



**AGENDA
CITY OF LAUREL
LAUREL URBAN RENEWAL AGENCY
MONDAY, AUGUST 25, 2025
11:00 AM
CITY HALL**

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. Roll Call
2. Approval of Minutes: August 11, 2025

New Business

3. Review of updated Bylaws:
4. Annual Report: Due by September 30, 2025
5. Update List of Members for Website

Old Business

6. Update on Project 1:
7. Update on Task Order #5- Ditch Covering
8. Update on Lighting for SE 4th St

Other Items

9. Big Sky EDA Update
10. Beartooth RC&D Update
11. Next Meeting: September 8, 2025

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:

3. Review of updated Bylaws:

2025 BYLAWS

LAUREL URBAN RENEWAL AGENCY

Approved by Laurel City Council through Resolution No. R25-XX

Article I - Authority

The Laurel Urban Renewal Agency ("Agency") was created by the City Council through the adoption of Ordinance No. 008-09. The City Council empowered the Agency through Resolution No. R0S-123, all pursuant to Title 7, Chapter 15, Parts 42 and 43, Montana Code Annotated, 2007 (MCA).

Article II - Objectives

The Agency's objectives are to act in an advisory capacity to the City Council and to exercise all assigned powers consistent with the most currently approved Laurel Urban Renewal Plan. The City Council may modify the Laurel Urban Renewal Plan from time to time in accordance with MCA§ 7-15-4221.

Article III - Definitions

As used in these bylaws,

- a. "Advisory Member" means a non-voting advisory member of the Agency as appointed by the Mayor and approved by the City Council in accordance with LMC 18.02 through 18.08.
- b. "Agency" means the Laurel Urban Renewal Agency.
- c. "City Staff" means any employee or contractor currently employed or under contract with the City of Laurel
- d. "Council" means the City Council of the City of Laurel Montana.
- e. "Commissioners" means the Board of Commissioners who administer the Agency as appointed by the Mayor and approved by the City Council in accordance with LMC 18.02 through 18-06.
- f. "LMC" means the Laurel Municipal Code.

Article IV - Powers and Duties

- A. The Agency serves in an advisory capacity to the Council. The Agency has the following authority:
 1. To adopt amendments to bylaws for the conduct of business that must be approved by the Council;
 2. To elect a President and Vice-President from among its members;
 3. Any other duty, power and/or responsibility assigned to the Agency by the Council through Resolution; and

4. To perform such duties as the local governing body may direct so as to make the necessary arrangements for the exercise of the powers and performance of the duties and responsibilities entrusted to the local governing body.

Article V - Membership

A. Selection and Terms. Membership of the Agency consists of seven (7) Commissioners and four (4) advisory members to be appointed as follows:

1. Five (5) members to be appointed by the Mayor and confirmed by the Council.
2. One (1) member recommended by the Yellowstone County Board of County Commissioners to be appointed by the Mayor and confirmed by the Council.
3. One (1) member recommended by the Laurel School District to be appointed by the Mayor and confirmed by the Council.

The Council shall fill any vacancy for the unexpired portion of a term within sixty days after the vacancy has occurred and upon the recommendation, if necessary, of the Laurel School District or Yellowstone County Board of County Commissioners.

B. The President may appoint a temporary alternate to serve as a Commissioner, replacing any absent Commissioner under the following circumstances:

1. To ensure a knowledgeable discussion and decision; and
2. To promote the desired conduct of business with input from as many sources as possible; and
3. To fill the unexpired term of a Commissioner who resigns, pending replacement by the Council; and
4. To provide advancement opportunities for Advisory Members who are willing, eligible and qualified to serve as Commissioners.

C. Four (4) Mayor appointed, and Council confirmed Commissioners constitute a quorum for the Agency when hearing and acting on an Agency matter. Advisory Members and temporary alternate members may participate in Agency discussion of any matter, but they shall neither make motions nor vote.

D. Resignations and Expirations

1. Agency members resigning before completion of their terms are expected to submit written resignations. The President shall report such resignation to the Agency, Mayor and Council.
2. A resignation is effective on the date indicated in the resignation, or if no date is specified, it is effective on the date submitted.

3. Any member whose term expires shall serve until a successor is appointed.

Article VI - Officers and Duties

A. Officers

1. President. Agency members shall elect a President who shall serve one year.
2. Vice-President. Agency members shall elect a Vice-President who shall serve a term of one year.
3. Recording Secretary. Agency members shall elect a Recording Secretary who shall serve one year.

B. Duties

1. President. The President shall preside at all Agency meetings and hearings, call special meetings and perform the duties normally conferred by parliamentary usage on such officer and other such duties as may be properly prescribed.
 - a. The President may enter into the discussion of matters before the Agency.
 - b. The President may vote on matters before the Agency **before the Agency**.
2. Vice-President. When the President is absent, disabled or disqualified, the Vice-President shall act as President.

Article VII - Meetings

A. Regular Meetings. The Agency shall meet at least once each month, on a day selected by the Agency. The President may cancel meetings if there is no business to come before the Agency.

B. Special Meetings

1. Either the President or three Commissioners, making written request to the President, may call a special meeting of the Agency.
2. The President shall send, at least twenty-four hours in advance, written notice of any special meeting to all members and shall post a meeting notice in conspicuous public places including but not limited to, City Hall and the Post Office.

C. Quorum

1. A majority of Commissioners currently serving, but not less than four (4), shall constitute a quorum.
2. All official action taken through those powers specifically assigned to the Agency by Council Resolution shall be authorized only by the favorable vote of four.
3. Any action or recommendation passed by vote of a majority less than four shall include this fact in all printed or published records or minutes.

- D. Parliamentary Authority. Robert's *Rules of Order* shall apply in all parliamentary matters unless these bylaws otherwise provide.
- E. Conflict of interest
1. A conflict of interest exists when a Commissioner or other member of the Agency has a financial or property interest in a matter under consideration by the Agency or one of its duly created committees.
 2. Before consideration of the matter, this conflict of interest shall be entered in the minutes of the meeting.
 - a. Thereafter, the member shall be excused from meeting during *consideration* of the matter and shall not participate in consideration, debate, or if a Commissioner, voting thereon.
 - b. The member may participate as a part of the public in attendance in providing information to the Agency.
 3. No member may represent a party having an interest in business currently before the Agency. If a member has received prior communication from such a party, it shall be passed to the Recording Secretary or appropriate Staff for public disclosure and subsequent communication to the Agency at a meeting.
- F. Voting.
1. All Commissioners who do not declare conflict of interest shall vote; votes may be registered as aye or nay.
- G. Notification.
1. All meetings of the Agency and its committees shall comply with Montana law as it applies to open public meetings.

Article VIII - Conduct of Meetings

- A. Order of Business
1. Unless otherwise voted and approved by the Commissioners, the order of business at regular meetings shall be:
 - a. Call to order.
 - b. Roll call
 - c. Approval of minutes and action thereon.
 - d. Public hearings.
 - e. Communications and Special Presentations.
 - f. Committee Reports.
 - g. Old Business.
 - h. New Business and referrals.
 - i. Comments from Agency members.

- j. Staff announcements.
 - k. Adjournment.
2. The Agency may, by a two-thirds vote of members present, dispense with any item on the agenda, other than hearings, or change the order of business.

B. New Business

- 1. Only those items included on the agenda and that are part of the materials provided to the Commissioners may be acted upon at that particular meeting.
- 2. New business may be introduced without prior notice for the purpose either of Agency action at a future meeting or referral to a committee of the staff for study consideration.
- 3. The requirements of this section may be waived through a Suspension of the Rules by the two-thirds vote of the members present if there is a quorum.

Article IX - Public Hearing Procedures

A. If the Agency or Council determines a formal public hearing be held upon a particular matter, the following apply to the President. The President shall:

- 1. Preside at all public hearings.
- 2. State a summary of the question or issue at the opening of the hearing, limiting its contents to the subject advertised for hearing.
- 3. Specify the method of conduct of the hearing.
- 4. Assure an orderly hearing, having the power to terminate the hearing if, in the President's opinion, persons become unruly.
- 5. Announce that all questions and comments shall be directed through the President only after the speaker has been properly recognized.
- 6. Direct each speaker recognized to supply the record with a complete name and address, and if appropriate, the name of the person, firm or organization which the speaker represents.
- 7. Direct that copies of prepared statements be given to the secretary and presiding office to become part of the record.
- 8. Call first for statements from proponents, then give opponents and others equal opportunity for comment and finally, allow an opportunity for rebuttal testimony.
- 9. Close the hearing to the receipt of public testimony when all who wish to speak have spoken, or if the time limit set by the Agency has expired.
- 10. Declare the hearing to be closed or state the time, place and date upon which the hearing will be continued.

- B. Duties of Recording Secretary. The Recording Secretary shall:
1. Take minutes or record the content of all presentations, public hearings, discussion, and decisions of duly constituted regular or special meetings of the Agency. These minutes shall include a list of those members present at any meeting and those members absent.
 2. Incorporate this record in the minute book of the Agency as a permanent part of its record.
 3. Furnish copies of the minutes of the Agency in the materials mailed to the Agency members prior to the next monthly Agency meeting for approval.
 4. Routinely provide copies of the minutes to the City Council.
- C. Power of Agency.
1. The Agency may set a reasonable time limit for the receipt of public testimony.

Article X – Committees

- A. Special Committees. The President may appoint special committees for such purposes and terms as the Agency provides.
- B. Committee Reports
1. A referral to committee may contain the date for report to the Agency.
 2. Each committee report shall be written and may contain both majority and minority opinion.
 3. A copy of each committee report shall be submitted to the President for inclusion in the permanent records of the Agency.
- C. Staff Attendance
1. City Staff at the request of the President and approval of the Mayor or Chief Administrative Office shall attend committee meeting and participate in discussion, presenting relevant information and alternatives.

Article XI – Legal Assistance

- A. The Agency may seek legal assistance from the attorney(s) for the City of Laurel upon approval of the Mayor or Chief Administrative Officer.

Article XII – Staff Attendance

1. City Staff at the request of the President and approval of the Mayor or Chief Administrative Office shall attend committee meeting and

participate in discussion, presenting relevant information and alternatives to the Agency.

Article XIII - Amendments

A. Procedure

1. Any bylaw amendment shall be proposed in writing to the President by any member for placement under new business on the Agency agenda.
2. Approval of the proposed amendment requires an affirmative vote of a majority of the Agency present at any meeting properly called subsequent to the proposal.

B. Approval. No such amendment shall be effective until approved by the Council.