



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, JANUARY 23, 2024
6:30 PM
COUNCIL CHAMBERS**

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified times for citizen comments on its agenda -- once following the Consent Agenda, at which time citizens may address the Council concerning any brief community announcement not to exceed one minute in duration for any speaker; and again following Items Removed from the Consent Agenda, at which time citizens may address the Council on any matter of City business that is not on tonight's agenda. Each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. Citizens may also comment on any item removed from the consent agenda prior to council action, with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. If a citizen would like to comment on an agenda item, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor.

Any person who has any question concerning any agenda item may call the City Clerk-Treasurer's office to make an inquiry concerning the nature of the item described on the agenda. Your City government welcomes your interest and hopes you will attend the Laurel City Council meetings often.

Pledge of Allegiance

Roll Call of the Council

Approval of Minutes

1. Approval of Minutes of January 1, 2024.

Correspondence

2. Beartooth RC&D Correspondance - January 2024

Council Disclosure of Ex Parte Communications

Public Hearing

3. Schedule of Fees and Charges

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 January 19, 2024.
5. Clerk/Treasurer Financial Statements November 2023.
6. Approval of Payroll Register for PPE 1/7/2024 totaling \$242,056.19.
7. Council Workshop Minutes of January 2, 2024.

Ceremonial Calendar

Reports of Boards and Commissions

8. Revised Budget/Finance Committee Minutes of December 26, 2023.
9. Budget/Finance Committee Minutes of January 9, 2024.
10. Tree Board Minutes of January 4, 2024.
11. Library Board Minutes of December 12, 2023.

[12.](#) Emergency Services Committee Minutes of November 27, 2023.

[13.](#) Public Works Committee Minutes of December 18, 2023.

Audience Participation (Three-Minute Limit)

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

Scheduled Matters

14. Appointment of Shaelynn Haman and Jerry Strim to the Laurel Police Reserves.

[15.](#) Appointment of Emelie Eaton to the Public Works Committee.

[16.](#) Resolution R24-04: A Resolution Of The City Council 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.

[17.](#) Resolution R24-05: Resolution Of The City Council Calling For An Election On The Question Of Conducting A Local Government Review And Establishing A Study Commission.

Items Removed From the Consent Agenda

Community Announcements (One-Minute Limit)

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

Council Discussion

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

Mayor Updates

Unscheduled Matters

Adjournment

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

File Attachments for Item:

1. Approval of Minutes of January 1, 2024.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

January 9, 2024

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Council President Sparks at 6:28 p.m. on January 9, 2024.

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

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT:

- Michele, Braukmann, Civil City Attorney
- Brittney Harakal, Administrative Assistant
- Kelly Strecker, Clerk/Treasurer

Council President Sparks led the Pledge of Allegiance to the American flag.

MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of December 26, 2023, as presented, seconded by Council Member Mackay. There was no public comment or council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

CORRESPONDENCE:

- Police Monthly Report - December 2023.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:

City Attorney Braukmann gave a brief reminder of what is considered ex-parte communications.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through January 5, 2024.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer’s Office.
- **Approval of Payroll Register for PPE 12/24/2023 totaling \$181,557.01.**
- **Closed Executive Session Minutes of December 19, 2023.**

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

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of December 26, 2023.
- Park Board Minutes of January 4, 2024.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

DRAFT

SCHEDULED MATTERS:

- **Resolution No. R24-01: A Resolution Of The City Council Authorizing The Mayor To Approve A Change Order For The Project Known As The South 4th Street Reconstruction.**

Motion by Council Member Wilke to approve Resolution No. R24-01, seconded by Council Member Klose. There was no public comment or council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Resolution No. R24-02: 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.**

Motion by Council Member Mize to approve Resolution No. R24-02, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Resolution No. R24-03: A Resolution Of The City Council Approving A Preventative Maintenance Plan For City Of Laurel Vans And Small Busses In Passenger Service.**

Motion by Council Member Mackay to approve Resolution No. R24-03, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

The next Cemetery Commission meeting is scheduled for next Tuesday at 5:00 p.m. in Council Chambers.

Council questioned why the 303 MOU was not on tonight’s agenda. The Civil Attorney briefly clarified why the resolution was not before the Council this evening.

Monday is Martin Luther King Jr. Day. The Public Works Committee meeting has been moved to the following Monday, directly following the Emergency Services Committee meeting.

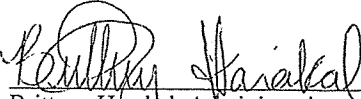
MAYOR UPDATES: None.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Wheeler to adjourn the council meeting, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 6:46 p.m.


 Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 23rd day of January 2024.

DRAFT

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

2. Beartooth RC&D Correspondance - January 2024

Beartooth RC&D Area, Inc.

Board of Director’s Meeting Agenda

Meeting 1:00 P.M. Thursday, January 18, 2023

Big Sky EDA/ Rock 31 Conference Room

201 North Broadway- Billings, MT



<p>1:00 pm</p>	<p><u>Meeting Called to Order</u></p> <p>Pledge of Allegiance, Introduction of Members and Guests</p> <p>Review Board Minutes</p> <p><u>Congressional Updates</u> Josiah Porcel (Sen. Tester) Tory Kolkhorst (Sen. Daines) Emily Schneller (Rep. Rosendale)</p> <p><u>Treasurer/Financial Reports</u></p> <ol style="list-style-type: none"> 1. Treasurer Update 2. RC&D Financials 3. RLF Financials <p>Executive Committee Nominations Staff COLA</p> <p><u>Staff Reports – Program/Project updates</u></p> <ol style="list-style-type: none"> 1. Food/Ag Program – Joel Bertolino 2. Revolving Loan Fund – Nan Knight 3. Economic Development/ CRDC – Jacy Head 4. Operations Support- Myrna Lastusky <p><u>Regional Roundup</u> – <i>News and updates from regional members on projects and activities in key CEDS categories.... (see topics on next page)</i></p> <p><u>Next Beartooth RC&D Area, Inc. Board of Directors Meeting</u></p> <p><i>March 21, 2024- Big Horn County, MT</i></p>	<p>Chair</p> <p>Chair, All</p> <p>Chair, All</p> <p>Hauge/Knight</p> <p>Chair Chair</p> <p>Bertolino Knight Head Lastusky</p> <p>Roe et al</p>	<p>Action</p> <p>Information</p> <p>Information Action Action</p> <p>Information Action</p> <p>Information Information Information Information</p> <p>Information</p> <p>Information</p>
<p>2:30 PM</p>	<p>Adjourn</p>		<p>Information</p>

Beartooth RC&D Area, Inc. Board of Director’s Meeting MINUTES November 16, 2023

<p>1:00 pm</p>	<p><u>Meeting Called to Order</u></p> <p>Pledge of Allegiance, Introduction of Members and Guests</p> <p>Review Board Minutes</p> <p><u>Congressional Updates</u> Josiah Porcel (Sen. Tester) Tory Kolkhorst (Sen. Daines) Emily Schneller (Rep. Rosendale)</p> <p><u>Treasurer/Financial Reports</u> 4. Treasurer Update 5. RC&D Financials 6. RLF Financials 7. Audit</p> <p>MOU’s</p> <p><u>Staff Reports – Program/Project updates</u></p> <p>5. Food/Ag Program – Joel Bertolino 6. Revolving Loan Fund – Nan Knight 7. Economic Development/ CRDC – Jacy Head 8. Operations Support- Myrna Lastusky</p> <p><u>Regional Roundup</u> – <i>News and updates from regional members on projects and activities in key CEDS categories... (see topics on next page)</i></p> <p><u>Next Beartooth RC&D Area, Inc. Board of Directors Meeting</u> <i>January 18, 2023- Yellowstone County, MT</i></p>	<p>Chair</p> <p>Chair, All</p> <p>Chair, All</p> <p>Hauge/Knight</p> <p>Bertolino</p> <p>Bertolino Knight Head Lastusky</p> <p>Roe et al</p>	<p>Action</p> <p>Information</p> <p>Information Action Action Action</p> <p>Information</p> <p>Information Information Information Information</p> <p>Information</p> <p>Information</p>
<p>2:30 PM</p>	<p>Adjourn</p>		<p>Information</p>

**Beartooth RC&D
Board Meeting Minutes
November 16, 2023 – 1:00 pm
Sibanye-Stillwater Mine Conference Room**

Members Present:

Joel Bertolino, BRCD
Nan Knight, BRCD
Jacy Head, BRCD
Myrna Lastusky, BRCD
Commissioner Melanie Roe, Sweet Grass County
Lorene Hintz, SBDC
Kayla Vokral, SBDC
Tory Kolkhorst, Sen. Daines' Office
Commissioner Don Jones, Yellowstone County

Present on Zoom: Thank you, Sibanye-Stillwater Mine, for the grant to help us purchase our Meeting Owls!

Emily Schneller, Rep. Rosendale's Office
Josiah Porcel, Sen. Tester's Office
Ryan VanBallegooyen, Billings Job Service
Heidi Sparks, City of Laurel
Holly Higgins, FIB Hardin

Meeting Called to Order: Melanie Roe called the meeting to order.

Pledge of Allegiance, Introduction of Members and Guests

Review September Board Minutes (Action): Don Jones motioned to approve the minutes as presented; Lorene Hintz seconded. Motion passed.

Congressional Updates:

- **Tory Kolkhorst (Sen. Daines)**
 - Continuing resolution just passed – Sen. Daines voted in favor to avoid government shutdown. Will extend current Farm Bill and cut spending 15% across the board with exception of DoD and the V.A.
 - Requesting update on spy balloon investigation from Biden admin ahead of Pres. Xi's visit. Sent letter to FBI Director Wray – how did China get this into U.S. airspace?
 - Senate Finance Healthcare subcommittee – Sen. Daines discuss the importance of expanding telehealth services, especially for rural areas.
 - Senate banking hearing – Sen. Daines pressed Federal Reserve vice-chairman Michael Barr about a new proposal that would limit credit availability to small businesses. Sen. Daines & Republican colleagues urged the Fed to immediately withdraw the proposal.
 - With Israel/Gaza war, Senator continues calling for increase in border security & warns of terrorism threats here. He has also condemned all instances of antisemitism.
 - Voted against confirmation of Biden's nominee as Ambassador to Israel, Jack Lew, who has a history of coddling Iran.

- Senator continues to condemn the Biden admin's anti-energy policies that are hurting national security and would shut down Colstrip and other power plants.

- **Emily Schneller (Rep. Rosendale)**

- New Speaker of House – Mike Johnson. 2-part continuing resolution (CR) passed by House and Senate – includes funding for 4 bills that will be extended until Jan. 19th. Funding for remaining 8 bills is extended until Feb. 2. Emily can provide details if anyone wants.
- Farm Bill lumped in with C.R. to extend current provisions for a year. Congressman was opposed to this for 2 reasons: believes we should be voting on single-issue legislation and because it doesn't give us a chance to update the bill or advocate for Montana's specific priorities for the Farm Bill specifically. He did vote against the CR along with 92 Republicans and 2 Democrats.
- House has passed 7 individual appropriation bills.
- Israel – Congressman supported bill in House to support funding for Israel rather than use the funding for Biden's 87,000 IRS agents.

- **Josiah Porcel (Sen. Tester)**

- Sen. Tester wrote a letter to Pres. Biden urging him to address concerns with Pres. Xi Jinping at upcoming meeting – urged clarity in rejecting Chinese aggression, spy balloon, fentanyl crisis, and unfair trade practices negatively affecting Montana producers.
- Confronted head of DHS Sen. Mayorkas and expressed concern over failure to secure southern border – urged admin to prioritize and supply resources to combat deadly flow of fentanyl. Seeing spillover effect of border issues in Billings.
- Senator introduced legislation to address affordable housing in MT – Preservation and Reinvestment Initiative for Community Enhancement Act – aims to revitalize State's affordable housing supply by establishing a permanent manufactured housing community improvement grant program (PRICE grant program). Rising taxes and cost of living makes this an important topic.
- Town Hall in Butte – only member of MT delegation who does in-person town halls to let folks freely express their opinions on D.C. happenings.
- Senator is expressing support for Israel, condemned terrorist attacks, wants to make sure the \$6 billion in Iranian assets from the Iranian deal are frozen.

Treasurer/Financial Reports: Nan Knight

RLF and RC&D Financials (ACTION)

- P. 8 of materials
- RLF current standing – currently 21 loans in 5-county regions. 1 loan will be paid out at end of month.
- 1 new loan closed last month in Hardin.
- Able to drawdown some of our RMAP TA assistance this month.
- Finished audit process with JCCS.
- Note where the bank balance is sitting right now of all our revolving loans.
- Working on a project in Red Lodge right now for 2nd position on a Main Street building.
- Pg. 9 is Beartooth books and where they are sitting.
- **ACTION: Kayla Vokral motioned to approve the financials as presented. Don Jones seconded. Motion carried.**

- Nan said she worked with JCCS, our new auditor this year, and everything went very smoothly. She highly recommends them.

Audit (ACTION)

- Nan provided a few copies of the most recent audit for anyone who wants to examine them.
- She presented the completed audit draft to the board. Wrote off a couple loans that were outstanding for many years. Nan wants clean books moving forward, & the audit firm is helping.
- Don asked if we set up a new policy for writing off old, bad loans. Yes, it is 3 years now, and there is a process for writing them off to better absorb the loss.
- For example, in QuickBooks, if we have \$100,000 loan, you put that in and a \$5,000 placeholder for interest. The \$5k is just a placeholder, not owed by the business, but it's still in QuickBooks and still shows a balance. It's hard to get rid of without showing a loss.
 - Melanie asked if it will show as a future asset?
 - Nan said the auditors created a different account that won't affect the books but it still tracks the charges. The placeholder idea doesn't work well, so this is a big improvement.
- Once we get through 2023 audits, then everything will be new and fresh and on track.
- This has been messed up for at least a decade from before Jillann's time.
- We have an amortization schedule that tracks our loans, but it's not loan-tracking software. Auditor recommended getting the correct loan-tracking software, so we will get what they recommend.
 - Cost will be in the \$1,000-\$1500 range – one-time cost
- Nan will still use QuickBooks for accounting, but the loan-tracking will also go in this new software. It will probably replace the T-value that she currently does.
 - Don said that Yellowstone is going with JCCS next year, too.
- **ACTION: Don Jones motioned to approve the 2022 audit as presented. Lorene Hintz seconded. Motion carried.**

MOUs: Joel Bertolino

- Have conducted half of our annual MOUs and it's been a pleasure to chat with the commissioners and city councils to see what their upcoming priorities and goals are and share what activities we've been doing.

Staff Reports

Food & Ag: Joel Bertolino

- Recent training in Butte for FADCs and discussed Local Food in Schools program. Some OPI folks were there to discuss different options. Have been brainstorming some of the handout materials to get to schools to give them ideas on how they can use local food.
- Pre-app for GTA funding was in October. Assisted 4 clients; 2 have received funding and haven't heard from other 2 yet.
- 3 meat-processing applications went in. They had a lot of applications (25) this round.
- VAPG
 - Oswald Farms received funding
 - S-Ranch did not
 - Speedy and Flo's Sweet Corn – assisted with pre-app phase and hope to assist them with SBDC's help on the next phase.
- J&D Meats – Nan and Joel will be visiting with them soon on RMAP
- Yellowstone Pasta – got a green light on pre-app and will be submitting a full application.

- Undammed Distilling – assisted a little but haven’t heard if they were approved yet.
- Becky’s Berries – worked with Lane Gobbs from MMEC and Joel and Nan visited recently to discuss marketing for new product line of mustards. New equipment.
- Fishtail General Store – Joel, Nan and Lane visited their location across from the general store.
 - Nan said it’s very amazing. They do all the breakfast burritos and sandwiches for every City Brew store. Their warehouse cranks out a LOT of food.
 - Lane will be helping her moving forward too.
 - Katie Martin, the owner, is very energetic and would be happy to give a tour.
 - Beartooth started working with her 12 years ago and helped her with a grant for signage and have continued to stay in touch.
 - Kayla said Katie might be a great podcast guest. Nan or Joel will send contact to Kayla Vokral and Don Jones.
- Yellowstone Valley Farms – also interested in a REAP grant

Economic Development: Jacy Head

- BSTF grant program will no longer exist. They are transitioning to the Montana Growth Fund (MGF). BSTF was a grant, but MGF will be loans.
 - We still have 1 BSTF Planning Grant that is due Dec. 30th.
- 2 RCIDI grants still moving forward
 - BHC – Economic development and housing
 - Red Lodge – solely focused on housing
- CRDC Re-certification process just finished – THANK YOU for all the letters of support. It was an RFP process, and we had to submit our proposal as \$50,000. We’ve historically received almost \$72,000, so hopefully the State will adjust the amounts. Currently have 11 CRDCs; if another region applies, the pie will be divided even more.
- Helping Hands Food Bank – waiting on different parties to comment on the draft report produced by TetraTech. Project has gone on longer than anticipated, but we’re hoping to make Petra Fund available for cleanup.
- Rocky Fork Inn site in Red Lodge – major property that was impacted by 2022 flooding. Waiting on FEMA buy-out; once this is resolved, we will do a Phase 1 assessment, then do demolition and disposal. A contractor reached out to Jacy who could probably use some of the demolished materials. The demo will be free-of-charge.
 - Tori asked if we’ve been working with The Yodeler at all? Jacy explained that we were approached about the Paul Bruhn grant application, and we volunteered to sit on their committee. That funding would likely help that business.
- Brownfields Assessment Grant – needed to update some policies before final submission to EPA for pre-award compliance. Once released, we can put out our RFP for Qualified Environmental Professional (QEP).
 - Need to have a Brownfields Steering Committee to prioritize sites. If anyone is interested, please reach out to Jacy! Just have one interested member so far, and he is from the Crow Tribe.
- MT Community Foundation disaster recovery funds: All funds disbursed; waiting on final reports/photos back from grantees to submit our report to MCF.
- DOC-Business Attraction: Jacy is attending monthly check-in meetings. Nan has been very helpful in meeting with clients. We’ve decided it would be helpful to have an informal County representative that we could reach out to if certain projects come along.
- Additional clients we have worked with:

- One Health – master neighborhood plan in Hardin
- Sandstone School – reached out for grant writer referrals
- Little Bighorn Camp – possible Brownfields project
- Town of Lodge Grass – another Brownfields project; priority site from our application.
- Sports Hut – Columbus potential Brownfields site; maintaining communications
- Carl Hamming – other people are becoming interested in RCDI grants, so he reached out to Jacy.

REGIONAL ROUNDUP: Commissioner Melanie Roe

Kayla Vokral:

- Small Business Saturday on Nov. 25th
 - Have success stories to submit to SBA to show what we are doing. This year we wanted to make a bigger deal. Had a party with our 2 success stories: Molly and Friends Doggy Daycare in Laurel and Meadowlark Brewery. 8 other businesses are participating in Small Business Saturday, offering discounts if you use the code *Vault* at checkout. This social media campaign involves some great giveaways!
- 3rd year participating with Youth Entrepreneurship Market - 1st weekend in December during Art Walk – 70 high school entrepreneurs selling their goods. Fun time downtown from 5-8 pm.
- Allegiant Airlines – our business recruitment senior director spoke with them about nonstop flights to LA, and they are going to do that. In May those will start again.
- MEDA fall conference: Steve Arveschoug got the Anthony J. Priete Champion of Economic Development Award, and *The Vault* and our MT APEX Accelerator received Economic Impact awards.
- Lorene/Kayla: Recently found out that starting Jan. 1 new businesses will be federally mandated to sign up in an online system - CyberSecurity issue. If they don't register, they risk a \$5,000 fine. We're still learning more information about that. There will be a grace period for existing businesses to sign up. Once Lorene and Kayla learn more, they will send out more details for Beartooth to share with clients and board members.
 - Rock31 website has Steps to Establish Your Business – will put it in that. Under FAQ. Kayla & Lorene will share the info with us when they know more.
- **Lorene:**
 - Spoke with Dianne in Community Development and she did a Brownfields presentation in Laurel – Jacy spoke too. She said it went real well.
 - Continue to refer people to the Beartooth Regional Housing Study; it is still being utilized by many people.
- **Ryan:**
 - State Workforce Innovation Board (SWIB) Workforce Innovation & Opportunity Act (WIOA) outreach as it relates to workforce – dates are getting put together. Ryan included Beartooth and BSED on the invites. They are putting together a state plan and want to hear from businesses, stakeholders and elected officials about what we're seeing in workforce development. Want to continue receiving training dollars – incorporates DLI, OPI, DPHS programs and others. Please attend if possible – it's important.
- **Holly:**
 - New storage units going in behind convenience store (behind McDonalds) – fenced off, gravel in, buildings going up, and almost complete.

- 2 vet clinics in Hardin – Vet Barn and Animal Care Center. Vet Barn is for sale and they do a lot of the large animal care; one vet is leaving. Closing on 12/31 whether or not it is sold. One vet who worked for Vet Barn is starting a mobile unit, which will help, but this is a problem for ag producers moving forward.
- First Interstate Bank building downtown hasn't sold. Bank *may* decide to donate the building, and it would have to go to a nonprofit. Any recommendations for a nonprofit if they decide to donate? Let Holly know of any ideas.
- Love's truck stop is putting in an RV park, and that is coming along well. Will just have electrical hook-ups. Might hurt local KOA business.
- Golf course under new ownership isn't looking real good. Between cost and poor conditions, some members will not be renewing.
- KOA decided to stay open year-round. They are housing some of the traveling nurses.

- **Dan Lowe, Big Horn Conservation District:**

- Dan's story about a bike smuggler reminded us that sometimes in our effort to pinpoint things we are doing, we look so closely we don't get a full picture of the rest of what we are trying to accomplish.
- Working on stream purity between Big Horn and Yellowstone Conservation district jurisdictions. Trying to get community involvement to be aware of issues and work together.
- Aquatic station checkpoints – very successful year. Have had 2 stations going. District received an "Atta boy" for their ability to largely stop the drive-bys and bring down from 40% to 5%.

- Ryan said we have elections coming up in January. May need someone else to join the Executive Committee, so please consider that.

- **Kayla Vokral motioned to adjourn the meeting; Lorene Hintz seconded. Motion carried.**

Meeting adjourned at 2:27 pm. Happy Thanksgiving, everyone!

Next Beartooth RC&D Board of Directors Meeting: January 18, 2023 - Yellowstone County

Revolving Loan Fund Books- October 2023

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>	
Big Horn	2	\$201,096.56	
Stillwater	1	\$144,466.74	
Yellowstone	12	\$889,437.20	
Carbon	3	\$367,769.38	
<u>Sweet Grass</u>	<u>2</u>	<u>\$148,235.77</u>	Total:
	20	\$1,751,005.65	

- One Yellowstone county loan will be paid off this month.
- One loan in Hardin closed last month.
- 1st RMAP TA drawdown
- 2022 Daft Audit completed for review and approval.

Bank Balances as of October 31, 2023 Total available for lending

Bank of Joliet- RMAP waiting to be drawn down)	\$ 152,198.53	\$ 152,198.53	\$300,000 (still
Bank of Joliet – RMAP LOAN LOSS	\$ 2,500.94	\$ 0.00	
Bank of Joliet EDA	\$ 8,877.47	\$ 8,877.47	
Bank of Joliet-CDBG	\$ 80,846.40	\$ 80,846.40	
Bank of Joliet- IRP	\$ 137,766.10	\$ 92,766.00	
Bank of Joliet-Fromberg	\$ 31,441.83	\$ 31,441.83	
		Available: \$ 352,884.32	

Restricted Accounts		Principal amounts paid back	
FIB – SSBCI 2.0	\$ 148,621.00	\$ 1,257.91	BOJ-
SSBCI 2.0	\$ 79,651.50	\$ 499.81	

Revolving Loan Fund Books- December 2023

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>	
Big Horn	2	\$199,558.92	
Stillwater	1	\$143,209.43	
Yellowstone	11	\$755,236.48	
Carbon	3	\$366,769.68	
<u>Sweet Grass</u>	<u>2</u>	<u>\$143,544.47</u>	Total:
	18	\$1,608,318.98	

- One Yellowstone county loan paid off this month.
- New IRP Loan fund application submitted to USDA
- Two potential RMAP loan

Bank Balances as of December 31, 2023 Total available for lending

Bank of Joliet- RMAP waiting to be drawn down)	\$ 158,737.65	\$ 153,671.64	\$300,000 (still
Bank of Joliet – RMAP LOAN LOSS	\$ 2,500.94	\$ 0.00	
Bank of Joliet EDA	\$ 9,608.29	\$ 9,608.29	
Bank of Joliet-CDBG	\$ 96,985.09	\$ 96,985.09	
Bank of Joliet- IRP	\$ 163,347.04	\$ 163,347.04	
Bank of Joliet-Fromberg	\$ 31,477.49	\$ 31,477.49	

Available: \$ 455,089.55

Restricted Accounts		Principal amounts paid back	
FIB – SSBCI 2.0	\$ 148,621.00	\$ 2015.59	BOJ-
SSBCI 2.0	\$ 79,651.50	\$ 1,906.06	

Beartooth RC&D Budget Comparison

INCOME	2021		2022		2023 Income	2023		2024 Income	2024	
	Budget	Actual	Budget	Actual		Budget	Actual		Budget	Actual
AG-FOOD AND AG C	85,007	73,538	45,000	70,057	AG-FOOD AND AG C	45,000	48,706	AG-FOOD AND AG CENTER	60,000	60,000
AG-MCDC	1,000		500	0	Specialty Crop Bloc	35,000	31,286	Specialty Crop Block	58,166	58,166
BOARD - EDA SPON	55,907	54,614	56,979	56,844	BOARD - EDA SPONS	56,979	55,711	FARM TO SCHOOL	1,200	1,200
BOARD-INTEREST IN	400	300	400	845	BOARD-INTEREST IN	400	736	REAP	5,000	5,000
BOARD-FOUNDATIO	3,700	3,373	3,300	3,830	BOARD-FOUNDATION	3,300	3,641	BOARD - EDA SPONSOR DUE	56,979	56,210
RLF-STAFF REIMBUR	18,000		18,000	0	RLF-STAFF REIMBUR	15,000	5,066	BOARD-INTEREST INCOME	750	750
RLF-ORIG FEES	5,000		7,500	6,152	RLF-ORIG FEES	5,000	2,764	BOARD-FOUNDATION MONE	3,300	3,300
CRDC	71,907	71,844	71,000	71,844	CRDC	71,000	71,844	RLF-STAFF REIMBURSE	15,000	15,000
CGWG/ fuels		6,147			EDA - GRANT	70,000	70,000	RLF-ORIG FEES	5,000	5,000
MISC GRANT ADMIN	10,750		12,750		BSTF ADMIN \$	4,000		RLF- RMAP	12,500	12,500
EDA - GRANT	70,000	70,000	70,000	70,000	RCDI (Big Horn)	2,500	2,444	BROWNFIELD	19,250	19,250
SW-GRANT		224,357			RCDI (Red Lodge)	4,000	1,592	CRDC	50,000	71,000
BSTF		44,220			Pass- Through		115,634	EDA - GRANT	70,000	70,000
EDA-CARES ACT		200,000		100,000	other Admin		2,500	BSTF ADMIN \$	1,950	1,950
Pass- Through				73,102				RCAC	25,000	25,000
Total Income	321,671	748,393	285,429	452,674		312,179	411,921	RCDI (Big Horn)	2,800	2,800
								RCDI (Red Lodge)	2,800	2,800
								Pass- Through		
									389,695	0
										409,926
EXPENSES					Expenses for 2023			Expenses for 2024		
TOTAL STAFF EXPEN	256,044	245,234	231,429	233,496	TOTAL STAFF EXPEN	244,441	241,301	TOTAL STAFF EXPENSE	245,441	
COMMUNICATIONS	6,000	7,194	4,500	7,167	COMMUNICATIONS	7,000	7,300	COMMUNICATIONS	9,000	
EQUIPMENT & VEH	8,520	4,970	4,500	9,581	EQUIPMENT & VEHIC	6,000	5,370	EQUIPMENT & VEHICLE	7,000	
CONTRACTUAL	21,220	442,632	21,100	195,509	CONTRACTUAL	25,000	126,784	CONTRACTUAL	30,000	
SUPPLIES	9,800	10,908	5,000	10,559	SUPPLIES	7,000	14,853	SUPPLIES	8,000	
TRAVEL	10,140	1,534	7,800	3,756	TRAVEL	5,500	9,838	TRAVEL	15,500	
OTHER	8,430	10,618	10,000	12,515	OTHER	11,500	9,265	OTHER	13,500	
Total Expense for tr	320,154	723,091	284,329	472,583	EXPENSE TOTAL	306,441	414,711	EXPENSE TOTAL	328,441	0
Net Income	1,517	25,302	1,100	-19,910		5,738	-2,789		61,254	0

The above income figures currently include both "net income" and "pass-through" funds. We are working on the ability to state these amounts independently to provide a more accurate picture of the budget.

Statement Ending: 12/31/2023
 Checking Account: \$79,322.56
 Savings Account: \$65,316.89
 Building Account: \$4,494.13

Beartooth RC&D Staff Project Updates

January 2024

Beartooth FADC

Beartooth FADC staff assisted businesses with the GTA and Resilient Food Systems Infrastructure (RFSI) applications that were due January 8th. Beartooth FADC staff has been on regular meetings and trainings on becoming a technical assistance provider for USDA Rural Energy for America grant applications the funding was applied for and received through the Montana Dept of Ag for funding technical assistance for the USDA Rural Energy for America program. Beartooth FADC has begun work on reaching out to local school leaders with information on Farm to School programs.

Growth Through Ag Projects and USDA Projects

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

Yellowstone Pasta

Location- Billings, MT

Contact-Henry Kennah

Henry is a former chef for Jakes in Billings that started making fresh pasta using Montana hard red durum wheat. He was referred to us by our partners Kayla and Lorene at SBDC who are assisting him with business planning. Beartooth FADC worked with Henry to develop a Growth Through Ag grant and loan application to expand.

Oswald Farms

Location- Joliet, MT

Contact- Melissa Oswald

Oswald Farms operates a generational ag operation that raises cattle feeds them, has them processed at a local USDA plant and sells their own branded beef products to local restaurants and locally through Facebook. They have developed their own retail location to sell their meat products and other local foods and it is located near the intersection of highway 310 and 312 both heavily traveled roads. Beartooth FADC has been working with USDA personnel with the business to apply for a Value Added Producer Grant for \$250,000.00 to expand their direct to consumer beef business. Oswald Farms application has been selected for funding these operating funds will help them grow their direct beef sales business and their new retail store

Speedy and Flo's Sweet Corn

Location- Hardin, MT

Contact-Flo Ramirez

Beartooth FADC worked with Tina Toyne of Big Horn County Economic Development to assist Flo Ramirez and his wife. They started growing fresh produce and sweet corn for local sales over ten years ago

on a one-and-a-half-acre garden plot. Their business has grown and they now raise 25 acres of sweet corn and have a 4-acre garden, they sell all of their fresh produce at locations in Hardin, several in Billings, Joliet, Miles City and Absarokee as well as in northern Wyoming. Beartooth FADC and Tina Toyne assisted them on developing a GTA Marketing Development Assistance Grant for custom made bags for their fresh produce that will have their logo and Facebook information for their customers. Beartooth FADC assisted Flo in developing his application for the GTA program for the development of their greenhouse.

Greycliff Mill

Location- Big Timber MT

Contact- Daniel Seylor

Beartooth staff has been in communication with Greycliff mill in Big Timber to discuss funding sources for their value added ag operation. The value added business mills local grains used in the breads that are served at their restaurant and coffee shop, they plan to use local milk to make a line of cheeses and grow sweet corn, beans, apples and berries which will be utilized to be sold fresh and in jams. Beartooth visited with the business about using the RFSI funding to expand their food processing through purchasing equipment for their food processing business.

Yellowstone Valley Farm

Contact-Reuben Stahl

Location-Laurel

Reuben Stahl has a family greenhouse business growing basil and selling to FSA and Sysco, he would like to add another greenhouse to keep up with increased demand this last year. Beartooth staff visited Yellowstone Valley Farms and discussed the Rural Energy for America Program for funding to improve the energy efficiency of his greenhouse operations to lower the businesses energy bills. Beartooth RC&D assisted Reuben with developing RFSI application and will assist when he is interested in a USDA REAP application for his greenhouse expansion.

Rodi Farms

Location- Laurel, MT

Contact-Carah Ronan

Carah was referred to us to assist her in applying for RSFI funding to expand her business of fresh cut flowers and some fresh vegetables she operates on her families grain farm near Laurel, MT.

J&D Meats

Contact- Jon Schneider

Location- Hardin, MT

Beartooth FADC was invited by Tina Toyne of Big Horn County Economic Development to visit with J&D Meats a small meat processing operation that has a retail front selling fresh meats and lunches in Hardin. The business was purchased in 2021 after years of operating as Buds Catering and has been refurbished. The business is looking to continue to grow and is interested in the USDA RMAP micro entrepreneur funding through our revolving loan funding.

Undammed Distilling

Location-Billings, MT
Contact- Allen Hodges

Allen Hodges started Undammed Distilling in Billings approximately two years ago and utilizes Montana ingredients in his spirits, he is looking to expand his business. Beartooth FADC met with him to discuss the Growth Through Ag funding opportunity for equipment. Beartooth worked with Allen to develop a pre application for the GTA grant.

On Going Projects

Montana Prime Meats

Contact- Lamont Herman
Location- Big Horn County and Billings, MT

Beartooth FADC assisted Montana Prime Meats with the development of a GTA grant in 2021 and have continued to follow up with the business, they opened a retail outlet to sell their beef and lamb products raised on the Herman Ranch in Big Horn County and it has developed a following. They are now looking for funding to expand their offerings to include fresh cuts of Beef and Lamb. Beartooth Staff visited their business to discuss the potential use of the RMAP funding for their expansion project. Beartooth FADC continues to work with Lamont on his business expansion.

Primitive Meats

Contact- Kelsey Grice
Location- Worden, MT

Kelsey Grice and her husband are looking for funding assistance through the GTA grant to help them with construction costs and equipment for their start up meat processing business. This Business also applied for an ARPA Value Added Ag Grant, Beartooth FADC put the business in contact with a local engineering firm to discuss the plans for their plant. Their application was approved for \$150,000.00, Beartooth FADC has been in contact with the owners have begun construction.

Becky's Berries- Absarokee, MT

Contact- Becky Stahl
Location-Absarokee

Beartooth FADC has been assisting Becky with locating specialized assistance in recipe development for a new line of products she is currently working on. They have now completed their recipes for a line of mustards and we are now helping them on developing a process for filling and packaging the products. Beartooth FADC has worked with MMEC to get resources to visit Becky to talk about the equipment and design for implementing this new process. Beartooth met Becky and Tim at the business with Nan Knight and Lane Gobbs to discuss their new line products and what equipment they will need to develop an efficient process.

Beartooth FADC Outreach

Alaskan Seafood Guys- Billings,, MT
Ranch House Meats – Billings, MT

Initial Contact

Monette Farms- Big Horn County
Stovall Ranch- Yellowstone County

1/18/2024

- Economic Development/ CRDC / EDA PPG / EPA Brownfields
 - BSTF- this will be changed to the Montana Growth Fund; on January 16th, a discussion and learning session will be facilitated

- Stillwater County Industrial/Business Park Feasibility Study – completed the closeout process with MT DOC on 1/10/2024
- USDA BHC RCIDI Grant – training continues with Tina Toyne
- USDA RLACF RCIDI Grant- training continues with Angela Getchell
- Myrna will be more involved with the RCIDI grants and training going forward
- Next reporting period will include:
 - USDA RCIDI Quarter reports (2)- will be submitted in January 2024
 - CRDC Quarter report- will be submitted in January 2024
 - CRDC Annual Recertification- still waiting on instructions from MT DOC
 - EDA Partnership Planning Grant report- questionnaire completed with Myrna
- Helping Hands Food Bank in Hardin- waiting on Latysha at DEQ to contact food bank on release status and next steps with PetroFund
- Former Rocky Fork Inn site in Red Lodge- Structural assessment occurred on August 30th; the inspection occurred on the 31st; the Phase I assessment was conducted on September 8th
- Community-Wide Brownfield Assessment Grant- the RFP was released for hiring QEPs (contractors); need to conduct a brownfields stakeholder group
- DEQ Brownfields Collaboration- BRCD has been selected to be a sub recipient to one of DEQ’s new capacity building grants; the scope of work will align with our community-wide brownfields assessment grant
- RCAC Building Rural Economies (BRE) Program- recently awarded this three-year grant as a sub recipient; what to expect from this partnership:
 - Identify and implement comprehensive community economic development activities;
 - Bridge project planning and implementation to create momentum needed for success;
 - Train and support local entrepreneurs working to start or expand businesses; and
 - Access capital for economic development and entrepreneurship.
- DOC-Business Attraction – still working on project quartz and black diamond
- MEDA Spring Conference in Red Lodge- April 24-25th at the Roosevelt Center
- Trainings in the upcoming year- work with SBDC on training collaborations
- Additional Clients that were worked with (Nov 2023-Jan 2024):
 - Roman Theater
 - City of Red Lodge
 - Sandstone School

Frequently Used Acronyms

BIA – Bureau of Indian Affairs
 BLM – Bureau of Land Management

BRCD – Beartooth RC&D
BSEDA – Big Sky Economic Development Association
BSTF – Big Sky Trust Fund
CDBG – Community Development Block Grant
CRDC – Certified Regional Development Corporation
CEDS – Comprehensive Economic Development Strategy
CTEP – Community Transportation Endowment Program
EDA – Economic Development Administration
EDD – Economic Development District
FADC- Food and Ag Development Center
GIS – Geographic Information Systems
GPS – Global Positioning System
GTA- Growth Through Ag Grant and Loan
HOME – Montana Home Investment Partnerships Program
HUD – US Department of Housing and Urban Development
IRP – Intermediary Relending Program
LESA – Land Evaluation Site Assessment
MBOI – Montana Board of Investments
MDOA- Montana Department of Agriculture
MDOC – Montana Department of Commerce
MDOL – Montana Dept. of Labor
MDOT – Montana Dept. of Transportation
MDFWP – Montana Dept. of Fish, Wildlife and Parks
MEDA – Montana Economic Developers Association
MMEC- Montana Manufacturing Extension Center
NADO – National Association of Development Organizations
NHS – Neighborhood Housing Services
NRCS – Natural Resource Conservation Service
RBDG – Rural Business Development Grant
RC&D – Resource Conservation & Development
RCDI – Rural Community Development Initiative
RD – Rural Development (a division of USDA)
RCPP- Regional Conservation Partnership Program
REAP- Rural Energy for America Program
RLF – Revolving Loan Fund
RMAP- Rural Micro entrepreneur Assistance Program
SBA – Small Business Administration
SBDC – Small business Development Center
SSBCI- State Small Business Credit Initiative
TIFD – Tax Increment Finance District
TSEP - Treasure State Endowment Program
USDA – United States Department of Agriculture
USFS – United States Forest Service
LSL- Lead Service Lines

File Attachments for Item:

7. Council Workshop Minutes of January 2, 2024.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, JANUARY 02, 2024**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on January 2, 2024.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Tom Canape	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Michelle Mize	<input checked="" type="checkbox"/> Jessica Banks
<input checked="" type="checkbox"/> Casey Wheeler	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Jodi Mackay

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney
Kelly Strecker, Clerk/Treasurer
Ryan Welsh, KLJ
Jessica McCartney, Union 303 President/Dispatcher
Jackson Booth, Union 303 Vice President/Sergeant
Jarred Anglin, Acting Captain
Stan Langve, Police Chief
Ryan Sedgwick, Police Officer
Haley Swan, Police Officer
Gabe Seibert, Police Officer
Ryland Ratcliff, Police Officer
Steven Baumgartner, Police Officer
Susan Canape, Dispatcher

Public Input:

Steve Krum, 249 24th Avenue North, spoke on the Growth Management Policy that is coming before the Council in the near future.

Wallace Hall, 1006 1st Avenue, spoke regarding people wanting power but not wanting infrastructure built in their backyard.

General Items

1. Nomination and appointment of Council President and Vice President.

Council Member Wilke nominated Council Member Sparks for Council President. Seconded Council Member Klose. Motion carried 7-0.

Council Member Sparks nominated Council Member Wilke for Council Vice President. Seconded by Council Member Klose. Motion carried 7-0.

2. Appointment of Council Members to Boards, Committees, and Commissions.

The Mayor made the following appointments:

- Budget/Finance Committee: Council Members Klose, Mize, Sparks, and Wheeler.
- Emergency Services Committee: Council Members Klose, Wilke, Sparks, and Mackay.
- Human Resources Committee: Council Members Sparks, Wilke, and Wheeler.
- Public Works Committee: Council Members Wilke, Banks, Mackay, and Sparks.
- Cemetery Committee: Council Members Klose and Canape.
- Park Board: Council Members Wilke, Klose, and Canape.
- Tree Board: Council Members Mize and Canape.
- Insurance Committee: Council Members Mize and Wheeler.

Executive Review

3. Resolution - A Resolution Of The City Council Authorizing The Mayor To Approve A Change Order For The Project Known As The South 4th Street Reconstruction.

Ryan Welsh, KLJ, stated this Change Order is to tie up all loose ends. When the contract was awarded, it was an estimate of the project cost. Some of those costs increased, and some of them decreased. This is the reconciliation Change Order that incorporates all those additional costs.

It was questioned if we took the lowest bid for this project. It was clarified that there were five bids for the project, and they were the lowest bidder. It was further questioned if there is a different evaluation process during the bidding process if they do not have to stick with their initial bid. It was clarified that change orders are common and accepted in large-scale construction projects for unanticipated costs.

It was questioned if the City had gone with a higher bid, would it have incurred more costs? It was clarified that there would have still been a reconciliation change order at the end of the project.

It was questioned how far outside of the budget this change order took this project. It was clarified that the engineers' estimate was \$5.2 million. The contractor's bid came in at \$4.2 million. Change order number one added \$88k to the project, and change order number two will add \$113k to the project. In total, the final cost for the project is just under \$4.4 million.

4. Resolution - 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.

Council noted an out-of-district fee for EMS. It was questioned if that fee would be billed to insurance. It was clarified that, yes, that fee would be billed to insurance, and any fees not covered by insurance would be passed to the patient. This billing structure is simplified and will make it easier for Pintler to bill and our patients to understand.

Council noted that the annexation fee is listed as \$750 but also states \$35/acre. It was questioned if an annexation was 10 acres, would the cost be \$350. It was stated that was correct.

5. Resolution - A Resolution Of The City Council Approving A Preventative Maintenance Plan For City Of Laurel Vans And Small Busses In Passenger Service.

The Clerk/Treasurer briefly reviewed why the City needs a preventative maintenance plan. The FTA requires it to continue receiving funding. This plan states how the City plans to maintain the bus.

It was questioned if the City shop can do the preventative maintenance or if it will need to be contracted out. It was clarified that the van we currently have is a Dodge/Mercedes van, and there are a lot of things that cannot be done in-house. The City has applied for a new bus and has requested a Ford; this will allow more maintenance to be done in-house.

Council Issues

6. 303 Union MOU Market Adjustment Discussion.

Jessica McCartney, 1002 Peaceful Plateau Shepard, MT, Union 303 President, has been employed by the City of Laurel for 17 years.

Jackson, Booth, 409 E. 5th Street, Union 303 Vice President and a Sergeant with the Police Department.

Both briefly reviewed the attached documents. They gave two examples of calls they have received. The first was a suspicious activity – a fireworks complaint. They were able to document 129 bullet holes. That Officer was on the scene for 27 minutes before backup could arrive. Backup was the Captain, who was called out from home. The second example was a routine traffic stop that ended up being a DUI. It took the Officer 10 minutes to subdue the suspect. Bystanders were calling 911, stating that the Officer had been punched in the face. That Officer was on the scene by themselves for 26 minutes before backup arrived. If we do not raise our wages, there is a very real possibility of having a career-ending injury or one of our Officers killed.

If they receive ten applications, one will receive a letter stating they do not meet minimum qualifications, one doesn't show up to the physical test, one doesn't show up to the written testing, and one doesn't pass the written test. That leaves five applicants going into backgrounds. That packet is 27 pages in length. It is extensive, and that is thoroughly vet the people who police our community.

It was questioned if Council Members could speak with members of the 303 Union to get their take on what is being proposed or if there is a more appropriate method. It was clarified that the most appropriate method to communicate with Union members is through their Union President. It was questioned if the dispatchers had voiced any concerns over this MOU. It was clarified that all members of the Union understand that things will look different for Officers and Dispatchers when negotiations begin.

It was questioned if they would have two people per shift after hiring these two vacant positions. It was clarified that this was correct once they returned from the academy. It was further questioned if new hires are unable to go out by themselves before they go to the academy. It was clarified that they are allowed to do this via the field training process. The State allows them one year to obtain their certification.

Wallace Hall, 1006 1st Avenue, stated that he has served on the Police Commission for the last 20 years. He currently serves as the Commission's Chair. In the last ten years, the Commission has been able to select the finest candidates. The City continues to lose them because we can't pay them.

Mike Kirschenmann, 1112 Cherry Hills Drive, stated he has served on the Police Commission for the last nine years. He served as a Laurel Reserve Officer for 20 years.

Steve Hurd, 1704 Duval Drive, stated he has served the City of Laurel for about 35 years. He started as a Parole Officer. He spoke to the safety and security issues of patrolling the streets.

Ali Mackay, 404 E. 9th Street, spoke in favor of increasing the pay for those who protect our City.

It was questioned if this proposal includes the Chief or Captain. It was clarified that the Chief and Captain are not included in the proposal. This proposal puts a \$2.20 gap between the senior most Officer and the captain's wage.

Mayor Waggoner stated that if this wage increase is granted, negotiations are going to be difficult. Union President McCartney stated that their team has always come into negotiations with very reasonable expectations.

The City Attorney has drafted the MOU but was waiting on the amount that the Council wanted to see presented to them.

It was questioned if the Clerk/Treasurer was concerned about how the budget would hold up after this fiscal year. It was clarified that budget is always a concern. We do not know how much taxes will be each year, and they run on the General Fund. The total cost of this increase is approximately \$128k. That does not account for the gap between the Chief and the Officers either.

Mayor Waggoner stated that Council Member Canape would have to abstain as his wife is a dispatcher and a member of Union 303.

Council indicated they would like to see a \$3.00 increase listed in the MOU.

7. Local Government Review/Study Commission Discussion

City Attorney Braukmann briefly reviewed the attached documents.

It was questioned whether this would be budgeted in this year's budget or next year's budget. It was clarified that it would need to be budgeted for, and it would have to come out of the General Fund.

It was questioned how often a study commission is put on the ballot. It was clarified that every ten years, it can go out to the voters, but it has never passed in Laurel.

Council asked for clarification on what is needed tonight. It was clarified that the only thing needed tonight is an indication from the Council that they are ok with a resolution being presented as 3 Study Commissioners and a mid-range budget. The resolution needs to be passed by mid-February.

It was questioned what would happen if the Council did not pass the resolution. It was clarified that the City is required to hold the primary election. What the Council has a say in is the number of commissioners on the study commission and the budget set for the Commission.

Other Items

There were none.

Attendance at Upcoming Council Meeting

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

Announcements

8. Employee Years of Service Recognition January to June 2024.

Mayor Waggoner recognized employee years of service.

A Council Member recently was asked what happened to the nine o'clock siren. They knew that the siren had been removed from the roof of City Hall because it was causing damage, but they would like to know if it would be put back up.

It was clarified that the siren is a holdover from the days before pagers. At this point, it would be for the nostalgia.

The Council Workshop adjourned at 7:48 p.m.

Respectfully submitted,


Brittney Harakal
Administrative Assistant

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

OFFICER	CURRENT	\$2.50	\$3.00	\$3.50	\$4.00
115	\$34.89	\$34.89	\$34.89	\$34.89	\$34.89
105	\$26.97	\$29.47	\$29.97	\$30.47	\$30.97
106	\$28.47	\$30.97	\$31.47	\$31.97	\$32.47
114	\$29.69	\$32.19	\$32.69	\$33.19	\$33.69
112	\$29.69	\$32.19	\$32.69	\$33.19	\$33.69
118	\$28.69	\$31.19	\$31.69	\$32.19	\$32.69
110	\$26.97	\$29.47	\$29.97	\$30.47	\$30.97
101	\$38.68	\$38.68	\$38.68	\$38.86	\$38.86
119	\$25.83	\$28.33	\$28.83	\$29.33	\$29.83
120	\$24.83	\$27.33	\$27.83	\$28.33	\$28.83
107	\$26.97	\$29.47	\$29.97	\$30.47	\$30.97
116	\$25.83	\$28.33	\$28.83	\$29.33	\$29.83
117	\$24.83	\$27.33	\$27.83	\$28.33	\$28.83
VACANT	\$25.83	\$28.33	\$28.83	\$29.33	\$28.83
VACANT	\$25.83	\$28.33	\$28.83	\$29.33	\$28.83
TOTAL	\$1,441,136.95	\$1,535,801.99	\$1,554,696.13	\$1,573,776.41	\$1,590,919.91
INCREASE		\$94,665.04	\$113,832.18	\$132,639.46	\$149,782.96
TOTAL BUDGET	\$2,309,027.00				
WAGE BUDGET	\$1,585,955.00	\$50,153	\$31,258.78	\$11,223.59	(\$4,964.91)

1000 GENERAL
200 POLICE DEPARTMENT

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (41) Comm.
410000 General Government						
410500 Financial Services						
311 Postage	3.42	7.97	0.00	0.00		-7.97 ***§
Account Total:	3.42	7.97	0.00	0.00		-7.97 ***§
Account Group Total:	3.42	7.97	0.00	0.00		-7.97 ***§
420000 Public Safety						
420100 Law Enforcement Services						
110 Salaries and Wages	64,485.91	334,838.62	1,065,505.00	1,065,505.00	730,666.38	31%
111 Overtime	6,933.38	30,878.12	88,000.00	88,000.00	57,121.88	35%
138 Vision Insurance	64.26	321.30	1,115.00	1,115.00	793.70	29%
139 Dental Insurance	614.48	2,492.04	6,450.00	6,450.00	3,957.96	39%
141 Unemployment Insurance	178.56	929.38	3,000.00	3,000.00	2,070.62	31%
142 Workers' Compensation	1,911.21	10,020.06	32,000.00	32,000.00	21,979.94	31%
143 Health Insurance	12,503.02	62,515.10	155,000.00	155,000.00	92,484.90	40%
144 Life Insurance	132.60	646.80	2,000.00	2,000.00	1,353.20	32%
145 FICA	995.40	5,189.20	13,500.00	13,500.00	8,310.80	38%
147 MPORS	7,657.03	39,453.29	130,000.00	130,000.00	90,546.71	30%
149 ST/Lt Disability	606.49	2,886.39	7,900.00	7,900.00	5,013.61	37%
194 Flex Medical	0.00	0.00	1,200.00	1,200.00	1,200.00	0%
210 Office Supplies & Materials	0.00	597.72	2,000.00	2,000.00	1,402.28	30%
220 Operating Supplies	1,502.85	15,574.22	23,000.00	23,000.00	7,425.78	68%
231 Gas, Oil, Diesel Fuel, Grease, etc.	1,216.53	8,600.24	26,000.00	26,000.00	17,399.76	33%
239 Tires/Tubes/Chains	0.00	685.12	2,500.00	2,500.00	1,814.88	27%
311 Postage	17.75	398.08	1,500.00	1,500.00	1,101.92	27%
312 Networking Fees	1,065.06	5,390.68	15,000.00	15,000.00	9,609.32	36%
316 Radio Services	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
335 Memberships & Dues	78.00	336.00	1,500.00	1,500.00	1,164.00	22%
336 Public Relations	45.00	45.00	500.00	500.00	455.00	9%
337 Advertising	0.00	1,844.95	4,500.00	4,500.00	2,655.05	41%
343 Cellular Telephone	416.42	2,081.14	5,500.00	5,500.00	3,418.86	38%
347 Towing	0.00	100.00	300.00	300.00	200.00	33%
350 Professional Services	500.00	1,000.00	1,500.00	1,500.00	500.00	67%
351 Medical, Dental, Veterinary Services	0.00	30.00	4,000.00	4,000.00	3,970.00	1%
355 Data Processing Services	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
361 Motor Vehicle Repair & Maint.	77.00	8,433.52	17,000.00	17,000.00	8,566.48	50%
362 Office Machinery & Equip. Rep. &	0.00	0.00	4,800.00	4,800.00	4,800.00	0%
370 Travel	402.43	1,694.47	10,000.00	10,000.00	8,305.53	17%
380 Training Services	1,175.00	3,127.66	22,000.00	22,000.00	18,872.34	14%
397 Contracted Services	74.61	14,311.13	19,000.00	19,000.00	4,688.87	75%
811 Liability Deductibles	0.00	0.00	972.00	972.00	972.00	0%
943 Vehicle(s)	0.00	0.00	80,000.00	80,000.00	80,000.00	0%
Account Total:	102,652.99	554,420.23	1,749,242.00	1,749,242.00	1,194,821.77	32%
420160 Communications						
110 Salaries and Wages	24,925.59	134,477.25	340,000.00	340,000.00	205,522.75	40%
111 Overtime	1,192.24	4,888.15	15,000.00	15,000.00	10,111.85	33%
138 Vision Insurance	28.56	142.80	430.00	430.00	287.20	33%
139 Dental Insurance	172.00	860.00	2,065.00	2,065.00	1,205.00	42%

1000 GENERAL
200 POLICE DEPARTMENT

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (41) Comm.
141 Unemployment Insurance	65.29	348.38	1,300.00	1,300.00	951.62	27%
142 Workers' Compensation	716.97	3,838.12	11,200.00	11,200.00	7,361.88	34%
143 Health Insurance	6,006.79	30,033.95	72,050.00	72,050.00	42,016.05	42%
144 Life Insurance	61.20	306.00	790.00	790.00	484.00	39%
145 FICA	1,793.13	9,637.05	26,400.00	26,400.00	16,762.95	37%
149 ST/LT Disability	241.20	1,206.04	2,700.00	2,700.00	1,493.96	45%
Account Total:	35,202.97	185,737.74	471,935.00	471,935.00	286,197.26	39%
Account Group Total:	137,855.96	740,157.97	2,221,177.00	2,221,177.00	1,481,019.03	33%
440000 Public Health						
440600 Animal Control Services						
110 Salaries and Wages	3,572.71	18,198.05	49,000.00	49,000.00	30,801.95	37%
111 Overtime	0.00	0.00	900.00	900.00	900.00	0%
138 Vision Insurance	7.14	35.70	86.00	86.00	50.30	42%
139 Dental Insurance	43.00	215.00	516.00	516.00	301.00	42%
141 Unemployment Insurance	8.94	45.53	155.00	155.00	109.47	29%
142 Workers' Compensation	99.54	507.02	1,600.00	1,600.00	1,092.98	32%
143 Health Insurance	960.79	4,803.95	11,530.00	11,530.00	6,726.05	42%
144 Life Insurance	10.20	51.00	123.00	123.00	72.00	41%
145 FICA	270.16	1,376.40	3,800.00	3,800.00	2,423.60	36%
146 PERS	0.00	0.00	4,500.00	4,500.00	4,500.00	0%
149 ST/LT Disability	32.27	161.35	340.00	340.00	178.65	47%
220 Operating Supplies	0.00	0.00	1,200.00	1,200.00	1,200.00	0%
226 Clothing and Uniforms	0.00	0.00	400.00	400.00	400.00	0%
231 Gas, Oil, Diesel Fuel, Grease, etc.	122.84	755.79	3,000.00	3,000.00	2,244.21	25%
239 Tires/Tubes/Chains	0.00	0.00	700.00	700.00	700.00	0%
316 Radio Services	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
361 Motor Vehicle Repair & Maint.	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
397 Contracted Services	416.66	2,083.30	6,000.00	6,000.00	3,916.70	35%
Account Total:	5,544.25	28,233.09	87,850.00	87,850.00	59,616.91	32%
Account Group Total:	5,544.25	28,233.09	87,850.00	87,850.00	59,616.91	32%
Organization Total:	143,403.63	768,399.03	2,309,027.00	2,309,027.00	1,540,627.97	33%
Fund Total:	143,403.63	768,399.03	2,309,027.00	2,309,027.00	1,540,627.97	33%
Grand Total:	143,403.63	768,399.03	2,309,027.00	2,309,027.00	1,540,627.97	33%

Current Rate

Police 1000.200.420100.110

ID #	Employee	Longevity	O/T	Clothing	Retention System	Comp Time	23-24	
							Salary/Hr	Gross/Sal
1386	Anglin, Jarred	930.00	\$ 6,181.00	\$ 800.00	\$ 832.00	\$ 488.60	\$ 34.89	\$ 81,802.80
1467	Baumgartner, Ste	558.00	\$ 6,181.00	\$ 800.00	\$ 520.00	\$ 488.60	\$ 26.97	\$ 64,645.20
1475	Booth, Jackson	558.00	\$ 6,181.00	\$ 800.00	\$ 520.00	\$ 488.60	\$ 28.47	\$ 67,765.20
1134	Brew, Bill	1,674.00	\$ 6,181.00	\$ 800.00	\$ 2,184.00	\$ 488.60	\$ 29.69	\$ 73,082.80
1108	Bryant, Kyle	1,767.00	\$ 6,181.00	\$ 800.00	\$ 2,288.00	\$ 488.60	\$ 29.69	\$ 73,279.80
1427	Featherly, Joshua	186.00	\$ 6,181.00	\$ 800.00	\$ 208.00	\$ 488.60	\$ 28.69	\$ 67,538.80
1293	Johnson, Jeremial	1,209.00	\$ 6,181.00	\$ 800.00	\$ 1,352.00	\$ 488.60	\$ 26.97	\$ 66,128.20
1006	Langve, Stan	2,232.00	\$ -	\$ 800.00	\$ 2,808.00	\$ -	\$ 38.68	\$ 86,298.56
1513	Seibert, Gabriel	186.00	\$ 6,181.00	\$ 800.00	\$ 208.00	\$ 488.60	\$ 25.83	\$ 61,590.00
1594	Lamfrombois, Nat	-	\$ 6,181.00	\$ 1,200.00	\$ -	\$ 488.60	\$ 24.83	\$ 59,516.00
	Vacant	-	\$ 6,181.00	\$ 1,200.00	\$ 488.60	\$ 488.60	\$ 25.83	\$ 61,596.00
	Vacant	-	\$ 6,181.00	\$ 1,200.00	\$ 488.60	\$ 488.60	\$ 25.83	\$ 61,596.00
1487	Sedgwick, Ryan	465.00	\$ 6,181.00	\$ 800.00	\$ 416.00	\$ 488.60	\$ 26.97	\$ 64,448.20
1512	Swan, Haley	372.00	\$ 6,181.00	\$ 800.00	\$ 312.00	\$ 488.60	\$ 25.83	\$ 61,880.00
1584	Ratcliff, Ryland	-	\$ 6,181.00	\$ 1,200.00	\$ -	\$ 488.60	\$ 24.83	\$ 59,516.00
		\$ 10,137.00	\$ 86,534.00	\$ 13,600.00	\$ 11,648.00	\$ 6,840.40		\$ 1,010,683.56
	HS SRO	\$ 56,467.48						\$ 86,534.00
	MS SRO	\$ 56,636.02						\$ 924,149.56

Unum Life Ins.	ST/LT Disability	Total Cost
\$ 50.40	\$ 563.76	\$ 115,167.53
\$ 50.40	\$ 533.28	\$ 93,866.92
\$ 50.40	\$ 533.28	\$ 97,823.11
\$ 50.40	\$ 587.76	\$ 104,620.36
\$ 50.40	\$ 587.76	\$ 105,939.00
\$ 50.40	\$ 490.80	\$ 96,977.55
\$ 50.40	\$ 533.28	\$ 96,816.22
\$ 50.40	\$ 924.00	\$ 123,205.00
\$ 50.40	\$ 505.92	\$ 89,479.65
\$ 50.40	\$ 510.96	\$ 87,340.72
\$ 50.40	\$ 510.96	\$ 89,978.18
\$ 50.40	\$ 510.96	\$ 89,978.18
\$ 50.40	\$ 510.96	\$ 82,930.16
\$ 50.40	\$ 510.96	\$ 79,673.66
\$ 50.40	\$ 510.96	\$ 87,340.72
<hr/>		
\$ 756.00	\$ 8,325.60	\$ 1,441,136.95

2023-2024 Fiscal Year
 Dispatch - 1000.200.420160.110

ID #	Employee	Hrs Work	Retention			Comp		23-24	
			Longevity	O/T	System	Time	Differential	Wage/Hr	Gross/Sal
48	Canape, Susan		\$ 2,790.00	\$ 1,666.00	\$ 3,432.00	\$ 277.39	\$ 833.62	\$ 26.90	\$ 64,951.01
1222	Nelson, Kylee		\$ 186.00	\$ 1,666.00	\$ 208.00	\$ 277.39	\$ 833.62	\$ 22.91	\$ 50,823.81
1501	Hust, Julie		\$ 465.00	\$ 1,666.00	\$ 312.00	\$ 277.39	\$ 833.62	\$ 24.04	\$ 53,557.21
1435	Kinn, Jodi		\$ 744.00	\$ 1,666.00	\$ 624.00	\$ 277.39	\$ 833.62	\$ 24.04	\$ 54,148.21
1158	McCartney, Jessica		\$ 1,581.00	\$ 1,666.00	\$ 2,080.00	\$ 277.39	\$ 833.62	\$ 25.40	\$ 59,270.01
1110	Sell, Brenda		\$ 1,767.00	\$ 1,666.00	\$ 2,288.00	\$ 277.39	\$ 833.62	\$ 26.40	\$ 61,744.01
			\$ 7,533.00	\$ 9,996.00	\$ 8,944.00	\$ 1,664.34	\$ 5,001.72		\$ 344,494.26
									\$ 9,996.00
									\$ 334,498.26

2023-2024 Fiscal Year
 Animal Control/Code Enforcement - 1000.200.440600.110

ID #	Employee	Hrs Work	Retention			Comp		22-23	
			Longevity	O/T	System	Time	Differential	Wage/Hr	Gross/Sal
0	Joel Sauter	2080	\$ 2,511.00	\$ 1,666.00	\$ 3,120.00	\$ 277.39	\$ 833.62	\$ 19.57	\$ 49,513.61

7720										
0.0907	0.0025	0.03041	0.0765	0.0145	Dental	Vision	Flex	Health Ins	Per Year	
PERS	Unemploy	W/C	FICA	Medicare	Insurance	Insurance			Life Ins.	
\$ 5,891.06	\$ 162.38	\$ 1,975.16	\$ 4,968.75	\$ 941.79	\$ -	\$ -		\$ 13,200.00	\$ 72.00	
\$ 4,609.72	\$ 127.06	\$ 1,545.55	\$ 3,888.02	\$ 736.95	\$ 516.00	\$ 171.36		\$ 11,529.49	\$ 72.00	
\$ 4,857.64	\$ 133.89	\$ 1,628.67	\$ 4,097.13	\$ 776.58	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00	
\$ 4,911.24	\$ 135.37	\$ 1,646.65	\$ 4,142.34	\$ 785.15	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00	
\$ 5,375.79	\$ 148.18	\$ 1,802.40	\$ 4,534.16	\$ 859.42	\$ -	\$ -		\$ 13,200.00	\$ 72.00	
\$ 5,600.18	\$ 154.36	\$ 1,877.64	\$ 4,723.42	\$ 895.29	\$ 516.00	\$ 85.68		\$ 11,043.60	\$ 72.00	
\$ 31,245.63	\$ 861.24	\$ 10,476.07	\$ 26,353.81	\$ 4,995.17	\$ 2,064.00	\$ 428.40		\$ 72,032.05	\$ 432.00	
Less Overtime										

7720										
0.0907	0.0025	0.03041	0.0765	Dental	Vision	Flex	Health Ins	Per Year		
PERS	Unemploy	W/C	FICA	Insurance	Insurance			Life Ins.		
\$ 4,490.88	\$ 123.78	\$ 1,505.71	\$ 3,787.79	\$ 516.00	\$ 85.68	\$ -	\$ 11,529.48	\$ 72.00		

Unum Life Ins.	ST/LT Disability	Total Cost
\$ 50.40	\$ 453.12	\$ 92,665.67
\$ 50.40	\$ 378.00	\$ 74,448.36
\$ 50.40	\$ 396.36	\$ 77,701.04
\$ 50.40	\$ 396.36	\$ 78,418.88
\$ 50.40	\$ 415.80	\$ 85,728.15
\$ 50.40	\$ 425.04	\$ 87,187.61
\$ 302.40	\$ 2,464.68	\$ 496,149.70

Unum Life Ins.	ST/LT Disability	Total Cost
\$ 50.40	\$ 299.76	\$ 71,975.10

250 Increase

Police 1000.200.420100.110

ID #	Employee	Longevity	O/T	Clothing	Retention System	Comp Time	23-24 Salary/Hr	Gross/Sal
1386	Anglin, Jarred Captian	\$ 930.00	\$ 6,749.65	\$ 800.00	\$ 832.00	\$ 488.60	\$ 34.89	\$ 82,371.45
1467	Baumgartner, St Patrolman	\$ 558.00	\$ 6,749.65	\$ 800.00	\$ 520.00	\$ 488.60	\$ 29.47	\$ 70,413.85
1475	Booth, Jackson Patrolman	\$ 558.00	\$ 6,749.65	\$ 800.00	\$ 520.00	\$ 488.60	\$ 30.97	\$ 73,533.85
1134	Brew, Bill DEA Detective	\$ 1,674.00	\$ 6,749.65	\$ 800.00	\$ 2,184.00	\$ 488.60	\$ 32.19	\$ 78,851.45
1108	Bryant, Kyle Detective	\$ 1,767.00	\$ 6,749.65	\$ 800.00	\$ 2,288.00	\$ 488.60	\$ 32.19	\$ 79,048.45
1427	Featherly, Joshu Patrolman	\$ 186.00	\$ 6,749.65	\$ 800.00	\$ 208.00	\$ 488.60	\$ 31.19	\$ 73,307.45
1293	Johnson, Jeremi Patrolman	\$ 1,209.00	\$ 6,749.65	\$ 800.00	\$ 1,352.00	\$ 488.60	\$ 29.47	\$ 71,896.85
1006	Langve, Stan Chief	\$ 2,232.00	\$ -	\$ 800.00	\$ 2,808.00	\$ -	\$ 38.68	\$ 86,298.56
1513	Seibert, Gabriel Patrolman	\$ 186.00	\$ 6,749.65	\$ 800.00	\$ 208.00	\$ 488.60	\$ 28.33	\$ 67,358.65
1594	Lamfrombois, N Patrolman	\$ -	\$ 6,749.65	\$ 1,200.00	\$ -	\$ 488.60	\$ 27.33	\$ 65,284.65
	Vacant Patrolman	\$ -	\$ 6,749.65	\$ 1,200.00	\$ -	\$ 488.60	\$ 28.33	\$ 67,364.65
	Vacant Patrolman	\$ -	\$ 6,749.65	\$ 1,200.00	\$ -	\$ 488.60	\$ 28.33	\$ 67,364.65
1487	Sedgwick, Ryan SRO	\$ 465.00	\$ 6,749.65	\$ 800.00	\$ 416.00	\$ 488.60	\$ 29.47	\$ 70,216.85
1512	Swan, Haley SRO	\$ 372.00	\$ 6,749.65	\$ 800.00	\$ 312.00	\$ 488.60	\$ 28.33	\$ 67,648.65
1584	Ratcliff, Ryland Patrolman	\$ -	\$ 6,749.65	\$ 1,200.00	\$ -	\$ 488.60	\$ 27.33	\$ 65,284.65
		\$ 10,137.00	\$ 94,495.10	\$ 13,600.00	\$ 11,648.00	\$ 6,840.40		\$ 1,086,244.66
	HS SRO	\$						\$ 94,495.10
	MS SRO	\$						\$ 991,749.56

7720

0.14410	0.0025	0.03041	0.0145	0.0765	Dental	Vision	Flex	Health Ins
MPORS	Unemploy	W/C	Medicare	FICA	Insurance	Insurance		
\$ 10,897.10	\$ 205.93	\$ 2,504.92	\$ 1,194.39	\$ 6,301.42	\$ 516.00	\$ 85.68	\$ 600.00	\$ 11,043.60
\$ 9,174.01	\$ 176.03	\$ 2,141.29	\$ 1,021.00	\$ 5,386.66	\$ 516.00	\$ 85.68		\$ 11,529.48
\$ 9,623.60	\$ 183.83	\$ 2,236.16	\$ 1,066.24	\$ 5,625.34	\$ 516.00	\$ 85.68		\$ 11,529.48
\$ 10,389.87	\$ 197.13	\$ 2,397.87	\$ 1,143.35	\$ 6,032.14	\$ 516.00	\$ 85.68		\$ 11,529.48
\$ 10,418.26	\$ 197.62	\$ 2,403.86	\$ 1,146.20	\$ 6,047.21	-	-		\$ 13,200.00
\$ 9,590.98	\$ 183.27	\$ 2,229.28	\$ 1,062.96	\$ 5,608.02	-	\$ 85.68		\$ 11,529.48
\$ 9,387.71	\$ 179.74	\$ 2,186.38	\$ 1,042.50	\$ 5,500.11	-	-		\$ 13,200.00
\$ 12,435.62	\$ 215.75	\$ 2,624.34	\$ 1,251.33	\$ 6,601.84	\$ 516.00	\$ 85.68	\$ 600.00	\$ 11,529.48
\$ 8,733.76	\$ 168.40	\$ 2,048.38	\$ 976.70	\$ 5,152.94	\$ 516.00	\$ 85.68		\$ 11,043.60
\$ 8,434.89	\$ 163.21	\$ 1,985.31	\$ 946.63	\$ 4,994.28	\$ 516.00	\$ 85.68		\$ 11,529.48
\$ 8,734.62	\$ 168.41	\$ 2,048.56	\$ 976.79	\$ 5,153.40	\$ 516.00	\$ 85.68		\$ 11,529.48
\$ 8,734.62	\$ 168.41	\$ 2,048.56	\$ 976.79	\$ 5,153.40	\$ 516.00	\$ 85.68		\$ 11,529.48
\$ 9,145.62	\$ 175.54	\$ 2,135.29	\$ 1,018.14	\$ 5,371.59	\$ 516.00	\$ 85.68		\$ 864.84
\$ 8,775.55	\$ 169.12	\$ 2,057.20	\$ 980.91	\$ 5,175.12	\$ 516.00	\$ 85.68		\$ 864.84
\$ 8,434.89	\$ 163.21	\$ 1,985.31	\$ 946.63	\$ 4,994.28	\$ 516.00	\$ 85.68		\$ 11,529.48
<hr/>								
\$ 142,911.11	\$ 2,715.61	\$ 33,032.70	\$ 15,750.55	\$ 83,097.72	\$ 6,192.00	\$ 1,113.84	\$ 1,200.00	\$ 153,982.20

Per Year Life Ins.	Unum Life Ins.	ST/LT Disability	Total Cost
\$ 72.00	\$ 50.40	\$ 563.76	\$ 115,806.64
\$ 72.00	\$ 50.40	\$ 533.28	\$ 101,099.68
\$ 72.00	\$ 50.40	\$ 533.28	\$ 105,055.87
\$ 72.00	\$ 50.40	\$ 587.76	\$ 111,853.12
\$ 72.00	\$ 50.40	\$ 587.76	\$ 113,171.76
\$ 72.00	\$ 50.40	\$ 490.80	\$ 104,210.32
\$ 72.00	\$ 50.40	\$ 533.28	\$ 104,048.98
\$ 72.00	\$ 50.40	\$ 924.00	\$ 123,205.00
\$ 72.00	\$ 50.40	\$ 505.92	\$ 96,712.42
\$ 72.00	\$ 50.40	\$ 510.96	\$ 94,573.48
\$ 72.00	\$ 50.40	\$ 510.96	\$ 97,210.95
\$ 72.00	\$ 50.40	\$ 510.96	\$ 97,210.95
\$ 72.00	\$ 50.40	\$ 510.96	\$ 90,162.92
\$ 72.00	\$ 50.40	\$ 510.96	\$ 86,906.42
\$ 72.00	\$ 50.40	\$ 510.96	\$ 94,573.48
<hr/>			
\$ 1,080.00	\$ 756.00	\$ 8,325.60	\$ 1,535,801.99

\$ 3.00 Increase

Police 1000.200.420100.110

ID #	Employee	Longevity	O/T	Clothing	Retention System	Comp Time	23-24 Salary/Hr	Gross/Sal
1386	Anglin, Jarred Captian	\$ 930.00	\$ 6,860.91	\$ 800.00	\$ 832.00	\$ 488.60	\$ 34.89	\$ 82,482.71
1467	Baumgartner, SI Patrolman	\$ 558.00	\$ 6,860.91	\$ 800.00	\$ 520.00	\$ 488.60	\$ 29.97	\$ 71,565.11
1475	Booth, Jackson Patrolman	\$ 558.00	\$ 6,860.91	\$ 800.00	\$ 520.00	\$ 488.60	\$ 31.47	\$ 74,685.11
1134	Brew, Bill DEA Detective	\$ 1,674.00	\$ 6,860.91	\$ 800.00	\$ 2,184.00	\$ 488.60	\$ 32.69	\$ 80,002.71
1108	Bryant, Kyle Detective	\$ 1,767.00	\$ 6,860.91	\$ 800.00	\$ 2,288.00	\$ 488.60	\$ 32.69	\$ 80,199.71
1427	Featherly, Josh, Patrolman	\$ 186.00	\$ 6,860.91	\$ 800.00	\$ 208.00	\$ 488.60	\$ 31.69	\$ 74,458.71
1293	Johnson, Jeremi Patrolman	\$ 1,209.00	\$ 6,860.91	\$ 800.00	\$ 1,352.00	\$ 488.60	\$ 29.97	\$ 73,048.11
1006	Langve, Stan Chief	\$ 2,232.00	\$ -	\$ 800.00	\$ 2,808.00	\$ -	\$ 38.68	\$ 86,298.56
1513	Seibert, Gabriel Patrolman	\$ 186.00	\$ 6,860.91	\$ 800.00	\$ 208.00	\$ 488.60	\$ 28.83	\$ 68,509.91
1594	Lamfrombois, N Patrolman	\$ -	\$ 6,860.91	\$ 1,200.00	\$ -	\$ 488.60	\$ 27.83	\$ 66,435.91
	Vacant Patrolman	\$ -	\$ 6,860.91	\$ 1,200.00	\$ -	\$ 488.60	\$ 28.83	\$ 68,515.91
	Vacant Patrolman	\$ -	\$ 6,860.91	\$ 1,200.00	\$ -	\$ 488.60	\$ 28.83	\$ 68,515.91
1487	Sedgwick, Ryan SRO	\$ 465.00	\$ 6,860.91	\$ 800.00	\$ 416.00	\$ 488.60	\$ 29.97	\$ 71,368.11
1512	Swan, Haley SRO	\$ 372.00	\$ 6,860.91	\$ 800.00	\$ 312.00	\$ 488.60	\$ 28.83	\$ 68,799.91
1584	Ratcliff, Ryland Patrolman	\$ -	\$ 6,860.91	\$ 1,200.00	\$ -	\$ 488.60	\$ 27.83	\$ 66,435.91
		\$ 10,137.00	\$ 96,052.74	\$ 13,600.00	\$ 11,648.00	\$ 6,840.40		\$ 1,101,322.30
								\$ 96,052.74
								\$ 1,005,269.56

HS SRO \$ 56,467.48
MS SRO \$ 56,636.02

7720

0.14410	0.0025	0.03041	0.0145	0.0765	Dental	Vision	Flex	Health Ins	Per Year
MPORS	Unemploy	W/C	Medicare	FICA	Insurance	Insurance		Ins	Life Ins.
\$ 10,897.10	\$ 206.21	\$ 2,508.30	\$ 1,196.00	\$ 6,309.93	\$ 516.00	\$ 85.68	\$ 600.00	\$ 11,043.60	\$ 72.00
\$ 9,323.88	\$ 178.91	\$ 2,176.29	\$ 1,037.69	\$ 5,474.73	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,773.47	\$ 186.71	\$ 2,271.17	\$ 1,082.93	\$ 5,713.41	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 10,539.73	\$ 200.01	\$ 2,432.88	\$ 1,160.04	\$ 6,120.21	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 10,568.12	\$ 200.50	\$ 2,438.87	\$ 1,162.90	\$ 6,135.28	-	-		\$ 13,200.00	\$ 72.00
\$ 9,740.84	\$ 186.15	\$ 2,264.29	\$ 1,079.65	\$ 5,696.09	-	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,537.58	\$ 182.62	\$ 2,221.39	\$ 1,059.20	\$ 5,588.18	-	-		\$ 13,200.00	\$ 72.00
\$ 12,435.62	\$ 215.75	\$ 2,624.34	\$ 1,251.33	\$ 6,601.84	\$ 516.00	\$ 85.68	\$ 600.00	\$ 11,529.48	\$ 72.00
\$ 8,883.62	\$ 171.27	\$ 2,083.39	\$ 993.39	\$ 5,241.01	\$ 516.00	\$ 85.68		\$ 11,043.60	\$ 72.00
\$ 8,584.76	\$ 166.09	\$ 2,020.32	\$ 963.32	\$ 5,082.35	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 8,884.49	\$ 171.29	\$ 2,083.57	\$ 993.48	\$ 5,241.47	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 8,884.49	\$ 171.29	\$ 2,083.57	\$ 993.48	\$ 5,241.47	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,295.49	\$ 178.42	\$ 2,170.30	\$ 1,034.84	\$ 5,459.66	\$ 516.00	\$ 85.68		\$ 864.84	\$ 72.00
\$ 8,925.41	\$ 172.00	\$ 2,092.21	\$ 997.60	\$ 5,263.19	\$ 516.00	\$ 85.68		\$ 864.84	\$ 72.00
\$ 8,584.76	\$ 166.09	\$ 2,020.32	\$ 963.32	\$ 5,082.35	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00

\$ 144,859.34 \$ 2,753.31 \$ 33,491.21 \$ 15,969.17 \$ 84,251.16 \$ 6,192.00 \$ 1,113.84 \$ 1,200.00 \$ 153,982.20 \$ 1,080.00

Unum Life Ins.	ST/LT Disability	Total Cost
\$ 50.40	\$ 563.76	\$ 115,931.68
\$ 50.40	\$ 533.28	\$ 102,543.46
\$ 50.40	\$ 533.28	\$ 106,499.65
\$ 50.40	\$ 587.76	\$ 113,296.90
\$ 50.40	\$ 587.76	\$ 114,615.54
\$ 50.40	\$ 490.80	\$ 105,654.09
\$ 50.40	\$ 533.28	\$ 105,492.76
\$ 50.40	\$ 924.00	\$ 123,205.00
\$ 50.40	\$ 505.92	\$ 98,156.19
\$ 50.40	\$ 510.96	\$ 96,017.26
\$ 50.40	\$ 510.96	\$ 98,654.72
\$ 50.40	\$ 510.96	\$ 98,654.72
\$ 50.40	\$ 510.96	\$ 91,606.70
\$ 50.40	\$ 510.96	\$ 88,350.20
\$ 50.40	\$ 510.96	\$ 96,017.26
<hr/>		
\$ 756.00	\$ 8,325.60	\$ 1,554,696.13

\$ 350 Increase

Police 1000.200.420100.110

ID #	Employee	Longevity	O/T	Clothing	Retention System	Comp Time	23-24	
							Salary/Hr	Gross/Sal
1386	Anglin, Jarred	930.00	\$ 6,984.00	\$ 800.00	\$ 832.00	\$ 488.60	\$ 34.89	\$ 82,605.80
1467	Baumgartner, Si	558.00	\$ 6,984.00	\$ 800.00	\$ 520.00	\$ 488.60	\$ 30.47	\$ 72,728.20
1475	Booth, Jackson	558.00	\$ 6,984.00	\$ 800.00	\$ 520.00	\$ 488.60	\$ 31.97	\$ 75,848.20
1134	Brew, Bill	1,674.00	\$ 6,984.00	\$ 800.00	\$ 2,184.00	\$ 488.60	\$ 33.19	\$ 81,165.80
1108	Bryant, Kyle	1,767.00	\$ 6,984.00	\$ 800.00	\$ 2,288.00	\$ 488.60	\$ 33.19	\$ 81,362.80
1427	Featherly, Joshu	186.00	\$ 6,984.00	\$ 800.00	\$ 208.00	\$ 488.60	\$ 32.19	\$ 75,621.80
1293	Johnson, Jeremi	1,209.00	\$ 6,984.00	\$ 800.00	\$ 1,352.00	\$ 488.60	\$ 30.47	\$ 74,211.20
1006	Langve, Stan	2,232.00	\$ -	\$ 800.00	\$ 2,808.00	\$ -	\$ 38.68	\$ 86,298.56
1513	Seibert, Gabriel	186.00	\$ 6,984.00	\$ 800.00	\$ 208.00	\$ 488.60	\$ 29.33	\$ 69,673.00
1594	Lamfrombois, N	-	\$ 6,984.00	\$ 1,200.00	\$ -	\$ 488.60	\$ 28.33	\$ 67,599.00
	Vacant	-	\$ 6,984.00	\$ 1,200.00	\$ -	\$ 488.60	\$ 29.33	\$ 69,679.00
	Vacant	-	\$ 6,984.00	\$ 1,200.00	\$ -	\$ 488.60	\$ 29.33	\$ 69,679.00
1487	Sedgwick, Ryan	465.00	\$ 6,984.00	\$ 800.00	\$ 416.00	\$ 488.60	\$ 30.47	\$ 72,531.20
1512	Swan, Haley	372.00	\$ 6,984.00	\$ 800.00	\$ 312.00	\$ 488.60	\$ 29.33	\$ 69,963.00
1584	Ratcliff, Ryland	-	\$ 6,984.00	\$ 1,200.00	\$ -	\$ 488.60	\$ 28.33	\$ 67,599.00
		\$ 10,137.00	\$ 97,776.00	\$ 13,600.00	\$ 11,648.00	\$ 6,840.40		\$ 1,116,565.56
	HS SRO	\$ 56,467.48						\$ 97,776.00
	MS SRO	\$ 56,636.02						\$ 1,018,789.56

7720

0.14410 MPORS	0.0025 Unemploy	0.03041 WIC	0.0145 Medicare	0.0765 FICA	Dental Insurance	Vision Insurance	Flex	Health Ins	Per Year Life Ins.
\$ 10,897.10	\$ 206.51	\$ 2,512.04	\$ 1,197.78	\$ 6,319.34	\$ 516.00	\$ 85.68	\$ 600.00	\$ 11,043.60	\$ 72.00
\$ 9,473.74	\$ 181.82	\$ 2,211.66	\$ 1,054.56	\$ 5,563.71	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,923.33	\$ 189.62	\$ 2,306.54	\$ 1,099.80	\$ 5,802.39	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 10,689.60	\$ 202.91	\$ 2,468.25	\$ 1,176.90	\$ 6,209.18	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 10,717.99	\$ 203.41	\$ 2,474.24	\$ 1,179.76	\$ 6,224.25	-	-		\$ 13,200.00	\$ 72.00
\$ 9,890.71	\$ 189.05	\$ 2,299.66	\$ 1,096.52	\$ 5,785.07	-	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,687.44	\$ 185.53	\$ 2,256.76	\$ 1,076.06	\$ 5,677.16	-	-		\$ 13,200.00	\$ 72.00
\$ 12,435.62	\$ 215.75	\$ 2,624.34	\$ 1,251.33	\$ 6,601.84	\$ 516.00	\$ 85.68	\$ 600.00	\$ 11,529.48	\$ 72.00
\$ 9,033.48	\$ 174.18	\$ 2,118.76	\$ 1,010.26	\$ 5,329.98	\$ 516.00	\$ 85.68		\$ 11,043.60	\$ 72.00
\$ 8,734.62	\$ 169.00	\$ 2,055.69	\$ 980.19	\$ 5,171.32	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,034.35	\$ 174.20	\$ 2,118.94	\$ 1,010.35	\$ 5,330.44	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,034.35	\$ 174.20	\$ 2,118.94	\$ 1,010.35	\$ 5,330.44	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00
\$ 9,445.35	\$ 181.33	\$ 2,205.67	\$ 1,051.70	\$ 5,548.64	\$ 516.00	\$ 85.68		\$ 864.84	\$ 72.00
\$ 9,075.27	\$ 174.91	\$ 2,127.57	\$ 1,014.46	\$ 5,352.17	\$ 516.00	\$ 85.68		\$ 864.84	\$ 72.00
\$ 8,734.62	\$ 169.00	\$ 2,055.69	\$ 980.19	\$ 5,171.32	\$ 516.00	\$ 85.68		\$ 11,529.48	\$ 72.00

\$ 146,807.58 \$ 2,791.41 \$ 33,954.76 \$ 16,190.20 \$ 85,417.27 \$ 6,192.00 \$ 1,113.84 \$ 1,200.00 \$ 153,982.20 \$ 1,080.00

Unum Life Ins.	ST/LT Disability	Total Cost
\$ 50.40	\$ 563.76	\$ 116,070.03
\$ 50.40	\$ 533.28	\$ 104,000.53
\$ 50.40	\$ 533.28	\$ 107,956.72
\$ 50.40	\$ 587.76	\$ 114,753.97
\$ 50.40	\$ 587.76	\$ 116,072.61
\$ 50.40	\$ 490.80	\$ 107,111.16
\$ 50.40	\$ 533.28	\$ 106,949.83
\$ 50.40	\$ 924.00	\$ 123,205.00
\$ 50.40	\$ 505.92	\$ 99,613.27
\$ 50.40	\$ 510.96	\$ 97,474.33
\$ 50.40	\$ 510.96	\$ 100,111.79
\$ 50.40	\$ 510.96	\$ 100,111.79
\$ 50.40	\$ 510.96	\$ 93,063.77
\$ 50.40	\$ 510.96	\$ 89,807.27
\$ 50.40	\$ 510.96	\$ 97,474.33
<hr/>		
\$ 756.00	\$ 8,325.60	\$ 1,573,776.41

MARKET ADJUSTMENT - DEPUTY SHERIFF / POLICE OFFICER 12-20-

AGENCY	POPULATION 2021 CENSUSES	CALLS FOR SERVICE	HOURLY RATE 1ST YEAR	RATE AFTER PROBATION
BIG HORN COUNTY	12,957	8,491	\$29.50	
HARDIN PD	3,685			
CARBON COUNTY	10,847	6,028	\$31.89	+ 5% + COLA
RED LODGE PD UNION	2,339	3,135	\$26.25	\$27.86 + 3-6% COLA
MUSSELSHELL COUNTY	4,896	3,874	\$24.27	+ COLA EVERY JULY
STILLWATER COUNTY	9,044	7,152	\$30.53	\$30.83 + COLA ON SHERIFF WG 88 – 95 %
COLUMBUS PD UNION	1,856	2,428	\$25.43	\$26.97 + 3% COLA
YELLOWSTONE COUNTY UNION	167,146	72,000	\$31.89	DEPENDANT ON CERTIFICATION S
BILLINGS PD UNION	117,445	88,513	\$30.38	+ 3% + CERTIFICATION BONUS
LAUREL PD UNION	7,180	9,851	\$24.83	+ \$1.00

23

AGENCY	POPULATION	START WAGE	INCREASE
P & P		\$23.08	+ 1.50

MSW PRISON	200	\$22.00	
YCDF	590 - 610	\$23.48	3 % JULY 1ST
MCS		\$21.50	.50 + 1.50



Laurel Police Department

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

2023

Printed on December 19, 2023

Code : Description	Totals	
: Agency Assist	800	800
: Alarm - Burglary	125	125
: Assault	44	44
: Burglary	14	14
: Child Abuse/Neglect	26	26
: Discharge Firearm	9	9
: Disorderly Conduct	117	117
DUI : DUI Driver	88	88
: Family Disturbance	162	162
: Fight	27	27
: Intoxicated Pedestrian	18	18
: Mental Health	43	43
: Possession of Drugs	18	18
: Prowler	1	1
: Sexual Assault	28	28
: Suicide	1	1
: Suicide - Attempt	8	8
: Suicide - Threat	40	40
: Suspicious Activity	1163	1163
: Suspicious Person	140	140
: Threats	69	69
: TRO Violation	3	3
T/S : Traffic Stop	1321	1321
: Warrant	155	155
: Welfare Check	178	178
Totals	4598	4598



Laurel Police Department

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

Total Calls 2023

Printed on December 19, 2023

Code : Description	Totals	
:	1	1
: Abandoned Vehicle	192	192
: Agency Assist	800	800
: Alarm - Burglary	125	125
: Alarm - Fire	56	56
AMB : Ambulance	1053	1053
: Animal Complaint	119	119
: Area Check	82	82
: Assault	44	44
: Barking Dog	69	69
: Burglary	14	14
: Child Abuse/Neglect	26	26
: Civil Complaint	127	127
: Code Enforcement Violation	143	143
: Community Integrated Health	6	6
: Counterfeiting	1	1
: Criminal Mischief	80	80
: Criminal Trespass	75	75
: Cruelty to Animals	26	26
: Curfew Violation	46	46
: Discharge Firearm	9	9
: Disorderly Conduct	117	117
: Dog at Large	283	283
: Dog Bite	33	33
DUI : DUI Driver	88	88
: Duplicate Call	50	50
: Family Disturbance	162	162
: Fight	27	27
FIRE : Fire or Smoke	162	162
: Fireworks	35	35
: Forgery	2	2
: Found Property	77	77
: Fraud	40	40
: Harassment	41	41
: Hit & Run	50	50
: Identity Theft	6	6
: Indecent Exposure	4	4
: Insecure Premises	21	21
: Intoxicated Pedestrian	18	18

Code : Description	Totals	
: Kidnapping	1	1
: Littering	7	7
: Loitering	27	27
: Lost or Stray Animal	157	157
: Lost Property	55	55
: Mental Health	43	43
: Missing Person	38	38
: Noise Complaint	40	40
: Order of Protection Violation	23	23
: Parking Complaint	199	199
: Possession of Alcohol	4	4
: Possession of Drugs	18	18
: Possession of Tobacco	12	12
: Privacy in Communications	15	15
: Prowler	1	1
: Public Assist	570	570
: Public Safety Complaint	99	99
: Public Works Call	137	137
: Report Not Needed	68	68
: Runaway Juvenile	27	27
: Sexual Assault	28	28
: Suicide	1	1
: Suicide - Attempt	8	8
: Suicide - Threat	40	40
: Suspicious Activity	1163	1163
: Suspicious Person	140	140
: Theft	314	314
: Threats	69	69
: Tow Call	6	6
: Traffic Accident	220	220
: Traffic Hazard	55	55
: Traffic Incident	231	231
: TRO Violation	3	3
: Truancy	5	5
T/S : Traffic Stop	1321	1321
: Unattended Death	10	10
: Unlawful Use of Motor Vehicle	1	1
: Vicious Dog	26	26
: Warrant	155	155
: Welfare Check	178	178
Totals	9825	9825



Laurel Police Department

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

Violent Crimes 2023

Printed on December 19, 2023

Statute/Offense	Totals	
45-5-201(1)(a) - Assault, Purposely Or Knowingly Causing Bodily Injury To Another	11	11
45-5-206(1)(a) - Partner Or Family Member Assault, Causing Bodily Injury To Partner Or Family Member	24	24
45-5-207 - Criminal Endangerment	2	2
45-5-212 - Assault On A Minor	1	1
45-5-213 - Assault With Weapon	9	9
45-5-215 - Strangulation of partner or family member	2	2
45-5-401 - Robbery	1	1
45-5-502(1) - Sexual Assault	1	1
45-5-502(3) - Sexual Assault - (Victim Less Than 16, Offender 3 Or More Years Older Than Victim)	2	2
45-5-503 - Sexual Intercourse Without Consent	3	3
Totals	56	56



Laurel Police Department

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

Total Calls 2022

Printed on December 19, 2023

Code : Description	Totals	
:	2	2
: Abandoned Vehicle	293	293
: Agency Assist	755	755
: Alarm - Burglary	228	228
: Alarm - Fire	62	62
AMB : Ambulance	1086	1086
: Animal Complaint	119	119
: Area Check	72	72
: Assault	44	44
: Bad Checks	2	2
: Barking Dog	36	36
: Burglary	13	13
: Child Abuse/Neglect	32	32
: Civil Complaint	140	140
: Code Enforcement Violation	27	27
: Counterfeiting	2	2
: Criminal Mischief	114	114
: Criminal Trespass	56	56
: Cruelty to Animals	64	64
: Curfew Violation	52	52
: Discharge Firearm	14	14
: Disorderly Conduct	83	83
: Dog at Large	264	264
: Dog Bite	12	12
DUI : DUI Driver	109	109
: Duplicate Call	37	37
: Family Disturbance	150	150
: Fight	20	20
FIRE : Fire or Smoke	173	173
: Fireworks	24	24
: Forgery	2	2
: Found Property	84	84
: Fraud	37	37
: Harassment	53	53
: Hit & Run	49	49
: Identity Theft	12	12
: Indecent Exposure	1	1
: Insecure Premises	21	21
: Intoxicated Pedestrian	16	16

Code : Description	Totals	
: Littering	2	2
: Loitering	31	31
: Lost or Stray Animal	175	175
: Lost Property	43	43
: Mental Health	44	44
: Missing Person	26	26
: Noise Complaint	41	41
: Open Container	1	1
: Order of Protection Violation	34	34
: Parking Complaint	210	210
: Possession of Alcohol	5	5
: Possession of Drugs	18	18
: Possession of Tobacco	13	13
: Privacy in Communications	12	12
: Prowler	5	5
: Public Assist	682	682
: Public Safety Complaint	67	67
: Public Works Call	157	157
: Report Not Needed	80	80
: Robbery	2	2
: Runaway Juvenile	21	21
: Sexual Assault	31	31
: Suicide - Attempt	5	5
: Suicide - Threat	43	43
: Suspicious Activity	823	823
: Suspicious Person	160	160
: Theft	304	304
: Threats	50	50
: Traffic Accident	201	201
: Traffic Hazard	58	58
: Traffic Incident	191	191
: TRO Violation	1	1
: Truancy	12	12
T/S : Traffic Stop	1081	1081
: Unattended Death	5	5
: Unlawful Use of Motor Vehicle	4	4
: Vicious Dog	20	20
: Warrant	172	172
: Welfare Check	157	157
Totals	9347	9347



Laurel Police Department

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

Violent Crimes 2022

Printed on December 19, 2023

Statute/Offense	Totals	
45-5-201(1)(a) - Assault, Purposely Or Knowingly Causing Bodily Injury To Another	14	14
45-5-206(1)(a) - Partner Or Family Member Assault, Causing Bodily Injury To Partner Or Family Member	24	24
45-5-207 - Criminal Endangerment	5	5
45-5-213 - Assault With Weapon	5	5
45-5-215 - Strangulation of partner or family member	1	1
45-5-401 - Robbery	2	2
45-5-502(1) - Sexual Assault	3	3
45-5-502(1) - Sexual Assault - Felony	2	2
45-5-502(3) - Sexual Assault - (Victim Less Than 16, Offender 3 Or More Years Older Than Victim)	1	1
45-5-503 - Sexual Intercourse Without Consent	7	7
Totals	64	64



Laurel Police Department

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

2022

Printed on December 19, 2023

Code : Description	Totals	
: Agency Assist	755	755
: Alarm - Burglary	228	228
: Assault	44	44
: Burglary	13	13
: Child Abuse/Neglect	32	32
: Discharge Firearm	14	14
: Disorderly Conduct	83	83
DUI : DUI Driver	109	109
: Family Disturbance	150	150
: Fight	20	20
: Intoxicated Pedestrian	16	16
: Mental Health	44	44
: Possession of Drugs	18	18
: Prowler	5	5
: Robbery	2	2
: Sexual Assault	31	31
: Suicide - Attempt	5	5
: Suicide - Threat	43	43
: Suspicious Activity	823	823
: Suspicious Person	160	160
: Threats	50	50
: TRO Violation	1	1
T/S : Traffic Stop	1080	1080
: Warrant	172	172
: Welfare Check	157	157
Totals	4055	4055



Laurel Police Department

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

2021

Printed on December 19, 2023

Code : Description	Totals	
: Agency Assist	732	732
: Alarm - Burglary	210	210
: Assault	51	51
: Burglary	25	25
: Child Abuse/Neglect	40	40
: Discharge Firearm	9	9
: Disorderly Conduct	79	79
DUI : DUI Driver	157	157
: Family Disturbance	172	172
: Fight	33	33
: Intoxicated Pedestrian	17	17
: Mental Health	106	106
: Possession of Drugs	17	17
: Prowler	1	1
: Sexual Assault	15	15
: Suicide	4	4
: Suicide - Attempt	12	12
: Suicide - Threat	47	47
: Suspicious Activity	1099	1099
: Suspicious Person	147	147
: Threats	68	68
: TRO Violation	7	7
T/S : Traffic Stop	1584	1584
: Warrant	176	176
: Welfare Check	158	158
Totals	4966	4966



Laurel Police Department

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

Total Calls 2021

Printed on December 19, 2023

Code : Description	Totals	
:	2	2
: Abandoned Vehicle	230	230
: Agency Assist	732	732
: Alarm - Burglary	210	210
: Alarm - Fire	52	52
AMB : Ambulance	1043	1043
: Animal Complaint	107	107
: Area Check	69	69
: Assault	51	51
: Barking Dog	42	42
: Burglary	25	25
: Child Abuse/Neglect	40	40
: Civil Complaint	174	174
: Counterfeiting	9	9
: Criminal Mischief	76	76
: Criminal Trespass	109	109
: Cruelty to Animals	54	54
: Curfew Violation	137	137
: Discharge Firearm	9	9
: Disorderly Conduct	79	79
: Dog at Large	184	184
: Dog Bite	17	17
DUI : DUI Driver	157	157
: Duplicate Call	15	15
: Family Disturbance	172	172
: Fight	33	33
FIRE : Fire or Smoke	212	212
: Fireworks	51	51
: Forgery	1	1
: Found Property	97	97
: Fraud	39	39
: Harassment	49	49
: Hit & Run	47	47
: Identity Theft	9	9
: Indecent Exposure	1	1
: Insecure Premises	17	17
: Intoxicated Pedestrian	17	17
: Kidnapping	1	1
: Littering	7	7

Code : Description	Totals	
: Loitering	17	17
: Lost or Stray Animal	223	223
: Lost Property	53	53
: Mental Health	106	106
: Missing Person	30	30
: Noise Complaint	34	34
: Order of Protection Violation	23	23
: Parking Complaint	234	234
: Possession of Alcohol	5	5
: Possession of Drugs	17	17
: Possession of Tobacco	7	7
: Privacy in Communications	22	22
: Prowler	1	1
: Public Assist	698	698
: Public Safety Complaint	91	91
: Public Works Call	240	240
: Report Not Needed	66	66
: Runaway Juvenile	17	17
: Sexual Assault	15	15
: Suicide	4	4
: Suicide - Attempt	12	12
: Suicide - Threat	47	47
: Suspicious Activity	1099	1099
: Suspicious Person	147	147
: Theft	301	301
: Threats	68	68
: Traffic Accident	191	191
: Traffic Hazard	85	85
: Traffic Incident	186	186
: TRO Violation	7	7
: Truancy	5	5
T/S : Traffic Stop	1584	1584
: Unattended Death	11	11
: Unlawful Use of Motor Vehicle	5	5
: Vicious Dog	24	24
: Warrant	176	176
: Welfare Check	158	158
Totals	10385	10385



Laurel Police Department

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

Violent Crimes 2021

Printed on December 19, 2023

Statute/Offense	Totals	
45-5-201(1)(a) - Assault, Purposely Or Knowingly Causing Bodily Injury To Another	11	11
45-5-206(1)(a) - Partner Or Family Member Assault, Causing Bodily Injury To Partner Or Family Member	39	39
45-5-207 - Criminal Endangerment	9	9
45-5-212 - Assault On A Minor	1	1
45-5-213 - Assault With Weapon	10	10
45-5-502(1) - Sexual Assault	4	4
45-5-502(1) - Sexual Assault - Felony	2	2
45-5-502(3) - Sexual Assault - (Victim Less Than 16, Offender 3 Or More Years Older Than Victim)	3	3
45-5-503 - Sexual Intercourse Without Consent	1	1
Totals	80	80



Laurel Police Department

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

2020

Printed on December 19, 2023

Code : Description	Totals	
: Agency Assist	648	648
: Alarm - Burglary	164	164
: Assault	33	33
: Burglary	20	20
: Child Abuse/Neglect	26	26
: Discharge Firearm	19	19
: Disorderly Conduct	71	71
DUI : DUI Driver	127	127
: Family Disturbance	175	175
: Fight	25	25
: Intoxicated Pedestrian	14	14
: Mental Health	36	36
: Possession of Drugs	11	11
: Prowler	4	4
: Robbery	2	2
: Sexual Assault	20	20
: Suicide - Attempt	15	15
: Suicide - Threat	50	50
: Suspicious Activity	943	943
: Suspicious Person	175	175
: Threats	50	50
: TRO Violation	3	3
T/S : Traffic Stop	1463	1463
: Warrant	161	161
: Welfare Check	130	130
Totals	4385	4385



Laurel Police Department

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

Total Calls 2020

Printed on December 19, 2023

Code : Description	Totals	
10-15 : With Prisoner	1	1
: Abandoned Vehicle	102	102
: Agency Assist	648	648
: Alarm - Burglary	164	164
: Alarm - Fire	53	53
AMB : Ambulance	871	871
: Animal Complaint	84	84
: Area Check	66	66
: Assault	33	33
: Barking Dog	63	63
: Burglary	20	20
: Child Abuse/Neglect	26	26
: Civil Complaint	105	105
: Counterfeiting	6	6
: Criminal Mischief	93	93
: Criminal Trespass	91	91
: Cruelty to Animals	33	33
: Curfew Violation	51	51
: Discharge Firearm	19	19
: Disorderly Conduct	71	71
: Dog at Large	133	133
: Dog Bite	17	17
DUI : DUI Driver	127	127
: Duplicate Call	14	14
: Family Disturbance	175	175
: Fight	25	25
FIRE : Fire or Smoke	189	189
: Fireworks	40	40
: Forgery	6	6
: Found Property	88	88
: Fraud	32	32
: Harassment	39	39
: Hit & Run	46	46
: Identity Theft	10	10
: Indecent Exposure	1	1
: Insecure Premises	9	9
: Intoxicated Pedestrian	14	14
: Littering	5	5
: Loitering	23	23

Code : Description	Totals	
: Lost or Stray Animal	211	211
: Lost Property	50	50
: Mental Health	36	36
: Missing Person	11	11
: Noise Complaint	69	69
: Order of Protection Violation	25	25
: Parking Complaint	185	185
: Possession of Alcohol	3	3
: Possession of Drugs	11	11
: Possession of Tobacco	5	5
: Privacy in Communications	26	26
: Prowler	4	4
: Public Assist	614	614
: Public Safety Complaint	54	54
: Public Works Call	168	168
: Report Not Needed	74	74
: Robbery	2	2
: Runaway Juvenile	26	26
: Sexual Assault	20	20
: Suicide - Attempt	15	15
: Suicide - Threat	50	50
: Suspicious Activity	943	943
: Suspicious Person	175	175
: Theft	273	273
: Threats	50	50
: Traffic Accident	191	191
: Traffic Hazard	79	79
: Traffic Incident	182	182
: TRO Violation	3	3
: Truancy	8	8
T/S : Traffic Stop	1463	1463
: Unattended Death	8	8
: Unlawful Use of Motor Vehicle	1	1
: Vicious Dog	19	19
: Warrant	161	161
: Welfare Check	130	130
Totals	8938	8938



Laurel Police Department

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

Violent Crimes 2020

Printed on December 19, 2023

Statute/Offense	Totals	
45-5-201(1)(a) - Assault, Purposely Or Knowingly Causing Bodily Injury To Another	5	5
45-5-206(1)(a) - Partner Or Family Member Assault, Causing Bodily Injury To Partner Or Family Member	18	18
45-5-207 - Criminal Endangerment	4	4
45-5-212 - Assault On A Minor	2	2
45-5-213 - Assault With Weapon	4	4
45-5-215 - Strangulation of partner or family member	2	2
45-5-401 - Robbery	2	2
45-5-502(1) - Sexual Assault	4	4
45-5-502(1) - Sexual Assault - Felony	8	8
45-5-503 - Sexual Intercourse Without Consent	3	3
Totals	52	52

CITY HALL
115 W. 1st. St.
PUB WORKS: 628-4796
PWD FAX: 628-2241
WATER OFFICE: 628-7431
WTR FAX: 628-2289
MAYOR: 628-8456

City of Laurel

P.O. Box 10
Laurel, Montana 59044



City Attorney's Office
DEPARTMENT

Memorandum Re Local Government Study and Related Election

TO: City of Laurel City Council and Mayor
CC: City of Laurel Clerk-Treasurer/City Council Administrative Assistant
FROM: Michele Braukmann, Laurel Civil City Attorney
DATE: 2023.12.27
RE: Information Re Local Government Study and Related Election

This Memorandum serves to provide information regarding the required Local Government Study that has to be put on the 2024 Ballot for consideration by the electorate in the City of Laurel.

What is this about, and why is it required?

Pursuant to Article XI, section 9 of the Montana Constitution and section 7-3-173, MCA, local governments, including cities and counties, must place the local government review question on the ballot if 10 years have elapsed since voters have voted on the question. In June of 2014, the local government entities of Yellowstone County had the question on the ballot. Therefore, it is once again time to adopt a resolution to place on the June primary ballot the question of establishing a study commission that includes the number of commissioners and the amount of funding. *See 7-3-173, 7-3-174, 7-3-175, MCA.*

Pursuant to the Secretary of State's guidance, the deadline to call for the local government review is on or before March 11, 2024 (*See* 7-3-173, MCA). The following is the legal information related to the study commissions and the requirement to place this on the ballot every ten years.

7-3-173. Establishment of study commissions. (1) A study commission may be established by an affirmative vote of the people. An election on the question of conducting a local government review and establishing a study commission must be held if:

(a) the governing body of the local government unit calls for an election by resolution;

(b) a petition signed by at least 15% of the electors of the local government calling for an election is submitted to the governing body; or

(c) 10 years have elapsed since the electors voted on the question of conducting a local government review and establishing a study commission.

(2) The governing body shall call for an election on the question of conducting a local government review and establishing a study commission, as required by Article XI, section 9(2), of the Montana constitution, within 1 year after the 10-year period referred to in subsection (1)(c).

7-3-174. Election dates and procedures. (1) An election on the question of establishing a study commission under 7-3-173 must be held in conjunction with a primary election held on the date established in 13-1-107.

(2) An election of study commission members under 7-3-176 must be held in conjunction with a general election held on the date established in 13-1-104.

(3) The elections must be counted, canvassed, and returned as provided in Title 13 for general elections.

(4) The election administrator shall report the results of an election conducted under 7-3-171 through 7-3-193 to the secretary of state within 15 days of the date the election results become official.

Article XI, Section 9. Voter review of local government. (1) The legislature shall, within four years of the ratification of this constitution, provide procedures requiring each local government unit or combination of units to review its structure and submit one alternative form of government to the qualified electors at the next general or special election.

(2) The legislature shall require an election in each local government to determine whether a local government will undertake a review procedure once every ten years after the first election. Approval by a majority of those voting in the decennial

general election on the question of undertaking a local government review is necessary to mandate the election of a local government study commission. Study commission members shall be elected during any regularly scheduled election in local governments mandating their election.

7-3-175. Ballot form and question. The question of conducting a local government review and establishing a study commission must be submitted to the electors in substantially the following form:

Vote for one:

FOR the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

AGAINST the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

How do we determine the budget for the Study and Commission requirements?

It is up to City Council to determine the budget, but it should be based off a recommendation made by City Staff. The following is the information I have received in communications with the Local Government Center and the Elections Office in addressing how City Council should budget this Election.

Budget Framework: See attached document (2024 VR sample budget.pdf). City Staff recommends a budget consistent with the mid-tier City size (less than 10k in population).

Number of Study Commissioners: This is addressed in 7-3-177(1), MCA where it states, “the study commission shall consist of three members unless the local governing body by resolution declares that a larger number shall be elected”. During the 2016-18 voter review cycle, 38 municipalities elected to have a study commission. Of the 38 municipalities, 34 chose to have 3 study commissioners and 4 cities chose to have 5 study commissioners. The communities who chose 5 commissioners were Conrad, Dillon, Hot Springs, and Polson. City Staff recommends 3 Commissioners, if the City of Laurel elects to have a study commission.

Consulting Support: The MSU Local Government Center is planning to provide as

much support as possible given their Center size and the number of cities and counties participating in the voter review. They will focus their efforts on providing training and technical support to study commissioners and on a limited basis provided education and context to the electorate. In addition to in person support, they are planning to develop quality online resources for both study commissioners and the public to support the review. The League may also be available for limited support and other State agencies. There may also be other resources around the state that can aid the study commission with facilitating public engagement around proposed changes.

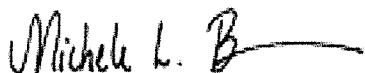
I am attaching a sample budget that was proposed by the MSU Local Government Center. I recommend a budget consistent with what other municipalities our size are being recommended.

What are the next steps?

By mid-February 2024, a Resolution needs to be placed in front of City Council to approve the ballot to be placed on the June 2024 Election cycle to ask the voters if they want to support appointing the study commission for local government review. If the voters decline to do so, then the ballot issue dies, and no further action needs to be taken. If the voters elect to do so, the study commission will be appointed, and its responsibility will be to examine the City of Laurel governance and submit recommendations to the City of Laurel. Any citizen may submit their request to be included on the commission. I will submit a proposed Resolution to City Council by mid-February of this year, in order to have City Council approve the proposed ballot language for the June 2024 election, as well as to set a budget included in the ballot.

In addition to a proposed sample budget, I am submitted materials herewith describing, in more details, the purpose of the study commission and intended format of governmental review. I will be happy to answer any questions in the upcoming City Council Meetings, during discussion, about this matter, before it is placed for consideration in front of you as a Resolution.

OFFICE OF THE CIVIL CITY ATTORNEY



Michele L. Braukmann, J.D.
CITY OF LAUREL
Civil City Attorney
civilattorney@laurel.mt.gov



Montana Secretary of State Christi Jacobsen
Elections and Government Services
2024 Local Government Review Information

Frequently Asked Questions

Q. What is the Local Government Review election?

A. Established as part of the 1972 Constitution, the Local Government Review election is to be held by each city and county government every 10 years. If your city or county government has held a Local Government Review election any time after the 2014 general election until now, you should consult with your county attorney regarding your responsibility.

Q. Where can I find the laws on the Local Government Review election?

A. The applicable laws, 7-3-171 through 7-3-193, MCA, are found at http://leg.mt.gov/bills/mca_toc/7_3_1.htm.

Q. Does the Local Government Review election apply only to city governments?

A. No, local governments have been defined to include *both* city and county governments.

Q. Is it a requirement that the governing body call for a local government review?

A. Yes. As required under 7-3-173(2), MCA, "The governing body shall call for an election, to be held on the primary election date, on the question of conducting a local government review and establishing a study commission " A governing body shall call for an election on Local Government Review by March 11, 2024.

Q. Who pays the cost of putting the local government review question on the ballot?

According to 13-1-302, MCA, each jurisdiction shall pay their proportionate cost. The county will bill the municipality for their proportionate cost, which cannot include the services of the election administrator or capital expenditures. The proportionate costs shall be only those **additional costs** incurred as a result of the political subdivision holding its election in conjunction with the primary or general election.

For uniformity purposes, those costs should be;

- any extra ballot costs,
- any extra equipment programming costs,
- any extra advertising costs, and;
- any other additional costs incurred because the municipal ballot issue appears on the primary ballot *and* the municipal local government review candidates appear on the general election ballot, if applicable.

Q. What exactly will voters be asked to decide at the June 4 Primary?

A. The ballot language is to be substantially as follows, under Section 7-3-175, MCA:

[] FOR the review of the government of *(insert name of local government)* and the establishment and funding, not to exceed *(insert dollar or mill amount)*, of a local government study commission

Updated June 8, 2023

Local Government Review Calendar

DATE	ACTION	MCA SECTION
March 11, 2024	Deadline for governing bodies to call for local government review	<u>7-3-173(2)</u>
June 4, 2024	Primary election citizens vote on whether or not they want to conduct local government review	<u>7-3-173(2)</u>
No later than June 18, 2024	Results canvassed and returned as provided in Title 13; beginning of study commission candidate filing (assuming vote is in favor of study commission)	<u>7-3-174(1)</u>
July 3, 2024	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the date that the results become official)	<u>7-3-174(2)</u>
August 12, 2024	Last day for local government review commission candidates to file declaration of nomination by 5:00 p.m. (assuming vote is in favor of study commission) **No filing fee **Nonpartisan declaration **No primary	<u>7-3-176(2)</u>
November 5, 2024	Election for study commissioners	<u>7-3-176</u>
No later than November 19, 2024	Results to be canvassed and returned as provided in Title 13	<u>7-3-174(1)</u>
December 4, 2024	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the official canvass)	<u>7-3-174(2)</u>

MONTANA'S 6TH LOCAL GOVERNMENT REVIEW – TIMELINE

Montana Code Annotated Title 7, Chapter 3, Part 1 (MCA 7-3-171 – 7-3-193)

February/March 2024

Adopt resolution to place on the ballot the question of establishing a study commission that includes number of commissioners and amount of funding not to exceed \$X,XXX (MCA 7-3-173 & 7-3-175).

June 2024

Local Government Review election on the question of establishing a study commission (MCA 7-14-173). Ballot measure passes with a majority of those voting on the question.

July-August 2024

Citizens file with county election administrator to be a study commission candidates (MCA 7-3-174). MSU Local Government Center connects with mayor/manager or chair of county commission in jurisdictions that elect to conduct a Local Government Review to provide training and support.

November 2024

Election or appointment of Study Commissioners (MCA 7-3-174 & 7-3-176). Study Commissioners take office the day the election is declared or certified (MCA 7-3-178) Ex-officio member is appointed by the governing body, must be a current elected official or employee of the local government (MCA 7-3-177).

November/December 2024

Within 10 days after taking office the Study Commission meets to organize. Date set by the presiding officer (mayor/manager or chair of board of county commission), swear in, elect temporary presiding officer until a permanent presiding officer is selected. Discuss when, where, how to meet, develop budget, decide whether to cooperate with another jurisdiction and consider consolidation or collaboration of services (MCA 7-3-179 & 7-3-180).

December 2024

MSU Local Government Center hosts study commissioner training.

December 2024 to November 2026

MSU Local Government Center, Montana Association of Counties, Montana League of Cities and Towns, etc. supports study commission with technical assistance, training and community engagement.

Study Commission reviews power, form, and plan of government. Either chooses “no change” or makes recommendation to voters by November election in 2026 (MCA 7-3-192 and 7-3-149). Within 60 days of adoption of the Local Government Review report, submits reports to appropriate agencies and publishes findings (MCA 7-3-187 through 191).

Passed and adopted by the City/Town Council of the City/Town of _____,
Montana meeting at regular session held on the _____ day of _____, 2024.

, Mayor

ATTEST:

, City/Town Clerk

*NOTE: For an alternative format see the model resolution at Attachment 2.1, Section 2.303, p. 44,
Montana Municipal Officials Handbook.*

Passed and adopted by the County Commissioners of the County of _____,
Montana meeting at regular session held on the _____ day of _____, 2024.

Presiding Officer

ATTEST:

Commissioner

Clerk and Recorder

APPROVED AS TO FORM:

Commissioner

County Attorney

Montana Local Governments with Self-Government Powers

	City or Town	Class	Population 2019	Type of Govt	Year of Incorporation	Year Adopted Self-Government Powers	Plan of Government	Charter
1	Anaconda/Deer-Lodge	2nd (Consolidated City-County)	9,131	Self	1888	1976	Comm-Ex	Yes
2	Belgrade	3rd	8,993	Self	1906	1987	Comm-Mgr	Yes
3	Billings	1st	109,550	Self	1885	1976	Comm-Mgr	Yes
4	Bozeman	1st	48,532	Self	1883	2000	Comm-Mgr	Yes
5	Bridger	Town	754	Self	1907	1976	Comm-Ex	Yes
6	Broadview	Town	188	Self	1929	1976	Comm-PO	No
7	Butte/Silver-Bow	1st (Consolidated City-County)	34,284	Self	1874	1976	Comm-Ex	Yes
8	Choteau	3rd	1,713	Self	1913	2006	Comm-Ex	Yes
9	Circle	Town	608	Self	1929	1976	Comm-Ex	Yes
10	Clyde Park	Town	325	Self	1913	1976	Comm-Ex	No
11	Colstrip	3rd	2,266	Self	1998	1998	Comm-Ex	Yes
12	Conrad	3rd	2,500	Self	1909	2006	Comm-Ex	Yes
13	Cut Bank	3rd	3,022	Self	1911	2006	Comm-Ex	Yes
14	Darby	Town	792	Self	1916	1996	Comm-Ex	Yes
15	Dillon	3rd	4,261	Self	1885	1996	Comm-Ex	Yes
16	Ennis	Town	997	Self	1956	1976	Comm-Ex	Yes
17	Fergus	County	11,221	Self	1885	1996	Comm	Yes
18	Forsyth	3rd	1,823	Self	1905	1996	Comm-Ex	Yes
19	Fort Benton	3rd	1,443	Self	1883	1996	Comm-Ex	No
20	Fort Peck	Town	240	Self	1986	1986	Comm-Ex	No
21	Fromberg	Town	462	Self	1902	1976	Comm-Ex	No
22	Glasgow	3rd	3,328	Self	1902	1976	Comm-Ex	No
23	Great Falls	1st	58,701	Self	1888	1986	Comm-Mgr	Yes
24	Havre	1st	9,715	Self	1893	2020	Comm-Ex	Yes
25	Helena	1st	32,315	Self	1867	1976	Comm-Mgr	Yes
26	Hingham	Town	118	Self	1918	1976	Comm-Ex	No
27	Laurel	3rd	6,766	Self	1908	2007	Comm-Ex	Yes
28	Lewistown	2nd	5,818	Self	1901	1996	Comm-Mgr	Yes
29	Libby	3rd	2,737	Self	1909	1989	Comm-Ex	Yes
30	Lima	Town	227	Self	1917	2006	Comm-Ex	Yes
31	Manhattan	Town	1,822	Self	1911	2006	Comm-Ex	Yes
32	Missoula	1st	74,428	Self	1883	1996	Comm-Ex	Yes
33	Neihart	Town	49	Self	1891	1976	Comm-Ex	No
34	Pinesdale	Town	985	Self	1986	1996	Town Mtg	Yes
35	Polson	3rd	5,018	Self	1910	2006	Comm-Mgr	Yes
36	Red Lodge	3rd	2,294	Self	1892	1986	Comm-Ex	Yes
37	Saco	Town	193	Self	1918	2006	Comm-Ex	Yes
38	Sunburst	Town	341	Self	1923	1976	Comm-Ex	Yes

TITLE 7. LOCAL GOVERNMENT
CHAPTER 3. ALTERNATIVE FORMS OF LOCAL GOVERNMENT

Part 2. Commission-Executive Government

7-3-113. Statutory basis for municipal council-mayor government. (1) For the purpose of determining the statutory basis of existing units of local government, each unit of local government organized under the general statutes authorizing the municipal council-mayor form of government, which does not adopt a new form, shall be governed after May 2, 1977, by the following sections:

- (a) 7-3-201;
- (b) 7-3-202(1);
- (c) 7-3-203;
- (d) 7-3-212(2);
- (e) 7-3-213(3);
- (f) 7-3-214(2);
- (g) 7-3-215(2);
- (h) 7-3-216(2);
- (i) 7-3-217(1);
- (j) 7-3-218(2);
- (k) 7-3-219(1);
- (l) 7-3-220(1);
- (m) 7-3-221(3);
- (n) 7-3-222(2);
- (o) 7-3-223(2).

(2) This form has terms of 4 years for all elected officials. The size of the commission shall be established by ordinance, but it may not exceed 20 members.

7-3-201. Commission-executive form. The commission-executive form (which may be called the council-executive, the council-mayor, or the commission-mayor form) consists of an elected commission (which may be referred to as the council) and one elected executive (who may be referred to as the mayor) who is elected at large.

7-3-202. Nature of government. The plan of government submitted to the qualified electors shall determine the powers of the local government unit by authorizing:

- (1) **general government powers;** or
- (2) self-government powers.

7-3-203. Duties of executive. The executive shall:

- (1) enforce laws, ordinances, and resolutions;
- (2) perform duties required by law, ordinance, or resolution;
- (3) administer affairs of the local government;
- (4) carry out policies established by the commission;
- (5) recommend measures to the commission;
- (6) report to the commission on the affairs and financial condition of the local government;

BOLD = Statutory basis for municipal council-mayor government. MCA 7-3-113
(The Recipe)

7-3-216. Administrative supervision and control. The executive may:

(1) exercise control and supervision of the administration of all departments and boards; or

(2) exercise control and supervision of all departments and boards to the degree authorized by ordinance of the commission.

7-3-217. Financial officer. A financial officer (who may be called the treasurer):

(1) shall be elected;

(2) shall be appointed by the executive with the consent of the council;

(3) shall be selected as provided by ordinance; or

(4) may, at the discretion of the commission, be selected as provided by ordinance.

7-3-218. Selection of commission members. The commission shall be:

(1) elected at large;

(2) elected by districts in which candidates must reside and which are apportioned by population;

(3) elected at large and nominated by a plan of nomination that may not preclude the possibility of the majority of the electors nominating candidates for the majority of the seats on the commission from persons residing in the district or districts where the majority of the electors reside; or

(4) elected by any combination of districts, in which candidates must reside and which are apportioned by population, and at large.

7-3-219. Type of election. Local government elections shall be conducted on a:

(1) partisan basis; or

(2) nonpartisan basis.

7-3-220. Presiding officer of commission. The commission must have a presiding officer who must be:

(1) elected by the members of the commission from their own number for a term established by ordinance; or

(2) selected as provided by ordinance.

7-3-221. Presiding officer of commission. The presiding officer of the commission:

(1) may vote as other members of the commission;

(2) is the executive, who may vote as the commissioners;

(3) is the executive, who shall decide all tie votes of the commission but may not have another vote (the presiding officer of the commission shall preside if the executive is absent); or

(4) is the executive but may not vote.

7-3-222. Terms of commission members. Commission members shall be elected for:

(1) concurrent terms of office; or

(2) overlapping terms of office.

**BOLD = Statutory basis for municipal council-mayor government. MCA 7-3-113
(The Recipe)**

Statutory Basis for Elected County Official Government

7-3-105. Plan of government. The approved plan filed with the secretary of state pursuant to subsection (3)(a) of section 14, Chapter 513, Laws of 1975, shall be the official plan and shall be a public record open to inspection of the public and judicially noticeable by all courts.

7-3-111. Statutory basis for elected county official government. (1) For the purpose of determining the statutory basis of existing units of local government after May 2, 1977, each unit of local government organized under the general statutes authorizing the elected county official form of government shall be governed by the following sections:

- (a) 7-3-401;
- (b) 7-3-402;
- (c) 7-3-412(3);
- (d) 7-3-413(1);
- (e) 7-3-414(1);
- (f) 7-3-415(2);
- (g) 7-3-416(2);
- (h) 7-3-417(2);
- (i) 7-3-418;
- (j) 7-3-432(1);
- (k) 7-3-433(1);
- (l) 7-3-434(1);
- (m) 7-3-435(1);
- (n) 7-3-436(1);
- (o) 7-3-437(1);
- (p) 7-3-438(1);
- (q) 7-3-439(1);
- (r) 7-3-440(1);
- (s) 7-3-441(1);
- (t) 7-3-442(1) if the county has elected an auditor;
- (u) 7-3-442(6) if the county has not elected an auditor.

(2) This form has terms of 4 years for all elected officials except commissioners who are elected to 6-year terms. The commission consists of three members.

TITLE 7. LOCAL GOVERNMENT CHAPTER 3. ALTERNATIVE FORMS OF LOCAL GOVERNMENT

Part 4. Commission Government

7-3-401. Commission form. The commission form consists of an elected commission (which may also be called the council) and other elected officers as provided in this part. All legislative, executive, and administrative powers and duties of the local government not specifically reserved by law or ordinance to other elected officers shall reside in the commission. The commission shall appoint the heads of departments and other employees, except for those appointed by other elected officials. Cities and towns which adopt this form may distribute by

BOLD = Statutory basis for elected county official government as outlined in MCA 7-3-111

7-3-417. Size of commission and community councils. The size of the commission, which shall be a number not less than three, shall be established when the form is adopted by the voters, and:

(1) community councils of at least three members shall be elected within each district to advise the commissioner from that district. Local governments conducting elections at large shall district according to population for the purpose of electing community councils; or

(2) community councils to advise commissioners may be authorized by ordinance.

7-3-418. Terms of elected officials. The term of office of elected officials may not exceed 4 years, except the term of office for commissioners in counties adopting the form authorized by Article XI, section 3(2), of the Montana constitution may not exceed 6 years. Terms of office shall be established when the form is adopted by the voters.

7-3-431. Additional structural suboptions for county and consolidated governments. In county and consolidated local governments, the plan of government submitted to the qualified electors shall further define the structural characteristics of the form by including one item from each of the choices listed in 7-3-432 through 7-3-442. The officers shall have the powers and duties established by ordinance. After the establishment of any office, the commission may consolidate, as provided by law, two or more of the offices.

7-3-432. Legal officer. A legal officer, who may be called the county attorney:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

7-3-433. Law enforcement officer. A law enforcement officer, who may be called the sheriff:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

7-3-434. Clerk and recorder. A clerk and recorder:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.

7-3-441. Public administrator. A public administrator:

- (1) may be elected;**
- (2) may be appointed by the local government commission;
- (3) may be appointed by the presiding officer of the local government commission;
- (4) may be selected as provided by ordinance;
- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.

7-3-442. Auditor. An auditor:

- (1) may be elected;** (if the county has elected an auditor)
- (2) may be appointed by the local government commission;
- (3) may be appointed by the presiding officer of the local government commission;
- (4) may be selected as provided by ordinance;
- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.** (If the county has not elected an auditor.)

Attorney General's Opinions

Competitive Bidding Requirements Mandatory: A local government unit with self-government powers cannot supersede by the passage of a resolution or ordinance the competitive bidding requirements set forth in 7-5-4302. 37 A.G. Op. 175 (1978).

Self-Government Powers: Section 7-4-2503 does not apply to self-government units since it may be superseded by ordinance or resolution of the Commission and is not prohibited by 7-1-114(1)(g). 37 A.G. Op. 68 (1977).

7-1-106. Construction of self-government powers. The powers and authority of a local government unit with self-government powers shall be liberally construed. Every reasonable doubt as to the existence of a local government power or authority shall be resolved in favor of the existence of that power or authority.

History: En. 47A-7-106 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-106.

7-1-111. Powers denied. A local government unit with self-government powers is prohibited from exercising the following:

- (1) any power that applies to or affects any private or civil relationship, except as an incident to the exercise of an independent self-government power;
- (2) any power that applies to or affects the provisions of 7-33-4128 or Title 39, except that subject to those provisions, it may exercise any power of a public employer with regard to its employees;
- (3) any power that applies to or affects the public school system, except that a local unit may impose an assessment reasonably related to the cost of any service or special benefit provided by the unit and shall exercise any power that it is required by law to exercise regarding the public school system;
- (4) any power that prohibits the grant or denial of a certificate of compliance or a certificate of public convenience and necessity pursuant to Title 69, chapter 12;
- (5) any power that establishes a rate or price otherwise determined by a state agency;
- (6) any power that applies to or affects any determination of the department of environmental quality with regard to any mining plan, permit, or contract;
- (7) any power that applies to or affects any determination by the department of environmental quality with regard to a certificate of compliance;
- (8) any power that defines as an offense conduct made criminal by state statute, that defines an offense as a felony, or that fixes the penalty or sentence for a misdemeanor in excess of a fine of \$500, 6 months' imprisonment, or both, except as specifically authorized by statute;
- (9) any power that applies to or affects the right to keep or bear arms;
- (10) any power that applies to or affects a public employee's pension or retirement rights as established by state law, except that a local government may establish additional pension or retirement systems;
- (11) any power that applies to or affects the standards of professional or occupational competence established pursuant to Title 37 as prerequisites to the carrying on of a profession or occupation;
- (12) except as provided in 7-3-1105, 7-3-1222, 7-21-3214, or 7-31-4110, any power that applies to or affects Title 75, chapter 7, part 1, or Title 87;
- (13) any power that applies to or affects landlords, as defined in 70-24-103, when that power is intended to license landlords or to regulate their activities with regard to tenants beyond what is provided in Title 70, chapters 24 and 25. This subsection is not intended to restrict a local government's ability to require landlords to comply with ordinances or provisions that are applicable to all other businesses or residences within the local government's jurisdiction.
- (14) subject to 7-32-4304, any power to enact ordinances prohibiting or penalizing vagrancy;
- (15) subject to 80-10-110, any power to regulate the registration, packaging, labeling, sale, storage, distribution, use, or application of commercial fertilizers or soil amendments, except that a local government may enter into a cooperative agreement with the department of agriculture concerning the use and application of commercial fertilizers or soil amendments. This subsection is not intended to prevent or restrict a local government from adopting or implementing zoning regulations or fire codes governing the physical location or siting of fertilizer manufacturing, storage, and sales facilities.

7-1-112. Powers requiring delegation. A local government with self-government powers is prohibited the exercise of the following powers unless the power is specifically delegated by law:

- (1) the power to authorize a tax on income or the sale of goods or services, except that, subject to 15-10-420, this section may not be construed to limit the authority of a local government to levy any other tax or establish the rate of any other tax;
- (2) the power to regulate private activity beyond its geographic limits;
- (3) the power to impose a duty on another unit of local government, except that nothing in this limitation affects the right of a self-government unit to enter into and enforce an agreement on interlocal cooperation;
- (4) the power to exercise any judicial function, except as an incident to the exercise of an independent self-government administrative power;
- (5) the power to regulate any form of gambling, lotteries, or gift enterprises.

History: En. 47A-7-202 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-202; amd. Sec. 3, Ch. 584, L. 1999.

Attorney General Opinions:

City Authority to Enact Photo-Radar Ordinance: No state agency is given exclusive power to establish administrative rules governing speed of traffic in cities and towns, nor is the enforcement of speed regulations exclusively vested in a state agency. Therefore, the city of Billings, under its self-government charter, is not precluded by statute from enacting a photo-radar ordinance providing either for accountability on the part of the registered owner for illegal speeding by any person operating the vehicle with the owner's permission or for a permissive inference that the registered owner was the speeding violator. 45 A.G. Op. 7 (1993).

7-1-113. Consistency with state regulation required. (1) A local government with self-government powers is prohibited the exercise of any power in a manner inconsistent with state law or administrative regulation in any area affirmatively subjected by law to state regulation or control.

(2) The exercise of a power is inconsistent with state law or regulation if it establishes standards or requirements which are lower or less stringent than those imposed by state law or regulation.

(3) An area is affirmatively subjected to state control if a state agency or officer is directed to establish administrative rules governing the matter or if enforcement of standards or requirements established by statute is vested in a state officer or agency.

History: En. 47A-7-203 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-203.

Attorney General Opinions:

Municipal Authority to Set Water and Sewer Service Rates -- Applicability of Human Rights Act to Setting of Water and Sewer Rates: A provision in 7-13-4304 provides that the rates for municipal water and sewer charges may be fixed in advance and must be uniform for like services in all parts of the municipality. The city of Bozeman sought to provide discounts or preferential rates to senior citizens on water and wastewater charges. The question was whether the senior rates violated the statutory requirement for uniform or equitable rates. The Attorney General held that because water and sewer ratemaking is not an area affirmatively subject to state control, a local government with self-government powers may set rates for those services without regard to the requirements of 7-13-4304. However, the Attorney General noted that age discrimination does violate Title 49, ch. 2, commonly known as the Montana Human Rights Act, that Bozeman is subject to the Act despite its status as a self-governing municipality, and that discrimination in government services is affirmatively subject to state control. Without deciding whether Bozeman's proposed ordinance would meet the standard of strict construction of reasonable grounds based on age, the Attorney General nevertheless concluded that 49-2-308 of the Act did apply to the Bozeman ordinance setting senior rates for municipal water and sewer services. 50 A.G. Op. 10 (2004).

7-1-114. Mandatory provisions. (1) A local government with self-government powers is subject to the following provisions:

(a) all state laws providing for the incorporation or disincorporation of cities and towns, for the annexation, disannexation, or exclusion of territory from a city or town, for the creation, abandonment, or boundary alteration of counties, and for city-county consolidation;

- (b) prohibits or restricts auxiliary containers; or
- (c) imposes a fee, charge, or tax on auxiliary containers.

(3) The prohibitions in subsection (2) may not be construed to prohibit, restrict, or apply to any of the following:

- (a) a curbside recycling program;
- (b) a designated residential or commercial recycling location;
- (c) a commercial recycling program;
- (d) an ordinance that prohibits littering; or
- (e) the use of auxiliary containers on property owned by a local unit of government.

(5) As used in this section, unless the context requires otherwise, the following definitions apply:

(a) "Auxiliary container" means a bag, cup, bottle, can, device, eating or drinking utensil or tool, or other packaging, whether reusable or single use, that is:

(i) made of cloth, paper, plastic, including foamed or expanded plastic, cardboard, corrugated material, aluminum, glass, postconsumer recycled material, or similar material or substrates, including coated, laminated, or multilayer substrates; and

(ii) designed for transporting, consuming, or protecting merchandise, food, or a beverage to or from, or at, a food service, manufacturing, distribution or processing facility, or retail facility.

(b) "Local unit of government" means any county, municipality, school district, special district or other political subdivision of the state, including any agency or governing body of a local unit of government as defined by 7-4-502, or a similar unit of government of another state or nation.

History: En. Sec. 1, Ch. 220, L. 2021.

city.

Section 2.02 Qualifications for Office

Every resident of the City of Choteau who is 18 years of age or older, a citizen of Montana and a qualified elector pursuant to Article IV, Section 2 of the Montana Constitution is eligible to hold the office of council member.

Section 2.03 Composition

The City of Choteau shall have a city council of four (4) members.

Section 2.04 Term of Office

Members of the city council shall be elected for four (4) year, overlapping terms of office.

Section 2.05 Election

1. Local government elections shall be conducted on a nonpartisan basis.
2. The city shall be divided into two (2) electoral districts with two council members elected from each district. One (1) council member from each ward shall be elected every two (2) years.

Section 2.06 President of the Council

The council shall have a president who shall be elected by the members of the council from among their own number for a term established by resolution. The president of the council shall preside at council meetings when the mayor is absent, and shall vote as other members of the council.

Section 2.07 Vacancy in Office

The office of council member becomes vacant as prescribed by law.

Section 2.08 Removal from Office

A council member may be removed from office by a finding, adopted by the affirmative vote of three (3) council members, that the office has become vacant as prescribed by law, or by recall by the electors of Choteau, as prescribed by law.

Section 2.09 Filling Vacancy on Council

1. When a vacancy occurs in the office of council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy.

Section 3.02 Qualifications for Office

Every resident of the City of Choteau who is 18 years of age or older, a citizen of Montana and a qualified elector pursuant to Article IV, Section 2 of the Montana Constitution is eligible to hold the office of mayor.

Section 3.03 Term of Office

The mayor shall be elected for a four (4) year term of office.

Section 3.04 Election

The mayor shall be nominated and elected at-large on a nonpartisan basis.

Section 3.05 Vacancy in Office

The office of mayor becomes vacant as prescribed by law.

Section 3.06 Removal from Office

The mayor may be removed from office by a finding, adopted by the affirmative vote of three (3) council members that the office has become vacant as prescribed by law, or by recall by the electors of the City of Choteau, as prescribed by law.

Section 3.07 Filling Vacancy in the Office of Mayor

When a vacancy occurs in the office of mayor the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person originally creating the vacancy. Pending such election and qualification the council shall appoint, by the affirmative vote of three (3) council members, a person possessing the qualifications for office required by law and this Charter within 30 days of the vacancy to hold the office until the successor is elected and qualified.

Section 3.08 Powers and Duties

The mayor shall:

1. enforce laws, Charter, ordinances, and resolutions;
2. perform the duties required by law, Charter, ordinance or resolution;
3. administer the affairs of the city government;
4. carry out policies established by the council;
5. recommend measures to the council;
6. report to the council on the affairs and financial condition of the city government;
7. execute bonds, notes, contracts, and written obligations of the council, subject to the approval of the council;

ordinance. Nothing in this charter shall be construed as preventing the city council from employing in special cases on a contract basis additional or other counsel.

ARTICLE IV JUDICIAL BRANCH

Section 4.01 City Court

There shall be a city court as provided by law.

ARTICLE V DEPARTMENT STRUCTURE

Section 5.01 Organization of Departments

The organization of city departments shall be prescribed by ordinance or resolution.

ARTICLE VI GENERAL PROVISIONS

Section 6.01 Amendment of Charter

This Charter may be amended only as prescribed by law.

Section 6.02 Effective Date

This Charter shall become effective on January 1, 2006.

Section 6.03 Oath of Office

Before entering upon the duties of office, all elected city officials shall take and subscribe to the oath of office as prescribed in Article III, Section 3 of the Constitution of Montana.

Section 6.04 Severability

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of the Charter, or any part of its provisions, to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

ARTICLE VII TRANSITION PROVISIONS

Section 7.01 General Transition

Transition to this charter form of government shall be as prescribed by law. The Study

2024-2026 Montana Local Government Review

Sample Budget

	Small Community Population ~1,000	Medium Community Population ~ 10,000	Large Community Population ~ 30,000+
Training	\$3,000	\$4,000	\$5,000
Consulting	\$1,000	\$3,000	\$5,000
Resource Materials	\$500	\$1,000	\$3,000
Survey	\$500	\$2,000	\$5,000
Community Engagement	\$1,500	\$3,000	\$5,000
Advertising/Notices	\$500	\$2,000	\$3,000
Support Staff	\$6,000 (\$20/hr x 300 hrs)	\$6,000 (\$20/hr x 300 hrs)	\$10,000 (\$20/hr x 500 hrs)
Election Expenses*	\$3,000	\$8,000	\$15,000
Publication (reports, summary, etc.)	\$500	\$1,000	\$3,000
Miscellaneous	\$500	\$1,000	\$3,000
Total:	\$17,000	\$31,000	\$57,000

**Check with the local election administrator for accurate estimated cost*

This sample 2024-2026 Montana Local Government Review budget is for educational purposes only. Each jurisdiction should estimate costs based on local needs and develop a budget that reflects the expectations of the Local Government Review in that municipality or county.



Local Government Center

File Attachments for Item:

8. Revised Budget/Finance Committee Minutes of December 26, 2023.

**Minutes of City of Laurel
Budget/Finance Committee- REVISED
Tuesday, December 26, 2023**

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

Others Present: Kelly Strecker, Mayor David Waggoner, Chief Hopper, Jackson Booth

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 December 12, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of December 12, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. Fire Chief Hopper presented to the committee a purchase requisition for five new sets of bunker gear. This is an annual budget item. Chief Hopper stated that they will begin replacing the old gear with a new color, which will be black. The total cost of this purchase requisition is \$20,625.00. Heidi Sparks moved to approve the bunker gear. Michelle Mize seconded the motion, all in favor, motion passed 4-0. Chief Langve presented to the committee three purchase requisitions. The first one was to add new electrical lines to the squad room and to the chief's office and to replace the electrical box in the F.A.P. The total cost of this project is \$8,050.00. The second requisition was for new desks and workstations for the squad room. This will be paid for through the online auction that was held. The total cost of this requisition is \$17,016.00. The third requisition is for new lockers for the officers. This will replace two lockers for the dispatch and fourteen for the officers. The total cost of this requisition is \$15,346.49. This project will also be paid for through the online auction. Michelle Mize moved to approve the three requisitions for the police department. Heidi Sparks seconded the motion, all in favor, motion passed 4-0. Matt Wheeler submitted a purchase requisition for new lighting in Russell Park. This will add lighting to the newly updated park. The new lighting will cost \$14,315.00. Heidi Sparks moved to approve the new lighting for Russell Park. Emelie Eaton seconded the motion, all in favor, motion passed 4-0. Matt also submitted a purchase requisition to rebuild the axle on a garbage truck. This requisition is for the parts only and the city mechanic will repair the damaged axle with the new parts. The cost of the repair is \$7077.90. Heidi Sparks moved to approve the axle repair. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through December 22, 2023. Michelle Mize moved to approve the claims and check the register for claims entered through December 22, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending December 10, 2023, totaling \$216,668.67. Heidi Sparks motioned to approve the payroll register for the pay period ending December 10, 2023, totaling \$216,668.67. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the November 2023 monthly financial statement. Heidi Sparks moved to approve the November 2023 monthly financial statement. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business – Kelly spoke about the asbestos update. She stated that the testing of the asbestos came back positive. Safetech Inc will be doing the work after the first of the year. The cost to have the asbestos removed is \$1360.00.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending December 10, 2023.
2. Mayor Update – The Mayor stated that he did not have any update.
3. Clerk/Treasurer Financial Update-Kelly said that she was working on completing the final documents for the ARPA reimbursement. The final paperwork is due December 29, 2023.

Announcements –

4. The next Budget and Finance Committee meeting will be held on January 9, 2024, at 5:30 pm.
5. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 p.m.

Respectfully submitted,



Kelly Strecker
Clerk Treasurer

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

File Attachments for Item:

9. Budget/Finance Committee Minutes of January 9, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, January 09, 2024**

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

Others Present: Kelly Strecker

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

Public Input: There was no public comment.

General Items –

Chairman Richard Klose asked for nomination for the chair of this committee. Heidi Sparks nominated Richard Klose to remain as Chair. Michelle Mize seconded this nomination. Motion carried 4-0. Chairman Richard Klose asked for nomination for the Vice Chair of this committee. Heidi Sparks nominated Michelle Mize as vice chair. Casey Wheeler seconded this nomination. Motion carried 4-0.

1. Review and approve December 26, 2023, Budget and Finance Committee meeting minutes. The committee commented on an error in the minutes and would like Matt presented changed to Matt submitted. Heidi Sparks moved to approve the minutes of December 26, 2023, as corrected. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through January 5, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through January 5, 2024. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending December 24, 2023, totaling \$181,557.01. Heidi Sparks motioned to approve the payroll register for the pay period ending December 24, 2023, totaling \$181,557.01. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the December 2023 Utility Billing Adjustments. Heidi Sparks moved to approve December 2023 Utility Billing Adjustments. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.

New Business –

Old Business – Kelly stated that they are still working on getting the credit card rewards questions answered. There is a problem with the credit card company applying all points that were earned to only one account now. Kelly stated that we have done that and there still seems to be an error. Kelly said that she will try and work on this next week.

Other Items –

1. Review Comp/OT reports for the pay period ending December 24, 2024.

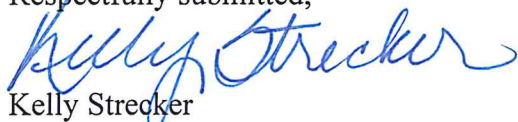
2. Mayor Update – The mayor was absent from the meeting.
3. Clerk/Treasurer Financial Update-Kelly said that all the final documents have been submitted to DNRC for the APRA reimbursement. She is just waiting to hear back that everything has been approved. Kelly will be out of the office next Thursday and Friday and stated that the auditors will be here the week of January 16th doing the annual audit. They had a cancellation so asked if they could come early. They were originally scheduled for the week of March 18, 2024.

Announcements –

4. The next Budget and Finance Committee meeting will be held on January 21, 2024, at 5:30 pm.
5. Richard Klose is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 p.m.

Respectfully submitted,



Kelly Strecker
Clerk Treasurer

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

File Attachments for Item:

10. Tree Board Minutes of January 4, 2024.

Laurel Tree Board Meeting
Minutes
1-4-24
Council Chambers

Attendance: Walt Widdis, Matt Wheeler, Tom Canape, Lynn Peterson, LuAnne by phone.

Guest: Sheri Steckler (DNRC Urban Forestry employee from Helena) Resource for Tree USA application and available grants

1. Public Input
2. General Items.
 - a. November Minutes – approved – No meeting in December
 - b. Michelle updated on Tree city USA application (almost finished) Hopefully the Application will stay in files at the city so we can easily file each year. Kurt always has done the application and grant. IF we are a Tree City we can apply for \$850 otherwise only \$350
 - c. Guest Speaker – Sheri Steckler – our contact for the DNRC grants. Sheri explained that there are grants (no match) \$10-\$25K available up to 2/15. We'd need a plan (such as Aaron's South Pond map or the Riverside map). Urban forestry covers trees & shrubs in public areas such as parks but may cover boulevards depending on the city codes. Who is liable if a tree falls on a boulevard? Michelle will email the city attorney, Michelle Braukmann to get more information. The city has traditionally stayed away from maintenance on boulevard trees, leaving it to the property owner. The big question for Sheri is whether these projects cover irrigation. It covers tree trimming but what about tree removal. She will get back to us after speaking with Jamie (DNRC coordinator)
 - d. LuAnne invited Sheri to our Arbor Day to represent DNRC. We will also have Lydia Hesel. Sheri seemed interested to do a presentation on Urban forests, tree trimming.
 - e. Tom asked what trees do best in Laurel. LuAnne explained that the mature trees were taken out with the paving of Main Street and smaller varieties like Amur Maples, Canadian Cherry replaced them. These are not the best since they don't clear the sidewalks and require too much care. Honey Locust is traditionally the best variety with grates for watering. We still have 8 good ones, but of course they are aging. We have a Brandon Elm doing well too.

Old Business

1. Arbor Day: Tuesday, May 7th noon – Kiwanis Park –
2. Theme: Trees – Beauty & Opportunity by artist Quinn Butler, grade 7, School of Life
3. Lynn Peterson – 117 4th graders in 7 classrooms. She is asking the teachers for advice on the lunch. Past years we've done hot dogs, croissant sandwiches, sloppy joes, sack cold lunch. Last year so many brought their own lunches and we had so much left over. We'll send a flyer explaining this year and educate about zero waste picnic. SOW would like to continue to be involved.

Lynn will contact Zada Stamper about the bussing that day.

4. Shirts – Orange with green lettering. LuAnne will send the graphic (Walt designed) to Dynamic to get pricing. We did 47 shirts last year. Banner can't go on the pool fence so we'll need to consider what to do about that.
5. MUCFA – LuAnne asked Sheri if she could let Patrick know we are trying to become a member but we need an invoice and after two attempts we haven't received one yet. The state MUCFA workshop is in March. Sheri will send us the information.

Meeting Adjourned

Notes by Michelle Mize

Next Meeting: Thursday, Feb. 1, 2024 4:30 Council Conference Room (unless otherwise advised)

File Attachments for Item:

11. Library Board Minutes of December 12, 2023.

MINUTES
CITY OF LAUREL
Library Board

12/12/2023

06:06 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

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

OTHERS PRESENT: None

1. Public Input

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

- a. Addressing the Board – None

2. General Items

- a. The minutes for November 2023 were presented for approval. Arthur motioned the minutes be approved as presented, Lela seconded the motion. Motion passed.
- b. Correspondence – the following were received this month: we received a letter from the VA clinic in Billings thanking us for bringing them boxes of paperbacks to share with their patients, we also received a donation from a worker at CHS Refinery via Blackbaud: Your Cause in the amount of \$200.00.
- c. Circulation Report – (compared to the same time period as last year) *Traffic*: down 28.2%; *circulation*: all items circulated totaled 3,874 (including 710 eBooks), book circulation was down 1.5%, media circulation was down 31.8%, eBook checkouts for this month was 19.5% of total book circulation, we circulated 963 items to partners and 234 items from other libraries; *computers*: internet use was down 7.9%, children’s use was down 50%, wi-fi use down 53%; *patron cards*: city patrons make up 66% of registered users, county is 25.3% and state/out of county has 8.7% of our registered patrons. There were 39 tech assists in November.

3. New Business

- a. It is the time of year in which we are asked to look at the amounts we charge for copies/prints, book replacement, community room fees, etc. The amount that was decided upon was printed in a new document for board approval. Arthur motioned that we approve the fees and charges as presented, Lela seconded the motion; motion passed.
- b. Just a quick reminder that we are having a Musical Storytime at the library on Friday, December 15th at 10:30 am. The program is being presented by the Billings Symphony.

Fliers will be given to preschools, daycares and kindergarten students to share with their parents. It will be held in the community room.

4. Old Business

- a. Keeping board meetings on the second Tuesday of each month has been determined to be the best alternative for all members so we will keep that day as our meeting days. We will visit the meeting days again in the future if needed.
- b. The fundraiser (80's Prom) being held by the Laurel Small Business Alliance is going to benefit the library this year. It is scheduled for Saturday, December 30, 2023 at 7:00 pm. Tickets went on sale December 1st for \$25 each. There will also be a 50/50 auction, gift basket raffle, and Pac-Man wall. The members of the Small Business Alliance have requested that we use the funds for new book shelves as previously discussed.
- c. A new book shelving unit has been ordered in anticipation of the funds from the 80's Prom fundraiser. Library staff have determined that the area in most need it the fiction section. We will arrange the old shelves and discard those in the worst condition and move those in acceptable condition of areas that need more shelves.

5. Other Items

- a. Upcoming Items:
 1. We will be discussing pursuing a mill levy in the next year. It is important to get the mill levy organized and, on the ballot, as soon as possible. We need to be thinking about the reasons behind our request for a specific number of mills.
 2. Nancy will be sponsoring a pizza party for library staff on Monday, December 18th at 3:00 pm if anyone is interested in joining us.

6. Announcements

- a. The next regular meeting is January 9, 2023 at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Meeting adjourned at 6:53 pm.

Respectfully submitted,



Nancy L Schmidt
Library Director
Secretary for the Board

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

File Attachments for Item:

12. Emergency Services Committee Minutes of November 27, 2023.



**MINUTES
CITY OF LAUREL
EMERGENCY SERVICES COMMITTEE
MONDAY, NOVEMBER 27, 2023**

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, November 27, 2023, by Chair- Heidi Sparks

Members Present: Heidi Sparks- Chair, Irv Wilke- Vice-Chair, Jodi Mackay, Richard Klose, Jim Irwin, Bruce McGee

Others Present: Ambulance Director Lyndy Gurchiek, Fire Chief JW Hopper, Troy Charbonneau- Ambulance, Bridger Fournier- Fire Captain

Public Input: None

General Items

1. Approval of Emergency Services Committee minutes of October 23, 2023. Irv Wilke moved to approve the minutes; Richard Klose seconded- Motion carried 6-0

New Business

2. Update from Emergency Departments
 - a. Police Chief Stan Langve- report attached
 - b. Fire Chief JW Hopper- Report attached
 - i. Items to note:
 1. Training for the month- will be touring businesses including Yellowstone Boys and Girls Ranch
 2. Sara Naylor and Abby Nagel have graduated from rookie school and can now respond to all calls
 3. Looking for a full-time admin assistance, have been advertising internally first
 4. Chili Cook-Off will be Dec 10th at The Palace
 - c. Ambulance Director Lyndy Gurchiek- Report attached
 - i. Items to note:
 1. Biggest news is the Mill Levy passed!
 - a. Post work for the Mill Levy has begun. Putting a plan together on hiring prior to full funding coming in
 - b. Will provide updates to Outlook and on social media on what is going on with plans for funds
 2. Bruce asked about responses outside of Laurel area, how often are we responding to outlining communities? Lyndy will pull that information and provide

Old Business:

Other Items:

3. Bruce made a motion to cancel the December meeting and meet again in January. Jim seconded the motion. Motion carried 6-0

Announcements

4. Next Meeting will be Monday, January 22, 2024, at 6:00pm in Council Chambers

Meeting adjourned at 6:23pm

Laurel Emergency Services Report created 11/27/23:

2020

1090 requests for service
 159 times LEMS was unavailable
 72 times AMR was unavailable
 288 responses in Ward 5=27% of calls outside of the city of Laurel

2021

1228 requests for service
 135 times LEMS was unavailable
 34 times AMR was unavailable
 318 responses in Ward 5=26% of calls outside of the city of Laurel

2022

1238 requests for service
 177 times LEMS was unavailable
 48 times AMR was unavailable
 351 responses in Ward 5=29% of calls outside of the city of Laurel



Recent Month Summary:

October 2023:

Requests	101
Missed Calls	10 = 10%
Shortest Delay	7 minutes
Longest Delay	63 minutes
Average Delay	27 minutes
Fire Driver Available	25 times
City Driver Available	1 time
QRU Response With 1 Provider	3 times **
On A Previous Call	4 times
No Crew / Provider Available	3 times
AMR Transported or Responded	6 times
Red Lodge Transported	0 times
HELP Flight Transported	0 times
HELP Amb Transported or Responded	1 time
Columbus Transported	0 times
Joliet Transported	0 times
Park City Transported	0 times
Beartooth Ambulance	0 times
PD Assisted Pt or Transported	0 times
FD Assisted Pt no transport	0 times
POV Transport	2 times
Refusal or no transport	1 time
YCSO Transported	0 times
MHP Transported	0 times

**1 time the QRU responded and the patient refused / no transport to hospital or no patient found
 34 responses in Ward 5 = 34 % of calls outside of the city of Laurel



LAUREL FIRE DEPARTMENT

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

Emergency Services Meeting 10/23/2023-11/27/2023

Calls-

- Responded to 57 Total Calls for 10/23/2023-11/27/2023 (This includes fire drivers)

Training-

- Business Tours (YBGR)
- Scene Safety and Size Up
- Rope Rescue

Department News-

- Current Numbers
 - 33 Members
 - 1 firefighter on leave of absence.
 - 4 firefighters in Rookie School.
 - Sara Naylor and Abby Nagel graduated from rookie school.
 - Jamie Swecker resigned as Assistant Fire Marshal.
 - Looking at making recruiting video.
- Misc.-
 - Radio Repeater
 - Continue to work on New Structure truck.
 - Extrication tools back from update.
 - Admin. Assistant
 - Chili Cook-Off (December 10th)



Laurel Police Department

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

Chief of Police Stanley J Langve

Emergency Services Report November 27, 2023

For the reporting period of October 23rd, through November 26th, 2023, the FAP had 826 total calls for service, with 114 crimes reported for the 35-day reporting period. At the time of the report the FAPS calls for service were 1194 for the year. Which is a 9.3% increase over last year's numbers and 9.9% increase for the 3-year average (and a 19.8% increase over last month). YTD crimes reported (1194) is an increase of 8.6% from 2022 and an increase of 11.7% for the 3-year average. For the 35-day reporting period, crimes reported were down 20% (21 calls) from the 3-year average.

Thefts remain a strong part of these increases. Overall and with the holiday season here, thefts, mental health, and disturbances generally increase. Methamphetamine and Fentanyl remain strong driving forces in crimes and disturbances. The Police Department had two Narcan incidents this last month. One was a fatality, and another was a near fatal overdose.

Staffing and recruitment remain a critical issue for the department. From the last hiring cycle, we have a conditional Offer of Employment pending. We hope to on-board this individual in December and will be advertising for Patrol Officers soon. That will leave two open positions to fill.

Captain Pitts has retired from the department and Sergeant Anglin is the Acting Captain. It will probably be the end of the summer or early fall until I can nominate him for appointment as Captain as he must fill Patrol shifts. We will also be doing interviews for Sergeant (s) this week.

Respectfully,

Chief Langve



Laurel Police Department

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

Total Calls

Printed on November 27, 2023

[CFS Date/Time] is between '2023-10-23 00:00' and '2023-11-27 23:59' and

[Primary Incident Code->Code : Description] All

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	18	18
: Agency Assist	85	85
: Alarm - Burglary	15	15
: Alarm - Fire	4	4
AMB : Ambulance	95	95
: Animal Complaint	22	22
: Area Check	7	7
: Assault	2	2
: Bad Checks	0	0
: Barking Dog	7	7
: Bomb Threat	0	0
: Burglary	0	0
: Child Abuse/Neglect	7	7
: Civil Complaint	8	8
: Code Enforcement Violation	6	6
: Community Integrated Health	4	4

Code : Description	Totals	
: Counterfeiting	0	0
: Criminal Mischief	7	7
: Criminal Trespass	6	6
: Cruelty to Animals	2	2
: Curfew Violation	5	5
: Discharge Firearm	0	0
: Disorderly Conduct	12	12
: Dog at Large	28	28
: Dog Bite	2	2
DUI : DUI Driver	7	7
: Duplicate Call	3	3
: Escape	0	0
: Family Disturbance	16	16
: Fight	2	2
FIRE : Fire or Smoke	10	10
: Fireworks	0	0
: Forgery	0	0
: Found Property	7	7
: Fraud	4	4
: Harassment	1	1
: Hit & Run	2	2

Code : Description	Totals	
: Public Safety Complaint	10	10
: Public Works Call	8	8
: Report Not Needed	11	11
: Robbery	0	0
: Runaway Juvenile	3	3
: Sexual Assault	1	1
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	8	8
: Suspicious Activity	73	73
: Suspicious Person	9	9
: Theft	36	36
: Threats	2	2
: Tow Call	0	0
: Traffic Accident	29	29
: Traffic Hazard	7	7
: Traffic Incident	19	19
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	101	101
: Unattended Death	1	1

Code : Description	Totals	
: Identity Theft	1	1
: Indecent Exposure	0	0
: Insecure Premises	1	1
: Intoxicated Pedestrian	1	1
: Kidnapping	0	0
: Littering	0	0
: Loitering	2	2
: Lost or Stray Animal	10	10
: Lost Property	5	5
: Mental Health	7	7
: Missing Person	2	2
: Noise Complaint	5	5
: Open Container	0	0
: Order of Protection Violation	3	3
: Parking Complaint	18	18
: Possession of Alcohol	0	0
: Possession of Drugs	0	0
: Possession of Tobacco	2	2
: Privacy in Communications	3	3
: Prowler	0	0
: Public Assist	52	52

Code : Description	Totals	
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	0	0
: Warrant	17	17
: Welfare Check	18	18
Totals	860	860

File Attachments for Item:

13. Public Works Committee Minutes of December 18, 2023.



**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, DECEMBER 18, 2023**

The Public Works Committee meeting was called to order at 6:00pm on Monday, December 18, 2023, by Committee Chair, Heidi Sparks.

Members Present: Heidi Sparks- Chair (tardy), Irv Wilke- Vice-Chair, Jodi Mackay, Emelie Eaton, John Gotschall

Others Present: Matt Wheeler- Public Works Director, Dennis Eaton, Jen Lorenz

Public Input: None

General Items

1. Approval of Minutes from November 20, 2023. Emelie made a motion to approve the minutes of November 20, 2023. Motion was seconded by Jodi. Motion carried 4-0 to approve the minutes.

New Business

2. Emergency Call Out Report- Report attached
3. KLJ Report- Report attached
 - i. 5th to 7th Sewer Line Replacement-
 - o Will be moving forward this spring. This is to replace a collapsing sewer line
 - o Needs Council approval, engineering estimate is approximately \$440K
 - ii. Splash Park-
 - o Play Space has had contractor issues. Will have install completed by 4/28/24
 - o If not completed, will hold liable for damages since not completed contract
 - iii. 7th Street Reconstruction
 - o Been trying to get this completed for a few years, not sure if there will be funds to do this
 - o It's only one block, gas station is planning construction, need to determine if that will be completed as well so their construction project doesn't damage the street

Old Business:

Other Items

4. Irv made a motion to reschedule both January and February meeting to the 4th Monday, following Emergency Services at 6:45 pm. Jodi seconded. Motion carried 5-0.

Announcements

Next Meeting will be Monday, January 22, 2024, at 6:45pm in Council Chambers

Meeting adjourned at 6:23pm



Laurel Water Tank Funding Project

(KLJ # 2304-01608)

Reason for Project: Existing City water Tank needs to be recoated on the inside and can't happen until City has a backup storage supply. They also have needs for upgrades to their upper pressure zones. See previously approved Water System PER and City of Laurel CIP. This project looks at funding opportunities and provides grant writing services from multiple sources

Project Scope: To research funding alternatives, create packages for submittal, and assist City in finding monies for completing the future water tank and upper pressure zone improvements for the City of Laurel

Current Status:

- Task Order Signed by City on December 13th, 2023

5th to 7th Sewer Line Replacement

(KLJ # 2304-01231)

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

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

Current Status:

- Work Order Signed by City in September 2023
- Survey scheduled for week of October 16th, 2023
- Base Drawing created and Working on preliminary design
- Preliminary Plans and EEOC sent to City on 12.14.23

Splash Park Installation

(KLJ #2204-01898)

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

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



*City of Laurel Project Status Update
December 15th, 2023*



Current Status:

- Work Order Signed by City in January 2023
- DPHHS Approved Permit on 5/25/23
- Preconstruction Meeting held on 9/15/2023
- Construction to start on Monday 9/18/2023
- Change order sent to Contractor on 10/30/2023
- Ultimate completion date of April 28th 2024
- Change Order sent back by Contractor on 12.05.2023
- Updated CO revised, signed by Engineer and sent back to Contractor 12.14.23

2022 Pavement Maintenance Project (4th Street Reconstruction)

(KLJ #2104-00862)

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

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

Current Status:

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

Laurel Planning Services (KLJ #1804-00554)

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

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

Current Status:

- Zoning Regulations Update.



*City of Laurel Project Status Update
December 15th, 2023*



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

Other Notes and Information

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

Anticipated FY24 Projects

1. 7th Street reconstruction
2. Riverfront Park walking trail – On Hold Until further notice
3. Downtown Parking Study – To progress following zoning completion
4. Overlay of 12th Street between Valley Drive and 1st Ave. Task Order sent to City.
 - a. City will put together service agreement for Hardrives to complete.
5. Bulk Water Sales Station – City identified project to occur in 2024

Emergency Overtime Callout List

7/01/23

TO

12/31/23

Maintenance Shop-628-4773

City Dispatch 628-8737

Response Code	X In Column Not accepting Overtime /NA = Not Available /Y = Responding /B=Phone Busy															
Employee Name	Telephone	7-16	7-23	7-24	7-30	8-10	8-12	8-16	9-9	9-18	9-23	10-15	10-16	11-16	11-18	12-11
Brian Kline	794-8552	NA1	NA1	NA1	na1	NA1	NA1	NA1	NA1							
Kevin Budge	[REDACTED]	X	X	X	X	X	X	X	X	X	X					
Jay Hatton	406-850-7525								na2							
Keith Guy	[REDACTED]								NA3							
Wade Spalinger	[REDACTED]								na4							
Brandon Gonzales	[REDACTED]								na5							
Aaron Fox	[REDACTED]								6							
Troy Clifton	406-859								y8							
Joel Barnhardt	406-408								7							
Justin Baker	[REDACTED]	1	4	3	1	Y4	3	2	1							
Kevin Hoffman	[REDACTED]	4	3	Y4	2	1	Y4	Y4	3							
Daniel Nauman	406-8	2	1	NA1	Y3	2	1	1	Y4							
Tom Burwell	406-8	3	2	NA2	Y4	3	2	Y3	2							

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

Wastewater Treatment Plant-628-6474

Autodailer- 628-4866

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

Water Treatment Plant 628-4410

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding															
Employee	Telephone															
HP Nuernberger	[REDACTED]															
Dylan Ceaser	[REDACTED]															
Josh Sawyer	[REDACTED]															
Sam Waggoner	[REDACTED]															
Joe Waggoner	[REDACTED]															
TJ Worbel	406-79															
Daniel Waggoner	[REDACTED]															

CABLE TV down Tim Johnson 698-6254

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

MDT Supervisor Tom 655-7903/Kyle 446-2622

SanitarySystemOverflows call DEQ withing 24 hours at406-444-3080

Call Out - Date and Incident Location

9/9 H2O SHUTOFF 11TH AVE	
9/18 ELM LIFT PUMP FAIL	
9/23 ELM LIFT ALARM	
10/15 ELM LIFT ALARM	
10/16 H2O SHUTOFF MISTAKE	
11/16 H2O TURN ON	
11/18 SEWER BACKUP 610 COTTONWOOD	
12/11 EMERGENCY LOCATE 113 WEST MAIN	

File Attachments for Item:

15. Appointment of Emelie Eaton to the Public Works Committee.

Emelie K. Eaton
Post Office Box 159
Laurel, Montana 59044-0159

Laurel Mayor Dave Waggoner
Post Office Box 10
Laurel, Montana 59044-0010

December 10, 2023

Dear Mayor Waggoner:

I was speaking with the Chairwoman of the Public Works Committee who was lamenting that it was difficult to find residents to sit on the Public Works committee and it was often difficult to have a quorum for the meetings. As I will no longer be a member of the Laurel City Council come January 1, 2024, I would like to follow in the footsteps of previous "former councilmen" and ask to be a "resident" member of this committee. I have been a member, as well as chair, of this committee and feel it is the heart of the accomplishments of the city of Laurel.

I would appreciate your appointment of me as a resident member of Laurel Public Works.

Sincerely,

A handwritten signature in cursive script, appearing to read "Emelie".

Emelie K. Eaton

File Attachments for Item:

16. Resolution R24-04: A Resolution Of The City Council 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.

RESOLUTION NO. R24-04

A RESOLUTION OF THE CITY COUNCIL 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 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, City Staff prepared the attached Schedule of Fees and Charges, incorporated herein, for the City Council’s consideration and adoption after public hearing until further Resolution of the City Council;

WHEREAS, on the 9th day of January 2024, the City Council adopted Resolution No. R24-02, a Resolution of Intent to adopt the updated Schedule of Fees and Charges and set a public hearing for the 23rd day of January 2024; and

WHEREAS, a public hearing was held on the 23rd day of January 2024, in order to provide opportunity for public input prior to adoption of the updated Schedule of Fees and Charges.

NOW THEREFORE BE IT RESOLVED by the City Council that the attached Schedule of Fees and Charges is reasonable and in the best interests of the City of Laurel; and

NOW THEREFORE BE IT FURTHER RESOLVED that the City Council hereby approves the Schedule of Fees and Charges attached hereto and incorporated by reference herein.

Introduced at a regular meeting of the City Council on the 23rd day of January 2024 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 23rd day of January 2024.

APPROVED by the Mayor on the 23rd day of January 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

**CITY OF LAUREL
SCHEDULE OF FEES AND CHARGES
AS OF TUESDAY, January 23, 2024 / RESOLUTION NO. R24-04**

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)	\$50.00
Research by Contracted Staff (Per Hour)	\$150.00- \$250.00
Research by City Attorney (Per Hour)	\$250.00
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

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	\$35.00
Subsequent Fingerprint Cards – Per Card	\$5.00
False Alarm – 3 rd and Consecutive in Calendar Year	\$100.00

Library

<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	Cost
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	\$3.00
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

Fire Department Fees and Charges

<u>Item</u>	<u>Fee</u>
Incident Report (NFIRS Copy)	\$50.00
Photograph Copies – Digital (USB)	\$35.00
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	\$2,000.00
Base Rate for First Hour of Service Assist Calls or Minor Calls	\$1,500.00
For Each Fireman – Per Hour	\$50.00
Base Rate for Assist and Investigate – Per Hour	\$250.00
Rates for Additional Hours after the First Hour of Any Response (Time Calculated from Time of Response to Return to Service)	
Engine #1	\$500.00
Engine #2	\$500.00
Engine #4	\$500.00
Squad 5	\$500.00
Tender #1	\$225.00
Tender #2	\$225.00
Support #1	\$225.00
Command 1	\$250.00
Command 2	\$250.00
Brush #3	\$250.00
Brush #4	\$250.00
Brush #5	\$250.00
Business Inspections within jurisdiction – Marketing Fireworks, Firecrackers, and other Pyrotechnics	\$250.00
False Fire Alarms – Per Calendar Year	
First	No Charge
Second	\$400.00
Third	\$800.00
Fourth+	\$1,000.00
Fire Extinguisher Training	
10 Students	\$250.00
Additional Per Student	\$25.00

Ambulance Service Fees

<u>Item</u>	<u>Fee</u>
Paramedic Base Rate	\$1,900.00
Basic Base Rate	\$1,600.00
First Lift Assist in a Quarter	No Charge
Second Lift Assist in a Quarter	No Charge
Third Lift Assist (and all that follow) in a Quarter	\$25.00
EMT Class (Plus the cost of books and testing)	\$600.00
Advanced EMT Class (Plus the cost of books and testing)	\$200.00

<u>Code</u>	<u>Definition</u>	<u>Charge</u>
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)	\$75.00
	Stand by Rate Ambulance (2 person) (per hour)	\$100.00
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

Water Rates & Charges

<u>Item</u>	<u>Fee</u>
See Current Resolution (Resolution No. R11-110)	
System Development Fees (Based on Line Size) - Water	
¾ Inch	\$2,500.00
1 Inch	\$4,475.00
1 ¼ Inch	\$6,950.00
1 ½ 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

Wastewater Rates & Charges

<u>Item</u>	<u>Fee</u>
See Current Resolution (Resolution No. R11-110)	
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.	

Solid Waste Fees and Charges

<u>Item</u>	<u>Fee</u>
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	\$30.00
Roll Off Container Haul	\$150.00
Roll Off Container Cost per Ton	Current Billings Landfill Rates
Replacement Waste Container – Due to Negligence	Cost x 1.50
All Tires – Per Tire	\$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
Non-Residential Garbage Disposal Rate Schedule – See Current Resolution (R22-77)	

Park and Recreation Fees and Charges

<u>Item</u>	<u>Fee</u>
Shelter Reservation	\$50.00
Special Event Application Fee	\$35.00
Special Event in Parks	
One Day Closure	\$100.00
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
Riverside Park Building Reservation Fee	
Small Meeting Room	\$50.00
Large Meeting Room W/ Kitchen	\$400.00
Damage/Cleaning Deposit – Refundable Upon Inspection	\$400.00
Monthly Meetings in Small Room W/ Use of Large Room Once – Per Year	\$750.00

Cemetery Fees

<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	\$550.00
Baby Grave	\$400.00
Non-Residents	
Full Grave	\$700.00
Baby Grave	\$450.00
Opening and Closing	
Full Grave	\$380.00
Full Grave on Saturday mornings	\$480.00
Baby Grave	\$300.00
Baby Grave on Saturday mornings	\$350.00
Cremation	\$250.00
Cremation on Saturday mornings	\$300.00
Two Cremations on single plot	\$325.00
Two Cremations on single plot on Saturday mornings	\$400.00
Set Cremation Urn at existing Headstones	\$40.00
Private Sale of any plot – Transfer Processing Fee	\$45.00
Disinterment Fee for full burial	\$400.00
Disinterment Fee for cremains	\$325.00

Planning Item

<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
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

<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	
Final Plat (Minor)	\$ 1,350.00	
Final Plat, Major Subdivision, 6 to 40 lots	\$ 1,750.00	
Final Plat, Major Subdivision, 41 to 200 lots	\$ 2,500.00	
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
Preliminary Plat (Minor)	\$ 1,950.00	+ \$50.00/lot
Preliminary Plat, Major Subdivision, 6 to 40 lots	\$ 2,250.00	+ \$25.00/lot
Preliminary Plat, Major Subdivision, 41 to 200 lots	\$ 2,950.00	+ \$25.00/lot
Preliminary Plat, Major Subdivision, Over 200 lots	\$ 3,750.00	+ \$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

<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	
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
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	
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
Solar Permit Residential	\$250.00	
Solar Permit Commercial	\$300.00	
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

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
\$ 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
\$ 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

FY 24 Schedule of Fees and Charges

January 23, 2024

Resolution No. R24-04

Page 14 of 15

\$ 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
\$ 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

File Attachments for Item:

17. Resolution R24-05: Resolution Of The City Council Calling For An Election On The Question Of Conducting A Local Government Review And Establishing A Study Commission.

RESOLUTION NO. R24-05

RESOLUTION OF THE CITY COUNCIL CALLING FOR AN ELECTION ON THE QUESTION OF CONDUCTING A LOCAL GOVERNMENT REVIEW AND ESTABLISHING A STUDY COMMISSION.

WHEREAS, Section 9, Article XI of the Constitution of the State of Montana requires that each unit of local government shall conduct an election once every ten years to determine whether the local government will undertake a local government review procedure; and

WHEREAS, 7-3-173(2) M.C.A. requires that the governing body shall call for an election, to be held on the primary election date, on the question of conducting a local government review and establishing a study commission; and

WHEREAS, 7-3-184 M.C.A. provides for the support of the study commission, for each fiscal year that the study commission is in existence, and the City shall appropriate Thirty-One Thousand Dollars and No Cents (\$31,000) to fund the study, and the local government may levy mills in excess of all other mill levies authorized by law to fund the appropriation for the support of the study commission. Upon termination of the study commission, unexpended money reverts to the general fund of the City of Laurel.

WHEREAS, the Laurel City Council is the governing body of the City of Laurel and therefore must call for the election required by Section 9, Article XI of the Montana Constitution and 7-3-173 M.C.A. on the question of conducting a local government review and establishing a study commission.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAUREL, MONTANA:

1. The City Council of Laurel hereby calls for an election on the question of conducting a local government review and electing a study commission to be held at the primary election on June 4, 2024.
2. If the voters decide in favor of conducting a local government review, a study commission comprised of three (3) members shall be elected at the general election of November 5, 2024.
3. Pursuant to 7-3-175, M.C.A. the question of conducting a local government review shall be submitted to the electors in substantially the following form:

Vote for one:

[] FOR the review of the government of the City of Laurel and the establishment and funding, not to exceed Thirty-One Thousand Dollars and No Cents (\$31,000), of a local

government study commission consisting of three (3) members to examine the government of the City of Laurel and submit recommendations on the government.

[] AGAINST the review of the government of the City of Laurel and the establishment and funding, not to exceed Thirty-One Thousand Dollars and No Cents (\$31,000), of a local government study commission consisting of three (3) members to examine the government of the City of Laurel and submit recommendations on the government.

Introduced at a regular meeting of the City Council on the 23rd day of January, 2024 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 23rd day of January, 2024.

APPROVED by the Mayor on the 23rd day of January, 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

CITY HALL
115 W. 1st. St.
PUB WORKS: 628-4796
PWD FAX: 628-2241
WATER OFFICE: 628-7431
WTR FAX: 628-2289
MAYOR: 628-8456

City of Laurel

P.O. Box 10
Laurel, Montana 59044



City Attorney's Office

DEPARTMENT

Memorandum Re Local Government Study and Related Election

TO: City of Laurel City Council and Mayor

CC: City of Laurel Clerk-Treasurer/City Council Administrative Assistant

FROM: Michele Braukmann, Laurel Civil City Attorney

DATE: 2023.12.27

RE: Information Re Local Government Study and Related Election

This Memorandum serves to provide information regarding the required Local Government Study that has to be put on the 2024 Ballot for consideration by the electorate in the City of Laurel.

What is this about, and why is it required?

Pursuant to Article XI, section 9 of the Montana Constitution and section 7-3-173, MCA, local governments, including cities and counties, must place the local government review question on the ballot if 10 years have elapsed since voters have voted on the question. In June of 2014, the local government entities of Yellowstone County had the question on the ballot. Therefore, it is once again time to adopt a resolution to place on the June primary ballot the question of establishing a study commission that includes the number of commissioners and the amount of funding. *See 7-3-173, 7-3-174, 7-3-175, MCA.*

Pursuant to the Secretary of State's guidance, the deadline to call for the local government review is on or before March 11, 2024 (*See* 7-3-173, MCA). The following is the legal information related to the study commissions and the requirement to place this on the ballot every ten years.

7-3-173. Establishment of study commissions. (1) A study commission may be established by an affirmative vote of the people. An election on the question of conducting a local government review and establishing a study commission must be held if:

(a) the governing body of the local government unit calls for an election by resolution;

(b) a petition signed by at least 15% of the electors of the local government calling for an election is submitted to the governing body; or

(c) 10 years have elapsed since the electors voted on the question of conducting a local government review and establishing a study commission.

(2) The governing body shall call for an election on the question of conducting a local government review and establishing a study commission, as required by Article XI, section 9(2), of the Montana constitution, within 1 year after the 10-year period referred to in subsection (1)(c).

7-3-174. Election dates and procedures. (1) An election on the question of establishing a study commission under 7-3-173 must be held in conjunction with a primary election held on the date established in 13-1-107.

(2) An election of study commission members under 7-3-176 must be held in conjunction with a general election held on the date established in 13-1-104.

(3) The elections must be counted, canvassed, and returned as provided in Title 13 for general elections.

(4) The election administrator shall report the results of an election conducted under 7-3-171 through 7-3-193 to the secretary of state within 15 days of the date the election results become official.

Article XI, Section 9. Voter review of local government. (1) The legislature shall, within four years of the ratification of this constitution, provide procedures requiring each local government unit or combination of units to review its structure and submit one alternative form of government to the qualified electors at the next general or special election.

(2) The legislature shall require an election in each local government to determine whether a local government will undertake a review procedure once every ten years after the first election. Approval by a majority of those voting in the decennial

general election on the question of undertaking a local government review is necessary to mandate the election of a local government study commission. Study commission members shall be elected during any regularly scheduled election in local governments mandating their election.

7-3-175. Ballot form and question. The question of conducting a local government review and establishing a study commission must be submitted to the electors in substantially the following form:

Vote for one:

FOR the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

AGAINST the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

How do we determine the budget for the Study and Commission requirements?

It is up to City Council to determine the budget, but it should be based off a recommendation made by City Staff. The following is the information I have received in communications with the Local Government Center and the Elections Office in addressing how City Council should budget this Election.

Budget Framework: See attached document (2024 VR sample budget.pdf). City Staff recommends a budget consistent with the mid-tier City size (less than 10k in population).

Number of Study Commissioners: This is addressed in 7-3-177(1), MCA where it states, “the study commission shall consist of three members unless the local governing body by resolution declares that a larger number shall be elected”. During the 2016-18 voter review cycle, 38 municipalities elected to have a study commission. Of the 38 municipalities, 34 chose to have 3 study commissioners and 4 cities chose to have 5 study commissioners. The communities who chose 5 commissioners were Conrad, Dillon, Hot Springs, and Polson. City Staff recommends 3 Commissioners, if the City of Laurel elects to have a study commission.

Consulting Support: The MSU Local Government Center is planning to provide as

much support as possible given their Center size and the number of cities and counties participating in the voter review. They will focus their efforts on providing training and technical support to study commissioners and on a limited basis provided education and context to the electorate. In addition to in person support, they are planning to develop quality online resources for both study commissioners and the public to support the review. The League may also be available for limited support and other State agencies. There may also be other resources around the state that can aid the study commission with facilitating public engagement around proposed changes.

I am attaching a sample budget that was proposed by the MSU Local Government Center. I recommend a budget consistent with what other municipalities our size are being recommended.

What are the next steps?

By mid-February 2024, a Resolution needs to be placed in front of City Council to approve the ballot to be placed on the June 2024 Election cycle to ask the voters if they want to support appointing the study commission for local government review. If the voters decline to do so, then the ballot issue dies, and no further action needs to be taken. If the voters elect to do so, the study commission will be appointed, and its responsibility will be to examine the City of Laurel governance and submit recommendations to the City of Laurel. Any citizen may submit their request to be included on the commission. I will submit a proposed Resolution to City Council by mid-February of this year, in order to have City Council approve the proposed ballot language for the June 2024 election, as well as to set a budget included in the ballot.

In addition to a proposed sample budget, I am submitted materials herewith describing, in more details, the purpose of the study commission and intended format of governmental review. I will be happy to answer any questions in the upcoming City Council Meetings, during discussion, about this matter, before it is placed for consideration in front of you as a Resolution.

OFFICE OF THE CIVIL CITY ATTORNEY



Michele L. Braukmann, J.D.
CITY OF LAUREL
Civil City Attorney
civilattorney@laurel.mt.gov



Montana Secretary of State Christi Jacobsen
Elections and Government Services
2024 Local Government Review Information

Frequently Asked Questions

Q. What is the Local Government Review election?

A. Established as part of the 1972 Constitution, the Local Government Review election is to be held by each city and county government every 10 years. If your city or county government has held a Local Government Review election any time after the 2014 general election until now, you should consult with your county attorney regarding your responsibility.

Q. Where can I find the laws on the Local Government Review election?

A. The applicable laws, 7-3-171 through 7-3-193, MCA, are found at http://leg.mt.gov/bills/mca_toc/7_3_1.htm.

Q. Does the Local Government Review election apply only to city governments?

A. No, local governments have been defined to include **both** city and county governments.

Q. Is it a requirement that the governing body call for a local government review?

A. Yes. As required under [7-3-173\(2\)](#), MCA, "The governing body shall call for an election, to be held on the primary election date, on the question of conducting a local government review and establishing a study commission " A governing body shall call for an election on Local Government Review by March 11, 2024.

Q. Who pays the cost of putting the local government review question on the ballot?

According to [13-1-302](#), MCA, each jurisdiction shall pay their proportionate cost. The county will bill the municipality for their proportionate cost, which cannot include the services of the election administrator or capital expenditures. The proportionate costs shall be only those **additional costs** incurred as a result of the political subdivision holding its election in conjunction with the primary or general election.

For uniformity purposes, those costs should be;

- any extra ballot costs,
- any extra equipment programming costs,
- any extra advertising costs, and;
- any other additional costs incurred because the municipal ballot issue appears on the primary ballot **and** the municipal local government review candidates appear on the general election ballot, if applicable.

Q. What exactly will voters be asked to decide at the June 4 Primary?

A. The ballot language is to be substantially as follows, under Section [7-3-175](#), MCA:

[] FOR the review of the government of (*insert name of local government*) and the establishment and funding, not to exceed (*insert dollar or mill amount*), of a local government study commission

Local Government Review Calendar

DATE	ACTION	MCA SECTION
March 11, 2024	Deadline for governing bodies to call for local government review	7-3-173(2)
June 4, 2024	Primary election citizens vote on whether or not they want to conduct local government review	7-3-173(2)
No later than June 18, 2024	Results canvassed and returned as provided in Title 13; beginning of study commission candidate filing (assuming vote is in favor of study commission)	7-3-174(1)
July 3, 2024	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the date that the results become official)	7-3-174(2)
August 12, 2024	Last day for local government review commission candidates to file declaration of nomination by 5:00 p.m. (assuming vote is in favor of study commission) **No filing fee **Nonpartisan declaration **No primary	7-3-176(2)
November 5, 2024	Election for study commissioners	7-3-176
No later than November 19, 2024	Results to be canvassed and returned as provided in Title 13	7-3-174(1)
December 4, 2024	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the official canvass)	7-3-174(2)

MONTANA'S 6TH LOCAL GOVERNMENT REVIEW – TIMELINE

Montana Code Annotated Title 7, Chapter 3, Part 1 (MCA 7-3-171 – 7-3-193)

February/March 2024

Adopt resolution to place on the ballot the question of establishing a study commission that includes number of commissioners and amount of funding not to exceed \$X,XXX (MCA 7-3-173 & 7-3-175).

June 2024

Local Government Review election on the question of establishing a study commission (MCA 7-14-173). Ballot measure passes with a majority of those voting on the question.

July-August 2024

Citizens file with county election administrator to be a study commission candidates (MCA 7-3-174). MSU Local Government Center connects with mayor/manager or chair of county commission in jurisdictions that elect to conduct a Local Government Review to provide training and support.

November 2024

Election or appointment of Study Commissioners (MCA 7-3-174 & 7-3-176). Study Commissioners take office the day the election is declared or certified (MCA 7-3-178) Ex-officio member is appointed by the governing body, must be a current elected official or employee of the local government (MCA 7-3-177).

November/December 2024

Within 10 days after taking office the Study Commission meets to organize. Date set by the presiding officer (mayor/manager or chair of board of county commission), swear in, elect temporary presiding officer until a permanent presiding officer is selected. Discuss when, where, how to meet, develop budget, decide whether to cooperate with another jurisdiction and consider consolidation or collaboration of services (MCA 7-3-179 & 7-3-180).

December 2024

MSU Local Government Center hosts study commissioner training.

December 2024 to November 2026

MSU Local Government Center, Montana Association of Counties, Montana League of Cities and Towns, etc. supports study commission with technical assistance, training and community engagement.

Study Commission reviews power, form, and plan of government. Either chooses “no change” or makes recommendation to voters by November election in 2026 (MCA 7-3-192 and 7-3-149). Within 60 days of adoption of the Local Government Review report, submits reports to appropriate agencies and publishes findings (MCA 7-3-187 through 191).

Passed and adopted by the City/Town Council of the City/Town of _____,
Montana meeting at regular session held on the _____ day of _____, 2024.

, Mayor

ATTEST:

, City/Town Clerk

*NOTE: For an alternative format see the model resolution at Attachment 2.1, Section 2.303, p. 44,
Montana Municipal Officials Handbook.*

Passed and adopted by the County Commissioners of the County of _____,
Montana meeting at regular session held on the _____ day of _____, 2024.

Presiding Officer

ATTEST:

Commissioner

Clerk and Recorder

APPROVED AS TO FORM:

Commissioner

County Attorney

Montana Local Governments with Self-Government Powers

	City or Town	Class	Population 2019	Type of Govt	Year of Incorporation	Year Adopted Self-Government Powers	Plan of Government	Charter
1	Anaconda/Deer-Lodge	2nd (Consolidated City-County)	9,131	Self	1888	1976	Comm-Ex	Yes
2	Belgrade	3rd	8,993	Self	1906	1987	Comm-Mgr	Yes
3	Billings	1st	109,550	Self	1885	1976	Comm-Mgr	Yes
4	Bozeman	1st	48,532	Self	1883	2000	Comm-Mgr	Yes
5	Bridger	Town	754	Self	1907	1976	Comm-Ex	Yes
6	Broadview	Town	188	Self	1929	1976	Comm-PO	No
7	Butte/Silver-Bow	1st (Consolidated City-County)	34,284	Self	1874	1976	Comm-Ex	Yes
8	Choteau	3rd	1,713	Self	1913	2006	Comm-Ex	Yes
9	Circle	Town	608	Self	1929	1976	Comm-Ex	Yes
10	Clyde Park	Town	325	Self	1913	1976	Comm-Ex	No
11	Colstrip	3rd	2,266	Self	1998	1998	Comm-Ex	Yes
12	Conrad	3rd	2,500	Self	1909	2006	Comm-Ex	Yes
13	Cut Bank	3rd	3,022	Self	1911	2006	Comm-Ex	Yes
14	Darby	Town	792	Self	1916	1996	Comm-Ex	Yes
15	Dillon	3rd	4,261	Self	1885	1996	Comm-Ex	Yes
16	Ennis	Town	997	Self	1956	1976	Comm-Ex	Yes
17	Fergus	County	11,221	Self	1885	1996	Comm	Yes
18	Forsyth	3rd	1,823	Self	1905	1996	Comm-Ex	Yes
19	Fort Benton	3rd	1,443	Self	1883	1996	Comm-Ex	No
20	Fort Peck	Town	240	Self	1986	1986	Comm-Ex	No
21	Fromberg	Town	462	Self	1902	1976	Comm-Ex	No
22	Glasgow	3rd	3,328	Self	1902	1976	Comm-Ex	No
23	Great Falls	1st	58,701	Self	1888	1986	Comm-Mgr	Yes
24	Havre	1st	9,715	Self	1893	2020	Comm-Ex	Yes
25	Helena	1st	32,315	Self	1867	1976	Comm-Mgr	Yes
26	Hingham	Town	118	Self	1918	1976	Comm-Ex	No
27	Laurel	3rd	6,766	Self	1908	2007	Comm-Ex	Yes
28	Lewistown	2nd	5,818	Self	1901	1996	Comm-Mgr	Yes
29	Libby	3rd	2,737	Self	1909	1989	Comm-Ex	Yes
30	Lima	Town	227	Self	1917	2006	Comm-Ex	Yes
31	Manhattan	Town	1,822	Self	1911	2006	Comm-Ex	Yes
32	Missoula	1st	74,428	Self	1883	1996	Comm-Ex	Yes
33	Neihart	Town	49	Self	1891	1976	Comm-Ex	No
34	Pinesdale	Town	985	Self	1986	1996	Town Mtg	Yes
35	Polson	3rd	5,018	Self	1910	2006	Comm-Mgr	Yes
36	Red Lodge	3rd	2,294	Self	1892	1986	Comm-Ex	Yes
37	Saco	Town	193	Self	1918	2006	Comm-Ex	Yes
38	Sunburst	Town	341	Self	1923	1976	Comm-Ex	Yes

TITLE 7. LOCAL GOVERNMENT
CHAPTER 3. ALTERNATIVE FORMS OF LOCAL GOVERNMENT

Part 2. Commission-Executive Government

7-3-113. Statutory basis for municipal council-mayor government. (1) For the purpose of determining the statutory basis of existing units of local government, each unit of local government organized under the general statutes authorizing the municipal council-mayor form of government, which does not adopt a new form, shall be governed after May 2, 1977, by the following sections:

- (a) 7-3-201;
- (b) 7-3-202(1);
- (c) 7-3-203;
- (d) 7-3-212(2);
- (e) 7-3-213(3);
- (f) 7-3-214(2);
- (g) 7-3-215(2);
- (h) 7-3-216(2);
- (i) 7-3-217(1);
- (j) 7-3-218(2);
- (k) 7-3-219(1);
- (l) 7-3-220(1);
- (m) 7-3-221(3);
- (n) 7-3-222(2);
- (o) 7-3-223(2).

(2) This form has terms of 4 years for all elected officials. The size of the commission shall be established by ordinance, but it may not exceed 20 members.

7-3-201. Commission-executive form. The commission-executive form (which may be called the council-executive, the council-mayor, or the commission-mayor form) consists of an elected commission (which may be referred to as the council) and one elected executive (who may be referred to as the mayor) who is elected at large.

7-3-202. Nature of government. The plan of government submitted to the qualified electors shall determine the powers of the local government unit by authorizing:

- (1) **general government powers;** or
- (2) self-government powers.

7-3-203. Duties of executive. The executive shall:

- (1) enforce laws, ordinances, and resolutions;
- (2) perform duties required by law, ordinance, or resolution;
- (3) administer affairs of the local government;
- (4) carry out policies established by the commission;
- (5) recommend measures to the commission;
- (6) report to the commission on the affairs and financial condition of the local government;

BOLD = Statutory basis for municipal council-mayor government. MCA 7-3-113
(The Recipe)

7-3-216. Administrative supervision and control. The executive may:

(1) exercise control and supervision of the administration of all departments and boards; or

(2) exercise control and supervision of all departments and boards to the degree authorized by ordinance of the commission.

7-3-217. Financial officer. A financial officer (who may be called the treasurer):

(1) shall be elected;

(2) shall be appointed by the executive with the consent of the council;

(3) shall be selected as provided by ordinance; or

(4) may, at the discretion of the commission, be selected as provided by ordinance.

7-3-218. Selection of commission members. The commission shall be:

(1) elected at large;

(2) elected by districts in which candidates must reside and which are apportioned by population;

(3) elected at large and nominated by a plan of nomination that may not preclude the possibility of the majority of the electors nominating candidates for the majority of the seats on the commission from persons residing in the district or districts where the majority of the electors reside; or

(4) elected by any combination of districts, in which candidates must reside and which are apportioned by population, and at large.

7-3-219. Type of election. Local government elections shall be conducted on a:

(1) partisan basis; or

(2) nonpartisan basis.

7-3-220. Presiding officer of commission. The commission must have a presiding officer who must be:

(1) elected by the members of the commission from their own number for a term established by ordinance; or

(2) selected as provided by ordinance.

7-3-221. Presiding officer of commission. The presiding officer of the commission:

(1) may vote as other members of the commission;

(2) is the executive, who may vote as the commissioners;

(3) is the executive, who shall decide all tie votes of the commission but may not have another vote (the presiding officer of the commission shall preside if the executive is absent); or

(4) is the executive but may not vote.

7-3-222. Terms of commission members. Commission members shall be elected for:

(1) concurrent terms of office; or

(2) overlapping terms of office.

Statutory Basis for Elected County Official Government

7-3-105. Plan of government. The approved plan filed with the secretary of state pursuant to subsection (3)(a) of section 14, Chapter 513, Laws of 1975, shall be the official plan and shall be a public record open to inspection of the public and judicially noticeable by all courts.

7-3-111. Statutory basis for elected county official government. (1) For the purpose of determining the statutory basis of existing units of local government after May 2, 1977, each unit of local government organized under the general statutes authorizing the elected county official form of government shall be governed by the following sections:

- (a) 7-3-401;
- (b) 7-3-402;
- (c) 7-3-412(3);
- (d) 7-3-413(1);
- (e) 7-3-414(1);
- (f) 7-3-415(2);
- (g) 7-3-416(2);
- (h) 7-3-417(2);
- (i) 7-3-418;
- (j) 7-3-432(1);
- (k) 7-3-433(1);
- (l) 7-3-434(1);
- (m) 7-3-435(1);
- (n) 7-3-436(1);
- (o) 7-3-437(1);
- (p) 7-3-438(1);
- (q) 7-3-439(1);
- (r) 7-3-440(1);
- (s) 7-3-441(1);
- (t) 7-3-442(1) if the county has elected an auditor;
- (u) 7-3-442(6) if the county has not elected an auditor.

(2) This form has terms of 4 years for all elected officials except commissioners who are elected to 6-year terms. The commission consists of three members.

TITLE 7. LOCAL GOVERNMENT CHAPTER 3. ALTERNATIVE FORMS OF LOCAL GOVERNMENT

Part 4. Commission Government

7-3-401. Commission form. The commission form consists of an elected commission (which may also be called the council) and other elected officers as provided in this part. All legislative, executive, and administrative powers and duties of the local government not specifically reserved by law or ordinance to other elected officers shall reside in the commission. The commission shall appoint the heads of departments and other employees, except for those appointed by other elected officials. Cities and towns which adopt this form may distribute by

7-3-417. Size of commission and community councils. The size of the commission, which shall be a number not less than three, shall be established when the form is adopted by the voters, and:

(1) community councils of at least three members shall be elected within each district to advise the commissioner from that district. Local governments conducting elections at large shall district according to population for the purpose of electing community councils; or

(2) community councils to advise commissioners may be authorized by ordinance.

7-3-418. Terms of elected officials. The term of office of elected officials may not exceed 4 years, except the term of office for commissioners in counties adopting the form authorized by Article XI, section 3(2), of the Montana constitution may not exceed 6 years. Terms of office shall be established when the form is adopted by the voters.

7-3-431. Additional structural suboptions for county and consolidated governments. In county and consolidated local governments, the plan of government submitted to the qualified electors shall further define the structural characteristics of the form by including one item from each of the choices listed in 7-3-432 through 7-3-442. The officers shall have the powers and duties established by ordinance. After the establishment of any office, the commission may consolidate, as provided by law, two or more of the offices.

7-3-432. Legal officer. A legal officer, who may be called the county attorney:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

7-3-433. Law enforcement officer. A law enforcement officer, who may be called the sheriff:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

7-3-434. Clerk and recorder. A clerk and recorder:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.

7-3-441. Public administrator. A public administrator:

- (1) may be elected;**
- (2) may be appointed by the local government commission;
- (3) may be appointed by the presiding officer of the local government commission;
- (4) may be selected as provided by ordinance;
- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.

7-3-442. Auditor. An auditor:

- (1) may be elected;** (if the county has elected an auditor)
- (2) may be appointed by the local government commission;
- (3) may be appointed by the presiding officer of the local government commission;
- (4) may be selected as provided by ordinance;
- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.** (If the county has not elected an auditor.)

Attorney General's Opinions

Competitive Bidding Requirements Mandatory: A local government unit with self-government powers cannot supersede by the passage of a resolution or ordinance the competitive bidding requirements set forth in 7-5-4302. 37 A.G. Op. 175 (1978).

Self-Government Powers: Section 7-4-2503 does not apply to self-government units since it may be superseded by ordinance or resolution of the Commission and is not prohibited by 7-1-114(1)(g). 37 A.G. Op. 68 (1977).

7-1-106. Construction of self-government powers. The powers and authority of a local government unit with self-government powers shall be liberally construed. Every reasonable doubt as to the existence of a local government power or authority shall be resolved in favor of the existence of that power or authority.

History: En. 47A-7-106 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-106.

7-1-111. Powers denied. A local government unit with self-government powers is prohibited from exercising the following:

- (1) any power that applies to or affects any private or civil relationship, except as an incident to the exercise of an independent self-government power;
- (2) any power that applies to or affects the provisions of 7-33-4128 or Title 39, except that subject to those provisions, it may exercise any power of a public employer with regard to its employees;
- (3) any power that applies to or affects the public school system, except that a local unit may impose an assessment reasonably related to the cost of any service or special benefit provided by the unit and shall exercise any power that it is required by law to exercise regarding the public school system;
- (4) any power that prohibits the grant or denial of a certificate of compliance or a certificate of public convenience and necessity pursuant to Title 69, chapter 12;
- (5) any power that establishes a rate or price otherwise determined by a state agency;
- (6) any power that applies to or affects any determination of the department of environmental quality with regard to any mining plan, permit, or contract;
- (7) any power that applies to or affects any determination by the department of environmental quality with regard to a certificate of compliance;
- (8) any power that defines as an offense conduct made criminal by state statute, that defines an offense as a felony, or that fixes the penalty or sentence for a misdemeanor in excess of a fine of \$500, 6 months' imprisonment, or both, except as specifically authorized by statute;
- (9) any power that applies to or affects the right to keep or bear arms;
- (10) any power that applies to or affects a public employee's pension or retirement rights as established by state law, except that a local government may establish additional pension or retirement systems;
- (11) any power that applies to or affects the standards of professional or occupational competence established pursuant to Title 37 as prerequisites to the carrying on of a profession or occupation;
- (12) except as provided in 7-3-1105, 7-3-1222, 7-21-3214, or 7-31-4110, any power that applies to or affects Title 75, chapter 7, part 1, or Title 87;
- (13) any power that applies to or affects landlords, as defined in 70-24-103, when that power is intended to license landlords or to regulate their activities with regard to tenants beyond what is provided in Title 70, chapters 24 and 25. This subsection is not intended to restrict a local government's ability to require landlords to comply with ordinances or provisions that are applicable to all other businesses or residences within the local government's jurisdiction.
- (14) subject to 7-32-4304, any power to enact ordinances prohibiting or penalizing vagrancy;
- (15) subject to 80-10-110, any power to regulate the registration, packaging, labeling, sale, storage, distribution, use, or application of commercial fertilizers or soil amendments, except that a local government may enter into a cooperative agreement with the department of agriculture concerning the use and application of commercial fertilizers or soil amendments. This subsection is not intended to prevent or restrict a local government from adopting or implementing zoning regulations or fire codes governing the physical location or siting of fertilizer manufacturing, storage, and sales facilities.

7-1-112. Powers requiring delegation. A local government with self-government powers is prohibited the exercise of the following powers unless the power is specifically delegated by law:

- (1) the power to authorize a tax on income or the sale of goods or services, except that, subject to 15-10-420, this section may not be construed to limit the authority of a local government to levy any other tax or establish the rate of any other tax;
- (2) the power to regulate private activity beyond its geographic limits;
- (3) the power to impose a duty on another unit of local government, except that nothing in this limitation affects the right of a self-government unit to enter into and enforce an agreement on interlocal cooperation;
- (4) the power to exercise any judicial function, except as an incident to the exercise of an independent self-government administrative power;
- (5) the power to regulate any form of gambling, lotteries, or gift enterprises.

History: En. 47A-7-202 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-202; amd. Sec. 3, Ch. 584, L. 1999.

Attorney General Opinions:

City Authority to Enact Photo-Radar Ordinance: No state agency is given exclusive power to establish administrative rules governing speed of traffic in cities and towns, nor is the enforcement of speed regulations exclusively vested in a state agency. Therefore, the city of Billings, under its self-government charter, is not precluded by statute from enacting a photo-radar ordinance providing either for accountability on the part of the registered owner for illegal speeding by any person operating the vehicle with the owner's permission or for a permissive inference that the registered owner was the speeding violator. 45 A.G. Op. 7 (1993).

7-1-113. Consistency with state regulation required. (1) A local government with self-government powers is prohibited the exercise of any power in a manner inconsistent with state law or administrative regulation in any area affirmatively subjected by law to state regulation or control.

(2) The exercise of a power is inconsistent with state law or regulation if it establishes standards or requirements which are lower or less stringent than those imposed by state law or regulation.

(3) An area is affirmatively subjected to state control if a state agency or officer is directed to establish administrative rules governing the matter or if enforcement of standards or requirements established by statute is vested in a state officer or agency.

History: En. 47A-7-203 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-203.

Attorney General Opinions:

Municipal Authority to Set Water and Sewer Service Rates -- Applicability of Human Rights Act to Setting of Water and Sewer Rates: A provision in 7-13-4304 provides that the rates for municipal water and sewer charges may be fixed in advance and must be uniform for like services in all parts of the municipality. The city of Bozeman sought to provide discounts or preferential rates to senior citizens on water and wastewater charges. The question was whether the senior rates violated the statutory requirement for uniform or equitable rates. The Attorney General held that because water and sewer ratemaking is not an area affirmatively subject to state control, a local government with self-government powers may set rates for those services without regard to the requirements of 7-13-4304. However, the Attorney General noted that age discrimination does violate Title 49, ch. 2, commonly known as the Montana Human Rights Act, that Bozeman is subject to the Act despite its status as a self-governing municipality, and that discrimination in government services is affirmatively subject to state control. Without deciding whether Bozeman's proposed ordinance would meet the standard of strict construction of reasonable grounds based on age, the Attorney General nevertheless concluded that 49-2-308 of the Act did apply to the Bozeman ordinance setting senior rates for municipal water and sewer services. 50 A.G. Op. 10 (2004).

7-1-114. Mandatory provisions. (1) A local government with self-government powers is subject to the following provisions:

(a) all state laws providing for the incorporation or disincorporation of cities and towns, for the annexation, disannexation, or exclusion of territory from a city or town, for the creation, abandonment, or boundary alteration of counties, and for city-county consolidation;

- (b) prohibits or restricts auxiliary containers; or
- (c) imposes a fee, charge, or tax on auxiliary containers.

(3) The prohibitions in subsection (2) may not be construed to prohibit, restrict, or apply to any of the following:

- (a) a curbside recycling program;
- (b) a designated residential or commercial recycling location;
- (c) a commercial recycling program;
- (d) an ordinance that prohibits littering; or
- (e) the use of auxiliary containers on property owned by a local unit of government.

(5) As used in this section, unless the context requires otherwise, the following definitions apply:

(a) "Auxiliary container" means a bag, cup, bottle, can, device, eating or drinking utensil or tool, or other packaging, whether reusable or single use, that is:

(i) made of cloth, paper, plastic, including foamed or expanded plastic, cardboard, corrugated material, aluminum, glass, postconsumer recycled material, or similar material or substrates, including coated, laminated, or multilayer substrates; and

(ii) designed for transporting, consuming, or protecting merchandise, food, or a beverage to or from, or at, a food service, manufacturing, distribution or processing facility, or retail facility.

(b) "Local unit of government" means any county, municipality, school district, special district or other political subdivision of the state, including any agency or governing body of a local unit of government as defined by 7-4-502, or a similar unit of government of another state or nation.

History: En. Sec. 1, Ch. 220, L. 2021.

city.

Section 2.02 Qualifications for Office

Every resident of the City of Choteau who is 18 years of age or older, a citizen of Montana and a qualified elector pursuant to Article IV, Section 2 of the Montana Constitution is eligible to hold the office of council member.

Section 2.03 Composition

The City of Choteau shall have a city council of four (4) members.

Section 2.04 Term of Office

Members of the city council shall be elected for four (4) year, overlapping terms of office.

Section 2.05 Election

1. Local government elections shall be conducted on a nonpartisan basis.
2. The city shall be divided into two (2) electoral districts with two council members elected from each district. One (1) council member from each ward shall be elected every two (2) years.

Section 2.06 President of the Council

The council shall have a president who shall be elected by the members of the council from among their own number for a term established by resolution. The president of the council shall preside at council meetings when the mayor is absent, and shall vote as other members of the council.

Section 2.07 Vacancy in Office

The office of council member becomes vacant as prescribed by law.

Section 2.08 Removal from Office

A council member may be removed from office by a finding, adopted by the affirmative vote of three (3) council members, that the office has become vacant as prescribed by law, or by recall by the electors of Choteau, as prescribed by law.

Section 2.09 Filling Vacancy on Council

1. When a vacancy occurs in the office of council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy.

Section 3.02 Qualifications for Office

Every resident of the City of Choteau who is 18 years of age or older, a citizen of Montana and a qualified elector pursuant to Article IV, Section 2 of the Montana Constitution is eligible to hold the office of mayor.

Section 3.03 Term of Office

The mayor shall be elected for a four (4) year term of office.

Section 3.04 Election

The mayor shall be nominated and elected at-large on a nonpartisan basis.

Section 3.05 Vacancy in Office

The office of mayor becomes vacant as prescribed by law.

Section 3.06 Removal from Office

The mayor may be removed from office by a finding, adopted by the affirmative vote of three (3) council members that the office has become vacant as prescribed by law, or by recall by the electors of the City of Choteau, as prescribed by law.

Section 3.07 Filling Vacancy in the Office of Mayor

When a vacancy occurs in the office of mayor the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person originally creating the vacancy. Pending such election and qualification the council shall appoint, by the affirmative vote of three (3) council members, a person possessing the qualifications for office required by law and this Charter within 30 days of the vacancy to hold the office until the successor is elected and qualified.

Section 3.08 Powers and Duties

The mayor shall:

1. enforce laws, Charter, ordinances, and resolutions;
2. perform the duties required by law, Charter, ordinance or resolution;
3. administer the affairs of the city government;
4. carry out policies established by the council;
5. recommend measures to the council;
6. report to the council on the affairs and financial condition of the city government;
7. execute bonds, notes, contracts, and written obligations of the council, subject to the approval of the council;

ordinance. Nothing in this charter shall be construed as preventing the city council from employing in special cases on a contract basis additional or other counsel.

ARTICLE IV JUDICIAL BRANCH

Section 4.01 City Court

There shall be a city court as provided by law.

ARTICLE V DEPARTMENT STRUCTURE

Section 5.01 Organization of Departments

The organization of city departments shall be prescribed by ordinance or resolution.

ARTICLE VI GENERAL PROVISIONS

Section 6.01 Amendment of Charter

This Charter may be amended only as prescribed by law.

Section 6.02 Effective Date

This Charter shall become effective on January 1, 2006.

Section 6.03 Oath of Office

Before entering upon the duties of office, all elected city officials shall take and subscribe to the oath of office as prescribed in Article III, Section 3 of the Constitution of Montana.

Section 6.04 Severability

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of the Charter, or any part of its provisions, to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

ARTICLE VII TRANSITION PROVISIONS

Section 7.01 General Transition

Transition to this charter form of government shall be as prescribed by law. The Study

2024-2026 Montana Local Government Review

Sample Budget

	Small Community Population ~1,000	Medium Community Population ~ 10,000	Large Community Population ~ 30,000+
Training	\$3,000	\$4,000	\$5,000
Consulting	\$1,000	\$3,000	\$5,000
Resource Materials	\$500	\$1,000	\$3,000
Survey	\$500	\$2,000	\$5,000
Community Engagement	\$1,500	\$3,000	\$5,000
Advertising/Notices	\$500	\$2,000	\$3,000
Support Staff	\$6,000 (\$20/hr x 300 hrs)	\$6,000 (\$20/hr x 300 hrs)	\$10,000 (\$20/hr x 500 hrs)
Election Expenses*	\$3,000	\$8,000	\$15,000
Publication (reports, summary, etc.)	\$500	\$1,000	\$3,000
Miscellaneous	\$500	\$1,000	\$3,000
Total:	\$17,000	\$31,000	\$57,000

**Check with the local election administrator for accurate estimated cost*

This sample 2024-2026 Montana Local Government Review budget is for educational purposes only. Each jurisdiction should estimate costs based on local needs and develop a budget that reflects the expectations of the Local Government Review in that municipality or county.



Local Government Center