



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, MAY 05, 2026  
6:30 PM  
COUNCIL CHAMBERS**

**Public Input:** *Citizens may address the Council regarding any item of City business that is not on tonight's agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda. Because of the Rules that govern public meetings, Council is not permitted to speak in response to any issue raised that is a non-Agenda item. The Mayor may provide factual information in response, with the intention that the matter may be addressed at a later meeting. In addition, City Council may request that a particular non-Agenda item be placed on an upcoming Agenda, for consideration. Citizens should not construe Council's "silence" on an issue as an opinion, one way or the other, regarding that non-Agenda matter. Council simply cannot debate an item that is not on the Agenda, and therefore, they must simply listen to the feedback given during public input. If a citizen would like to speak or comment regarding an item that is on tonight's agenda, 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.*

*Be advised, if a discussion item has an upcoming public hearing, we would request members of the public to reserve your comments until the public hearing. At the public hearing, the City Council will establish an official record that will include all of your comments, testimony, and written evidence.*

### **General Items**

1. Poppy Day Proclamation 2026

### **Executive Review**

2. **Finance:** 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.
3. **Finance:** Resolution - A Resolution Of The City Council Of The City Of Laurel, Montana, Superseding Resolution R25-11, Modifying The Fee Schedule For Copies And Research Of Public Information And/Or Records, Reaffirming The Requirements Of Information To Retain, Establishing Procedures For Requesting Public Information And/Or Records, And For Implementation And Collection Of The Fee Schedule.

### **Council Issues**

### **Other Items**

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

### **Announcements**

*The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 5100, 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. Poppy Day Proclamation 2026

## Poppy Proclamation

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

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

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

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

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

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

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

CITY OF LAUREL

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

Attest:

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

**File Attachments for Item:**

**2. Finance:** 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.

**RESOLUTION NO. R26-\_\_\_\_\_**

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED that a public hearing is set on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 at 6:30 p.m.

Introduced at a regular meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED by the Mayor on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF LAUREL

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Dave Waggoner, Mayor

ATTEST:

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Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

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Michele L. Braukmann, Civil City Attorney

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

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

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

Sexually Oriented Business	\$750.00
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**Police Department Fees and Charges**

<b><u>Item</u></b>	<b><u>Fee</u></b>
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 <sup>st</sup> Week	\$45.00
Vehicle Impound – Per Day after 1 <sup>st</sup> Week	\$70.00
Dog Impound Fee – 1 <sup>st</sup> 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	<del>\$4035.00</del>
Subsequent Fingerprint Cards – Per Card	<del>\$105.00</del>
False Alarm – 3 <sup>rd</sup> and Consecutive in Calendar Year	\$100.00

**Library Fees and Charges**

<b><u>Item</u></b>	<b><u>Fee</u></b>
Photocopy Fees – per page	
Black & White	\$0.10
Color	\$0.20
Printer Fees – per page	
Black and White	\$0.10
Color	\$0.20
Lost or Damaged Book + <u>Processing Fee</u>	Cost + <del>\$5.00</del>
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	<del>\$53.00</del>
Use after hours (per hour or any portion of an hour – for profit)	\$30.00
Refundable Cleaning Deposit	\$30.00
Library Card Replacement Fee (per card)	\$2.00
Fax Fees (per page)	
Send	No Charge
Receive	\$0.10
<u>Long Delinquent Reinstatement Fee (pertaining to lost or assumed-lost items)</u>	<del>\$5.00 Per</del> <del>Vilocation</del>

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**Fire Department Fees and Charges**

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

**Emergency Medical Service Fees and Charges**

<b>Code</b>	<b>Definition</b>	<b>Charge</b>
A0425	Ambulance Mileage (per <b>loaded</b> 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)	<del>\$875.00</del>
	Stand by Rate Ambulance (2 person) (per hour)	<del>\$1500.00</del>
TNT1	Simple response (lift assist, etc.)	\$25.00
TNT2	Response, treatment using BLS Supplies / no transport	\$50.00
TNT3	Response, treatment using ALS or ALS2 Supplies / no transport	\$100.00
	Glucagon	\$300.00
	Patient Care Report Copy (HIPAA Compliant)	\$25.00

**Public Works: Water Rates and Charges**

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

**Public Works: Wastewater Rates and Charges**

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

**Public Works: Solid Waste Fees and Charges**

<b><u>Item</u></b>	<b><u>Fee</u></b>
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	<del>\$430.00</del>
Roll Off Container Haul	<del>\$1650.00</del>
Roll Off Container Cost per Ton	Current Billings Landfill Rates <del>+10%</del>
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**

<b><u>Item</u></b>	<b><u>Fee</u></b>
Shelter Reservation	\$50.00
Special Event Application Fee	\$35.00
Special Event in Parks	
<del>One-Day</del> Closure	\$100.00
<del>Two-Day</del> <del>Two-Day</del> Closure	\$150.00
Youth Activities	Fee can be waived by the Mayor
Garbage Cans for Special Events – Per 100 Gallons – Prepaid	Residential Garbage Rate
Special Event Clean-Up Fee – Per Hour/Per Employee	\$45.00
Riverside Park Camping Fees	
Tent Space (per night)	\$20.00
Back-in Space (per night)	\$25.00
Pull Through Space (per night)	\$30.00

**Cemetery Fees and Charges**

<b>Item</b>	<b>Fee</b>
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	<del>\$7</del> 650.00
Baby Grave	<del>\$6</del> 500.00
Non-Residents	
Full Grave	<del>\$9</del> 800.00
Baby Grave	<del>\$6</del> 550.00
Opening and Closing	
Full Grave	<del>\$5</del> 480.00
Full Grave on Saturday mornings	<del>\$6</del> 580.00
Baby Grave	<del>\$5</del> 400.00
Baby Grave on Saturday mornings	<del>\$5</del> 450.00
Cremation	<del>\$4</del> 300.00
Cremation on Saturday mornings	<del>\$4</del> 350.00
Two Cremations on single plot	<del>\$4</del> 375.00
Two Cremations on single plot on Saturday mornings	<del>\$5</del> 450.00
Set <del>the</del> Cremation Urn at existing Headstones	\$75.00
Private Sale of any plot – Transfer Processing Fee	\$75.00
Disinterment Fee for full burial	<del>\$7</del> 600.00
Disinterment Fee for cremains	<del>\$6</del> 500.00

**Planning Fees and Charges**

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

**Subdivision Fees and Charges**

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

**Building Permit Fees and Charges**

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

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

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

FY ~~27~~ Schedule of Fees and Charges

~~March 11, 2025~~

Resolution No. R26-~~5~~-18

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\$ 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

FY ~~27~~ Schedule of Fees and Charges

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

FY ~~27~~ Schedule of Fees and Charges

~~March 11, 2025~~

Resolution No. R26-~~5-18~~

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\$ 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:**

**3. Finance:** Resolution - A Resolution Of The City Council Of The City Of Laurel, Montana, Superseding Resolution R25-11, Modifying The Fee Schedule For Copies And Research Of Public Information And/Or Records, Reaffirming The Requirements Of Information To Retain, Establishing Procedures For Requesting Public Information And/Or Records, And For Implementation And Collection Of The Fee Schedule.

**RESOLUTION NO. R26-\_\_**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 1: DEFINITIONS:**

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

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

## **SECTION 2: REAFFIRMATION OF RETENTION SCHEDULES**

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

## **SECTION 3: PROCEDURES**

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

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

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

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

#### **SECTION 4: FEES/CHARGES FOR PUBLIC RECORDS:**

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

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

11. The Mayor or the City Council may waive all or a portion of any fees associated with a public records request, consistent with applicable provisions of the Montana Code Annotated.
  - a. A request for a fee waiver must be submitted in writing at the time of the original request and must include a statement describing the basis for the waiver.
  - b. In determining whether to grant a fee waiver, the Mayor or City Council shall consider the following factors:
    - Whether the requestor has demonstrated financial hardship;
    - Whether the request is made in the public interest, including whether disclosure is likely to contribute significantly to public understanding of government operations or activities;
    - The purpose and intended use of the requested records;
    - The extent to which the request requires the use of public resources beyond routine administrative effort; and
    - Any other factors relevant to ensuring fair and equitable access to public records.
  - c. For purposes of this section, "financial hardship" may include individuals whose income is at or below a defined threshold, such as a percentage of the Federal Poverty Level, or who otherwise demonstrate an inability to pay the fees.
  - d. The Mayor may approve fee waivers up to \$1,000.00. Fee waivers exceeding this amount require approval by a majority vote of the City Council.
  - e. Any decision to grant or deny a fee waiver shall be made in a manner consistent with the principles of transparency and public access set forth in the Montana Code Annotated. The decision shall be documented in writing and must include the specific reasons for the determination.
  - f. Nothing in this section shall be construed to authorize fees in excess of those permitted under the Montana Code Annotated, including the requirement that fees be limited to the actual costs of fulfilling the request.

#### **SECTION 5: EXEMPTIONS:**

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

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

number, social security number, marital status, payroll deductions, insurance coverage, or other privacy information.

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

Introduced at a regular meeting of the City Council on the \_\_\_ day of \_\_\_\_\_, 2026, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel the \_\_\_ day of \_\_\_\_\_, 2026.

APPROVED by the Mayor the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF LAUREL

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

ATTEST:

\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Michele L. Braukmann, Civil City Attorney