40,000.00
4 Inch	\$71,425.00
Connections to the water system with meters larger than 4 inches or when the unique usage characteristics of a large water user may require, the City will determine the system development fee at that time if the City can provide the services as requested.	
Curb Box Repair Insurance Fee – Per Month Per Water Account	\$1.00
Utility Hook-Up Fees	
Water Tapping – Two Inches or Less	\$250.00
Water Tapping – Greater Than Two Inches	Fee x 1.25
Labor/Operator Rate Per Hour	\$60.00
Heavy Equipment Rate Per Hour	\$100.00
Other Fees for Repairs, etc.	
Frozen or Damaged Meter	
Replacement Meter or Meter Parts	Cost + 25%
Plus the Labor/Operator Rate Per Hour	\$60.00
OR Overtime Hourly Rate if Called Out After Hours	\$90.00
Hydrant Meter Rental – Per Month (Prorated Plus the Total Usage)	\$476.00
Utility Billing Fees and Deposits	
New Accounts or Re-Establishing an Account	\$35.00
Restoring Service to a Delinquent Account	\$75.00
Deposit for New Meter Accounts, No Service in Previous Year	\$170.00
Charge for Check Returned by Bank as Unpaid	\$50.00

Public Works: Wastewater Rates and Charges

Item	Fee
See Current Resolution (Resolution No. R24-100)	
Septic Dump Fee -	\$60.00 Minimum up to 1,000 Gallons plus \$0.06 per gallon thereafter
Septic Clean-up Fee for Spillage (Resolution No. R15-96)	\$40.00
System Development Fees (Based on Line Size) – Sewer	
Residential – Each Housing Unit (Duplex=2 units; Triplex=3 units; Four-plex=4 units; etc.	\$2,700.00
Commercial – Based on Water Meter Size; Includes Subdivision for Rent or Lease	
¾ Inch	\$2,700.00
1 Inch	\$4,833.00
1 ¼ Inch	\$7,506.00
1 ½ Inch	\$10,800.00
2 Inch	\$19,278.00
3 Inch	\$43,200.00
4 Inch	\$77,139.00
Connections to the wastewater system with water meters larger than 4 inches or when the unique usage characteristics of a large water user may require, the City will determine the system development fee at that time if the City can provide the service as requested.	

Public Works: Solid Waste Fees and Charges

Item	Fee
See Current Resolution (Resolution No. R22-77)	
Multiple Containers – Non-Residential users who use multiple containers shall be assigned a volume of use variable for each container used.	
Roll Off Container Set/Reset	\$430.00
Roll Off Container Haul	\$1650.00
Roll Off Container Cost per Ton	Current Billings Landfill Rates +10%
Replacement Waste Container – Due to Negligence	Cost x 1.50
All Tires – Per Tire (Regardless of Residency)	\$5.00
Container Site Waste – Business and Non-City Residents and/or City Residents that do not use City Solid Waste Services	
Minimum	\$10.00
Per Additional Cubic Yard	\$10.00
Container Site – Disposal of Air Conditioners (Regardless of Residency)	\$30.00
Container Site – Disposal of Refrigerators (Regardless of Residency)	\$30.00
Container Site – Disposal of Boats (Regardless of Residency)	\$30.00
Non-Residential Garbage Disposal Rate Schedule – See Current Resolution (R22-77)	

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Park and Recreation Fees and Charges

Item	Fee
Shelter Reservation	\$50.00
Special Event Application Fee	\$35.00
Special Event in Parks	
One-Day One-Day Closure	\$100.00
Two-Day Two-Day Closure	\$150.00
Youth Activities	Fee can be waived by the Mayor
Garbage Cans for Special Events – Per 100 Gallons – Prepaid	Residential Garbage Rate
Special Event Clean-Up Fee – Per Hour/Per Employee	\$45.00
Riverside Park Camping Fees	

Tent Space (per night)	\$20.00
Back-in Space (per night)	\$25.00
Pull Through Space (per night)	\$30.00

Cemetery Fees and Charges

<u>Item</u>	<u>Fee</u>
Please Note: Cemetery Caretaker must be present at all interments. Please Note: Burials are not permitted on Sundays, holidays, or Saturday afternoons.	
City Residents	
Full Grave	\$7 650.00
Baby Grave	\$6 500.00
Non-Residents	
Full Grave	\$9 800.00
Baby Grave	\$6 550.00
Opening and Closing	
Full Grave	\$5 480.00
Full Grave on Saturday mornings	\$6 580.00
Baby Grave	\$5 400.00
Baby Grave on Saturday mornings	\$5 450.00
Cremation	\$4 300.00
Cremation on Saturday mornings	\$4 350.00
Two Cremations on single plot	\$4 375.00
Two Cremations on single plot on Saturday mornings	\$5 450.00
Set the Cremation Urn at existing Headstones	\$75.00
Private Sale of any plot – Transfer Processing Fee	\$75.00
Disinterment Fee for full burial	\$7 600.00
Disinterment Fee for cremains	\$6 500.00

Planning Fees and Charges

<u>Item</u>	<u>Fee</u>	<u>Notes</u>
Annexation into the City of Laurel (80 acres or less)	\$ 750.00	+ \$35.00/acre
Annexation into the City of Laurel (81 acres or more)	\$ 750.00	+ \$55.00/acre
Cash in Lieu of Parking spaces outside of the Central Business District	\$ 850.00	+ \$25.00/space
Conditional Use Application (Commercial)	\$ 1,350.00	
Conditional Use Application (Residential)	\$ 850.00	
Floodplain Permit	\$ 300.00	
Home Occupations	\$ 200.00	
Outdoor Seating	\$ 300.00	+\$25.00/day
Planned Unit Development Concept Plan	\$ 850.00	
Planned Unit Development Preliminary Plan	\$ 1,350.00	+\$50.00/acre
Planned Unit Development Final Plan	\$ 1,600.00	+\$25.00/acre
Review of Buildings for Lease or Rent	\$ 350.00	
Site Plan Review Fee (Commercial)	\$ 600.00	
Site Plan Review Fee (Residential)	\$ 350.00	
Special Review (Commercial)	\$ 1,350.00	
Special Review (Residential)	\$ 850.00	
Special Review Applications resubmitted within one year of a withdrawal request made after the legal advertising	\$ 600.00	
Staff Research	\$ 50.00	Per Hour
Temporary Use Permit	\$ 450.00	
Vacation of Street or Alley	\$ 350.00	
Variance (Commercial)	\$ 1,350.00	
Variance (Residential)	\$ 850.00	
Variance Applications resubmitted within one year of a withdrawal request made after the legal advertising	\$ 850.00	
Zone Change	\$ 1,350.00	+ \$45.00/acre

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Zone Change Applications resubmitted within 1 year of a withdrawal request made after the legal advertising	\$ 850.00	
Zoning Compliance/Verification Letter	\$ 200.00	
Zoning Map Amendment	\$ 1,750.00	+ \$45.00/acre

Subdivision Fees and Charges

<u>Item</u>	<u>Fee</u>	<u>Notes</u>
Corrections or Adjustments to Plats, Conditions, and Supporting Documents after Preliminary Plat Approval:	\$ 350.00	
Corrections or Vacations of Recorded Final Subdivision Plats or Supporting Documents	\$ 350.00	
Exempt Subdivision	\$ 400.00	
Preliminary Plat (Minor)	\$ 1,950.00	+ \$50.00/lot
Final Plat (Minor)	\$ 1,350.00	
Preliminary Plat, Major Subdivision, 6 to 40 lots	\$ 2,250.00	+ \$25.00/lot
Final Plat, Major Subdivision, 6 to 40 lots	\$ 1,750.00	
Preliminary Plat, Major Subdivision, 41 to 200 lots	\$ 2,950.00	+ \$25.00/lot
Final Plat, Major Subdivision, 41 to 200 lots	\$ 2,500.00	
Preliminary Plat, Major Subdivision, Over 200 lots	\$ 3,750.00	+ \$25.00/lot
Final Plat, Major Subdivision, Over 200 lots	\$ 3,500.00	
Major Adjustments for Minor Subdivisions	\$ 750.00	
Major Adjustments for Major Subdivision, 6 to 40 lots	\$ 1,350.00	
Major Adjustments for Major Subdivision, 41 to 200 lots	\$ 1,850.00	
Major Adjustments for Major Subdivision, Over 200 lots	\$ 2,350.00	
Minor Adjustments, Major and Minor Subdivisions	\$ 350.00	
Pre-Application Meeting	\$ 750.00	+ \$25.00/lot
Subdivision for Rent or Lease, Final Plan	\$ 1,500.00	
Subdivision for Rent or Lease, Preliminary Plan	\$ 1,250.00	
All Appeals the same as the Application Fee		

Building Permit Fees and Charges

<u>Item</u>	<u>Fee</u>	<u>Notes</u>
Additional Plan Review required by changes, additions or revisions to plans (minimum charge - one half hour)	\$ 100.00	Per Hour
Additional Re-Inspection Fee	\$ 100.00	
Building Permit	-	See Appx. A
Deck Permit	\$25.00	Per sq.ft.
Demolition Permit – Residential	\$500.00	
Demolition Permit – Commercial	-	See Appx. A
Encroachment Permit	\$ 150.00	
Fence Permit	\$ 100.00	
Fire Inspection (includes one follow-up inspection)	\$ 100.00	
Mobile Home Blocking Permit (includes two-meter inspections)	\$ 100.00	
Moving Permit	\$ 250.00	
On-site Pre-building Inspection (New & Additions)	\$30.00	
Photocopies (over 3 pages)	\$ 0.25	Per Page
Plan Review (Commercial)	-	65% of Building Permit Fee
Plan Review (Residential)	-	50% of Building Permit Fee
Plotter Photocopies	\$ 10.00	Per page
<u>Pre-Fabricated Accessory Structure</u>	<u>\$150.00</u>	<u>Per Structure</u>
Right-of-way Excavation Permit (Gravel)	\$ 150.00	
Right-of-way Excavation Permit (Paved)	\$ 200.00	
Roofing Permit (Commercial)	\$ 250.00	
Roofing Permit (Residential)	\$ 150.00	

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Siding Installation Permit	\$ 100.00	
Sidewalk, Driveway Approach, Curb & Gutter Permit	\$ 150.00	
Sign Permit	\$1.00	Per sq.ft.
Sign Plan Review Fees	\$2.00	Per sq.ft.
Sign – Face Change	\$30.00	Per face
Temporary Sign Permit	\$ 75.00	
Temporary Structure Permit	\$ 150.00	
Window and/or Door Replacement Installation Permit – No Structural Modifications	\$ 75.00	Per structure or building

APPENDIX A: BUILDING PERMIT FEES and Charges

Building permit fees are determined by the total valuation of the project. For new construction and additions, the total valuation is determined by the most recent valuation data published by the International Code Council. For remodel projects, the total valuation is based on the documented project cost. (RPR is Residential Plan Review, CPR is Commercial Plan Review)

<u>Valuation</u>		<u>Building Permit</u>	<u>Residential Plan Review</u>	<u>Commercial Plan Review</u>
<u>From</u>	<u>To</u>			
\$ 1.00	\$ 500.00	\$ 36.00	\$ 18.00	\$ 23.40
\$ 501.00	\$ 600.00	\$ 40.50	\$ 20.25	\$ 26.33
\$ 601.00	\$ 700.00	\$ 45.00	\$ 22.50	\$ 29.25
\$ 701.00	\$ 800.00	\$ 49.50	\$ 24.75	\$ 32.18
\$ 801.00	\$ 900.00	\$ 54.00	\$ 27.00	\$ 35.10
\$ 901.00	\$ 1,000.00	\$ 58.50	\$ 29.25	\$ 38.03
\$ 1,001.00	\$ 1,100.00	\$ 63.00	\$ 31.50	\$ 40.95
\$ 1,101.00	\$ 1,200.00	\$ 67.50	\$ 33.75	\$ 43.88
\$ 1,201.00	\$ 1,300.00	\$ 72.00	\$ 36.00	\$ 46.80
\$ 1,301.00	\$ 1,400.00	\$ 76.50	\$ 38.25	\$ 49.73
\$ 1,401.00	\$ 1,500.00	\$ 81.00	\$ 40.50	\$ 52.65
\$ 1,501.00	\$ 1,600.00	\$ 85.50	\$ 42.75	\$ 55.58
\$ 1,601.00	\$ 1,700.00	\$ 90.00	\$ 45.00	\$ 58.50
\$ 1,701.00	\$ 1,800.00	\$ 94.50	\$ 47.25	\$ 61.43
\$ 1,801.00	\$ 1,900.00	\$ 99.00	\$ 49.50	\$ 64.35
\$ 1,901.00	\$ 2,000.00	\$ 103.50	\$ 51.75	\$ 67.28
\$ 2,001.00	\$ 3,000.00	\$ 125.50	\$ 62.25	\$ 80.93
\$ 3,001.00	\$ 4,000.00	\$ 145.50	\$ 72.75	\$ 94.58
\$ 4,001.00	\$ 5,000.00	\$ 166.50	\$ 83.25	\$ 108.23

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\$ 5,001.00	\$ 6,000.00	\$ 187.50	\$ 93.75	\$ 121.88
\$ 6,001.00	\$ 7,000.00	\$ 208.50	\$ 104.25	\$ 135.53
\$ 7,001.00	\$ 8,000.00	\$ 229.50	\$ 114.75	\$ 149.18
\$ 8,001.00	\$ 9,000.00	\$ 250.50	\$ 125.25	\$ 162.83
\$ 9,001.00	\$ 10,000.00	\$ 271.50	\$ 135.75	\$ 176.48
\$ 10,001.00	\$ 11,000.00	\$ 292.50	\$ 146.25	\$ 190.13
\$ 11,001.00	\$ 12,000.00	\$ 313.50	\$ 156.75	\$ 203.78
\$ 12,001.00	\$ 13,000.00	\$ 335.50	\$ 167.25	\$ 217.43
\$ 13,001.00	\$ 14,000.00	\$ 355.50	\$ 177.75	\$ 231.08
\$ 14,001.00	\$ 15,000.00	\$ 376.50	\$ 188.25	\$ 244.73
\$ 15,001.00	\$ 16,000.00	\$ 397.50	\$ 198.75	\$ 258.38
\$ 16,001.00	\$ 17,000.00	\$ 418.50	\$ 209.25	\$ 272.03
\$ 17,001.00	\$ 18,000.00	\$ 439.50	\$ 219.75	\$ 285.68
\$ 18,001.00	\$ 19,000.00	\$ 460.50	\$ 230.25	\$ 299.33
\$ 19,001.00	\$ 20,000.00	\$ 481.50	\$ 240.75	\$ 312.98
\$ 20,001.00	\$ 21,000.00	\$ 502.50	\$ 251.25	\$ 326.63
\$ 21,001.00	\$ 22,000.00	\$ 523.50	\$ 261.75	\$ 340.28
\$ 22,001.00	\$ 23,000.00	\$ 544.50	\$ 272.25	\$ 353.93
\$ 23,001.00	\$ 24,000.00	\$ 565.50	\$ 282.75	\$ 367.58
\$ 24,001.00	\$ 25,000.00	\$ 586.50	\$ 293.25	\$ 381.23
\$ 25,001.00	\$ 26,000.00	\$ 601.50	\$ 300.75	\$ 390.98
\$ 26,001.00	\$ 27,000.00	\$ 616.50	\$ 308.25	\$ 400.73
\$ 27,001.00	\$ 28,000.00	\$ 633.00	\$ 316.50	\$ 411.45
\$ 28,001.00	\$ 29,000.00	\$ 648.00	\$ 324.00	\$ 421.20
\$ 29,001.00	\$ 30,000.00	\$ 663.00	\$ 331.50	\$ 430.95
\$ 30,001.00	\$ 31,000.00	\$ 678.00	\$ 339.00	\$ 440.70
\$ 31,001.00	\$ 32,000.00	\$ 693.00	\$ 346.50	\$ 450.45
\$ 32,001.00	\$ 33,000.00	\$ 708.00	\$ 354.00	\$ 460.20
\$ 33,001.00	\$ 34,000.00	\$ 723.00	\$ 361.50	\$ 469.95
\$ 34,001.00	\$ 35,000.00	\$ 738.00	\$ 369.00	\$ 479.70
\$ 35,001.00	\$ 36,000.00	\$ 753.00	\$ 376.50	\$ 489.45
\$ 36,001.00	\$ 37,000.00	\$ 768.00	\$ 384.00	\$ 499.20
\$ 37,001.00	\$ 38,000.00	\$ 784.50	\$ 392.25	\$ 509.93
\$ 38,001.00	\$ 39,000.00	\$ 799.50	\$ 399.75	\$ 519.68
\$ 39,001.00	\$ 40,000.00	\$ 814.50	\$ 407.25	\$ 529.43
\$ 40,001.00	\$ 41,000.00	\$ 829.50	\$ 414.75	\$ 539.18
\$ 41,001.00	\$ 42,000.00	\$ 844.50	\$ 422.25	\$ 548.93
\$ 42,001.00	\$ 43,000.00	\$ 859.50	\$ 429.75	\$ 558.68
\$ 43,001.00	\$ 44,000.00	\$ 874.50	\$ 437.25	\$ 568.43
\$ 44,001.00	\$ 45,000.00	\$ 889.50	\$ 444.75	\$ 578.18
\$ 45,001.00	\$ 46,000.00	\$ 904.50	\$ 452.25	\$ 587.93

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\$ 46,001.00	\$ 47,000.00	\$ 919.50	\$ 459.75	\$ 597.68
\$ 47,001.00	\$ 48,000.00	\$ 934.50	\$ 467.25	\$ 607.43
\$ 48,001.00	\$ 49,000.00	\$ 949.50	\$ 474.75	\$ 617.18
\$ 49,001.00	\$ 50,000.00	\$ 964.50	\$ 482.25	\$ 626.93
\$ 50,001.00	\$ 51,000.00	\$ 976.50	\$ 488.25	\$ 634.73
\$ 51,001.00	\$ 52,000.00	\$ 987.00	\$ 493.50	\$ 641.55
\$ 52,001.00	\$ 53,000.00	\$ 997.50	\$ 498.75	\$ 648.38
\$ 53,001.00	\$ 54,000.00	\$ 1,008.00	\$ 504.00	\$ 655.20
\$ 54,001.00	\$ 55,000.00	\$ 1,018.50	\$ 509.25	\$ 662.03
\$ 55,001.00	\$ 56,000.00	\$ 1,029.00	\$ 514.50	\$ 668.85
\$ 56,001.00	\$ 57,000.00	\$ 1,039.50	\$ 519.75	\$ 675.68
\$ 57,001.00	\$ 58,000.00	\$ 1,050.00	\$ 525.00	\$ 682.50
\$ 58,001.00	\$ 59,000.00	\$ 1,060.50	\$ 530.25	\$ 689.33
\$ 59,001.00	\$ 60,000.00	\$ 1,071.00	\$ 535.50	\$ 696.15
\$ 60,001.00	\$ 61,000.00	\$ 1,081.50	\$ 540.75	\$ 702.98
\$ 61,001.00	\$ 62,000.00	\$ 1,092.00	\$ 546.00	\$ 709.80
\$ 62,001.00	\$ 63,000.00	\$ 1,102.50	\$ 551.25	\$ 716.63
\$ 63,001.00	\$ 64,000.00	\$ 1,113.00	\$ 556.50	\$ 723.45
\$ 64,001.00	\$ 65,000.00	\$ 1,123.50	\$ 561.75	\$ 730.28
\$ 65,001.00	\$ 66,000.00	\$ 1,134.00	\$ 567.00	\$ 737.10
\$ 66,001.00	\$ 67,000.00	\$ 1,144.50	\$ 572.25	\$ 743.93
\$ 67,001.00	\$ 68,000.00	\$ 1,155.00	\$ 577.50	\$ 750.75
\$ 68,001.00	\$ 69,000.00	\$ 1,165.50	\$ 582.75	\$ 757.58
\$ 69,001.00	\$ 70,000.00	\$ 1,176.00	\$ 588.00	\$ 764.40
\$ 70,001.00	\$ 71,000.00	\$ 1,186.50	\$ 593.25	\$ 771.23
\$ 71,001.00	\$ 72,000.00	\$ 1,197.00	\$ 598.50	\$ 778.05
\$ 72,001.00	\$ 73,000.00	\$ 1,207.50	\$ 603.75	\$ 784.88
\$ 73,001.00	\$ 74,000.00	\$ 1,218.00	\$ 609.00	\$ 791.70
\$ 74,001.00	\$ 75,000.00	\$ 1,228.50	\$ 614.25	\$ 798.53
\$ 75,001.00	\$ 76,000.00	\$ 1,239.00	\$ 619.50	\$ 805.35
\$ 76,001.00	\$ 77,000.00	\$ 1,249.50	\$ 624.75	\$ 812.18
\$ 77,001.00	\$ 78,000.00	\$ 1,260.00	\$ 630.00	\$ 819.00
\$ 78,001.00	\$ 79,000.00	\$ 1,270.50	\$ 635.25	\$ 825.83
\$ 79,001.00	\$ 80,000.00	\$ 1,281.00	\$ 640.50	\$ 832.65
\$ 80,001.00	\$ 81,000.00	\$ 1,291.50	\$ 645.75	\$ 839.48
\$ 81,001.00	\$ 82,000.00	\$ 1,302.00	\$ 651.00	\$ 846.30
\$ 82,001.00	\$ 83,000.00	\$ 1,312.50	\$ 656.25	\$ 853.13
\$ 83,001.00	\$ 84,000.00	\$ 1,323.00	\$ 661.50	\$ 859.95
\$ 84,001.00	\$ 85,000.00	\$ 1,333.50	\$ 666.75	\$ 866.78
\$ 85,001.00	\$ 86,000.00	\$ 1,344.00	\$ 672.00	\$ 873.60
\$ 86,001.00	\$ 87,000.00	\$ 1,354.50	\$ 677.25	\$ 880.43

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\$ 87,001.00	\$ 88,000.00	\$ 1,365.00	\$ 682.50	\$ 887.25
\$ 88,001.00	\$ 89,000.00	\$ 1,375.50	\$ 687.75	\$ 894.08
\$ 89,001.00	\$ 90,000.00	\$ 1,386.00	\$ 693.00	\$ 900.90
\$ 90,001.00	\$ 91,000.00	\$ 1,396.50	\$ 698.25	\$ 907.73
\$ 91,001.00	\$ 92,000.00	\$ 1,407.00	\$ 703.50	\$ 914.55
\$ 92,001.00	\$ 93,000.00	\$ 1,417.50	\$ 708.75	\$ 921.38
\$ 93,001.00	\$ 94,000.00	\$ 1,428.00	\$ 714.00	\$ 928.20
\$ 94,001.00	\$ 95,000.00	\$ 1,438.50	\$ 719.25	\$ 935.03
\$ 95,001.00	\$ 96,000.00	\$ 1,449.00	\$ 724.50	\$ 941.85
\$ 96,001.00	\$ 97,000.00	\$ 1,459.50	\$ 729.75	\$ 948.68
\$ 97,001.00	\$ 98,000.00	\$ 1,470.00	\$ 735.00	\$ 955.50
\$ 98,001.00	\$ 99,000.00	\$ 1,480.50	\$ 740.25	\$ 962.33
\$ 99,001.00	\$ 100,000.00	\$ 1,491.00	\$ 745.50	\$ 969.15

- \$100,001 - \$500,000: \$1491.00 for the first \$100,000, plus \$6.40 for each additional \$1,000 or portion thereof.
- \$500,001 - \$1,000,000: \$4,051.00 for the first \$500,000 plus \$5.47 for each additional \$1,000 or portion thereof.
- \$1,000,000 and up: \$6,239.00 for the first \$1,000,000 plus \$4.58 for each additional \$1,000 or portion thereof.
- Residential Plan Review = 50% of Permit Fee
- Commercial Plan Review = 65% of Permit Fee
- If work has started prior to issuance of a permit, the Building Permit Fee will double.
- Basements
 - Finished - \$50 per sq.ft.
 - Unfinished – refer to the most recent ICC Building Valuation Table

RESOLUTION NO. R26-19

RESOLUTION OF THE CITY COUNCIL OF INTENT TO ADOPT AN OFFICIAL SCHEDULE OF FEES AND CHARGES FOR THE CITY OF LAUREL AND REPEALING ALL PREVIOUS RESOLUTIONS THAT SET FEES OR CHARGES THAT CONFLICT WITH THE SCHEDULE ATTACHED HERETO UPON ITS EFFECTIVE DATE.

WHEREAS, the City Council previously adopted Resolution No. R25-18 establishing the City of Laurel's fees and charges for various services into a Schedule of Fees and Charges, to enable citizens to have immediate access to the various fees and charges levied by the City for various services, in a format that is easy to obtain and simple to understand;

WHEREAS, the Laurel Municipal Code requires the City Council to review, modify, and/or update its fees and charges on an annual basis through further Resolution of the City Council;

WHEREAS, at the direction of the City Council, City Staff prepared the attached Schedule of Fees and Charges for the City Council's consideration;

WHEREAS, the City Council desires to have at least one public hearing to gather public input and comments prior to adopting the Resolution approving the proposed Schedule of Fees and Charges; and

WHEREAS, a public hearing is set to gather public input and comments prior to adopting a Resolution approving the proposed Schedule of Fees and Charges.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves the Resolution of Intent to adopt the Schedule of Fees and Charges attached hereto and incorporated by reference herein; and

THEREFORE BE IT RESOLVED that a public hearing is set on the 26th day of May 2026 at 6:30 p.m.

Introduced at a regular meeting of the City Council on the 12th day of May 2026 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 12th day of May 2026.

APPROVED by the Mayor on the 12th day of May 2026.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

File Attachments for Item:

13. Resolution No. R26-20: A Resolution Of The City Council Of The City Of Laurel, Montana, Superseding Resolution R25-11, Modifying The Fee Schedule For Copies And Research Of Public Information And/Or Records, Reaffirming The Requirements Of Information To Retain, Establishing Procedures For Requesting Public Information And/Or Records, And For Implementation And Collection Of The Fee Schedule.

RESOLUTION NO. R26-20

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAUREL, MONTANA,
SUPERSEDING RESOLUTION R25-11, MODIFYING THE FEE SCHEDULE FOR
COPIES AND RESEARCH OF PUBLIC INFORMATION AND/OR RECORDS,
REAFFIRMING THE REQUIREMENTS OF INFORMATION TO RETAIN,
ESTABLISHING PROCEDURES FOR REQUESTING PUBLIC INFORMATION
AND/OR RECORDS, AND FOR IMPLEMENTATION AND COLLECTION OF THE
FEE SCHEDULE.**

WHEREAS, under Mont. Const. Art. II, Sec. 2, the right to know is a fundamental right;
and

WHEREAS, consistent application of the right to know is in the public interest; and

WHEREAS, access to public information is essential to participation in the activities of
the government; and

WHEREAS, inconsistency and unpredictability lead to uncertainty on the part of
individuals seeking access to public information; and

WHEREAS, such uncertainty may discourage people from exercising the right to know;
and

WHEREAS, providing consistent standards for handling public information requests
setting reasonable limits on the fees charged to individuals requesting public information ensure
people will know what to expect; and

WHEREAS, the purpose of implementing a “public information request” policy is to:
facilitate public access to City information and official records; protect individual privacy,
confidentiality, business secrets, and copyrighted material; protect public records from damage
or disorganization; prevent excessive interference with other essential function of the City; and
develop a consistent and fair method of responding to requests for public information and
records; and

WHEREAS, §2-6-1003, Montana Code Annotated (MCA) states every person has a
right to examine and obtain a copy of any public information of this state with certain
limitations; and

WHEREAS, §2-6-1006(1)(a), MCA, states, “a person may request public information
from a public agency. A public agency shall make the means of requesting public information
accessible to all persons;” and

WHEREAS, §2-6-1006(2), MCA, states, “[u]pon receiving a request for public information, a public agency that is not an executive branch agency shall respond in a timely manner to the requesting person by making the public information available for inspection and copying or providing the requesting person with an estimate of the time it will take to full fill the request if the information cannot be readily identified and gathered as well as any fees that may be charged;” and

WHEREAS, HB 100 (69th Leg. 2025), codified in §2-6-1006(5), MCA, allows for a public agency to charge fees for making public information available for inspection and copying, for a single, specific, clearly identifiable, and readily available public record, and for information that is not a request for a single, specific, clearly identifiable, and readily available public record; and

WHEREAS, HB 100 (69th Leg. 2025), codified in §2-6-1006(5), MCA, further allows for a local government to charge a filing fee and an hourly fee after the first hour of service, the actual cost to fulfill the request, the cost of providing the public information to the requester, a convenience fee as provided in §2-17-1102, MCA; and agency that denies an information request to release information or records shall provide a written explanation for the denial.

WHEREAS, §2-6-1009(1), MCA, requires that a public agency that denies an information request to release information or records shall provide a written explanation for the denial; and

WHEREAS, the City Council approved Resolution No. R04-12 on February 17, 2004, Adopting the Local Government Records Committee Retention Schedule; and

WHEREAS, the City Council approved Resolution R25-18 on March 11, 2025, Establishing A Fee Schedule For Copies And Research Of Public Records And Electronic Public Records And Establishing Procedures For Requesting Public Records And For Implementation And Collection Of The Fee Schedule; and

WHEREAS, the City makes reasonable accommodations for persons with disabilities in compliance with established policies and as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the following policy and procedures shall be adopted and shall be followed in responding to requests for public information and/or records and that the fee schedule listed herein is hereby Resolution No. R26-20, Procedure, Fees, and Process for Information Requests adopted and shall be applied:

SECTION 1: DEFINITIONS:

The following definitions apply to Sections 3, 4, and 5 of this Resolution:

1. Routine Public Records:
 - A. Material that is prepared for the public and made available to them on a regular basis. This information is often prepared for promotional or advisory reasons and prepared for general distribution. No request form is required for these materials.
 - B. Examples: City Charter, Ordinance, Resolutions, Minutes, City Council Agendas, Meeting Packets, Board and Commission Agendas, Brochures, Pamphlets, Applications, and Blank Bid Packets.
 - C. Many of the routine public information items can be found on the City website: www.cityoflaurelmontana.com
2. Non-Routine Public Records:
 - A. Material prepared in the regular course of City business (i.e. regular departmental business records) that document regular business transactions by each department but are not prepared for mass distribution. The request form must be completed.
 - B. If a department has received a ruling from the City Attorney's Office regarding a type of record or information created and maintained by the department, the department shall continue to use that directive until notified otherwise.
 - C. Each department will create categories for Routine and Non-Routine Public records.
3. All other definitions per §2-6-1002, MCA are hereby incorporated and adopted by this resolution.

SECTION 2: REAFFIRMATION OF RETENTION SCHEDULES

The City of Laurel maintains information and records in accordance with the adopted records retention schedules adopted, approved, and updated by the Local Government Records Committee defined by §2-6-1201, et seq, MCA.

SECTION 3: PROCEDURES

1. All requests for public information must be subject to this Resolution.
2. The Clerk/Treasurer must develop information request forms used in processing requests for non-routine public records.
3. For all non- routine public information, the person or entity requesting such record must complete the form and submit it to the Clerk/Treasurer's Office for distribution to the appropriate department, agency, committee, or board prior to review or copying. This form serves six functions:

- A. To give the City a comprehensive understanding of the specific information being requested;
 - B. To allow the City Attorney, if necessary, to review the request pursuant to this Resolution and law;
 - C. To facilitate making documents repeatedly requested available on the internet or to add the requested documents to a list of routine public records requests for which fees are not charged;
 - D. To facilitate communication with the requester;
 - E. To provide a receipt for monies collected; and
 - F. To allow for regular data collection and reporting.
4. The Clerk/Treasurer's Office must be the custodian for all completed request forms.
 5. An individual or entity requesting public records, or a City department receiving a request for non-routine public information must submit the request to the Clerk/Treasurer's Office.
 6. When fulfilling a request for public records the following procedures apply:
 - A. Upon a request for a public information, the Clerk/Treasurer will forward the request to the proper City department, agency, committee, or board.
 - i. If upon review by the proper City department, agency, committee, or board it is determined that the request cannot be fulfilled as originally received, the Clerk/Treasurer's Office may request additional information from the requestor. In these instances, the timelines may vary as determined by the Clerk/Treasurer's Office.
 - ii. If a requestor fails to respond to a request for additional information, the Clerk/Treasurer's Office may close the original request due to non-responsiveness.
 - B. The department, agency, committee, or board will process the request and forward the compiled information and completed form to the Clerk/Treasurer's Office and City Attorney's Office for review.
 - C. The City Attorney's Office will review the response to determine whether the information contained in the compiled response can be released. The City Attorney must consider whether the responsive materials contain information related to a matter of individual privacy, confidential business or trade secrets, copyrighted material, proprietary financial information, important security information, or other information that would prohibit disclosure of such information to the requestor. If releasable, the City Attorney's Office must notify the department of any adjustments or required redactions to the public information prior to their release.
 - D. If adjustments or redactions to the information is required prior to release, the City Attorney's Office will notify the Clerk/Treasurer's Office of the status of

- the fulfilled request and forward the request form with the information in releasable form to the Clerk/Treasurer's Office.
- E. The Clerk/Treasurer's Office will notify the requestor of the required payment due.
 - i. Non-routine public information may not be released by the City until the requestor pays all required fees.
 - ii. Payment may be made in a form as determined by the Clerk/Treasurer's Office.
 - iii. If the requestor fails to pay within 30 calendar days, the Clerk/Treasurer's Office may close the request due to non-payment.
 - F. The Clerk/Treasurer must track all requests for non-routine public records.
7. Once a request for information has been received, a response will be made within a reasonable amount of time. The following exceptions may apply:
 - A. a record does not exist, or the information cannot be found, the requester must be informed;
 - B. if a record is in use or unusual circumstances have delayed handling the request, the requester must be informed of the reason for the delay and of a reasonable time frame for response; or,
 - C. the request is denied, and the requester will be informed of the reason for the denial.
 8. Request forms must be available on the Forms page on the city website www.cityoflaurelmontana.com for citizens seeking non-routine public information. Physical forms can be requested directly from the Clerk/Treasurer's Office. The form must be filled out in its entirety in order to be processed.
 9. A Digital File Use Agreement may be required for requests for proprietary electronic public information requests.
 10. No new document or record will be created to respond to a request. Applicable records may be made available for requester to compile their own data subject to law, including the legal restrictions regarding creation of mailing lists from public records. See Sect. 2-6-1017, MCA.
 11. Any request, which does not refer to an "identifiable" public record or information, shall not be processed until the requester provides further information. The applicable City department, agency, committee, or board receiving the request must notify the requester that further information is required before the request can be processed.
 12. The City must notify the requester that an hourly rate will be charged per the fee schedule before proceeding with processing the request, provide an estimate of the total fee for compiling the requested information, thereby allowing requester the right to modify or cancel the request.
 13. The City makes reasonable accommodations for persons with disabilities in compliance with established policies and as required by law.

14. This Resolution does not supersede any rules of evidence or rules governing the production of information or documentation in the course of litigation.

SECTION 4: FEES/CHARGES FOR PUBLIC RECORDS:

1. No fee will be charged for requests of records deemed by the City to be routine public records as defined under Section 4 of this Resolution.
2. Charges for paper copies of non-routine public information shall be charged at the rate of \$0.25/page for material that can be found and copied in 60 minutes or less. Items that take over 60 minutes to locate and copy shall be charged \$25 per hour, as allowed by statute. (§2-6-1006(5), MCA.)
3. Requests that are subject to the “per hour rate” shall also be charged at the rate of \$0.25/page for costs associated with copying materials.
4. Fees for published and/or documents prepared by commercial print shops will be based on an established “document charge.”
5. A City department, board, committee, or agency may establish fees for specific records contained in their departments, such as maps, plats, etc. Such fee schedule shall be approved by the City Council and posted in each department. For records not specific to a department, the departmental fee schedules should not conflict with the specific charges listed in this section.
6. Copies of electronically stored records provided in electronic format will be charged as follows (§2-6-1006(5), MCA):
 - A. the City’s actual cost per unit of the electronic media used to provide the public record. For security purposes, the City will provide all blank media;
 - B. expenses incurred by the City as a result of computer processing charges;
 - C. expenses incurred by the City for providing on-line computer access;
 - D. out-of-pocket expenses directly associated with the request; and
 - E. the hourly rate as provided in Section 3.3 of this Resolution.
7. Information or records provided to other governmental agencies may be provided on a “reciprocal” basis at the discretion of the department director responsible for the information or record.
8. Payment for charges must be received before delivery of the records to the requester. A department director may make accommodations for payment by entities frequently requesting records.
9. To the extent possible, departments are encouraged to provide on the City’s external website or on the City’s document center the records that citizens request most frequently.
10. The City will determine on a case-by-case basis whether an employee must be present to observe and supervise the examination of documents and whether documents can be removed from their official storage location. Where it is necessary to maintain the integrity and security of City records, a fee as determined by the hourly rate at the

time of will be charged for the City’s supervision of the search and examination and copying of public records.

11. The Mayor may waive all or a portion of any fees associated with a public records request, consistent with applicable provisions of the Montana Code Annotated.
 - A. A request for a fee waiver must be submitted in writing within 2 business days of receiving the fees estimate and must include a statement describing the basis for the waiver.
 - B. In determining whether to grant a fee waiver, the Mayor shall consider the following factors:
 - i. Whether the requestor has demonstrated financial hardship;
 - ii. Whether the request is made in the public interest, including whether disclosure is likely to contribute significantly to public understanding of government operations or activities;
 - iii. The purpose and intended use of the requested records;
 - iv. The extent to which the request requires the use of public resources beyond routine administrative effort; and
 - v. Any other factors relevant to ensuring fair and equitable access to public records.
 - C. For purposes of this section, “financial hardship” may include individuals whose income is at or below a defined threshold, such as a percentage of the Federal Poverty Level, or who otherwise demonstrate an inability to pay the fees.
 - D. Any decision to grant or deny a fee waiver shall be made in a manner consistent with the principles of transparency and public access set forth in the Montana Code Annotated. The decision shall be documented in writing and must include the specific reasons for the determination.
 - E. Nothing in this section shall be construed to authorize fees in excess of those permitted under the Montana Code Annotated, including the requirement that fees be limited to the actual costs of fulfilling the request.
12. Waiver Request Appeals Process
 - A. Submission of Appeal
 - i. The requestor may submit a written appeal to the Clerk Treasurer, to be thereafter submitted to City Council on the next City Council Workshop, within 3 business days after receiving the fee waiver decision. The appeal must:
 1. Clearly state that it is an appeal of a fee waiver denial.
 2. Identify the original request
 3. Provide any additional supporting information (Financial details, public interest justification, etc.)
 - B. Acknowledgment of Appeal

- i. The City shall acknowledge receipt of the appeal in writing within 2 business days, confirming:
 - 1. The appeal has been received
 - 2. The expected timeline for review.
- C. Independent Review
 - i. The City Council shall review the appeal request on the next available City Council Workshop.
- D. Review Criteria
 - i. The appeal will be evaluated based on:
 - 1. The original waiver criteria (financial hardship, public interest, etc.)
 - 2. Any new information submitted by the requestor
 - 3. Consistency with prior waiver decisions (to ensure fairness)
 - 4. Compliance with the Montana Code Annotated
- E. Timeline
 - i. A final determination shall be issued at the next available City Council meeting following the discussion at City Council Workshop, unless extended for good cause.
- F. Written Determination
 - i. The decision must:
 - 1. Be in writing
 - 2. State whether the waiver is granted, partially granted, or denied
 - 3. Include specific reasoning
 - 4. Reference applicable criteria and facts considered.
 - ii. The decision shall be issued by the City Council President, in accordance with the terms above.
- G. Finality and Further Remedies
 - i. The determination shall state:
 - 1. That it is the City's final administrative decision
 - 2. That the requestor may seek further review through available legal remedies if they disagree (e.g., district court under Montana law)

SECTION 5: EXEMPTIONS:

The following public records are exempt from public disclosure unless required by court order or dissemination is required pursuant specific statutory authorization:

- 1. Library patron records (§22-1-1103, MCA)
- 2. Medical records
- 3. Personnel Records concerning a current or former employee or applicant for employment that would disclose the individual's home address, home telephone

- number, social security number, marital status, payroll deductions, insurance coverage, or other privacy information.
4. Performance evaluations
 5. Certain donor records, including financial or physical donations, where the donor requests to remain anonymous.
 6. Ownership or pledge of public obligations. (§17-5-1106, MCA)
 7. Criminal justice records or Municipal Court Records (§44-5-301, et seq. MCA)
 8. Vehicle accident reports. (§61-7-114, MCA);
 9. Insurance information (§50-63-403, MCA);
 10. Information related to medical marijuana registry information (§16-12-503, MCA); and
 11. Any other records held or maintained by the City made confidential by law.

Introduced at a regular meeting of the City Council on the 12th day of May 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 12th day of May 2026.

APPROVED by the Mayor the 12th day of May 2026.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

File Attachments for Item:

14. Resolution No. R26-21: A Resolution Of The City Council Of The City Of Laurel, Montana Authorizing The Mayor To Enter Into A Engineering Services Agreement With Interstate Engineering Related To Limited-Scope Planning Services.

RESOLUTION NO. R26-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAUREL,
MONTANA AUTHORIZING THE MAYOR TO ENTER INTO A ENGINEERING
SERVICES AGREEMENT WITH INTERSTATE ENGINEERING RELATED TO
LIMITED-SCOPE PLANNING SERVICES.**

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

Section 1: Intent. The City of Laurel is in need of the professional services of a limited-scope Planner to assist in compliance with Montana law, and specifically, related to MLUPA.

Section 2: Approval. City Staff believes it is advisable to for the City to enter into an Engineering Services Agreement with Interstate Engineering related to limited-scope planning services to assist in compliance with Montana law, and specifically, related to MLUPA, as Interstate Engineering was the highest-rated applicant for the planning services.

Section 3: Execution. The Mayor is hereby given authority to execute the Engineering Services Agreement with Interstate Engineering related to limited-scope planning services.

Introduced at a regular meeting of the City Council on the 12th day of May, 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 12th day of May, 2026.

APPROVED by the Mayor the 12th day of May, 2026.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney



April 30th, 2026

City of Laurel
Kurt Markegard
914 6th Ave, P.O. Box 10
Laurel, MT 59044

Laurel Land Use Plan Update
IE# MT2606003

City of Laurel,

Thank you for the opportunity to submit our proposal for planning services for the City of Laurel Land Use Plan project. Interstate Engineering is committed to delivering a practical, comprehensive, and community-driven Land Use Plan that will guide Laurel's growth and development for the next 20 years.

We understand that the City of Laurel will prepare an updated Growth Policy and Land Use Plan in compliance with the Montana Land Use Planning Act (MLUPA). The intent of this effort is to guide future growth, align development with infrastructure capacity, and provide a clear framework for land use, subdivision, and zoning decisions. This project will include meaningful stakeholder involvement, robust public participation, data-driven analysis, and actionable implementation strategies — all tailored to the specific needs, character, and priorities of the Laurel community.

Our approach builds upon the momentum captured in the City's 2023 Growth Policy and supports a community-driven vision for growth, connection, and investment. Our team will operate as a direct extension of your Planning Department, working closely with the Contract Planner and City staff at every phase of this project. Interstate Engineering brings decades of experience working with Montana communities, and with offices in Red Lodge and Billings, Laurel will benefit from our proximity and knowledge of the area. Our deep familiarity with Montana's planning and subdivision laws, a practical understanding of how local government functions, and proven track record of delivering land use plans that are technically sound, implementable, and reflective of community priorities, makes us well-suited to provide the steady, professional support Laurel is looking for.

Based on our understanding of the project, we have prepared the following proposal outlining the scope of work, project approach, schedule, deliverables, and associated fees for this engagement.

Project Understanding

The City of Laurel will prepare an updated Growth Policy and Land Use Plan in compliance with the Montana Land Use Planning Act (MLUPA). The intent of this effort is to guide future growth, align development with infrastructure capacity, and provide a clear framework for land use, subdivision, and zoning decisions. This project will include stakeholder involvement, public participation, data-driven analysis, and implementation strategies to support updates to the Growth Policy, Subdivision Regulations, and Zoning Code.

Laurel's proximity to major population centers and tourist destinations is placing pressure on the community's housing, transportation, and economic development. This pressure must be met with a proactive framework that allows the community to decide how and where it grows. Building on the 2023 Growth Policy, Laurel's Land Use Plan will establish a Future Land Use Map and a comprehensive policy framework that is fiscally grounded, MLUPA-compliant, actionable, and rooted in genuine community engagement. The City seeks to proactively manage land use to preserve community character, protect natural resources, support infrastructure alignment with projected development, and expand housing availability and affordability.

Project Approach

This proposal builds upon the momentum captured in Laurel’s recent planning efforts and supports a community-driven vision for growth, connection, and investment. We have designed a work plan that reflects both regional understanding and best practices in planning and public participation. Our approach centers on inclusive community engagement, ensuring diverse perspectives shape the outcomes of the plan.

Our project team combines national experience with deep local knowledge. This allows us to bring best practices from the national stage and tailor them to fit Laurel’s unique needs and assets.

We strongly believe that a successful Land Use Plan for Laurel must be shaped by those who live, work, and invest in the community. By authentically engaging with residents and creating unique opportunities for meaningful dialogue to occur, Laurel’s Land Use Plan will endure as a true community document for years into the future. Even if not explicitly stated, the following sections acknowledge and will comply with the requirements outlined in MCA 76-25, Section II.

Task 1 – Project Management

Establish and maintain project structure, communications, and coordination with City staff and officials throughout all phases of the project.

- **Budget, Schedule and Work Plan** — The project team will develop and maintain a detailed project budget, schedule, and work plan from kickoff through final adoption. This includes regular check-in calls with the Contract Planner and City staff, meeting agendas and notes with action items, and monthly invoices with percentage-complete breakdown by task. The project team will work with the Planning Commission beginning at their May meeting. The meeting will confirm project goals, objectives, and expectations to help guide the project team’s actions and decisions through the remainder of the project. This may also include a tour of the city to allow staff to discuss specific neighborhoods, opportunities, and other key planning areas with the team.
- **Coordination with Staff and Elected Officials** — The project team will maintain clear, consistent communication with the City’s Contract Planner and key staff throughout the project. The team will provide agenda-ready materials for Planning Commission and City Council sessions and will support the City in communicating project progress to elected and appointed officials. Our team adapts easily to changing needs throughout the project timeline.
- **Project Branding & Communications** — The project team will utilize and maintain applicable in-person and online communication tools to share project information with stakeholders to ensure updates reach people where they are. We will also develop a recognizable project brand to help build trust in the project with the public. This branding will be applied to all project materials, the project website, email blasts, and social media content.

Task 2 – Existing Conditions Analysis

A thorough baseline assessment of existing data and current conditions is an essential first step. The project team will build off the City’s 2023 Growth Policy, Zoning and Subdivision Regulations, Water and Sewer Engineering Reports, and other relevant documents. We will conduct field visits and host stakeholder conversations to capture on-the-ground realities and highlight the community’s strengths and challenges. The plan will include inventories and descriptions of all elements required by MCA 76-25-203, including:

- **Population and housing trends** — demographic profile, population projections through 2045, household characteristics, housing supply, and affordability analysis
- **Land use inventory and zoning overview** — current land use patterns, zoning districts, buildable land inventory, development capacity, and identification of key opportunity and constraint areas

- Infrastructure capacity (Roads, Water, Sewer) — alignment with Water and Sewer Engineering Reports and capital improvement benchmarks
- Economic snapshot — major employers, commercial and industrial areas, employment land inventory, tax base, and development trends
- Environmental constraints — floodplains, natural hazards, sensitive natural areas, and conservation priorities
- Community facilities and public services — schools, parks, recreation, intergovernmental coordination, and service delivery capacity
- Transportation — mobility, access, circulation, freight, and multi-modal connections
- Historic and cultural resources — community identity, placemaking, and historic preservation priorities

Task 3 – Community Engagement

Community engagement will be conducted throughout the project to ensure the Land Use Plan reflects local priorities and is supported by all stakeholders. Our strategy is built on a simple principle: **meaningful input requires meeting people where they are**. Rather than relying solely on traditional meetings, we will provide multiple, accessible pathways for people to participate in the planning process, such as pop-up events, surveys, interviews, on-site engagement, and targeted outreach.

Our engagement approach emphasizes clarity, inclusion, and action. It builds on past efforts while responding to new opportunities and momentum. We will ensure that residents, business owners, civic groups, and stakeholders have clear, consistent ways to contribute, both within and beyond formal meetings. Engagement strategies will reflect Laurel’s culture and the day-to-day realities of the community’s life. Our role is to help meet community needs with clarity and professionalism, providing confidence in both process and outcome.

Engagement metrics will be tracked and quantified from the beginning of the project to ensure statutory compliance and confirm outreach strategies are reaching a broad cross-section of the Laurel community.

- Planning Commission meetings – Kickoff to discuss project timeline; regular updates on all phases of the project, including existing conditions review; visioning and growth scenarios; topical discussions, draft land use plan; and adoption-related hearings.
- Online survey and interactive map — An Online Community Survey will be launched at project kickoff providing a mobile-friendly platform for residents and business owners to share ideas and priorities. An interactive online mapping platform will allow users to identify and comment on geographic areas of concern and value.
- Community events (3) — The project team will coordinate with City staff to participate in community events, such as Rock the Block on May 29, to raise awareness about the planning process. Community Workshops will be held at two locations in Laurel using collaborative, map-based exercises.
- Stakeholder interviews (6) — Confidential Key Stakeholder Interviews will be conducted early in the process. Target groups include the School District, major employers, the Chamber of Commerce, the development and real estate community, neighborhood associations, and civic organizations.
- Project website or engagement platform — The project team will design and host a dedicated project website or other engagement platform, such as ArcGIS StoryMaps, to serve as the central hub for all public communication including project schedules, maps, FAQs, draft documents, and survey links.

Task 4 – Visioning and Goals

Based on all feedback received during the engagement phases and informed by the Existing Conditions findings, the team will develop the following foundational planning elements:

- Community vision statement — A forward-thinking and adaptable vision statement for the future of Laurel, addressing future challenges such as demographic shifts, housing delivery, infrastructure growth,

and economic changes. The vision will be reviewed and confirmed with City staff and Planning Commission prior to incorporation into the draft plan.

- Growth principles — A set of Growth principles will articulate how and where the City of Laurel should prioritize growth over the next 20 years based on conversations with the community, elected officials, and City staff, including Laurel’s engineering, building, and public works departments. These principles will address logical annexation areas, infill and redevelopment priorities, infrastructure phasing, and the relationship between development intensity and service capacity.
- Priority values and goals — The project team will draft community goals organized around key topic areas, including housing and neighborhoods, economic development and downtown vitality, transportation and mobility, parks and open space, infrastructure coordination, historic preservation, and natural resource stewardship.

Task 5 – Future Land Use Plan and Policy Framework

The Draft Land Use Plan will incorporate all community input, technical analysis, and staff direction, organized around the following core elements:

- Future Land Use Map — In accordance with MCA 76-25-213, our team will create a GIS-integrated map defining clear land use categories, development intensities, and transitions across the City. The Map will be a practical administrative tool for staff to update and administer, defensible during entitlement review, and clear for applicants and the public. It will be delivered in editable GIS shapefile formats, fully compatible with the City’s existing GIS system, and in print-ready PDF.
- Basic development patterns and zoning — Descriptions of the intended character, density, and development pattern for each land use category, including mixed-use nodes, a range of residential types, commercial corridors, employment and industrial areas, and public/civic uses will comply with the requirements of MCA 76-25-213.
- Goals, policies, and implementation strategies — Policies and recommendations for all required MLUPA plan elements. The project team will deliver a draft plan mid-way through the process and provide time for one round of consolidated edits. An updated draft will be made available to the public for review and final comments.

Key topics addressed in the Land Use Plan:

- Housing — supply, attainability, missing middle housing, infill opportunities, and neighborhood character
- Transportation — mobility, multi-modal connections, freight, and access management
- Zoning — consistency audit, district recommendations, and development standards
- Economic Development — commercial vitality, employment areas, tax base, and business retention
- Parks/Open Space — conservation, recreation, green infrastructure, and natural resources
- Infrastructure Coordination — utility capacity, capital improvements, and annexation phasing

Task 6 – Implementation Plan

A practical, actionable implementation framework connecting plan goals to clearly defined next steps, responsible parties, funding sources, and measurable timelines.

- Action steps with priorities — A comprehensive Action Matrix detailing priority implementation actions organized into short, medium, and long-term timeframes. Each action will be tied directly to a plan goal and policy.

- Responsible parties — Each action item will identify the lead responsible party (Planning Department, Public Works, City Council, Community Partners, etc.), partners, and supporting agencies, ensuring the plan becomes a practical, trackable guide.
- Timelines tied to capital improvement benchmarks and anticipated funding cycles. The plan will identify potential funding sources and grant opportunities including MCEP, LWCF, CDBG, Transportation Alternatives, and other applicable state and federal programs.

Task 7 – Final Plan Documents

A final Land Use Plan and all digital, GIS, and print materials for adoption and long-term use by the City.

- Professionally designed PDF — A graphically compelling document that is clear, concise, and accessible to a wide range of audiences. Narrative text will be combined with high-quality maps, infographics, charts, and data visualizations. The plan will be designed for both print distribution and digital access. The project team will coordinate with City staff to have up to five copies professionally printed.
- Maps, Graphics, and Summary Visuals — All plan maps produced using ArcGIS and provided in print-ready PDF and editable GIS shapefile formats compatible with the City’s existing GIS system. Custom graphics and infographics will be developed for key plan concepts. An optional ArcGIS StoryMap — an interactive executive summary — can be produced for public digital distribution. The project team will prepare all materials needed for Planning Commission and City Council adoption presentations in accordance with MCA 76-25-201.

Exclusions

Any significant expansion of scope, including additional public meetings beyond those listed, zoning audit and update, or preparation of subdivision regulation revisions as separate documents, will be addressed through a written scope and fee amendment agreed to by both parties following adoption of the land use plan.

Project Schedule

The timeline below provides an overall framework to complete each task outlined in the Scope of Work. We are ready to begin work immediately and are committed to devoting the proposed personnel and resources for the entire length of time necessary to complete the Laurel Land Use Plan by October 31, 2026.

Task / Milestone	Timing
TASK 1 — PROJECT MANAGEMENT	
1.1 Budget, Schedule & Work Plan Strategic Kickoff Meeting	May 2026
1.2 Ongoing Coordination with Staff & Elected Officials	May – October 2026
1.3 Project Branding & Communications	May - October 2026
TASK 2 — EXISTING CONDITIONS ANALYSIS	
2.1 Data Request & GIS Base Mapping	May 2026
2.2 Existing Conditions Research & Field Analysis	May – June 2026
2.3 Existing Conditions Memo & Staff Review	June 2026

TASK 3 — COMMUNITY ENGAGEMENT	
3.1 Kickoff Joint Workshop –Planning Commission	May 2026
3.2 Online Survey Launch & Interactive Mapping Platform	May 2026
3.3 Key Stakeholder Interviews	May – June 2026
3.4 Community Event #1	May 2026
3.5 Community Workshop #1	June 2026
3.6 Community Event #2	July 2026
TASK 4 — VISIONING & GOALS	
4.1 Vision Statement Development & Staff Review	June – July 2026
4.2 Growth Principles & Priority Values Framework	July 2026
TASK 5 — FUTURE LAND USE PLAN & POLICY FRAMEWORK	
5.1 Draft Land Use Plan	August 2026
5.2 Future Land Use Map (Draft GIS)	August 2026
5.3 Staff Review — Draft Land Use Plan	August 2026
5.4 Planning Commission Meeting — Draft Plan Review	September 2026
5.6 Updated Draft Land Use Plan	October 2026
5.7 Community Workshop #2	October 2026
TASK 6 — IMPLEMENTATION PLAN	
6.1 Implementation Matrix (Draft)	August 2026
6.2 Funding Source Identification	August 2026
TASK 7 — FINAL PLAN DOCUMENTS	
7.1 Revised Final Land Use Plan Document	September 2026
7.2 Community Event #3 — Revised Draft	September 2026
7.3 Planning Commission — Public Hearing	October 2026
7.4 City Council — Final Adoption	October 2026



7.5 Final Plan Document and Map	October 2026
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Budget

The following fee structure reflects the full scope of work described in this proposal. Fees are organized by task to provide transparency and allow the City to understand the cost associated with each major work element.

Objective	Cost
Task 1 — Project Management	\$10,000
Task 2 — Existing Conditions Analysis	\$30,000
Task 3 — Community Engagement	\$50,000
Task 4 — Visioning & Goals	\$25,000
Task 5 — Future Land Use Plan & Policy Framework	\$50,000
Task 6 — Implementation Plan	\$15,000
Task 7 — Final Plan Documents	\$20,000
TOTAL (Not-to-Exceed)	\$200,000.00

Note: The fees above represent a not-to-exceed estimate for the defined scope of work. Any significant expansion of scope will be addressed through a written amendment. Monthly invoices will be submitted with a percentage-complete breakdown by task.

If you have any questions or require additional information, please feel free to contact me via phone at (406) 690-7510 or by e-mail at Brent.Moore@interstateeng.com.

Respectfully Submitted,

INTERSTATE ENGINEERING, INC.

Brent Moore, AICP
Principal Planner | Western Regional Vice President

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between **City of Laurel (Owner)** and **Interstate Engineering (Engineer)**. Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as **Land Use Plan and Growth Policy (Project)**. Engineer's services under this Agreement (Services) are generally identified as **Growth Policy and Land Use Plan in compliance with the Montana Land Use Planning Act (MLUPA)**.

Owner and Engineer further agree as follows:

1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.
- B. **See outlined scope of work letter dated April 30th, 2026.**

2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
 - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.

3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: **October 31, 2026**. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are

delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of **1.5%** per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, **the latter multiplied by a factor of 1.0, unless for Survey Materials, then a factor of 1.25 is applicable.** including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of **1.1, unless geotechnical services, then a factor of 1.15 is applicable.**
- E. Basis of Payment
 - 1. Hourly Rates. Owner shall pay Engineer for Services as follows:
 - a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
 - b. **Engineer's Standard Hourly Rates are attached as Appendix 1.**
 - c. **The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually (as of approximately February of each year) to reflect equitable changes in the compensation payable to Engineer.**
 - d. The total compensation for Services and reimbursement of expenses is estimated to be **\$200,000.00.**
 - 1) **Project Management - \$10,000**
 - 2) **Existing Conditions - \$30,000**

- 3) **Community Engagement - \$50,000**
- 4) **Visioning / Alternatives - \$25,000**
- 5) **Land Use & Policy - \$50,000**
- 6) **Implementation - \$15,000**
- 7) **Final Document - \$20,000**

F. **Additional Services:** For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

5.01 Termination

A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

B. **Termination for Convenience:** Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

C. **Payments Upon Termination:** In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. **Paragraph Omitted**

- G. All intellectual property rights, including, but not limited to, all copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated with the foregoing, derivative works and all other rights (collectively, "Intellectual Property Rights") in and to all documents, work product, and other materials that are invented, created, owned by, licensed to, controlled by or otherwise originated with Engineer whether delivered to Owner under this Agreement or not, shall be owned by Engineer. Engineer hereby grants Owner a non-exclusive, non-assignable, non-transferrable, non-sublicensable, revocable license, to use the documents created by Engineer in furtherance of the Project and delivered to Owner (whether complete or incomplete) solely for the purposes of completing the Project, subject to receipt by Engineer of full payment due and owing for all Services relating to preparation of such documents, and subject to the following limitations:
1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; ~~and~~
 4. ~~such~~ any limited license **granted** to Owner shall not **grant or** create any rights ~~in~~ to third parties; **and**
 5. **Nothing herein limits the Engineer's right of use or reuse of Previously/Independently Created Works or any of Engineer's non-Document work product.**
 6. **Engineer reserves all rights not expressly granted to Owner in this Agreement. Except for any limited licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Owner or any third-party any Intellectual Property Rights or other right.**
 7. **Without limiting the generality of the foregoing, nothing in this Agreement shall be interpreted to transfer ownership of or license to Intellectual Property Rights in any video footage prepared by the Engineer whether for this Project or otherwise. Engineer grants to Owner a limited, revocable, non-transferable, non-sublicensable, license to use drone footage captured by Engineer of the Project for purposes of [insert for what purpose the Owner will use the footage, which can be limited in time]. This license is conditioned on receipt by Engineer of full payment due and owing from Owner.**

8. such limited license is subject to the remaining section of this Section 6.01.

- H. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- I. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to **\$100,000** or the total amount of compensation received by Engineer, whichever is greater.
- J. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- K. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- L. This Agreement is to be governed by the laws of the state in which the Project is located.
- M. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or

becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 Successors, Assigns, and Beneficiaries

A. Successors and Assigns

1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments: [Appendix 1, Engineer's Standard Hourly Rates](#)

This Agreement's Effective Date is **April 30th, 2026**.

Owner:

CITY OF LAUREL

(name of organization)

By: _____

(authorized individual's signature)

By signing, I certify that I am authorized to bind the entity to a contract. I also understand that a corporate resolution may be requested as evidence.

Date: _____

(date signed)

Name: _____

(typed or printed)

Title: _____

(typed or printed)

Email: _____

Address for giving notices:

914 6th Ave

PO Box 10

Laurel, MT 59044

Designated Representative:

Name: _____

(typed or printed)

Title: _____

(typed or printed)

Address: _____

Phone: _____

Email: _____

Engineer:

INTERSTATE ENGINEERING

(name of organization)

By: _____

(authorized individual's signature)

Date: _____

(date signed)

Name: Brent Moore

(typed or printed)

Title: Regional Vice President

(typed or printed)

Email: Brent.Moore@interstateeng.com

Address for giving notices:

1610 Poly Drive

PO Box 20953

Billings, MT 59102

Designated Representative:

Name: Patrick Parker

(typed or printed)

Title: Office Manager

(typed or printed)

Address: _____

1610 Poly Drive

PO Box 20953

Billings, MT 59102

Phone: (406) 256-1920

Email: Patrick.Parker@interstateeng.com



**SCHEDULE OF RATES
APPENDIX #1**

<u>Hourly Rate</u>		<u>Hourly Rate</u>		<u>Hourly Rate</u>	
<u>Engineers</u>		<u>Planners</u>		<u>Technicians</u>	
ENG I	\$ 137.00	PLANNER I	\$ 125.00	TECH I	\$ 92.00
ENG II	\$ 152.00	PLANNER II	\$ 150.00	TECH II	\$ 107.00
ENG III	\$ 167.00	PLANNER III	\$ 175.00	TECH III	\$ 122.00
ENG IV	\$ 182.00	PLANNER IV	\$ 200.00	TECH IV	\$ 137.00
ENG V	\$ 197.00	PLANNER V	\$ 225.00	TECH V	\$ 152.00
ENG VI	\$ 212.00			TECH VI	\$ 167.00
ENG VII	\$ 227.00	<u>Landscape Architects</u>		TECH VII	\$ 182.00
ENG VIII	\$ 242.00	LA I	\$ 120.00	TECH VIII	\$ 197.00
ENG IX	\$ 262.00	LA II	\$ 140.00	TECH IX	\$ 212.00
ENG X	\$ 280.00	LA III	\$ 160.00	TECH X	\$ 235.00
		LA IV	\$ 180.00		
		LA V	\$ 200.00	<u>GIS</u>	
<u>Surveyors</u>				GIS I	\$ 120.00
SURV I	\$ 113.00	<u>Funding</u>		GIS II	\$ 140.00
SURV II	\$ 128.00	FUNDING I	\$ 125.00	GIS III	\$ 160.00
SURV III	\$ 143.00	FUNDING II	\$ 150.00	GIS IV	\$ 180.00
SURV IV	\$ 158.00	FUNDING III	\$ 175.00	GIS V	\$ 200.00
SURV V	\$ 173.00	FUNDING IV	\$ 200.00		
SURV VI	\$ 188.00			<u>Information Technologists</u>	
SURV VII	\$ 203.00	<u>Administrative</u>		IT I	\$ 145.00
SURV VIII	\$ 218.00	ADMIN I	\$ 93.00	IT II	\$ 195.00
SURV IX	\$ 233.00	ADMIN II	\$ 100.00		
SURV X	\$ 255.00	ADMIN III	\$ 107.00	<u>Expert Witness</u>	\$ 400.00

CHARGEABLE EXPENSES

Subsistence	Actual cost	Travel Vehicle	\$0.85 per mile
Subconsultant Services – Geotechnical ...	Actual cost plus 15%	Survey Vehicle	\$0.95 per mile
Subconsultant Services – Other.....	Actual cost plus 10%	ATV	\$75.00 per day
Survey Materials Required	Actual cost plus 25%	ATV with Tracks	\$125.00 per day
Plat Certification per Certification	\$35.00	UTV.....	\$150.00 per day
Recordation per Monument.....	\$35.00	UTV with Tracks	\$200.00 per day
24" x 36" Prints per Page	\$9.00	Snowmobile	\$200.00 per day

Other Miscellaneous Project Expenses.... Actual cost

Any and all sales and use tax, TERO or other special fees which apply to this contract.