



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, MAY 10, 2022
6:30 PM
COUNCIL CHAMBERS**

NEXT RES. NO.
R22-21

NEXT ORD. NO.
O22-01

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. Once again, each speaker is limited to three minutes.

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 April 26, 2022.

Correspondence

- [2.](#) Fire Monthly Report - April 2022
- [3.](#) Police Monthly Report - April 2022
- [4.](#) Building Monthly Report - April 2022

Council Disclosure of Ex Parte Communications

Public Hearing

Consent Items

NOTICE TO THE PUBLIC

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

5. Claims entered through May 6, 2022.
6. Approval of Payroll Register for PPE 5/1/2022 totaling \$205,036.16.
- [7.](#) Council Workshop Minutes of April 5, 2022.
- [8.](#) Council Workshop Minutes of April 19, 2022.

Ceremonial Calendar

Reports of Boards and Commissions

- [9.](#) Budget/Finance Committee Minutes of April 26, 2022.
- [10.](#) Cemetery Commission Minutes of April 20, 2022.
- [11.](#) Library Board Minutes of February 8, 2022.

[12.](#) Library Board Minutes of March 8, 2022.

[13.](#) Tree Board Minutes of April 14, 2022.

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 Randy Hand to the Laurel Airport Authority for a five-year term ending June 30, 2027.
- [15.](#) Appointment of Phyllis Bromgard to the Tree Board for a three-year term ending June 30, 2025.
- [16.](#) Appointment of Richard Herr to the Cemetery Commission for a two-year term ending June 30, 2024.
- [17.](#) Appointment of Rick Musson to the Cemetery Commission for a two-year term ending June 30, 2024.
- [18.](#) Appointment of Wallace Hall to the Cemetery Commission for a two-year term ending June 30, 2024.
- [19.](#) Resolution No. R22-21: A Resolution Of The City Council Authorizing The Removal Of City Council Member Emelie Eaton From All City Accounts And Adding City Council President Heidi Sparks To All Such Accounts.
- [20.](#) Resolution No. R22-22: A Resolution Of The City Council Setting The Salary Of The City Court Judge Effective July 1, 2022 To January 1, 2026.
- [21.](#) Resolution No. R22-23: A Resolution Of The City Council Authorizing The Mayor To Execute All Agreements Necessary To Secure Insurance Benefits With Unum For City Of Laurel Employees

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.

DATES TO REMEMBER

File Attachments for Item:

1. Approval of Minutes of April 26, 2022.

MINUTES OF THE CITY COUNCIL OF LAUREL

April 26, 2022

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on April 26, 2022.

| | | |
|--------------------------|---------------|--------------|
| COUNCIL MEMBERS PRESENT: | Emelie Eaton | Heidi Sparks |
| | Bruce McGee | Richard Herr |
| | | Irv Wilke |
| | Richard Klose | Don Nelson |

COUNCIL MEMBERS ABSENT: Scot Stokes

OTHER STAFF PRESENT: Nancy Schmidt, Library Director

Mayor Waggoner led the Pledge of Allegiance to the American flag.

MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of April 12, 2022, as presented, seconded by Council Member Mountsier. 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:

- Ambulance Monthly Report – March 2022

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through April 22, 2022.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register through PPE 4/22/2022 totaling \$193,588.33.**

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

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

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of March 22, 2022.
- Park Board Minutes of April 7, 2022.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Resolution No. R22-17: A Resolution Of The City Council Authorizing The Mayor To Execute The Amendment To Owner-Engineer Agreement, Amendment No. 2, By And Between The City Of Laurel And KLJ Engineering, Inc.**

Motion by Council Member Eaton to approve Resolution No. R22-17, 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. R22-18: A Resolution Of The City Council Authorizing The Mayor To Execute A Memorandum Of Understanding By And Between The City Of Laurel And The City Of Laurel Library Board Of Trustees**

Motion by Council Member Mize to approve Resolution No. R22-18, seconded by Council Member Eaton.

Nancy Schmidt, Library Director, supported this memorandum of understanding. The Library Board is also in support of this memorandum of understanding.

Council asked for clarifications made to section 5. The Civil Attorney went over those changes.

There was no council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R22-19: A Resolution Of The City Council Authorizing The Mayor To Execute A Retention Fee Agreement By And Between The City Of Laurel And Olness & Associates, P.C.**

Motion by Council Member Herr to approve Resolution No. R22-19, 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. R22-20: A Resolution Of The City Council Authorizing The Removal Of Former City Of Laurel Clerk/Treasurer Bethany Keeler, F/K/A Bethany Langve, From All-City Accounts And Adding Acting City Of Laurel Clerk/Treasurer Kelly Strecker To All Such Accounts.**

Motion by Council Member Mountsier to approve Resolution No. R22-20, 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:

Council questioned if Riverside Park would be open this year. It was clarified that it would be open, and they are still working on getting the reservation system set up. They are also working on a rule board and a welcome board. Alicia Stickney with the DOJ retired in December. The City had been told if there were any funds leftover from the Exxon spill, they could potentially receive additional funds. They are hoping for another \$50k, which would be used for the signage.

MAYOR UPDATES:

On May 5th, work will begin in Kids Kingdom.

Public Works Department has been working to grate the area near Fir Field and is beginning work on a bike track.

The City is exploring the option of partnering with LARC to open the pool. The YMCA notified the Public Works Director that if the City could find 5 or 6 lifeguards, they would run the pool for us.

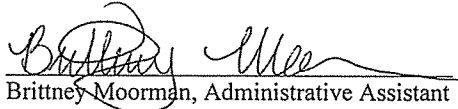
UNSCHEDULED MATTERS: None.

DRAFT

ADJOURNMENT:

Motion by Council Member Wilke to adjourn the council meeting, seconded by Council Member Mountsier. 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 6:48 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 10th day of May 2022.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

2. Fire Monthly Report - April 2022



Laurel Fire Department

Report for the Month of

Apr-22

| |
|-------------------|
| Structure Fires |
| Wildland Fires |
| MVA's |
| Other Rescues |
| Alarms |
| Public Assist |
| Medical Assist. |
| Other calls |
| |
| Fire Prevention |
| Total Training |
| Total Maintenance |
| Community Service |

| Calls |
|-------|
| |
| 7 |
| 4 |
| |
| 3 |
| |
| 6 |
| 5 |
| 25 |
| |

Totals

| Hours |
|-------|
| |
| 143 |
| 29 |
| |
| 14 |
| |
| 46 |
| 35 |
| 267 |
| |
| 301 |
| 60 |
| |

| | |
|-------|-----|
| Total | 628 |
|-------|-----|

Announcements:

Structure Firefighting

Conduct all levels of Structure Firefighting to include entry and attack, ventilation, salvage, overhaul, and investigation.

A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings.

Wildland Firefighting

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

Extrications

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

Other Rescues

Rope Rescue, Water Rescue, Ice Rescue

Alarms

Any false alarms or malfunctions.

Other Calls

EMS assist, Industrial or Aircraft firefighting, Vehicle Fire, Hazmat, Spills, Public safety, Investigations, gas leaks, Carbon Monoxide problems, etc.

File Attachments for Item:

3. Police Monthly Report - April 2022



Laurel Police Department

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

Total Calls

Printed on May 2, 2022

[CFS Date/Time] is between '2022-04-01 00:00:00' and '2022-04-30 23:59:59' and

[Primary Incident Code->Code : Description] All

Code : Description

Totals

| | | |
|-----------------------|----|----|
| 10-15 : With Prisoner | 0 | 0 |
| : Abandoned Vehicle | 18 | 18 |
| : Agency Assist | 47 | 47 |
| : Alarm - Burglary | 26 | 26 |
| : Alarm - Fire | 3 | 3 |
| AMB : Ambulance | 88 | 88 |
| : Animal Complaint | 12 | 12 |
| : Area Check | 6 | 6 |
| : Assault | 1 | 1 |
| : Bad Checks | 0 | 0 |
| : Barking Dog | 2 | 2 |
| : Bomb Threat | 0 | 0 |
| : Burglary | 0 | 0 |
| : Child Abuse/Neglect | 4 | 4 |
| : Civil Complaint | 7 | 7 |
| : Counterfeiting | 0 | 0 |
| : Criminal Mischief | 10 | 10 |

| Code : Description | Totals | |
|---------------------------|---------------|----|
| : Criminal Trespass | 4 | 4 |
| : Cruelty to Animals | 4 | 4 |
| : Curfew Violation | 11 | 11 |
| : Discharge Firearm | 1 | 1 |
| : Disorderly Conduct | 2 | 2 |
| : Dog at Large | 29 | 29 |
| : Dog Bite | 0 | 0 |
| DUI : DUI Driver | 7 | 7 |
| : Duplicate Call | 7 | 7 |
| : Escape | 0 | 0 |
| : Family Disturbance | 11 | 11 |
| : Fight | 2 | 2 |
| FIRE : Fire or Smoke | 12 | 12 |
| : Fireworks | 0 | 0 |
| : Forgery | 0 | 0 |
| : Found Property | 6 | 6 |
| : Fraud | 3 | 3 |
| : Harassment | 2 | 2 |
| : Hit & Run | 4 | 4 |
| : Identity Theft | 1 | 1 |
| : Indecent Exposure | 0 | 0 |

| Code : Description | Totals | |
|---------------------------------|---------------|----|
| : Insecure Premises | 2 | 2 |
| : Intoxicated Pedestrian | 0 | 0 |
| : Kidnapping | 0 | 0 |
| : Littering | 0 | 0 |
| : Loitering | 0 | 0 |
| : Lost or Stray Animal | 15 | 15 |
| : Lost Property | 1 | 1 |
| : Mental Health | 8 | 8 |
| : Missing Person | 1 | 1 |
| : Noise Complaint | 1 | 1 |
| : Open Container | 0 | 0 |
| : Order of Protection Violation | 1 | 1 |
| : Parking Complaint | 18 | 18 |
| : Possession of Alcohol | 1 | 1 |
| : Possession of Drugs | 1 | 1 |
| : Possession of Tobacco | 0 | 0 |
| : Privacy in Communications | 1 | 1 |
| : Prowler | 2 | 2 |
| : Public Assist | 47 | 47 |
| : Public Safety Complaint | 5 | 5 |
| : Public Works Call | 12 | 12 |

| Code : Description | Totals | |
|----------------------------------|---------------|----|
| : Report Not Needed | 4 | 4 |
| : Robbery | 1 | 1 |
| : Runaway Juvenile | 0 | 0 |
| : Sexual Assault | 2 | 2 |
| : Suicide | 0 | 0 |
| : Suicide - Attempt | 1 | 1 |
| : Suicide - Threat | 3 | 3 |
| : Suspicious Activity | 47 | 47 |
| : Suspicious Person | 14 | 14 |
| : Theft | 25 | 25 |
| : Threats | 7 | 7 |
| : Tow Call | 0 | 0 |
| : Traffic Accident | 14 | 14 |
| : Traffic Hazard | 5 | 5 |
| : Traffic Incident | 17 | 17 |
| : TRO Violation | 0 | 0 |
| : Truancy | 2 | 2 |
| T/S : Traffic Stop | 81 | 81 |
| : Unattended Death | 0 | 0 |
| : Unknown - Converted | 0 | 0 |
| : Unlawful Transactions w/Minors | 0 | 0 |

| Code : Description | | Totals | |
|---------------------------|-------------------------------|---------------|-----|
| : | Unlawful Use of Motor Vehicle | 0 | 0 |
| : | Vicious Dog | 1 | 1 |
| : | Warrant | 16 | 16 |
| : | Welfare Check | 15 | 15 |
| Totals | | 701 | 701 |

File Attachments for Item:

4. Building Monthly Report - April 2022

CITY OF LAUREL BUILDING DEPARTMENT MONTHLY REPORT

| Apr-22 | | | Year to Date 2022 | | |
|-------------------------|-----------|--------------------|------------------------|-----------|--------------------|
| | Amnt | Valuation | | Amnt | Valuation |
| New Construction | | | New Construction | | |
| 1 Single family | <u>1</u> | <u>\$174,997</u> | 1 Single family | <u>1</u> | <u>\$174,997</u> |
| 2 Duplex | <u>0</u> | <u>\$0</u> | 2 Duplex | <u>0</u> | <u>\$0</u> |
| 3 Multi-Family | <u>3</u> | <u>\$2,568,059</u> | 3 Multi-Family | <u>3</u> | <u>\$2,568,059</u> |
| 4 Hotel/Motel | <u>0</u> | <u>\$0</u> | 4 Hotel/Motel | <u>0</u> | <u>\$0</u> |
| 5 Commercial | <u>0</u> | <u>\$0</u> | 5 Commercial | <u>2</u> | <u>\$1,112,000</u> |
| 6 Garage/Carport | <u>3</u> | <u>\$96,481</u> | 6 Garage/Carport | <u>5</u> | <u>\$112,981</u> |
| 7 Mobile Home | <u>0</u> | <u>\$0</u> | 7 Mobile Home | <u>0</u> | <u>\$0</u> |
| Total New: | <u>7</u> | <u>\$2,839,537</u> | Total New: | <u>11</u> | <u>\$3,968,037</u> |
| Remodel and Additions | | | Remodel and Additions | | |
| 8 Residential | <u>3</u> | <u>\$95,000</u> | 8 Residential | <u>6</u> | <u>\$223,566</u> |
| 9 Commercial | <u>2</u> | <u>\$20,000</u> | 9 Commercial | <u>8</u> | <u>\$522,369</u> |
| 10 R. Fence/Roof/Siding | <u>6</u> | <u>\$53,118</u> | 10 R.Fence/Roof/Siding | <u>20</u> | <u>\$162,003</u> |
| 11 C.Fence/Roof/Siding | <u>0</u> | <u>\$0</u> | 11 C.Fence/Roof/siding | <u>2</u> | <u>\$10,300</u> |
| 12 Sign/Temp Structure | <u>1</u> | <u>\$208</u> | 12 Sign/Temp Structure | <u>4</u> | <u>\$16,408</u> |
| Total R & A | <u>12</u> | <u>\$168,326</u> | Total R & A | <u>40</u> | <u>\$934,646</u> |
| Grand Total: | <u>19</u> | <u>\$3,007,863</u> | Grand Total: | <u>51</u> | <u>\$4,902,683</u> |

File Attachments for Item:

7. Council Workshop Minutes of April 5, 2022.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, APRIL 05, 2022**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:29 p.m. on April 5, 2022.

COUNCIL MEMBERS PRESENT:

| | |
|---|--|
| <input checked="" type="checkbox"/> Emelie Eaton | <input type="checkbox"/> Heidi Sparks |
| <input checked="" type="checkbox"/> Michelle Mize | <input checked="" type="checkbox"/> Richard Herr |
| <input checked="" type="checkbox"/> Scot Stokes | <input checked="" type="checkbox"/> Irv Wilke |
| <input checked="" type="checkbox"/> Richard Klose | <input checked="" type="checkbox"/> Bill Mountsier |

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney
Stan Langve, Police Chief
Ben Spencer, Police Officer
Kurt Markegard, Public Works Director
Nathan Herman, Utilities Superintendent
Karen Courtney, Building Inspector

Public Input:

There were none.

General Items

1. Appointment of Benjamin Spencer to the Laurel Police Department.
Stan Langve, Police Chief, introduced Benjamin Spencer to Council. They received five post-certified applicants. They did 15 interviews and performed four background checks. Mr. Spencer served in the Marine Corps and was a former Sheriffs Officer in California. His previous department was sad to see him leave.

Mr. Spencer stated he was excited to serve the community.

2. Appointment of Lela Schlitz to the Library Board for the remainder of a five-year term ending June 30, 2024.
Lela Schlitz introduced herself to the Council.

The Library Director submitted the attached letter supporting Mrs. Schlitz's appointment.

Executive Review

2. Resolution - Resolution Of Annexation And Zoning For Approximately 270 Acres Of The Laurel Golf Club, As An Addition To The City Of Laurel, Yellowstone County, Montana.

Kurt Markegard, Public Works Director, stated there would be a public hearing on this annexation at next week's City Council meeting. Discussions between the City and the Golf Course started approximately a year ago, and it is currently zoned as public. Council's packet has a lot of information regarding this annexation. The resolution will be amended to include the additional right of way. Water and sewer will only be provided to the clubhouse.

3. Resolution - Resolution Of The City Council Approving An Application For Special Review For Latitude Hospitalities, LLC, D/B/A Firebox Provisions, Authorizing The Operation Of A Bar/Tap Room And Sale And Consumption Of Alcohol On-Premises, Within An Existing Structure Located At Canyon Creek Laurel Retail Center, 331 S. Washington Street, Suite A, City Of Laurel.

Karen Courtney, Building Official, briefly explained that they would be doing a taproom with a limited menu restaurant. There will be a public hearing at next week's meeting.

4. Resolution - A Resolution Awarding The Bid And Authorizing The Mayor To Execute All Contract And Related Documents For The Project Known As H2S Rehabilitation Improvements.

Kurt Markegard, Public Works Director, stated the City went out to bid on a solution for the smell at the Elm lift station. KLJ has advised doing an ozone system to reduce the smell. The City received one bid at \$349K, which is \$90k over the engineer's estimate. This is a lump sum bid and does not itemize the labor, mobilizations, parts, etc. Staff's recommendation was to deny the bid and wait for a more favorable bidding environment.

5. Resolution - A Resolution Authorizing A Lease Agreement Between The City Of Laurel And Laurel American Legion Post #123, For The Construction And Use Of City Owned Property For A Parking Lot Near The City's Cemetery.

Kurt Markegard, Public Works Director, stated the City has been working over the last year on this project. When you lease municipal property, there must be a legal land description. The surveyor donated his time.

Ken Olson, Laurel American Legion, stated they asked to lease one acre. They noticed that people were parking on Buffalo Trail road when attending events at either cemetery. They noted a need for parking, and this parking lot will serve both cemeteries.

6. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute The Independent Contractor Service Contract By And Between The City Of Laurel And Interstate Power Systems

Nathan Herman, Utilities Plant Superintendent, stated this small service contract is to provide service to all generators throughout the City. They will service them on an annual/semi-annual maintenance schedule. Annually they will change all fluids and load test each generator, and semi-annually they will look over each generator. This agreement is for the next three years, and the cost per year is included in Council's packet.

7. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute The Standard Audit Contract Amendment By And Between The City Of Laurel And Olness & Associates, P.C.

Olness & Associates performed a federal audit as part of the audit process. They have performed the audit for a number of years. This adjustment is due to the federal funds the City has been awarded.

Council Issues

Other Items

Review of Draft Council Agendas

8. Draft Council Agenda for April 12, 2022.
No suggested changes were made.

Attendance at Upcoming Council Meeting

All Council Members present will be at the next meeting.

Announcements

There will be a public meeting for the S. 4th Street Project this Thursday at 6:30 at the Senior Center.

Council Member Klose stated that he would be excusing himself from next week's vote on the Parking Lot lease as he is part of the American Legion.

If was questioned if arrangements had been made to unlock the doors at the Senior Center, it was clarified that arrangements had been made.

Park Board this Thursday at 5:30 p.m. in Council Chambers

Mayor Waggoner stated that 506 Birch was cleaned up. He thanked Public Works for the work they did on the project. He also thanked the City Prosecutor and Ms. Emineth for donating their time in helping clean up this property.

The council workshop adjourned at 7:01 p.m.

Respectfully submitted,



Brittney Moorman
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.



Laurel Public Library

720 West 3rd St. • [REDACTED] • Laurel, MT 59044

(406) 628-4961 • library@laurelpubliclibrary.org • www.laurelpubliclibrary.org

April 5, 2022

Mayor Waggoner & Council Members,

I am pleased to show my support for Lela Schlitz as an appointee to the Laurel Public Library Board of Trustees. Lela has been an avid patron of the Laurel Library for over 8 years and a member of the Tuesday Morning Book Club discussion group since it began in 2012. I've discussed the appointment of Lela to the board with existing Board Members. We are looking forward to working with Lela in this new capacity.

Thank you for your consideration,

Nancy L Schmidt

File Attachments for Item:

8. Council Workshop Minutes of April 19, 2022.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, APRIL 19, 2022**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:29 p.m. on April 19, 2022.

COUNCIL MEMBERS PRESENT:

| | |
|---|--|
| <input checked="" type="checkbox"/> Emelie Eaton | <input type="checkbox"/> Heidi Sparks |
| <input checked="" type="checkbox"/> Michelle Mize | <input checked="" type="checkbox"/> Richard Herr |
| <input checked="" type="checkbox"/> Scot Stokes | <input checked="" type="checkbox"/> Irv Wilke |
| <input checked="" type="checkbox"/> Richard Klose | <input checked="" type="checkbox"/> Bill Mountsier |

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney
Kurt Markegard, Public Works Director
Ryan Welsh, KLJ
Jean Kerr, City Judge

Public Input:

There were none.

General Items

Executive Review

1. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute The Amendment To Owner-Engineer Agreement, Amendment No. 2, By And Between The City Of Laurel And KLJ Engineering, Inc.

This is an amendment for pavement maintenance to rebuild S. 4th Street. This change is for the Russel Park Changes. They hired a landscaping firm to advise on the landscaping needs of this project.

It was questioned if the trees would stay green year-round. It was clarified that the trees would stay green year-round.

It was questioned what the total increase is for this project. It was clarified that the total increase for this amendment is \$22k.

It was questioned what the road width would be. It was clarified the road width has not changed since the first public meeting.

It was questioned if this project was out to bid yet. It was clarified that the bid opening is scheduled for April 28th.

It was questioned when this project could be expected to begin. It was clarified that the lead time for materials is currently 8 to 12 weeks. Construction would not begin until late July/mid-August. There will be a winter shut down. The goal is to complete the utilities this summer. The street and sidewalks would be completed the following spring.

It was questioned if MDOT would make the intersection at 5th Ave and W. Main a temporary 4 way stop during this project.

It was questioned if the existing bathroom would be an issue. It was clarified that the bathrooms are not being touched and, therefore, will not need to be brought up to compliance.

2. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute A Memorandum Of Understanding By And Between The City Of Laurel And The City Of Laurel Library Board Of Trustees

This is an MOU between the City and the Library Board of Trustees. MMIA recently communicated that there would need to be an MOU in place for Library personnel to be insured through MMIA. LMC will need to be rewritten to reflect this MOU. The Civil City Attorney has spoken with the Library Director, and they are comfortable with this contract. There will be a tweak to section five of this MOU.

3. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute A Retention Fee Agreement By And Between The City Of Laurel And Olness & Associates, P.C.

The Civil City Attorney recommended the City engage Olness & Associates as the Finance Office transitions personnel. They would bill the City under a fee structure. This firm is very aware of budgeting issues and remains fiscally conservative.

4. Resolution - A Resolution Of The City Council Authorizing The Removal Of Former City Of Laurel Clerk/Treasurer Bethany Keeler, F/K/A Bethany Langve, From All-City Accounts And Adding Acting City Of Laurel Clerk/Treasurer Kelly Strecker To All Such Accounts.

There was no discussion.

Council Issues

5. Parking Study Update

The Public Works Director did some of the car countings for this parking study, and he conducted his count at five separate times, including bingo night at the Palace. That data has been turned over to KLJ to analyze and report to Council in the next few weeks.

Other Items

Attendance at Upcoming Council Meeting

Announcements

Cemetery Commission Wednesday, April 20, 2022, at 5:00 p.m. in Council Conference Room.

There will be an unattended veterans ceremony for veterans interned without military honors at noon tomorrow.

It was questioned when the Prosecutor's contract was due. It was further questioned if a grade would be given of the current Prosecutor. It was clarified the contract ends at the end of June. There is an RFP currently out with a due date at the end of this week. There has been some interest. Those proposals are not opened until after the deadline. Interviews will be conducted, and a recommendation will be given. The goal is to have time to have a transition period if needed.

The Audit is still ongoing. At this point, the Audit does not have formalized responses yet, and the City is working on putting together those responses. Council asked to see the Audit.

There is a spring clean-up scheduled next weekend through a local church.

On May 5th, work on Kids Kingdom will begin.

The council workshop adjourned at 7:03 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brittney Moorman', followed by a long horizontal flourish.

Brittney Moorman
Administrative Assistant

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

File Attachments for Item:

9. Budget/Finance Committee Minutes of April 26, 2022.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 26, 2022**

Members Present: **Richard Klose – Chair** **Emelie Eaton**
 Heidi Sparks **Michelle Mize**

Others Present: **Mayor Waggoner, Kelly Strecker, Amber Hatton**

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

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

There was no public in attendance

General Items –

1. Review and approved March 22, 2022, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the March 22, 2022, Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions – Michelle Mize moved to approve the purchase requisitions. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through April 8, 2022. Richard Klose had previously reviewed the claims and check register. Council seconded the motion during the Council meeting, motion passed.
4. Review and approve to Council; claims entered through April 22, 2022. Richard Klose had previously reviewed the claims and check register. Richard Klose made a motion to approve the claims entered through April 22, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the March 2022 Utility Billing Adjustments. Emelie Eaton made a motion to approve the Utility Billings adjustments through March 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
6. Review and approve Payroll Register for the pay period ending March 20, 2022, totaling \$186,397.11. Richard Klose motioned to approve the payroll register for the pay period ending March 20, 2022 totaling \$186,397.11. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
7. Review and approve Payroll Register for the pay period ending April 3, 2022, totaling \$196,747.05. Richard Klose motioned to approve the payroll register for the pay period ending April 3, 2022 totaling \$196,747.05. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
8. Review and approve Payroll Register for the pay period ending April 17, 2022, totaling \$193,588.33. Heidi Sparks motioned to approve the payroll register for the pay period ending April 17, 2022 totaling \$193,588.33. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business – None

Unfinished Business –

9. Emelie Eaton questioned how the LIHWAP water billing was going. Kelly Strecker informed committee that going forward, we will be manually invoicing the LIHWAP customers so there is no confusion on their water bills.

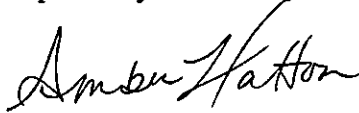
Other Items –

10. Review Comp/OT reports for the pay period ending March 20, 2022, and April 3, 2022, and April 17, 2022. The Committee reviewed March 6, 2022, and April 3, 2022, and April 17, 2022 Comp/Overtime reports.
11. Mayor Update – Mayor had no updates.
12. Clerk/Treasurer Update. Interim Clerk/Treasurer Kelly Strecker informed committee to feel free to email her if they have any questions. She is working on getting the APRA reporting figured out.

Announcements –

13. The next Budget and Finance Committee meeting will be held on May 10, 2022, at 5:30 pm. Mayor will not be present for this meeting.
14. Emelie Eaton will be reviewing claims for the next meeting held on May 10, 2022.
15. Committee members reviewing future claims:
 - a. May 24, 2022 – Heidi Sparks
 - b. June 14, 2022 - Michelle Mize
 - c. June 28, 2022 – Richard Klose
 - d. July 12, 2022 – Emelie Eaton
 - e. July 26, 2022 – Heidi Sparks

Respectfully submitted,



Amber Hatton
Accounts Payable

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. Cemetery Commission Minutes of April 20, 2022.

**MINUTES
CITY OF LAUREL
CEMETERY COMMISSION
WEDNESDAY, APRIL,20 2022**

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

General Items

1. Approve Minutes of January 26,2022, motion by Hall 2nd by Gauslow motion past

Old business;

Reviewed burial sites, no action taken

New business

1. Mayor to ask boy scouts if they want to clean out the flower bed by the flags for a project
2. Motion by Herr 2nd by Hall to change meeting schedule to quarterly, the 3rd TUESDAY at 5 pm. The next meeting will be on July 19, 2022. Motion past
3. Motion by Herr 2nd by Hall to install new kiosk just north of the south gate at the city cemetery, motion past

Other Items none

Announcements none

WAdjourned at 5:30pm

File Attachments for Item:

11. Library Board Minutes of February 8, 2022.

MINUTES
CITY OF LAUREL
Library Board

02/08/2022

06:00 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad

X Kate Manley

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison

X Arthur Vogeles, Board Chair

Samantha Barnhart

Vacant

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 January 2022 were presented for approval by the Library Board members. Kate motioned the minutes be approved, Katie seconded the motion. Minutes were approved.
- b. The library received a \$50 donation from Ray Wells and \$55 donation from the Tuesday Bunco group. Geralyn Stevens gave the Board a Thank You card for her commemorative stone for her garden. She also included a photo of the stone.
- c. Circulation Report - *Traffic*: up 22.3%; *circulation*: all items circulated totaled 3,950 (including 500 eBooks), book circulation was up 10.6%, media circulation was down 2.5%, eBook checkouts for this month was 14.2% of total book circulation, we circulated 855 items to partners and 185 items from other libraries; *computers*: internet use was up 44.1%, children's use was even, wi-fi use down 5.1%; *patron cards*: city patrons make up 63.9% of registered users, county 32% and out of county users make up 2%. There were 74 tech assists in January.

3. New Business

- a. The group, Celebrate Recovery, has asked for use of the Community Room. Their current meeting location is closing in May, hence the need for a new location. After discussion, it was decided that Celebrate Recovery would be allowed to meet after hours in the library.
- b. Riverstone Health has asked that we partner with them to distribute test COVID test kits. They will make about 500 kits available for area residents. One per household member can be given out without a cap on amount allowed.
- c. Darlene will be unable to clean the library for a couple of months. She fell and broke both of her wrists, requiring her to need surgery. Library staff will clean major areas until she is able to return.

4. Old Business

- a. Nancy gave an update on the hotspot program at the library. These are currently provided by the State Library under funding grants through ARPA. The sunset date on this program is looking to be December 2022. For the library to maintain the use of the hotspots it would cost us about \$40 per month/hotspot. That is not looking doable for us right now. We also have iPads and HP ProBooks available for patrons to check out but no management software to track them with. Eli has proposed that we not push the checkouts until the State Library releases them to us fully and then purchase the software needed for tracking the items.
- b. Nancy reported that she talked with Mayor Waggoner about the Board positions that will be opening. Samantha is not going to renew her position on the Board for another term so we will need a replacement starting July 1. It was decided to let Samantha finish out this term and have someone appointed beginning in July rather than try to fill out the remaining 6 months and appoint someone after that time period. The position held by Emelie Eaton will be vacated and a vacancy announced so others may apply to fill out the rest of the term which ends in 2024. If needed a meeting will be set up between Mayor Waggoner, City Attorney, and Board Chair (Arthur) to decide how to choose the next Board member.

5. Other Items

- a. The Federation meeting is scheduled for March 22, 2022 online at 4:00 pm. Anyone interested in attending may ask for the Zoom link or attend with library personnel in the Community Room.
- b. Mike and Nancy are still trying to use up their extra vacation hours. They will start to take part of the day off when time allows.
- c. Kate recommended listening to the podcast by Heather Cox Richardson concerning the current ideals on book banning in other states.

6. Announcements

- a. Next regular meeting is Tuesday, March 8, 2022 at 6:00pm in the Community Room of the Laurel Public Library.

Motion to adjourn: Kate, seconded by Katie. Meeting adjourned at 7:01 PM.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

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

File Attachments for Item:

12. Library Board Minutes of March 8, 2022.

MINUTES
CITY OF LAUREL
Library Board
03/08/2022 06:00 PM
Laurel Public Library

No Quorum – Meeting Canceled

COMMITTEE MEMBERS PRESENT:

| | |
|--|-------------------------------|
| X Katie Fjelstad | X Arthur Vogeles, Board Chair |
| Kate Manley | Samantha Barnhart |
| X Nancy Schmidt, Secretary | Vacant |
| X Clair Killebrew – Foundation Liaison | |

OTHERS PRESENT: None

1. Public Input

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

- a. Addressing the Board - None

2. General Items

- a. Circulation Report - *Traffic*: up 29.8%; *circulation*: all items circulated totaled 3,788 (including 515 eBooks), book circulation was up 7.6%, media circulation was up 23.2%, eBook checkouts for this month was 15.1% of total book circulation, we circulated 766 items to partners and 139 items from other libraries; *computers*: internet use was up 44%, children's use was up 142%, wi-fi use up 22%; *patron cards*: city patrons make up 66.7% of registered users, county 31.01% and out of county users make up 2.4%. There were 58 tech assists in February.

3. New Business

- a.

4. Old Business

- a.

5. Other Items

a.

6. Announcements

- a. Next regular meeting is Tuesday, April 12, 2022 at 6:00pm in the Community Room of the Laurel Public Library.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

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

File Attachments for Item:

13. Tree Board Minutes of April 14, 2022.

Minutes
City of Laurel
Tree Board
4/14/22 9:30 AM

Council Conference Room

Attending: LuAnne Engh (phone), Paul Kober, Michelle Hammer Mize, Aaron Christensen, Matt Wheeler, Lynne Peterson, Kurt Markegard

1. Public Input
 - a. Our friend and board member, Dale Ahrens, has passed away. We will miss his enthusiasm and talents. We give kind thoughts and prayers to his wife, Nancy, and his two kids.
2. General Items
 - a. April minutes approved –
 - b. City balance \$528 + \$750 from DNRC grant + \$1,000 Lions + \$500 CHS + \$250 Rotary + School Balance \$483... Matt said the Employees Union will donate \$100.
 - c. We are still searching for the donations from Yellowstone and Western Security – a new treasurer, Kelly Stricker is researching. LuAnne also contacted Jared Kaiser and Brian Thompson to see if the checks were cashed.
 - d. Arbor Day – Grow with the Flow – Tuesday, May 3 – 145 students – 6 classes + 30 (Baptist, School of Light, Homeschool) - 9 sections.
 - e. Grants – We didn't get any grants outside the DNRC
 - f. Food: - SOW ministry is going to serve a sloppy joe lunch out of the gazebo. Edie Armstrong is taking charge of purchasing and organizing the crew. She and LuAnne will go to the school to work with Julie Jones, school clerk.
Walt – Is checking with Meadow gold about a donation of ice cream
 - g. Trees – As of yet no trees have been purchased. Aaron later reported the Fisher tree has buds so we'll wait on that until it has leaves. A cottonwood for the playground shade and replacing the 3 Hackberries that were flooded will be the focus. River Ridge will donate ½ the cost – so city would pay \$250 for the cotton wood and \$150/tree for the Hackberries – total of \$700. The Sienna Maple will be in stock if we need it for \$450.
 - h. Presenters: LuAnne has contacted the following: We need another section so we'll ask the students to walk the pond.

Yellowstone County - Megan Hoyer
FWP – Shannon Blackburn
Bright n Beautiful – Joanie Tooley
Audubon – Anthony Samaratano
DNRC – Lydia Heser maybe Jeff Hermanns
USDA- Gary Adams (Hannah Lewis & Jeremy Newland)
Bees –Sheri & Nick Kisch

- i. Schedule/[program – The Lions President Kenny Seymour, Larry Garrison and Mike Tobin as well as Lynne will be our speakers. Mayor might attend but won't speak. Lions would like a ribbon cutting so they can share that with Lions International. We'll have a stage brought in to keep things on level ground.
- j. Busses: drop off at 11:45 return by 3:00 Schedule with grid is attached.
- k. LuAnne ordered 24 shirts. One for our artist, the board members, teachers and presenters.
- l. Walt sent in an article to the Outlook which they donated for one week, the second week is \$100
- m. Matt will take care of bathrooms, garbage, planting, stage and any safety precautions.
- n. Lynne said the kids will bring reusable water bottles.
- o. LuAnne Contacted the Veterans and Fire department.

Old Business

- a. Downtown trees – We have 13 locations that should be replaced.
- b. We'll continue to research a solution to the downtown trees.

3. Other Items

- a. Volunteer hours – Keep your hours for all meetings, time spent on Arbor Day or any other project. We received the higher DNRC grant due to the high number of hours we submitted. Dale was the best at tracking hours.
- b. Next meeting – Bring any receipts or donations so we can close out the event.

Next meeting Thursday, May, 19th - 9:30

LuAnne Engh, Chairman

Trees Grow with the Flow

ARBOR DAY – MAY 3, 2022

South Pond

10:30 Presenters and City Staff set up
 11:45 – 12:00 Students arrive and find their spaces for lunch
 12:00 – Lunch –Students sit in the grass
 12:20 - Arbor Day Ceremony – Ribbon Cutting for the new dock
 12:45 – 2:50 Presenters Each 20 minutes sessions
 2:50 – Return to school
 Anyone that can stay will finish planting

Presenters

- *Bees – Sheri & Nic Kisch*
- *Bright n Beautiful*
- *USDA*
- *Yellowstone Weed*
- *Montana Audubon*
- *Fish Wildlife Parks*
- *DNRC*

Laurel Fire Department – provide truck and horn

| <i>Presenters</i> | 12:45 | 1:10 | 1:35 | 2:00 | 2:25 | 2:50 | | | |
|--------------------------|--------------|-------------|-------------|-------------|-------------|-------------|--|--|--|
| Bees | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| Bright n B | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| USDA - pests | 3 | 4 | 5 | 6 | 7 | 8 | | | |
| Weeds | 4 | 5 | 6 | 7 | 8 | 1 | | | |
| Audubon | 5 | 6 | 7 | 8 | 1 | 2 | | | |
| FWP-fish | 6 | 7 | 8 | 1 | 2 | 3 | | | |
| DNRC | 7 | 8 | 1 | 2 | 3 | 4 | | | |
| Pond Walk | 8 | 1 | 2 | 3 | 4 | 5 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

1-6 Laurel 4th Graders 7- Baptist Church 7 -Homeschoolers 8-New Life School

1-Meier 2- Deming 3-Painter 4-Broyles 5-Kanta 6-Irwin

File Attachments for Item:

14. Appointment of Randy Hand to the Laurel Airport Authority for a five-year term ending June 30, 2027.



RANDY HAND

12235 Peaceful Plateau Trail
Shepherd, MT 59079
(406) 947-2180 Cell (406) 698-6515

rdhand@msn.com

April 20, 2022

Mayor Dave Waggoner
City of Laurel
P.O. Box 10
Laurel, MT 59044

Re: Laurel Airport Authority Appointment

Dear Dave,

As per our phone conversation this week I would be interested in staying on for the next appointment to the Laurel Airport Authority. We would hope to continue the promotion of the airport and the City of Laurel.

Sincerely,

Randy Hand

File Attachments for Item:

15. Appointment of Phyllis Bromgard to the Tree Board for a three-year term ending June 30, 2025.

To the Mayor

I am very interested
on staying on the Tree
Board.

Phyllis Bromgard
216 Yellowstone

File Attachments for Item:

16. Appointment of Richard Herr to the Cemetery Commission for a two-year term ending June 30, 2024.

Mr Mayor

Please to reinstate my name To the
Cemetery Board Thank you For your consideration

Rick Herr.

File Attachments for Item:

17. Appointment of Rick Musson to the Cemetery Commission for a two-year term ending June 30, 2024.

Mayor Dave Waggoner
City of Laurel
Laurel Montana


Rick Musson
617 7th Ave
Laurel Montana 59044

REF: City of Laurel Cemetery Commission

Dear Mayor Waggoner,

I am requesting to serve on the Laurel Cemetery Commission for another term. It has been a pleasure to serve the citizens of Laurel over the last several years.

Sincerely,


Rick Musson
4-19-22

File Attachments for Item:

18. Appointment of Wallace Hall to the Cemetery Commission for a two-year term ending June 30, 2024.

4-19-22

Mayor Dave Waggoner,

I would like to be reappointed to the
Cemetery Commission. Thank you for your
consideration.

Wallace E. Hall

File Attachments for Item:

19. Resolution No. R22-21: A Resolution Of The City Council Authorizing The Removal Of City Council Member Emelie Eaton From All City Accounts And Adding City Council President Heidi Sparks To All Such Accounts.

RESOLUTION NO. R22-21

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE REMOVAL OF CITY COUNCIL MEMBER EMELIE EATON FROM ALL CITY ACCOUNTS AND ADDING CITY COUNCIL PRESIDENT HEIDI SPARKS TO ALL SUCH ACCOUNTS.

WHEREAS, City Council Member Emelie Eaton was formerly Acting Mayor; and

WHEREAS, City Council Member Emelie Eaton is no longer Acting Mayor; and

WHEREAS, Dave Waggoner is Mayor of the City of Laurel, duly-elected; and

WHEREAS, Heidi Sparks is now City Council President for the City of Laurel; and

WHEREAS, the change in City Council and Mayor necessitates that Former Mayor and now-acting City Council Member Emelie Eaton be removed from all City accounts, while adding City Council President Heidi Sparks to all City accounts, effective upon passage of this Resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana that the Mayor is hereby authorized to remove Former Acting Mayor and now-acting City Council Member Emelie Eaton from all City accounts, and add City Council President Heidi Sparks to all City accounts.

Introduced at a regular meeting of the City Council on the 10th day of May, 2022, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 10th day of May, 2022.

APPROVED by the Mayor the 10th day of May, 2022.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

File Attachments for Item:

20. Resolution No. R22-22: A Resolution Of The City Council Setting The Salary Of The City Court Judge Effective July 1, 2022 To January 1, 2026.

RESOLUTION NO. R22-22

A RESOLUTION OF THE CITY COUNCIL SETTING THE SALARY OF THE CITY COURT JUDGE EFFECTIVE JULY 1, 2022 TO JANUARY 1, 2026.

WHEREAS, the City of Laurel City Council previously adopted R15-51, which set the City Court Judge's salary pursuant to an adopted scale to provide both certainty and fairness to the City and elected City Court Judge; and

WHEREAS, the City of Laurel City Council thereafter adopted R17-71, which set the City Court Judge's salary for the four-year term of January 2018 to January 2022; and

WHEREAS, R17-71 specified that the City Council would set the City Court Judge's salary for the four-year term of January 2022 to January 2026 through the budget process for Fiscal Year 2021-2022 and every four years thereafter; and

WHEREAS, the City of Laurel set the City Court Judge's salary for January 2022 forward through the budget process for Fiscal Year 2021-2022; and

WHEREAS, the City Court Judge's salary has been paid since January 2022 in accordance with the budget approval for Fiscal Year 2021-2022; and

WHEREAS, since the City Court Judge's salary was set for Fiscal Year 2021-2022 forward, the City Court Judge has requested a salary increase; and

WHEREAS, the Mayor has the authority to recommend and the City Council has the authority to approve, pursuant to the Laurel Municipal Code 2.68.100, a change in the salary of the City Court Judge by way of Resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana that the City Court Judge's salary for the four-year term beginning January 2022 to January 2026 shall be set as follows:

1. Commencing January 1, 2022 to July 1, 2022: The City Court Judge's salary will remain as was previously set by the City of Laurel through the budget process for Fiscal Year 2021-2022. No retroactive changes will occur with regard to the City Court Judge's salary.
2. Commencing July 1, 2022 to January 1, 2023: The City Court Judge's salary shall be increased by Two Percent (2%). This change shall not be retroactive, but shall be in effect from July 1, 2022 to January 1, 2023.

3. Commencing January 1, 2023 to January 1, 2024: The City Court Judge's salary shall be increased by an additional Two Percent (2%) from the previous partial-year period of July 1, 2022 to January 1, 2023.
4. Commencing January 1, 2024 to January 1, 2025: The City Court Judge's salary shall be increased by an additional Two Percent (2%) from the previous year of January 1, 2023 to January 1, 2024.
5. Commencing January 1, 2025 to January 1, 2026: The City Court Judge's salary shall be increased by an additional Two Percent (2%) from the previous year of January 1, 2024 to January 1, 2025.

BE IT FURTHER RESOLVED by the City Council of the City of Laurel, Montana that the City Court Judge's salary for the four-year term beginning January 2026 to January 2030 shall be set through the budget process for Fiscal Year 2025-2026 and every four years thereafter; and

BE IT FURTHER RESOLVED by the City Council of the City of Laurel, Montana that the City Court Judge's increased salary shall be incorporated into the City of Laurel's annual General Fund Budget, effective July 1, 2022.

Introduced at a regular meeting of the City Council on the 10th day of May, 2022, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 10th day of May, 2022.

APPROVED by the Mayor the 10th day of May, 2022.

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



DEPARTMENT

CITY JUDGE WAGE INFORMATION FOR CONSIDERATION **BY CITY OF LAUREL CITY COUNCIL**

CITY OF LAUREL CITY COUNCIL MEETINGS:

Workshop: May 3, 2022
Public Meeting: May 10, 2022

GENERAL FACTUAL INFORMATION

The City of Laurel City Court Judge has requested a compensation increase from her existing wages of \$43,360, plus fringe benefits of health insurance through the City of Laurel's health insurance plan.

City Council Members have already been presented with substantial information on this topic, in meetings on, in part, 9.21.2021, 12.21.2021, 1.18.2022, and 3.1.2022. That information is available to the public and all City Council Members, in relationship to those City Council Workshops in 2021 and 2022.

In 2015, the City of Laurel City Council adopted R15-51, which set the City Court Judge's salary pursuant to an adopted scale. That adopted scale was as follows:

Judge Salary Matrix

| Years of Service | Additional Pay Re-Election | Yearly Salary |
|---------------------|-------------------------------|------------------|
| Year 1 | | \$ 35,000.00 |
| Year 2 | | \$ 35,254.00 |
| Year 3 | | \$ 35,508.00 |
| Year 4 | | \$ 35,762.00 |
| Year 5 | \$ 500.00 | \$ 36,516.00 |
| Year 6 | | \$ 36,770.00 |
| Year 7 | | \$ 37,024.00 |
| Year 8 | | \$ 37,278.00 |
| Year 9 | \$ 500.00 | \$ 38,032.00 |
| Year 10 | | \$ 38,286.00 |
| Year 11 | | \$ 38,540.00 |
| Year 12 | | \$ 38,794.00 |
| Year 13 | \$ 500.00 | \$ 39,566.00 |
| Year 14 | | \$ 39,820.00 |
| Year 15 | | \$ 40,074.00 |
| Year 16 | | \$ 40,328.00 |
| Year 17 | \$ 500.00 | \$ 41,082.00 |
| Year 18 | | \$ 41,336.00 |
| Year 19 | | \$ 41,590.00 |
| Year 20 | | \$ 41,844.00 |
| Year 21 | \$ 500.00 | \$ 42,598.00 |
| Year 22 | | \$ 42,852.00 |
| Year 23 | | \$ 43,106.00 |
| Year 24 | | \$ 43,360.00 |
| Year 25 | \$ 500.00 | \$ 44,132.00 |
| Year 26 | | \$ 44,386.00 |
| Year 27 | | \$ 44,640.00 |
| Year 28 | | \$ 44,894.00 |
| Year 29 | \$ 500.00 | \$ 45,648.00 |

\$500 Additional Salary for Re-Election - Beginning January 1 after
re-election

In 2017, the City of Laurel City Council thereafter adopted R17-71, which set the City Court Judge's salary for the four-year term of January 2018 to January 2022. R17-71 specified that the City Council would set the City Court Judge's salary for the four-year term of January 2022 to January 2026 through the budget process for Fiscal Year 2021-2022 and every four years thereafter. The City of Laurel set the City Court Judge's salary for January 2022 forward through the budget process for Fiscal Year 2021-2022.

The Mayor has recommended an increase in the City Court Judge's salary, to acknowledge her request for increased compensation, while also evaluating the overall City of Laurel and City Court budget, comparable salary information, and resources of the City of Laurel, with a 2-2-2 percent increase each year, through the remainder of the City Court Judge's elected term.

The following is intended to provide comparative wage information for Council's consideration, in evaluating the Mayor's recommendation regarding the City Court Judge's wage increase over the course of the following three years.

RECENT 2022 MONTANA LEAGUE OF CITIES AND TOWNS SALARY SURVEY

The recent Montana League of Cities and Towns Salary Survey, which collects data including starting and maximum salaries and minimum education/experience requirements throughout the State of Montana has published the following information relevant to the City Judge position:

Starting Salary: \$19,092
Maximum Salary: None Reported

**** Note:** The comparison also appeared to have been drawn related to Justices of the Peace that may serve in dual capacities, although that was not formally-clarified. ******

ADDITIONAL COMPARABLE INFORMATION

Information Applicable to Class 3 Municipalities of Similar Size to the City of Laurel:

As reported in the last MSU Local Government salaries survey, the wages for Class 3 Municipalities, of similar size to the City of Laurel, related to the City Court Judge, are as follows:

| City/Town Name | Population | Salary Range | Attorney | Court of Record |
|----------------|------------|-------------------------------------|----------|-----------------|
| Dillon | 4,369 | \$46,283 with 2% increase each year | Yes | No |
| Columbia Falls | 6,464 | \$60,389, last increase was 5% | Yes | Yes |
| Polson | 5,060 | \$25,441 | No | |
| Belgrade | 9,503 | \$31,800 to \$37,510 | Yes | Yes |
| Laurel | 7,222 | \$42,851 | No | No |

The MSU Local Government Services Department published the last "official" study on City and Municipal Court Judge Salaries as follows. As you can see from the below, the only locations that have increased compensation significantly have been Columbia Falls and Whitefish.

| Job Title | City Judge ⁸⁰ Hourly, \$ | Annual Salary |
|------------------------|--|---------------|
| Miles City | | |
| Anaconda | 19.50 ⁸³ | 40,563.43 |
| Havre | | |
| Belgrade | | |
| Livingston | 18.28 | 38,012.16 |
| Whitefish | 33.42 | 69,513.60 |
| Lewistown | | |
| Sidney | | |
| Glendive | 18.50 ⁸⁷ | 16,236.00 |
| Columbia Falls | 25.22 | 52,457.60 |
| Hamilton | 21.59 | 44,907.20 |
| Survey City Average | 21.64 | 45,011.20 |
| Montana Median | 19.20 ⁸⁸ | |

The only two significantly higher salaries, in comparison to the City of Laurel, are Whitefish and Columbia Falls.

Factors For Evaluation, as it Relates to These Statistics:

- The City of Whitefish is a Court of Record.
- The City of Columbia Falls is also a Court of Record.
- The City of Whitefish is a Municipal Court, not a City Court.
- The City of Whitefish Judge is a lawyer. Her name is Judge Caitlin Overland. Here is Judge Overland's background: Judge Overland was born and raised in Montana. She received a bachelor's degree from Northwestern University and later graduated from Lewis & Clark Law School, cum laude. Immediately following law school, Judge Overland returned to Montana and clerked for the Montana Supreme Court. Judge Overland then moved to the Flathead Valley to begin serving as a Deputy Flathead County Attorney. During her time with the County Attorney's Office, Judge Overland worked on a wide range of legal matters including criminal prosecutions, youth court, civil litigation and land use law. She also maintains a private legal practice focusing on soil and water conservation. The Whitefish City Council appointed her to serve as Municipal Court Judge in December 2021.

- The City of Columbia Falls Judge is also a lawyer. Her name is Judge Kristi Curtis. Here is Judge Curtis's background: Judge Curtis was a Whitefish City Prosecutor prior to becoming the City of Columbia Falls Judge. Prior to joining the Bench, Judge Curtis had over 11-years experience as the prosecutor in Kalispell and Whitefish. Judge Curtis has been a licensed attorney for 36 years. In 1981, she graduated from Santa Clara Law School, passed the California Bar, and began working for a mid-sized firm in the SF Bay Area. In 1986, she became the only female partner. She handled all phases of civil litigation, including jury trials and appeals. The firm dissolved in 1998, and she became "Of Counsel," enabling her to move to Montana in 2000. Judge Curtis was then a Judge Pro Tem from 1994 to 2000 at the Municipal and Superior Court level (akin to District Court). In 2006, Judge Curtis passed the Montana Bar and was hired as the prosecutor in Kalispell where she stayed until 2015. In 2015, the City of Whitefish chose to move its prosecutorial duties from an outside contract to an in-house position. Judge Curtis was hired as the Whitefish Deputy City Attorney. She served in that position until being elected to the Bench for the City of Columbia Falls in 2017. Prior to being elected to the Bench, Judge Curtis tried over 100 criminal jury trials and hundreds of bench trials. She served as a Judge Pro Tem in Kalispell Municipal Court and Flathead Justice Court. She is now the elected Municipal Court Judge.
- Both of the aforementioned Judges are full-time Judges in courts-of-record and/or Municipal Courts.

Additional Comparative Information, Also Related to the Above:

Laurel:

Laurel has a population of approximately 6,800 citizens. Laurel's City Judge makes approximately 44k per year plus fringe benefits. As noted above, Laurel is a "court of no record," it is not a Municipal Court, and any person can serve as Judge, once elected, and not be an attorney, assuming they receive annual training.

Anaconda:

Anaconda has a population of approximately 9,100 citizens. Anaconda's City Judge makes approximately 40k per year. Judge Pahut also serves as Justice of the Peace for the County, including being City Judge. He serves not only the City of Anaconda, but the entire County of Deer Lodge, Montana.

Livingston:

Livingston has a population of approximately 7,600 citizens. Livingston's City Judge makes approximately 38k per year. She only acts as City Judge, not Justice of the Peace.

Hamilton:

Hamilton has a population of approximately 4,800 citizens. Hamilton's City Judge makes approximately 45k per year. Judge Royce McCarty is the City Judge in Hamilton. Judge McCarty served as Ravalli County Attorney Chief Civil Deputy from July 2019 until he was elected last year in 2021. He is a graduate of both Hamilton High School and the University of Montana's School of Law.

Lewistown:

Lewistown has a population of approximately 5,600 citizens. Lewistown's City Judge, Kelly Mantooh, also serves as Justice of the Peace for the entire County of Fergus. He makes \$49,688 per year. He serves the City of Lewistown and the entire County of Fergus as a Justice of the Peace. The population of the entire City of Lewistown and the County of Fergus is approximately 12k individuals that he is serving as Judge for.

File Attachments for Item:

21. Resolution No. R22-23: A Resolution Of The City Council Authorizing The Mayor To Execute All Agreements Necessary To Secure Insurance Benefits With Unum For City Of Laurel Employees

RESOLUTION NO. R22-23

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE ALL AGREEMENTS NECESSARY TO SECURE INSURANCE
BENEFITS WITH UNUM FOR CITY OF LAUREL EMPLOYEES**

WHEREAS, the City of Laurel was presented with a Proposal Executive Summary from UNUM for various benefits for City employees, including short-term disability insurance, long-term disability insurance, and voluntary life insurance; and

WHEREAS, the City of Laurel believes that offering these benefits to City employees would be an additional incentive in hiring, recruitment, and retention of City employees; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, as follows:

Section 1: Approval. The general terms of the UNUM Proposal Executive Summary, attached hereto and incorporated by reference herein, are recommended by the Mayor and accepted by the City Council, as benefits to be provided to City employees.

Section 2: Execution. The Mayor is hereby given authority to execute any necessary agreements to formalize the Proposal Executive Summary for short-term disability insurance, long-term disability insurance, and voluntary life insurance for City employees.

Introduced at a regular meeting of the City Council on the 10th day of May, 2022, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 10th day of May, 2022.

APPROVED by the Mayor the 10th day of May, 2022.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

City of Laurel

Proposal Executive Summary

Short Term Disability 7/7 Option

- **Benefit:** All enrolled employees covered 60% to a max of \$1,000 per week
- **Elimination Period Options:**
 - 7 days injury, 7 days illness
- **Benefit Duration:**
 - 12 weeks
- **No Offsets for PTO/Sick Leave!**
- **Definition of Disability:** Residual (minimum earnings loss of 20%)
- **8 week C-Section Benefit**
- **Voluntary Rehab & Return to Work Program:** Pays a 10% benefit if the employee chooses to participate
- **Pre-existing Condition Exclusion:** None
- **Rate:**
 - Bundled with LTD: **\$0.35 = \$1,201.13 per month**
 - Bundled with LTD and Voluntary Life/AD&D: **\$0.34 = \$1,166.81 per month**
 - Bundled with Life/AD&D, LTD, Critical Illness and Accident: **\$0.33 = \$1,132.49 per month**
- **Rate Guarantee:** 2 years

Short Term Disability 14/14 Option

- **Benefit:** All enrolled employees covered 60% to a max of \$1,000 per week
- **Elimination Period Options:**
 - 14 days injury, 14 days illness
- **Benefit Duration:**
 - 11 weeks
- **No Offsets for PTO/Sick Leave!**
- **Definition of Disability:** Residual (minimum earnings loss of 20%)
- **8 week C-Section Benefit**
- **Voluntary Rehab & Return to Work Program:** Pays a 10% benefit if the employee chooses to participate
- **Pre-existing Condition Exclusion:** None
- **Rate:**
 - Bundled with LTD: **\$0.30 = \$1,029.54 per month**
 - Bundled with Life/AD&D: **\$0.28 = \$960.90 per month**
 - Bundled with Life/AD&D, LTD, Critical Illness and Accident: **\$0.27 = \$926.58 per month**
- **Rate Guarantee:** 2 years

Long Term Disability

- **Benefit:** All enrolled employees covered 60% to a max of \$4,000 per month
- **Elimination Period:** 90 days with 30 accumulation days, no earnings loss required
- **Benefit Duration:**
 - SS ADEA (Social Security Normal Retirement Age)
- **Work Incentive Benefit:** 12 months
- **Own Occupation Period:** 2 years
- **Rehab & Return to Work:** Voluntary with a 10% benefit
- **Pre-existing Condition Exclusion:** 3/12
- **Rate:**
 - Bundled with STD: **\$0.53 = \$1,313.72 per month**
 - Bundled with STD and Voluntary Life/AD&D: **\$0.51 = \$1,264.15 per month**
 - Bundled with Life/AD&D, STD, Critical Illness and Accident: **\$0.50 = \$1,239.36 per month**
- **Rate Guarantee:** 2 years

Voluntary Life and AD&D

- **Employee Benefit:** \$10,000 increments up to the lesser of 5x annual earnings or \$500,000
- **Spouse Benefit:** \$5,000 increments up to 100% of what the employee elects – no caps!
- **Child Benefit:** \$2,000 increments up to \$10,000
- **Guarantee Issue**
 - Employee: \$100,000
 - Spouse: \$25,000
 - Child: \$10,000
- **Lock In Feature:** If an employee elects at least the minimum benefit at initial enrollment (**\$10,000**), they can increase their coverage up to the guarantee issue amount (**\$100,000**) at any future enrollment, **with no medical questions!**
- **Age Reduction:** 65% at age 70, 50% at 75
- **Portability and Conversion:** Included
- **Rates:** Age banded – see full proposal
- **Participation Required:** 10 employees enrolled
- **Rate Guarantee:** 3 years

City of Laurel

Proposal Executive Summary

Group Life and AD&D

- **Benefit:** \$10,000
- **Age Reductions:** 65% at age 70, 50% at age 75
- **Portability and Conversion:** Included
- **Accelerated Benefit:** May access 100% of the benefit if diagnosed terminally ill
- **Rate:**
 - **\$0.39/\$0.03 = \$135.15 per month**
- **Rate Guarantee:** 3 years if bundled with Voluntary Life/AD&D

Accident: Voluntary

- Covers employees for accidents **on and off the job**
- Pays **lump sum benefit** according to schedule of benefits found in proposal
- Great for families; all types of youth and scholastic **sports are fully covered**
 - **One rate** covers all children
- \$50 Be Well Benefit
- **Rates:**
 - **Employee Only: \$16.67**
 - **Employee/Spouse: \$29.32**
 - **Employee/Child(ren): \$33.53**
 - **Family: \$46.18**
- **Participation Required:** 5 employees enrolled
- **Rate Guarantee:** 3 years
- **Portability Included**

Critical Illness

- Critical Illnesses can happen to anyone, regardless of age
- Benefits can be used for anything you choose like medical bills, transportation of family members, or a bucket list vacation.
- **Covered Critical Illnesses:**
 - Cancer, Heart Attack, Stroke, and many more (see proposal for full list of covered conditions)
- Child coverage is automatically included at 50% of the amount the employee elects
 - Children are covered for all adult conditions, as well as covered childhood conditions like Cerebral Palsy, Cleft Lip or Palate, Cystic Fibrosis, Down Syndrome, and Spina Bifida.
- **Benefit Amounts:**
 - **Employee:** \$15,000(All Guaranteed Issue)
 - **Spouse:** 50% of Employee Amount
 - **Child:** 50% of Employee Amount
- **\$50 Be Well Benefit**
- **Rates: Age banded – see full proposal**
- **Portability Included**

Additional Services Included

Employee Assistance Plan with HealthAdvocate

- Covers 3 face to face counseling visits per issue an employee is facing
- Unlimited telephonic counseling
- Free will preparation
- Medical Bill Saver
 - This service will negotiate on behalf of the employee to reduce any medical or dental bill they have over \$400!

Worldwide Emergency Travel Assistance Plan

- Covers employees and their families if they are traveling over 100 miles away from home
- Guaranteed hospital admission
- No countries excluded

Life Planning Financial & Legal Resources

- This personalized financial counseling service provides expert, objective financial counseling to survivors and terminally ill employees at no cost