



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, OCTOBER 14, 2025
6:30 PM
COUNCIL CHAMBERS**

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

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

Pledge of Allegiance

Roll Call of the Council

Approval of Minutes

- [1.](#) Approval of Minutes of September 23, 2025.

Correspondence

- [2.](#) LURA Letter
- [3.](#) Fire Monthly Report - September 2025.
- [4.](#) Police Monthly Report - September 2025.

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 October 10, 2025.
- [6.](#) Approval of Payroll Register for PPE 9/28/2025 totaling \$268,385.63.
- [7.](#) Workshop Minutes of September 16, 2025.

Ceremonial Calendar

Reports of Boards and Commissions

- [8.](#) Budget/Finance Committee Minutes of September 23, 2025.
- [9.](#) Laurel Airport Authority Minutes of March 31, 2025.
- [10.](#) Laurel Airport Authority Minutes of April 15, 2025.
- [11.](#) Laurel Airport Authority Minutes of April 22, 2025.

- [12.](#) Laurel Airport Authority Minutes of May 27, 2025.
- [13.](#) Laurel Airport Authority Minutes of July 22, 2025.
- [14.](#) Laurel Airport Authority Minutes of July 30, 2025.
- [15.](#) Laurel Airport Authority Minutes of August 26, 2025.
- [16.](#) Public Works Committee Minutes of September 15, 2025.
- [17.](#) Laurel Urban Renewal Agency Minutes of September 22, 2025.
- [18.](#) Library Board Minutes of June 10, 2025.
- [19.](#) Library Board Minutes of July 8, 2025.
- [20.](#) Library Board Minutes of August 12, 2025.
- [21.](#) Laurel Airport Authority Minutes of September 23, 2025.

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

- [22.](#) Appointment of Renee Studiner to the Tree/Park Board for the remainder of 4-term ending December 31, 2026.
- [23.](#) Resolution No. R25-89: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Donahue Roofing & Siding LLC.
- [24.](#) Resolution No. R25-90: A Resolution Of The City Council Of The City Of Laurel, Montana Authorizing The Mayor To Seek Bids For Ambulance Purchase.

Items Removed From the Consent Agenda

Community Announcements (One-Minute Limit)

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

Council Discussion

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

Mayor Updates

Unscheduled Matters

Adjournment

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

File Attachments for Item:

1. Approval of Minutes of September 23, 2025.

MINUTES OF THE CITY COUNCIL OF LAUREL

DATE 2025

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 September 23, 2025.

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

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Michele, Braukmann, Civil City Attorney
Kelly Strecker, Clerk/Treasurer
Jarred Anglin, Interim Police Chief
Matt Wheeler, Public Works Director
Jean Kerr, City Judge
Kurt Markegard, CAO

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 August 26, 2025, as presented, seconded by Council Member Sparks. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

Motion by Council Member Sparks to approve the minutes of the regular meeting of September 9, 2025, as presented, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

CORRESPONDENCE:

- Fire Monthly Report - August 2025
- Beartooth RC&D September Correspondence.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through September 19, 2025.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the month of July 2025.**
- **Clerk/Treasurer Financial Statements for the month of August 2025.**
- **Approval of Payroll Register for PPE 9/14/2025 totaling \$264,949.22.**
- **Council Workshop Minutes of August 19, 2025.**
- **Council Workshop Minutes of September 2, 2025.**

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 Sparks. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of September 9, 2025.
- Budget/Finance Committee Minutes of August 26, 2025.
- Laurel Urban Renewal Agency Minutes of September 8, 2025.
- Park Board Minutes of September 4, 2025.
- Public Works Committee Minutes of August 18, 2025.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Appointment of Jarred Anglin as Police Chief.**

Motion by Council Member Mize to approve the Mayor's appointment of Jarred Anglin as Police Chief, seconded by Council Member Canape. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

Judge Kerr swore in the newly appointed Police Chief.

Former Police Chief Langve performed the pinning ceremony.

- **Resolution No. R25-83: A Resolution Of The City Council Authorizing The Mayor To Sign A Memorandum Of Understanding Between The City Of Laurel And Yellowstone County For GIS Services.**

Motion by Council Member Canape to approve Resolution No. R25-83, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

- **Resolution No. R25-84: Resolution Of City Council (APPROVING or DENYING) Zone Change For Iron Horse Station Subdivision From Residential R-6000 (Duplex) To Residential RMF (Multi-Family).**

Motion by Council Member Mize to approve Resolution No. R25-84A, seconded by Council Member Sparks.

The developers' agent was present to answer any questions that they had on this matter.

Ron Benner, City/County Planning Board, stated that the Planning Board put a lot of thought into this, and overriding them is a mistake.

The Council expressed concern about ensuring appropriate fire access if it were to approve the zone change.

The Council expressed concern that a 6-plex would be included in this zoning.

Council questioned whether, once they make a decision on this zone change, they will have a say in whether a 4-plex or 6-plex is built there. It was clarified that zoning is not conditional; if it is an allowable use, it is allowed.

Council noted that the area looks pretty congested and expressed concern about parking and the ability of first responders to respond appropriately.

Council noted they have concerns about the lack of a sidewalk between this development and the new school.

Council noted that in LMC, RMF is noted to be a buffer between commercial and residential. They had concerns that this would lead to commercial properties in the area. The Council noted the option of RMLF instead of RMF.

Council noted the consequences of parking recreational equipment, such as campers, trailers, and boats, in the area.

Council questioned the process by which first responders weigh in on these matters. It was clarified that an item goes through the Planning Board process, which does require public notice to the surrounding residents and notice in the paper.

A roll call vote was taken on the motion. All eight Council Members present voted no. Motion carried 0-8.

Motion by Council Member Canape to approve Resolution No. R25-84B, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

- **Resolution No. R25-85: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Donahue Roofing & Siding LLC.**

Motion by Council Member Banks to approve Resolution No. R25-85, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

- **Resolution No. R25-86: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Bartram Services, LLC.**

Motion by Council Member Mackay to approve Resolution No. R25-86, seconded by Council Member Canape. There was no public comment.

A Council Member questioned why the City would not go with the company that has installed all the previous systems.

A vote was taken on the motion. Seven Council Members present voted aye. Council Member Klose voted no. Motion carried 7-1.

- **Resolution No. R25-87: A Resolution Of The City Council Authorizing The Mayor To Execute The Memorandum Of Understanding Between The City Of Laurel And The Yellowstone Valley Animal Shelter, For The Provision Of Temporary Shelter Services For Displaced Animals.**

Civil Attorney Braukmann briefly reviewed what this contract entails.

Motion by Council Member Wheeler to approve Resolution No. R25-87, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

There is a Special City Council Thursday at 6:00 p.m. in Council Chambers.

September is a five-Tuesday month. There is no Council next week.

MAYOR UPDATES:

They have started the Southside Paving Project. So far, it looks good.

Council noted the new sidewalk at Nutting Park and the millings on the shoulder of the road, which provide a safe walking surface for the kids.

DRAFT

UNSCHEDULED MATTERS:

There will be a change order presented to the Council on Thursday for a special meeting. There was an error in calculating the total square feet of asphalt needed. It is an increase of \$45,000.

It was questioned whether there are funds in the Gas Tax fund to cover this additional cost. It was clarified that there are funds available.

ADJOURNMENT:

Motion by Council Member Mize to adjourn the Council meeting, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 7:18 p.m.


Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 14th day of October 2025.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

2. LURA Letter

Mayor Dave Waggoner
City of Laurel
PO Box 10
Laurel, MT 59044

Dear Mayor Waggoner and City Council Members,

On behalf of the LURA Advisory Board, I am writing to bring to your attention the matter of **Janice Lehman** and **Shawn Mullaney**, current members of the LURA Advisory Board.

After careful review and discussion, the board would like to formally recommend the removal of Ms. Lehman and Mr. Mullaney from their positions due to non-participation for a period exceeding six months. Their absence has impacted the board's ability to fully engage in its responsibilities and maintain active participation in LURA initiatives.

By making these positions available, we hope to invite community members who are eager and able to actively participate, ensuring that the LURA Advisory Board remains engaged, effective, and representative of the Laurel community.

We appreciate your attention to this matter and trust that you will take the board's recommendation under consideration. Please do not hesitate to contact me should you require any additional information or context regarding this recommendation.

Thank you for your time and consideration.

Sincerely,

Camilla Story

President, LURA Advisory Board

File Attachments for Item:

3. Fire Monthly Report - September 2025.



Laurel Fire Department

For the Month of:

September

Call Type
Structure Fire
Wildland Fire
Extrication
Other Rescue
Alarm
Public Assist
Medical Assist.
Other Calls
Severity Staffing

Number of Calls
4
8
17
0
1
9
5
5
3

Number of Hours

Total

52

591

Other Activities

Training Hours
DNRC Staffing Hrs.

208.5
877.5

Total Hours for the Month

1677

Announcements:

Trining on Engine 25, Joint Training with CHS Fire Team.
We have a fire fighter deployed to California with Columbus Fire.
Completed annual ISO Pump testing on Engines.

DEFINITIONS

Structure Firefighting

A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings. We carry out all levels of Structure Firefighting, including entry and attack, ventilation, salvage, overhaul, and investigations.

Wildland Firefighting

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

Extrications

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

Other Rescues

Rope Rescue, Water Rescue, Ice Rescue.

Alarms

Respond to any false alarms or malfunctions.

Other Calls

EMS assist, industrial or aircraft firefighting, vehicle fires, hazmat, spills, public safety, investigations, gas leaks, carbon monoxide problems, etc..

Severity Staffing- Montana DNRC pays up to 8 firefighters to staff the station each day and respond as a Task Force to wildland fires within Yellowstone, Stillwater and Carbon Counties, as and when needed. They can also be called up to respond to fires anywhere in the Southern Zone areas. The 2 State-owned type 5 wildland engines assigned to Laurel are the ones primarily used for these calls. This has proven to be beneficial to Laurel as a means for a quick response to all incidents.

File Attachments for Item:

4. Police Monthly Report - September 2025.



Laurel Police Department

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

Total Calls

Printed on October 1, 2025

[CFS Date/Time] is between '2025-08-25 08:42' and '2025-09-22 08:26' and

[Primary Incident Code->Code : Description] All

Code : Description

Totals

10-15 : With Prisoner	0	0
: Abandoned Vehicle	18	18
: Agency Assist	52	52
: Alarm - Burglary	9	9
: Alarm - Fire	1	1
AMB : Ambulance	86	86
: Animal Complaint	6	6
: Area Check	6	6
: Assault	4	4
: Bad Checks	0	0
: Barking Dog	1	1
: Bomb Threat	0	0
: Burglary	0	0
: Child Abuse/Neglect	4	4
: Civil Complaint	14	14
: Code Enforcment Violation	6	6
: Community Integrated Health	1	1

Code : Description	Totals	
: Counterfeiting	1	1
: Criminal Mischief	4	4
: Criminal Trespass	9	9
: Cruelty to Animals	1	1
: Curfew Violation	5	5
: Discharge Firearm	4	4
: Disorderly Conduct	5	5
: Dog at Large	20	20
: Dog Bite	3	3
DUI : DUI Driver	11	11
: Duplicate Call	4	4
: Escape	0	0
: Family Disturbance	16	16
: Fight	3	3
FIRE : Fire or Smoke	24	24
: Fireworks	1	1
: Forgery	0	0
: Found Property	8	8
: Fraud	5	5
: Harassment	8	8
: Hit & Run	3	3

Code : Description	Totals	
: ICAC	2	2
: Identity Theft	2	2
: Indecent Exposure	0	0
: Insecure Premises	3	3
: Intoxicated Pedestrian	0	0
: Kidnapping	0	0
: Littering	0	0
: Loitering	2	2
: Lost or Stray Animal	10	10
: Lost Property	7	7
: Mental Health	5	5
: Missing Person	1	1
: Noise Complaint	0	0
: Open Container	0	0
: Order of Protection Violation	3	3
: Parking Complaint	9	9
: Possession of Alcohol	0	0
: Possession of Drugs	2	2
: Possession of Tobacco	0	0
: Privacy in Communications	0	0
: Prowler	1	1

Code : Description	Totals	
: Public Assist	57	57
: Public Safety Complaint	5	5
: Public Works Call	4	4
: Report Not Needed	0	0
: Robbery	0	0
: Runaway Juvenile	6	6
: Sexual Assault	0	0
: Suicide	0	0
: Suicide - Attempt	0	0
: Suicide - Threat	5	5
: Suspicious Activity	56	56
: Suspicious Person	15	15
: Theft	21	21
: Threats	6	6
: Tow Call	1	1
: Traffic Accident	20	20
: Traffic Hazard	8	8
: Traffic Incident	19	19
: TRO Violation	0	0
: Truancy	1	1
T/S : Traffic Stop	137	137

Code : Description	Totals	
: Unattended Death	1	1
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	3	3
: Warrant	12	12
: Welfare Check	13	13
Totals	780	780

File Attachments for Item:

7. Workshop Minutes of September 16, 2025.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, SEPTEMBER 16, 2025**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 pm on September 16, 2025.

COUNCIL MEMBERS PRESENT:

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

OTHERS PRESENT:

Brittney Harakal, Administrative Assistant
Michele Braukmann, Civil Attorney (Phone)
Kurt Markegard, CAO
Jarred Anglin, Interim Police Chief (left at 6:42 pm)

Public Input:

There were none.

General Items

1. Appointment of Jarred Anglin as Police Chief.

Mayor Waggoner stated that he is promoting Mr. Anglin from Interim Police Chief to Police Chief. Mr. Anglin has been the Interim Police Chief since the end of May and has done an excellent job.

Council asked Mr. Anglin if he was okay with this promotion. He responded that he was. He has learned about the budgeting process, including the frustrations it entails and the limitations departments face in obtaining everything they request. We continue to provide service to our community.

Council asked what his vision is for the department. He clarified that he would like to see the department grow. He will continue the dream for a new building. He would like to see a 2nd detective added at some point. He would also like to identify other task forces that the City can be part of.

Council questioned whether they would lose any staff during this transition from the previous Police Chief. It was clarified that no one has left yet, and the department seems happy that he was placed as interim.

Council questioned who would be filling the Captain position now that it will be vacated. Mr. Anglin stated that he has spoken to Mr. Brew about taking the Interim Captain position.

The Civil Attorney spoke highly of Mr. Anglin. Her position works very closely with the Police Department. Since Mr. Langve's retirement in May, Mr. Anglin has been very responsive and has stepped into the role very well. He also works very well with the City Prosecutor.

Mayor Waggoner stated that former Police Chief Langve recommended Mr. Anglin for the position.

Council noted they agreed with the decision to hire from within the existing department.

Executive Review

2. **Planning:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Sign A Memorandum Of Understanding Between The City Of Laurel And Yellowstone County For GIS Services.

Yellowstone County GIS houses all of the City's data. They have done so for the last 20+ years. They host our zoning, mapping, and other related services. We have been paying 2k annually. Staff use this information daily. In particular, Planning, Building, Public Works, and the PD use this service daily. The County has asked for an increase to 4k annually. The public is able to access the interactive mapping through the County's website. The last MOU was from 2005; the payment needs to increase to 2025 standards.

Mike Powell, Yellowstone County GIS, stated he is the manager of the GIS department. There are three others in his office: Eve, Alyssa, and Janet.

3. **Planning:** Resolution - Resolution Of City Council (APPROVING or DENYING) Zone Change For Iron Horse Station Subdivision From Residential R-6000 (Duplex) To Residential RMF (Multi-Family).

There are two resolutions. One option is to approve the zone change and reject the Zoning Commission's recommendation; the second option is to deny the zone change and accept the Zoning Commission's recommendation. The Zoning Commission has recommended denial of this request. That does not mean the Council is bound to that recommendation. Council must note which conditions are met or not met under the rational nexus test.

Forrest Sanderson, Contract Planner, reviewed the attached Staff report.

If the Council disagrees with the Zone Commission's recommendation, it must articulate the reasons and specify which part of the nexus test it is referring to.

It was questioned if they would be voting on both resolutions. It was clarified that the Council would be voting on one resolution.

Council questioned whether the property owner spoke during the public hearing. It was clarified that he did and communicated additional information than what was presented to the Zoning Commission.

Council questioned what would happen if neither motion passed. It was clarified that the action would be denied by default. The applicant would have to start over with another application in order to proceed.

Kolton Knatlerud, IMEG, clarified that this subdivision was platted quite a while ago. The developer is finally ready to move forward on this project. The developer is seeking flexibility that R6000 does not provide. There is RMF directly south and west of this property, and it fits with the character of the neighborhood. The developer is available by phone for any questions the Council may have.

4. **Public Works:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Donahue Roofing & Siding LLC.

The Water Plants' roof is leaking. This minor service contract is for roof repairs.

Council noted that the quote states a lifetime warranty, which they questioned. Staff stated they would get clarification.

Council Issues

5. **Public Works:** Laurel Rod and Gun Club Building Discussion

There have been inquiries about the potential use of the old Laurel Rod and Gun Club Building and who would cover the necessary repairs. There was a question about whether the building could be turned into a shooting range. It was also questioned if it could be used as a museum. There was a missed opportunity for the LRGC to restore the building in 2013. The City owns this building, which is listed on the National Registry of Historic Buildings.

Council questioned whether this building is the building that has an issue with lead. It was clarified that this building is not the old Rifle Club building, which does have a lead issue.

Council noted that the Lions have invested a significant amount of money in their building, which is rented out. A Council Member noted that they would caution against creating competition in renting out the buildings.

Jaime Krug, a leader for the local 4-H club, stated she would like to see shooting sports for the youth. It teaches gun safety while giving kids something to do. Would also like to use the space as well. Would want to use the space for shotgun and archery as well. The American Legion helps purchase targets for competitions.

Council noted that they are not opposed to having someone champion the building; however, what is the liability in allowing a shooting range inside the building?

The Civil Attorney stated that this usage in the space is a surprise. The City does carry premises liability coverage for the value of the building. She is not aware that the City has any policy regarding the use of firearms. She will need to look into this further to give a more in-depth response. City spaces are not insured for invited individuals who are performing activities. We would need to ensure there is appropriate insurance coverage. The City can negotiate a lease if it wants to use the space. She has several concerns about the proposed use of this building.

A Council Member inquired about the document that condemned the building in 2011, following the flooding event. They knew there was mold in the building and lead in the paint. LRGC received an estimate in 2013 for 46k to repair the building. They were also aware of issues with the sewage system that required repair.

Ms. Krug noted that the 4H Club does have a 1 million liability policy through MSU. She is currently certified in archery, pistol, and musselsloader.

Forrest Sanderson, Contract Planner, stated he is a certified floodplain manager. This building is in the floodplain. If there is substantial damage and repairs cost more than 50% of the value of the structure, then it cannot be repaired within the floodplain. New septic tanks are not allowed to be placed in the floodplain; the existing system can be maintained, but not replaced.

It was clarified that the City does not know the value of the building, making it difficult to determine if costs will exceed the threshold. Staff will need to analyze the feasibility of the project. During the flooding event in 2011, there was 8 inches of water in the building. There is mold under the wood floor; however, without moisture, the mold is not an issue. There is also lead paint that would need to be mitigated.

Staff will obtain estimates for the necessary repairs and assess the building's usability. The riverbank has been rehabbed since 2011 and is now more stable. There are some groundwater issues, but not as severe as in 2011. Since the conditions have changed, it is time to reevaluate.

It was questioned whether there are provisions for historic buildings, given that this building is listed on the national registry. It was clarified that provisions exist, but their exact nature would need to be reviewed by the Staff.

6. Public Works: Nutting Park Sprinkler System Discussion

This sprinkler system will be similar to what is installed in the other parks.

Other Items

Council noted the sidewalk improvements at Nutting Park, including the shoulder for children to walk on.

The Civil Attorney is starting to work on the bylaws project. The process will take some time.

The Civil Attorney also noted that the City has received notice that there may be litigation on the Loves sign variance. She clarified that the complainant has 30 days to file litigation. She has advised that anything in relationship to the variance is stayed.

Mayor Waggoner stated he gave them their variance this afternoon, as there is no court action yet.

Attendance at Upcoming Council Meeting

All Council Members in attendance plan to attend next week's meeting.

Announcements

The next Emergency Services Committee meeting will Monday at 6:00 pm in Council Chambers.

The Safety Complex Open House is scheduled for October 8th from 6 to 8 pm.

The council workshop adjourned at 8:11 pm.

Respectfully submitted,



Brittney Harakal
Administrative Assistant

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

CITY HALL
115 W. 1ST ST.
PLANNING: 628-4796
WATER OFC.: 628-7431
COURT: 628-1964
FAX 628-2241

City Of Laurel

P.O. Box 10
Laurel, Montana 59044



Office of the City Planner

ZONING COMMISSION RECOMMENDATION ZC-25-01
Marvin Brown - Iron Horse Station Subdivision Zone Change Request
August 27, 2025

R-6000 to RMF

BACKGROUND:

The City of Laurel is an incorporated City within the State of Montana with powers established under the Constitution of Montana XI.4. The power and processes for the City to establish zoning regulations are found in §76-2-301 et. seq. M.C.A.

Mr. Brown was the original developer for the Iron Horse Station Subdivision. The original intent was to create a mixture of lots and lot sizes that would accommodate a wide array of housing opportunities with the primary focus being on one- and two-family dwellings. Over time, the perceived demand for new lots within the City of Laurel have changed in the opinion of the owner but it is important to remember that just because the property is zoned multi-family that a purchaser of any given lot may construct a single family residence. Our charge is to consider the rational nexus for the adoption of zoning in the City of Laurel.

The application materials address several other points that outline the anticipated benefits of the project. The application materials are incorporated into this report by reference.

LEGAL DESCRIPTION:

All of Block 6, Lots 1 and 2, Block 7 Iron Horse Station Subdivision located in Section 9, Township 24 East, Range 2 South, P.M.M., City of Laurel, Yellowstone County, Montana. In general, the properties front along Great Northern Road.

APPLICANT(S):

Marvin Brown – Iron Horse LLC
PO Box 80661
Billings MT 59108

EXISTING CONDITION:

The subject property is a platted residential subdivision. The property is served by public water, sewer, streets, solid waste, is surrounded by RMF and CC Zoning Designations, and is greater than 2.07 acres in size.

PROCESS:

- The application for a Zoning Map Amendment (Zone Change) was submitted on June 30, 2025, and is scheduled for a public hearing on August 20, 2025 by the Laurel Zoning Commission.
- The Zoning Commission following the Public Hearing may not make changes to or conditional modifications to the zoning and map. The change may only be recommended for approval or denial. In either case, the decision must be supported by findings of fact and conclusions related to the rational nexus for the adoption of zoning or zoning amendments.
- Those findings of fact and conclusions as well as the record minutes of the public hearing will be submitted to the City Council for consideration, hearing and final decision.
- The City Council will conduct a duly noticed Public Hearing on the Zoning Commission recommendation and an Ordinance of the City Council on First Reading.
 - Should the Zoning Commission recommendation be denial and it is upheld by the City Council on First Reading, the request is deemed denied.
 - Should the Zoning Commission recommendation for approval pass on First Reading, another public hearing and Second Reading and adoption will be scheduled.
- If passed on Second Reading, the new zoning map assignment would become effective 30-days post Second Reading.

ZONES INVOLVED: Existing and Proposed

- R-6000 - Residential 6000 District.
 - The residential-6000 zone is intended to promote an area for a high, urban-density, duplex residential environment on lots that are usually served by a public water and sewer system.
- RMF – Residential Multifamily District.
 - The residential multifamily zone is intended to provide a suitable residential environment for medium to high density residential dwellings; and to establish, where possible, a buffer between residential and commercial zones.
- CC – Community Commercial District.
 - The community commercial classification is primarily to accommodate community retail, service, and office facilities offering a greater variety than would normally be found in a neighborhood or convenience retail development. Facilities within the classification will generally serve an area within a one-and-one-half-mile radius and are commensurate with the purchasing power and needs of the present and potential population within the trade area. It is intended that these business facilities

be provided in business corridors or islands rather than a strip development along arterials.

RATIONAL BASIS OF ZONING:

In the State of Montana, all jurisdictions proposing to zone or rezone property or to adopt or revise their zoning regulations must issue findings of fact on a twelve-point test that constitute the rational nexus/legal basis for the adoption of a zoning district, zoning regulations, or changes to zoning or zoning regulations. This rational nexus is called the “Lowe Test”.

I. Is the zoning in accordance with the growth policy;

Findings of Fact:

- Both the RMF and R-6000 are generally applicable, City Established, zoning districts.
- The requested zoning is based in the Growth Policy. A simple look at the Growth Policy and future land use map will verify that the requested zone assignment is consistent with the text and mapping components of the Growth Policy.
- The Growth Policy, Future Land Use Map, designates the property as Residential. The Residential designation supports zoning assignment from R-7500 to RMF.
- The RMF designation is typically reserved for areas of proposed development, redevelopment or in areas where adaptive reuse of existing structures that are associated with significant land ownership is contemplated.
- Both the R-6000 and RMF have provisions for the creation of a Planned Unit Development (PUD). The proposed development could be proposed in the R-6000 via the PUD process.
- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.

Conclusion: The requested zoning is in accordance with the Growth Policy and other adopted rules and regulations of the City of Laurel.

II. Is the zoning designed to lessen congestion in the streets;

Findings of Fact:

- The proposed zoning encourages compact walkable development as well as expanded opportunities for new uses.
- The property is located within reasonable walking distance of the Central Business District and adjacent to Community Commercial. As such, the residents would be able to walk or bicycle to essential services which would by default reduce the vehicular traffic on the streets.
- The proposed zoning encourages compact urban development as such the need for vehicular travel is limited.

- The property is located where all the necessary public infrastructure exists.
- The proposed zoning in conjunction with the development standards adopted with the Subdivision Regulations will provide for flow through development, logical extension of the gridded infrastructure network, and encourage pedestrian- friendly growth.

Conclusion: The requested zone should lessen congestion in the streets by ensuring orderly growth and development of the property that is consistent with the proposed zoning and other regulations adopted by the City of Laurel.

III. Is the zoning designed to secure safety from fire, panic, and other dangers;

Findings of Fact:

- The proposed zoning will provide for consistency in development along with provision of police and fire protection.
- The proposed zoning incorporates enforcement of development standards, setbacks and compliance with the other development standards adopted by the City of Laurel.
- In addition to the zoning, the City of Laurel enforces the International Building Codes. The combination of regulations are life safety driven.
- The proposed zoning has restrictions on lot coverage, grading and development on steep slopes and other areas that are potentially hazardous. The difference between R-6000 and RMF is minimal.

Conclusion: The requested zoning along with other regulatory standards should provide safety for residents and visitors to the city from fire, panic and other dangers.

IV. Is the zoning designed to promote health and the general welfare;

Findings of Fact:

- The proposed zoning imposes setbacks, height limits and building restrictions.
- The proposed zoning groups together like and consistent uses within existing neighborhoods.
- The overall development standards of the RMF do not convey a significant benefit to the subject property that is not available in the R-6000.
- In addition to the zoning, the City of Laurel enforces the International Building Codes. The combination of regulations are life safety driven.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.
- The current zoning regulations restrict development in hazardous areas.

Conclusion: The grouping together of like and consistent uses promotes the health and general welfare of all citizens of the City of Laurel. Further, the requested zoning is substantially consistent with the land use in the surrounding neighborhoods.

V. Is the zoning designed to provide adequate light and air;

Findings of Fact:

- The proposed zoning imposes building setbacks, height limits, limits on the number of buildings on a single parcel, and reasonable area limits on new development.
- The only difference between the existing and proposed zoning is the building height limit and lot coverage.
- The issue of lot coverage was diminished, in part, by the passage of legislation in the 2023 session.
- The proposed zoning implements the concept that the City of Laurel was developed historically on a gridded network. Both the existing and proposed zoning requires the perpetuation of this pattern. In doing so as the City plans for growth, the spacing and layout of new development will facilitate provision of light and air to new development.

Conclusion: The proposed zoning ensures the provision of adequate light and air to residents of the City through a continuation of the dimensional standards and other development limitations.

VI. Is the zoning designed to prevent the overcrowding of land;

Findings of Fact:

- The proposed zoning imposes minimum lot size, use regulations and other limitations on development.
- The amenities and parking associated with the proposed zoning can be contained within the subject property.
- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.
- The area involved in the proposed rezoning is in excess of 2.07 acres.

Conclusion: The existing development standards of the requested zoning prevents overcrowding of land.

VII. Is the zoning designed to avoid undue concentration of population;

Findings of Fact:

- The requested zoning is one of the generally applicable Laurel residential districts that represents a holistic approach to land use regulation for the entirety of the City of Laurel and is not focused on any single special interest.
- The overall maximum development densities are substantially similar between the R-600 and RMF.
- The requested zoning is one of four residential zoning districts that provide a continuum of residential densities and manage development to create land use compatibility.
- The requested zoning imposes minimum lot sizes, maximum number of residences on a single parcel and setback standards.
- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.

- The area involved in the proposed rezoning is in excess of 2.07 acres.

Conclusion: The proposed zoning prevent the undue concentration of population by encouraging the most appropriate use and residential density at any given location within the jurisdiction.

VIII. Is the zoning designed to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;

Findings of Fact:

- The requested zoning establishes minimum standards for the provision of infrastructure such as roads, sidewalks, water sewer, wire utilities and storm water management.
- The requested zoning encourages compact urban scale development and groups together similar uses that will not detract from the quality of life expected in Laurel while providing the economies of scale to extend water, sewer, streets, parks, quality schools and other public requirements.
- The property for the requested zoning is served by City streets, water and wastewater systems.
- The parent subdivision provided parkland as provided by the Laurel Subdivision Regulations and the city has numerous developed parks and recreational opportunities.

Conclusion: The area affected by the requested zoning is served by insure the adequate transportation, water, sewerage, school, parks, and other public requirements.

IX. Does the zoning give reasonable consideration to the character of the district and its peculiar suitability for particular uses;

Findings of Fact:

- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.
- The area involved in the proposed rezoning is in excess of 2.07 acres. The property abuts additional RMF zoning designations.
- The uses and development patterns between R-6000 and RMF are subtle. It is for this reason that the Growth Policy supports a wide range of residential zoning designations within the City.
- The requested zoning is one of the generally applicable Laurel residential districts that represents a holistic approach to land use regulation for the entirety of the City of Laurel and is not focused on any single special interest.
- The overall development standards of the RMF do not convey a significant benefit to the subject property that is not available in the R-6000.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.

Conclusion: The requested zoning gives due consideration to the character of the existing neighborhoods within the city as well as suitability for the particular uses.

- X. Does the zoning give reasonable consideration to the peculiar suitability of the property for its particular uses;

Findings of Fact:

- The RMF is a generally applicable zoning district within the City of Laurel.
- The requested zoning is one of the generally applicable Laurel residential districts that represents a holistic approach to land use regulation for the entirety of the City of Laurel and is not focused on any single special interest.
- The overall maximum development densities are substantially similar between the R-600 and RMF.
- The overall development standards of the RMF do not convey a significant benefit to the subject property that is not available in the R-6000.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.
- Both the R-6000 and RMF have provisions for the creation of a Planned Unit Development (PUD). The proposed development could be proposed in the R-6000 via the PUD process.
- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.

Conclusion: The requested zone gives reasonable consideration to the peculiar suitability of the property for its particular uses.

- XI. Will the zoning conserve the value of buildings;

Findings of Fact:

- The requested zone groups together like and consistent uses and is consistent with the existing zoning in the various neighborhoods of the City of Laurel.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.
- Both the R-6000 and RMF have provisions for the creation of a Planned Unit Development (PUD). The proposed development could be proposed in the R-6000 via the PUD process.
- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.
- The proposed zoning reinforces that residential buildings will continue to be used for equal or greater potential residential purposes.

Conclusion: The requested zoning will conserve or in many cases enhance the value of buildings.

XII. Will the zoning encourage the most appropriate use of land throughout the municipality?

Findings of Fact:

- The proposed zoning and zoning map provide for transitional areas between uses that may be incompatible.
- The requested zoning expands an existing mixed-use residential district that is specifically intended to ease the transition between residential and commercial uses.
- The requested zoning is consistent with the type of development that exists and is occurring in the surrounding neighborhood.
- Providing a healthy mix of residential properties is in the best interest of the city, property owners and potential buyers.
- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.
- RMF is and has been assigned adjacent to both the R-7500 and R-6000 zoning assignments. With all but one of the current assignments being adjacent to R-6000.

Conclusion: The requested zoning should encourage the most appropriate use of land not only in the neighborhood but throughout the City of Laurel.

OTHER NOTABLE FACTORS:

- The mandates associated with SB 382 and other legislation passed during the 2023 Legislative Session requiring communities with greater than 5,000 population to increase opportunities and options for housing within the community.

RECOMMENDATION:

The Zoning Commission finds that the requested zoning is INCONSISTENT with the Laurel-Yellowstone Growth Policy; that the rational nexus for the adoption of zoning is not met, due to expressed concerns with traffic, lack of adequate infrastructure to support the increased density, and that the citizens of Laurel have participated in the creation of the proposed rezoning process. Further, that the Zoning Commission recommend that the City Council DENY the Zoning Classification of RMF on all of Block 6, Lots 1 and 2, Block 7 Iron Horse Station Subdivision located in Section 9, Township 24 East, Range 2 South, P.M.M., City of Laurel, Yellowstone County, Montana (on a 4-3 vote).

RESOLUTION NO. R25-__

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE AN INDEPENDENT CONTRACTOR SERVICE CONTRACT WITH
BARTRAM SERVICES, LLC.**

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

Section 1: Approval. The Independent Contractor Service Contract by and between the City of Laurel (hereinafter “the City”) and Bartram Services, LLC, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Independent Contractor Service Contract with Bartram Services, LLC on behalf of the City.

Introduced at a regular meeting of the City Council on the 23rd day of September, 2025, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 23rd day of September, 2025.

APPROVED by the Mayor the 23rd day of September, 2025.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

INDEPENDENT CONTRACTOR SERVICE CONTRACT

This Contract is made and entered into this 23rd day of September, 2025, between the City of Laurel, a municipal corporation organized and existing under the laws of the State of Montana whose address is P.O. Box 10, Laurel, Montana 59044, hereinafter referred to as "City" and Bartram Services, LLC., a contractor licensed to conduct business in the State of Montana, whose address is 2732 Pronghorn Drive, Laurel, MT 59044, hereinafter referred to as "Contractor".

SECTION ONE DESCRIPTION OF SERVICES

A. Purpose. City shall hire Contractor as an independent contractor to perform for City the services described in the Bid dated September 13, 2025, attached hereto as Exhibit "A" and by this reference made part of this contract.

B. Effective Date. This contract is effective upon the date of its execution by both Parties. Contractor shall complete the services within 60 days of commencing work. The parties may extend the term of this contract in writing prior to its termination for good cause.

C. Scope of Work. Contractor shall perform his/her work and provide services in accordance with the specifications and requirements of this contract, any applicable Montana Public Work Standard(s) and Exhibit "A".

SECTION TWO CONTRACT PRICE

Payment. City shall pay Contractor fifty-three thousand seven hundred forty-six dollars and no cents (\$53,746.00) for the work described in Exhibit A. Any alteration or deviation from the described work that involves extra costs must be executed only upon written request by the City to Contractor and will become an extra charge over and above the contract amount. The parties must agree to extra payments or charges in writing. Prior to final payment, Contractor shall provide City with an invoice for all charges.

SECTION THREE CITY'S RESPONSIBILITIES

Upon completion of the contract and acceptance of the work, City shall pay Contractor the contract price, plus or minus any additions or deductions agreed upon between the parties in accordance with Sections one and two, if any.

SECTION FOUR CONTRACTOR'S WARRANTIES AND RESPONSIBILITIES

A. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this contract and is not to be considered an employee of the City for any purpose hereunder. Contractor is not subject to the terms and provisions of the City's personnel policies or handbook and shall not be considered a City employee for workers' compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings, agreements or sub-

contracts in any dealings between Contractor and any third parties. The City is interested solely in the results of this contract. Contractor is solely responsible for all work and work product under this contract, including techniques, sequences, procedures, and means. Contractor shall supervise and direct the work to the best of his/her ability.

B. Wages and Employment. Contractor shall abide by all applicable State of Montana Rules, Regulations and/or Statutes in regards to prevailing wages and employment requirements. Contractor shall comply with the applicable requirements of the Workers' Compensation Act. Contractor shall maintain workers' compensation coverage for all members and employees of his/her business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA. Contractor understands that all contractors or subcontractors working on publicly funded projects are required to have withheld from earnings a license fee of one percent (1%) of the gross contract price if the gross contract price is Five Thousand Dollars (\$5,000) or more. This license fee is paid to the Montana Department of Revenue pursuant to Montana law.

C. Unless otherwise specified by the terms of this Agreement, all materials and equipment used by Contractor on the Construction Project shall be new and where not otherwise specified, of the most suitable grade for their intended uses.

D. All workmanship and materials shall be of a kind and nature acceptable to the City.

E. All equipment, materials, and labor provided to, on, or for the Contract must be free of defects and nonconformities in design, materials, and workmanship for a minimum period beginning with the commencement of the work and ending one (1) year from completion and final acceptance by the City. Upon receipt of City's written notice of a defective or nonconforming condition during the warranty period, Contractor shall take all actions, including redesign and replacement, to correct the defective or nonconforming condition within a time frame acceptable to the City and at no additional cost to the City. Contractor shall also, at its sole cost, perform any tests required by City to verify that such defective or nonconforming condition has been corrected. Contractor warrants the corrective action taken against defective and nonconforming conditions for a period of an additional one (1) year from the date of City's acceptance of the corrective action.

F. Contractor and its sureties are liable for the satisfaction and full performance of all warranties.

G. Contractor has examined the facilities and/or has made field examinations. Contractor has knowledge of the services or project sought under this Contract and he/she further understands the site conditions to be encountered during the performance of this Contract. Contractor has knowledge of the types and character of equipment necessary for the work, the types of materials needed and the sources of such materials, and the condition of the local labor market.

H. Contractor is responsible for the safety of the work and shall maintain all lights, guards, signs, temporary passages, or other protections necessary for that purpose at all times.

I. All work is performed at Contractor's risk, and Contractor shall promptly repair or replace all damage and loss at its sole cost and expense regardless of the reason or cause of the damage or loss; provided, however, should the damage or loss be caused by an intentional or negligent act of the City, the risk of such loss shall be placed on the City.

J. Contractor is responsible for any loss or damage to materials, tools, work product or other articles used or held for use in the completion or performance of the Contract.

K. Title to all work, work product, materials and equipment covered by any payment of Contractor's compensation by City, whether directly incorporated into the Contract or not, passes to City at the time of payment, free and clear of all liens and encumbrances.

SECTION FIVE INDEMNITY AND INSURANCE

Contractor shall indemnify, defend and save City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or its agents or employees.

SECTION SIX COMPLIANCE WITH LAWS

Contractor shall comply with all federal, state, local laws, ordinances, rules and regulations. Contractor shall either possess a City business license or shall purchase one, if a City Code requires a business license.

SECTION SEVEN NONDISCRIMINATION

Contractor agrees that any hiring of persons as a result of this contract must be on the basis of merit and qualification and further that Contractor shall not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin.

SECTION EIGHT DEFAULT

If either party fails to comply with any term or condition of this Contract at the time or in the manner provided for, the other party may, at its option, terminate this Contract and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law except for punitive damages. The Parties hereby waive their respective claims for punitive damages. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Contract.

SECTION NINE TERMINATION

Either party may terminate the contract for their convenience upon thirty days written notice sent postage prepaid, to the addresses provided herein.

SECTION TEN
GOVERNING LAW AND DISPUTE RESOLUTION

The Parties agree that the laws of the State of Montana govern this Contract. The Parties agree that venue is proper within the Courts of Yellowstone County, Montana. If a dispute arises, the Parties, through a representative(s) with full authority to settle a dispute, shall meet and attempt to negotiate a resolution of the dispute in good faith no later than ten business days after the dispute arises. If negotiations fail, the Parties may utilize a third-party mediator and equally share the costs of the mediator or file suit.

SECTION ELEVEN
ATTORNEY FEES

If any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either is ordered to pay, a reasonable sum for the successful party's attorney's fees and all costs charges and expenses related to the action.

SECTION TWELVE
ENTIRE AGREEMENT

This contract and its referenced attachment and Exhibit A contain the entire agreement and understanding of the parties and supersede any and all prior negotiations or understandings relating to this project. This contract shall not be modified, amended, or changed in any respect except through a written document signed by each party's authorized respective agents.

SECTION THIRTEENTH
ASSIGNMENT OF RIGHTS

The rights of each party under this Contract are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

SECTION FOURTEEN
SEVERABILITY

Each provision, section, or subsection of this Contract shall stand separate and independent of every other. In the event that a court of competent jurisdiction shall find any provision, section, or subsection of this contract to be invalid, the remaining provisions, sections, and subsections of this contract shall remain in full force and effect.

SECTION FIFTEEN
PARAGRAPH HEADINGS

The titles to the paragraphs of this contract are solely for the convenience of the parties and shall not be used to explain, simplify, or aid in the interpretation of the provisions of this agreement.

SIGNED AND AGREED BY BOTH PARTIES ON THE 23rd DAY OF SEPTEMBER 2025.

CITY OF LAUREL

CONTRACTOR

Dave Waggoner, Mayor

Bartram Services, LLC

ATTEST:

Employer Identification Number

Kelly Strecker, Clerk/Treasurer

ESTIMATE

Bartram Services, LLC
2732 Pronghorn Dr
Laurel, MT 59044

evan.bartramservicesllc@gmail.com
+1 (406) 633-5480



Bill to

Matt Wheeler
City of Laurel
115 W First Street
Laurel, MT 59044

Ship to

Matt Wheeler
City of Laurel
115 W First Street
Laurel, MT 59044

Estimate details

Estimate no.: 1032
Estimate date: 09/13/2025
Expiration date: 12/31/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Install Sprinkler System	Install Sprinkler system at Nutting park. [Alder & E 6th Street]. This estimate includes all materials, equipment, man hours, etc.	1	\$53,746.00	\$53,746.00
2.			<p>If approved Bartram Services will install a sprinkler system in the park tying into water and power sources provided by the City of Laurel.</p> <p>Bartram Services will bury all ground dug up or disturbed during this project. Re-seeding the grass will be the responsibility of City of Laurel.</p> <p>There will be a 1-year warranty on all components of the sprinkler system starting the day the system is turned on in 2026.</p> <p>Winterization of the system will be complementary for both 2025-2026.</p>			
3.			25% of the estimate total (\$13,436.50) will be do upfront. The remainder will be due after completion of project.			

Total

\$53,746.00

Note to customer

Expiry
date

12/31/2025

Thank you for considering Bartram Services LLC to install this sprinkler system. We look forward to working with you. If you have any questions please give me a call. 406-633-5480.

Accepted date

Accepted by

File Attachments for Item:

8. Budget/Finance Committee Minutes of September 23, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 23, 2025**

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

Others Present: Kelly Strecker, David Waggoner, Matt Wheeler, Kelly Gauslow

The meeting was called to order by the Committee Chair at 5:35 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve September 9, 2025, Budget and Finance Committee meeting minutes. Casey Wheeler moved to approve the minutes of September 9, 2025. Michelle Mize seconded the motion. With no objection, the minutes of September 9, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Matt Wheeler presented a purchase requisition for repairs on one of the roll off trucks. He stated that the transmission was out. The city has taken the truck into Inland Truck Service for an estimate. Without fully digging into the repairs that are needed, they gave the city a quote on a new transmission. The truck repairs were estimated at \$25,471.36. Matt stated that this would be the worst-case scenario as some of the estimated repairs may not need to happen. Heidi Sparks moved to approve the purchase requisition for transmission repair to the roll off truck. Casey Wheeler seconded the motion. With no objection, the purchase requisition was approved. There was no public comment. Kelly presented a purchase requisition for 10 sets of bunker gear for the fire department, as Chief Hopper could not be present at the meeting. Kelly stated that this is an annual purchase and a few of these sets that they are wanting to purchase are for a few of the newer fireman. A list of names as to whom the gear will go to are listed on the purchase requisition. The cost of the new gear is \$45,200.00 with each set being approximately \$4,500.00. Michelle Mize motioned to approve the purchase requisition for new bunker gear. Heidi Sparks seconded the motion. With no objection, the purchase requisition for the new bunker gear was approved.
The other purchase requisition that Kelly presented on behalf of the Fire Chief was for new lockers for the fire gear. Kelly stated and presented pictures to the committee that the old racks are breaking and falling off the wall. These new lockers will be sturdier, movable and easier to maintain. Kelly presented a picture as to what the new lockers will look like. The Fire Chief obtained three quotes, with the lowest one coming in from Gear Grid at \$18,848.00, which includes shipping. Michelle Mize motioned to approve the purchase requisition for new lockers for the fire department. Heidi Sparks seconded the motion. With no objection, the purchase requisition for the new locker's was approved.
3. Review and recommend approval to Council; claims entered through September 19, 2025. Heidi Sparks moved to approve the claims and check register for claims entered through September 19, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of September 19, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending September 14, 2025, totaling \$264,949.22. Heidi Sparks motioned to approve the payroll register for the pay period ending September 14, 2025, totaling \$264,949.22. Michelle Mize seconded the motion. With no objection, the payroll register for September 14, 2025, was approved. There was no public comment.
5. Review and approve July 2025 monthly financial statement. Heidi Sparks motioned to approve the July 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the July 2025 monthly financial statement was approved. There was no public comment.

6. Review and approve August 2025 monthly financial statement. Heidi Sparks motioned to approve the August 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the August 2025 monthly financial statement was approved. There was no public comment.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending September 14, 2025.
2. Mayor Update – The mayor stated that the Southside Paving project has begun and should be completed in a couple of weeks. He also said that the Splash Park will remain open as long as the weather is nice, and people continue to use it.
3. Clerk/Treasurer Financial Update-Kelly said that the auditors were here all last week, helping with closing out fiscal year 2024-2025. Kelly gave a brief discussion regarding the library mills and the library cash account. Kelly stated that she has had conversation with Nancy, the Library Director and is planning on having a discussion with the Library Board at the next meeting in October.

Announcements –

1. The next Budget and Finance Committee meeting will be held on October 14, 2025, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:22 p.m.

Respectfully submitted,



Kelly Strecker

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

File Attachments for Item:

9. Laurel Airport Authority Minutes of March 31, 2025.

Laurel Airport (6S8)

Authority

P.O. Box 242
Laurel, MT 59044-0242
Laurel Airport Rd.

**Special Meeting Minutes
March 31, 2025
07:00 PM**

Roll Call - Board Members Present: Joe Mutchler, Jim Wise, Doug Myers, Randy Hand

Public Guests Present: Scott Frank, Charlie Vance, John Roberts, Brad Sinclair, Bret McKenney, Murl Williams, Ben Schaak, Matt Schaak, Jim Schaak, Matt S(?), Jim S(?), Bill Austin, Braydon Sinclair, Justin Zindell

Previous Mtg Minutes Approval: Minutes approved from previous meeting on 1/28/2025. (Feb 25th meeting was cancelled without explanation by Shane Linse.)

Financials Update:

1. Cody of Beartooth Accounting is taking over from Steve Cosner. Going forward, we will work with her to send out lease invoices etc.
2. Financial Update provided showing current balances: We have @ \$17,000 in our checking acct and @ \$23,000 in our savings acct.
3. Current Expenses. Normal and recurring for power and utilities, etc.
4. We need to vote to remove old names and add new names for checking account authorized access.

Claims Reviewed / Approved: Claims approved without exception.

Public Comments / Non-agenda items (3 minutes):

1. **John Roberts:** Jim Roberts has requested copies of FAA letters regarding conformance issues. John has offered to help the board with the set up of an office computer and associated peripherals (printer, scanner etc).
2. **Brad Sinclair:** Requesting info on building a 70'W and 60'D non-commercial hangar at 2615 Cory. He will obtain and share utility access cost info with us.
3. **Jim Schaak** retracts his option to build / lease upon the lot at 2605 Cory.

Reports: KLJ Engineering – Master plan and Construction updates (Justin Lindell):

1. R.I.F. affecting FAA. Matt Johnson replaced by Roxanne Trotta (sp?).
2. Master plan progress is still expected.

3. Need RW closure equipment returned by American Road Maintenance. KLJ could pull their bond, but need to get final markings done to close out project and so may need to get Roxanne Trotta involved to press for closure on project.
4. We need to move forward in design phase on Fox Road construction project. May split over '25/'26 seasons to maximize available funding. We can bank another year of entitlement funding and end with a total of 1.2mm.
5. There may be possible AIP grant \$\$\$ for mill and overlay of 04-22 RW and main TW. KLJ is enquiring.
6. \$88,000 AIP grant for Fox road paving ... Joe signed FAA grant application following approved motion and vote to apply for grant.

New Business:

1. Motions and vote to approve ***new Chairman ... Joe Mutchler*** elected.
2. Motions and vote to approve ***new Vice Chairman ... Jim Wise*** elected.
3. Motions and vote to approve ***new Secretary ... Doug Myers*** elected.
4. Need to retain new *LAA Board attorney* with aviation experience: Will approach *Brent Brooks* regarding interest and availability to work with us.
5. Joe Mutchler to draft a response to the FAA regarding LAA compliance with regard to economic discrimination complaint issues. A motion was made and voted on to give approval to the effort.
6. We need to schedule and hold a special meeting to address lack of operational bylaws for the Laurel Airport. We have been operating without known bylaws since at least 2018.
 - The Bylaws are needed to assure consistent airport board operations
 - Are needed to assure consistency for board members and airport users alike
 - We may be able to retrieve them from Mark Smith son of Doc Smith (in PA).
7. We may need to approach the City of Laurel and the City Attorney for help in addressing the apparent lack of return to the LAA of lease records, embossers, stamps etc. held by Shane Linse. Also we may need their help in addressing former LAA attorney Scott Greens lack of willingness to respond to any inquiries saying in effect he "works only with Shane Linse".
8. **Jim Schaak (JS Ag Air Service)** presented a Part 137 compliance presentation (which will be saved within our records) with regard to the temporary spray operation that he operates out of Laurel:

- He operates as a transient and not permanent operator out of 6S8.
 - 6S8 is a satellite site and not a primary location / base of operations.
 - He operates as a transient operator as does the BLM.
 - Only about 36 % of his 2024 operations were conducted out of Laurel.
 - He has previously requested them, but has never been provided with, Part 137 minimum operating standards for the Laurel airport.
 - He operates within the minimum chemical volume standards that the State has set for non-containment requirements.
 - He carries a high coverage blanket insurance policy.
 - His hangar serves to only store his airplane, and is never been used to meet with customers or is used to store chemical.
 - Jim will work toward letter of agreement with the board and the FBO to use western area of ramp to operate from.
 - Jim and Brett and the LAA will determine location/dimensions/gps coord.
 - LAA will then agree to circumstances and conformance of his operation.
9. An agenda item was tabled to be addressed at a later meeting regarding the need to better lock up / secure LAA related information at the pilot lounge.
10. John Roberts was authorized to look into computer/scanner and computer.
11. We will work with Security bank regarding the authorization to change signature cards to reflect current board members.

Meeting Adjourned @ 9:00 PM.

All motions at meeting were approved unanimously.

Doug Myers

LAA Board Secretary

File Attachments for Item:

10. Laurel Airport Authority Minutes of April 15, 2025.

Laurel Airport (6S8)

Authority

P.O. Box 242
Laurel, MT 59044-0242
Laurel Airport Rd.

LAA Meeting Minutes April 15, 2025 06:00 PM

Roll Call - Board Members Present: Joe Mutchler, Jim Wise, Doug Myers, Randy Hand

Public Guests Present: Frederick Lee, Robert Spannagel, John Roberts, Brady Sinclair, Bret McKenney, Murl Williams, Ben Schaak, Bill Austin, John Ostlund, Gracie Johnson, Gary Blain, Justin Zindell (KLJ), Chuck Henrichs (EEC), Kevin Lundin (EEC), Kurt Markegard, Will Metz

Previous Mtg Minutes Approval: Minutes approved from previous meeting on 3/31/2025.

Financials Update:

1. No new bills.
2. Cody of Beartooth Accounting is taking over from Steve Cosner. Going forward, we will work with her to send out lease invoices etc.
3. New board member names have been submitted to Western Sec Bank for checking account authorized access.

Claims Reviewed / Approved: N/A

Public Comments / Non-agenda items (3 minutes):

1. **Fred Lee:** LAA website needs to be updated and corrected. Gracie Johnson and John Roberts volunteer to help with website issues if we can gain access. Board will reach out to Brock Williams re access issues / problems.
2. **Ben Schaak:** Presented a lease agreement for LAA Board approval between JS Ag Air Services and 406 Aero. It was signed by both Jim Schaak and Bret McKenney. It was suggested that we consider using pad area markings and signage for safety.
3. **Gary Blain:** Was appointed to the LAA Board by the Laurel City Council and will be voted on at next meeting (4/29/25).
4. **Justin Zindell (KLJ):** American Road Maintenance will begin work on 19th May to address permanent markings and punch list items. They supplied new RW closed markings to replace original ones removed from the airport.

5. **Kurt Markegard (City of Laurel):** We can contact Britany, and have our minutes and meeting agendas etc. posted directly on the City of Laurel website if we get info to her.

Reports: KLJ Engineering – Master plan and Construction updates (Justin Lindell):

New Business:

- a. Motions and unanimous vote to: **move future meetings from 7:00 to 6:00 PM.**
- b. Motions and unanimous vote to: approve **Brent Brooks** as LAA attorney. (We need to inform the FAA that he will be acting as our new attorney.)
- c. Motions and unanimous vote to: assign lot at **2405 DeFrance** to Ben and Matt Schaak. Lot to be surveyed and staked out by KLJ. Bldg. will be lumber built. Contactor not yet selected. Will need to stake off drain field for Will Metz septic system to prevent damage by vehicle traffic.
- d. Motions and unanimous vote to: assign lot at **2635 Cory** to Frederick Lee
- e. Motions and unanimous vote to: assign lot at **2625 Cory** to Chuck Henrichs / EEC).
- f. Motions and unanimous vote to: assign lot at **2615 Cory** to Brad and Brady Sinclair
- g. Motions and unanimous vote to: assign lot at **2605 Cory** to Bill Austin

Regarding Cory Lots

- (as per KLJ): Helena ADO plan delayed by RIF activity affecting the FAA
 - (as per KLJ): ALP Masterplan is under review by FAA and waiting for update but delayed by RIF activity affecting the FAA
 - (as per KLJ): LAA board *can not* approve lots for construction yet, as they have to have overall development approved by FAA
 - (as per KLJ): LAA Board should approved the area for expansion and development ... should be agenda and vote item for 4/29 meeting
 - (as per KLJ): They will work to determine actual lot sizes given varied restrictions affecting the lots.
 - (as per EEC): EEC will do survey work and topo engineering work in anticipation of eventual development.
 - LAA needs to
 - LAA Board will provide to each interested party, a copy of our current leases, minimum standards=ds for construction of non-commercial hangars and airport rules and regulations.
 - Helena ADO plan delayed by RIF activity affecting the FAA
- h. LAA to decide on utilities services and provisions and contracting but need lot sizes and layout plan first from KLJ. Utility cost estimates and related disbursement issues will be tabled for discussion until lot sizes / layout plan is made.

- i. Motions and unanimous vote to: approve Bret McKenney to **purchase a new courtesy car** for the airport for \$5000 taking advantage of a grant available until May 1st. He has identified a 2015 Jeep Grand Cherokee.
- j. We need to **gain access to the LAA / airport website** and **reestablish proper AWOS airport phone system operation**. Randy Hand will reach out to Brock Williams to attempt access and Gracie Johnson and John Roberts have volunteered to help with addressing / correcting / optimizing website access and information content issues.
- k. Laurel airport commercial user related compliance issues (as claimed by Will Metz) were discussed:
 - o **Jim Schaak (JS Ag Air Service)** presented a Part 137 compliance presentation (at our 3/31 mtg) which has been sent to the FAA with regard to the temporary spray operation that he operates out of Laurel.
 - o **Frank Felke** is performing no commercial work from his hangar and stopped work even prior to cease and desist notices sent to him
 - o **Murl Williams** is performing no commercial work from his hangar and stopped work upon notification of the cease and desist notices sent to him
 - o **Ron Webber** has removed all outside storage items that were at issue, is keeping his main entry gate closed, and has erected a security fence along the NE perimeter of his property.
 - o **Bret McKenney** has removed all outside storage items that were at issue, and is keeping his main entry gate closed, and has erected a security fence along the NE perimeter of his property.

Old Business:

The current, general focus of the LAA Board is to address our current alleged non-compliance issues and to ensure that legally and financially we are staying current. As a board, we are communicating with everyone at the airport and with the FAA.

Meeting Adjourned @ 8:30 PM.

All motions at meeting were approved unanimously.

Doug Myers

LAA Board Secretary

File Attachments for Item:

11. Laurel Airport Authority Minutes of April 22, 2025.

Laurel Airport (6S8)

Authority

P.O. Box 242
Laurel, MT 59044-0242
Laurel Airport Rd.

LAA Meeting Minutes April 22, 2025 06:00 PM

Roll Call - Board Members Present: Joe Mutchler, Doug Myers, Randy Hand, Gary Blain

Public Guests Present: Robert Spannagel, John Roberts, Bret McKenney, Murl Williams, John Ostlund, Gracie Johnson, Evelyn Pyburn, Frank Felke, Will Metz

Previous Mtg Minutes Approval: Minutes approved without exception from previous meeting on 4/15/2025 (Joe Mutchler making motion to approve, Doug Myers seconding).

Public Comments / Non-agenda items (3 minutes):

1. **Joe Mutchler:** Public please be aware that there was an auto theft outside of the 5G fence and in front of the 5G fabrication business at 2020 Fox Road.
2. **Will Metz:** What is Board's response to his Feb 12th Ag Operator request? Wants opportunity to negotiate regarding his economic discrimination complaints in closed meeting executive session.
3. **John Roberts:** Asking again for FAA to/from Board communications regarding conformance issues. We explained that those were between Shane Linse and the FAA and the current board was not privy to them.
4. **Gary Blain:** It appears that our Minimum Standards were last updated @ 2008. The FAA has issued an Advisory Circular (150/5190-8) to assist in developing Minimum Standards for airports. Ours may be not only out of date but in conflict with FAA guidelines. (Action item suggestion for next mtg.)
5. **Will Metz:** He had met with Joe Nye of the FAA and Joe indicated that our standards were "model standards" for an airport our size. Joe did not recommend changing them.

Reports: KLJ Engineering – Master plan and Construction updates (via Joe Mutchler as KLJ was not present):

Regarding Cory Lots:

- Regarding new construction hangars, KLJ has no idea as to timing.
- We have to update ALP but can't until FAA has assigned / designated a contact person.

New Business:

Approve Gary Blain to LAA Board:

- Joe Mutchler made motion and Doug Myers seconded
- Gary Blain was unanimously appointed by voice vote.

Old Business:

Discuss further the non-compliance issues on the airport and the response required to be made to the FAA:

- The FAA had initially required a response from us by 4/9 but has extended the date to 4/30. Inspection results and photos will be submitted.
- Mandi of the FAA has required that we sign no lease agreements and needs to review any commercial business plans.
- We need to send **Jim Schaak's business plan** to Mandi
- We need to send a copy of the **user agreement between Jim Schaak and Bret McKenney / Tom Boyce** regarding a loading / operating area for Jim's transient / temporary Ag spray operation.
- **Frank Felke** has been doing no commercial maintenance out of his hangar for at least a year. Joe Mutchler has recently inspected his hangar to confirm.
- **Murl Williams** has no tenant commercial work being done within his rental hangar and has been inspected. There is an opportunity for Murl's tenants to move their operation into a commercial hangar near the FBO commercial operation and they would lease space from Bret McKenney / Tom Boyce.
- **Ron Webber** has been inspected and is confirmed to have removed his outdoor storage items. His entry gate is closed continually and is closed at night as well.
- **Bret McKenney / Tom Boyce** have complied and inspection has confirmed that their property at 2020 Fox Road has all trash and storage items removed, and their gates are closed. The only an outside vessel remaining is a garbage bin.

Meeting Adjourned @ 8:30 PM.

All motions at meeting were approved unanimously.

Doug Myers

LAA Board Secretary

File Attachments for Item:

12. Laurel Airport Authority Minutes of May 27, 2025.

Laurel Airport (6S8)

Authority

P.O. Box 242
Laurel, MT 59044-0242
Laurel Airport Rd.

LAA Meeting Minutes May 27, 2025 06:00 PM

Roll Call - Board Members Present: Joe Mutchler, Doug Myers, Randy Hand, Gary Blain

Public Guests Present: Robert Spannagel, John Roberts, Bret McKenney, John Ostlund, Gracie Johnson, Will Metz, Nicole Metz, Mark Webb

Previous Mtg Minutes Approval: Minutes approved without exception from previous meeting on 4/15/2025 (Jim Wise making motion to approve, Gary Blane seconding).

Financial Update: Payment of Bills for April and May approved without exception (Joe Mutchler making motion to approve, Doug Myers seconding). **Codi Smith requests a list of airport tenants to facilitate issuance of hangar lease bills.**

Public Comments / Non-agenda items (3 minutes):

1. **John Oslund:** Encourages us to facilitate uniformity re lease / billing information.
2. **Gracie Johnson:** 6S8 website has been updated with current board names etc. Needs Brock Williams contact info.
3. **Joe Mutchler:** Will contact company responsible for website and AWOS phone issues.

Reports: KLJ Engineering – Master plan and Construction updates (via Joe Mutchler as KLJ was not present):

1. Joe has signed for access road reimbursement
2. We've had an \$8000 deposit returned
3. The access road project will be done in 2026 (@ 1mm and is grant assurance related).
4. Gary – Parking availability issues at airport need to be addressed.
5. Doug – We should consider designating vacant lot across from Murl Williams (personal use hangar) as parking. Murl says he could "pave" it with materials and equipment already on hand.

New Business:

1. **Charlie Byerly (2356 DeFrance)** approval of 50 yr non-commercial lease by unanimous vote. Jim motion Joe seconding.
2. **Charlie Byerly (2241 Nicholas)** approval of 20+11 yr non-commercial lease by unanimous vote. Jim motion Joe seconding.
3. **Bob Burns (2263 W. Greening)** approval of 20+11 yr non-commercial lease by unanimous vote. Jim motion Doug seconding.
4. Joe to contact **Workers Comp** with request they update their info to accurately reflect current sitting board member names. Our volunteers are keeping track (via sheets at SRE bldg.) their work times for the airport (mowing / plowing etc.). Info is used to determine W/C fees.
5. Joe to contact Laurel Mayor with request for digital copy of contract info for **Laurel Fire Dept.**
6. **Nicole Metz** requests permission to post a sign (either 12X24" or 24X24") to advertise any available rentals at the open hail hangar building. Also requests that a section be added to our website where available rentals could be listed. Board voted unanimously to allow signage. (Gary making motion and Randy seconding.)

Old Business:

FAA Compliance Update: (re: original issues relative to initial economic discrimination complaints) :

1. Need to draw up modified, non-commercial lease for **Jim Schaak** to store his Ag spray plane within. Send to Mandi for approval and then LAA to discuss / vote.
2. Mandi of the FAA has commented that our **minimum standards** are very strict:
 - First, we need to first address all current non-conformance issues
 - Second, we need to draw up new airport operational bylaws and then have them approved by atty.
 - Third, be in a position to rewrite our minimum standards
3. Be mindful that **security levels** can impact grant \$\$\$\$. Wants vs. needs to be considered.

Courtesy Car discussion:

4. Historically, the FBO has covered costs associated with routine maintenance (tires, batteries etc.). The airport has covered more major repair expenses.
5. Bret will resume search for courtesy car (so we can utilize \$5,000 grant money). First car chosen as likely candidate was unavailable.
6. It was consensus that having 3 cars total would be beneficial to the airport.

Board Training with MSU Representative (Dan Clark):

1. Will be held Tue 6/3/25 at the Fairfield Inn in Laurel.
2. Post meeting invitations at entrance signboard, FBO, and City Hall
3. General Meeting Advice: Roberts Rules of Order should be followed, but NOT adopted. Far too restrictive.

Meeting Adjourned @ 8:30 PM.

Doug Myers

LAA Board Secretary

File Attachments for Item:

14. Laurel Airport Authority Minutes of July 30, 2025.



LAA Meeting Minutes

July 30, 2025

6:00 – 8:30 PM

Roll Call of Board Members Present - Joe Mutchler (Chairman), Doug Myers (Secretary), Randy Hand (Member), Gary Blain (Member) Not Present - Jim Wise (Vice Chairman) on vacation.

Public Guests Present - None

Approval of Minutes from previous meeting (7/22/25) – Approved without exception (Randy making motion for approval / Joe seconding)

Public Comment on Non-Agenda Items: None

New Business: Following discussions, voted unanimously to approve new Laurel Airport Minimum Standards (Gary / Doug).

Old Business: Following discussions, voted unanimously to approve Jim Schaak's lease for 2405 DeFrance (undeveloped lot) (Joe / Randy).

Doug Myers

LAA Board Secretary

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

File Attachments for Item:

15. Laurel Airport Authority Minutes of August 26, 2025.



LAA Board Meeting Notes

August 26, 2025 - 6 pm to 8 pm

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

Public present: Justin Zindell and Charle Vance (KLJ), Bridger and Travis (LVFD), Reef Hogan, Frederick Lee, Murl Williams, Bret McKenney, Jim Roberts, Jim Schaak

Approval of Minutes from previous meeting: 7/30/2025

- (Motion ... Gary and Second ... Randy) Approved by vote without exception

Public Comment on Non-Agenda Items: Please limit it to 3 minutes if not on agenda:

Public Comment on Agenda Items: Please limit it to 3 minutes if not on agenda

- **Frederick Lee:** MT state authorities are claiming that all hangars at airport are “commercial”. He has submitted, and had approved via permit, a plan to install a garage type door in the south wall of his hangar. He wants permission from the LAA Board to install a drainage culvert and crushed gravel “driveway” to run from his hangar to the taxi lane of East Stormont. It will be identical to 3 other existing driveways already on same street. Board voted to approve (Gary / Doug).
- **Jim Roberts:** MAP organization will hold fly in on 9/13. Food trucks are being signed up and to locate along fence, car show is advertising on Facebook and will use the grass area, PortaPotties are ordered and will be @ \$450 (airport will pay). MAP will control traffic / pkg and a golf cart will be in service to hand out free water to attendees. Randy Hand will be the liaison between the LAA Board and MAP for event planning.
- **Chris Kennedy:** Has purchased a hangar on East Stormont from the John Ostlund estate and would like hangar lease info. Doug Myers to provide.

Reports:

KLJ Engineering-Master Plan and Construction Report

Work in Progress:

AIP 3-30-0047-024-2022 Airport Master Plan Update

KLJ has submitted the ALP drawings and Exhibit A Property Map to the Helena ADO for review. The most recent versions of the ALP and Narrative Report have been uploaded to the project website: www.laurel.airport.net. KLJ Planner Kent Penny has updated the ALP per FAA notes and has added the addition of four hangar plots located on the northeast end of the hangar area off Cory Taxilane. Currently the ALP has been uploaded to OE/AAA. ADO expects delays with the approval from Tech Ops as they are understaffed and have a large workload. No new updates as of to date.

AIP 3-30-0047-025-2024 Airport Pavement Maintenance

The project has reached completion, and final acceptance has been signed by all parties. Currently KLJ is working on the closeout report, and a letter of grant amendment has been signed by the airport Chair and will be submitted in October at the beginning of the new FY.

AIP 3-30-0047-026-2025 Airport Access Road Reconstruction

The Project is in the planning phases; construction is planned for the summer of 2026 on a separate grant. Currently Design is 75% completed. Design staff will continue to work on the design to be ready for bidding in late winter or early spring.

Miscellaneous:

Fire Suppression Tank

As of June, it has been brought to our attention that all FEMA funding has been terminated. The fire suppression tank at this time is now on hold unless other funding opportunities can be acquired.

Airport Maintenance Report:

- Murl Williams will replace engine battery in Red Tractor and starter if needed.
- Mark Webb sprayed for weeds in common, grassed areas near Quonset hut and Doug Myers has been mowing there. Doug and Murl have replaced 4 sprinkler system heads and set system to water day as well as night.
- Randy Hand has climbed beacon tower and replaced two bulbs in the beacon light.

New Business:

- a. **Non-Commercial lease approval for Jim Schaak** on hangar 2325 West Stormont

Discussed and voted to approve without exception (Joe / Doug)

- b. Mark Webb would like to discuss the **prairie dog issue/control**

Mark was out of town but we will discuss further at next meeting (9/23).

c. LVFD would like to use train at the Laurel Municipal Airport

They have purchased a new fire truck and are in need of space to facilitate practice maneuvers and staging / setup with the truck. Doug Myers will meet with them on 8/27 and help them with orientation to and use of airport for their training use. Joe will issue a memo re permission to use the airport facility and communicate basic requirements and guidelines. Doug Myers will issue a Leidos System NOTAM.

d. Solid Rock Service (Post, Idaho) would like to set up a regularly scheduled maintenance visit for the gate. They can service next week for \$800.

We discussed and agreed to have them service our gate 2x per year. Doug Myers to communicate / coordinate with them. Ultimately, we should try to get a more local company to provide same service. Best to have them service before winter and then during summer.

Old Business:

a. FAA Compliance Update

Joe Mutchler has been in communication with Mandi of the FAA in Seattle and she is further reviewing our Minimum Standards. Joe will respond to any questions or change requests that she may have, and we are anticipating that she will then approve the close-out of the issues associated with non-compliance.

b. Courtesy Car Update

Both cars have had LAA logo decals applied to them and the newest vehicle (2012 GMC) has had title received and placed in file in locked cabinet at Quonset hut. It also has "exempt" license plates installed and registration info filed in cabinet. Both vehicles have "courtesy car" lettering applied to the rear hatches.

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

File Attachments for Item:

16. Public Works Committee Minutes of September 15, 2025.



**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, SEPTEMBER 15, 2025**

The Public Works Committee meeting was called to order at 6:00pm on Monday, September 15, 2025, by Chair Heidi Sparks.

Members Present: Heidi Sparks- Chair, Jodi Mackay - Vice Chair, Irv Wilke, Jessica Banks, Richard Herr, Shawn Mullaney

Others Present: Matt Wheeler- Public Works Director, Michele Braukmann- City Attorney

Public Input: None

General Items:

1. Approval of Minutes from August 18, 2025. Irv made a motion to approve the minutes of August 18, 2025. Motion was seconded by Jodi. Motion carried 6-0 to approve the minutes.
2. Emergency Call Out Report- Report attached
 - i. Only 4 callouts since the last meeting, 2 were from last Thursday due to the lightning storm and issues at the water and sewer plants.
3. KLJ Report- Report attached
 - i. Water Tank Funding project- KLJ did put in for another grant last week
 - o Jodi asked about the tank inspections- Matt stated these started today and will be here all week. Inspection will include the water plant and tanks
 - o Have been having issues with intake, seems like something is blocking. Can clear when backflushing but think this might be moss that needs to be cleared
 - ii. Bills with KLJ have dropped dramatically- currently only working on a few things for Love's, the school district, and stormwater routing with CHS
 - iii. Jodi asked about the sidewalks going in by the new school
 - o Matt stated there will be a path added with millings in front of the vacant lot on E 8th to Alder as a wide shoulder
 - iv. Attorney Braukmann mentioned that it looks like there might be litigation coming forward over the City Council's decision on the Love's sign variance request. This came as a FOIA request, but looks like it could move to a request for re-decision through the court system

New Business:

4. Discussion of committee bylaws
 - i. This item came up from a request from a committee to put something before council. This highlighted the fact that most of the committees don't have a lot of structure in place on the role of the committee.
 - ii. Goal is that we have discussion following the legal memorandums that Attorney Braukmann provided. She will then put together a draft of bylaws to bring back to the committee at the October meeting for review and approval.

- iii. Consensus of the committee is to formalize the authority of the committee with being able to make recommendations for items to be presented to the council at large.

Old Business:

Other Items:

Announcements

Next Meeting will be Monday, October 20, 2025, at 6:00 pm in Council Chambers.

Meeting adjourned at 7:00 pm

Emergency Overtime Callout List

1-1-25

TO

7-1-25

Maintenance Shop 406-628-4773

City Dispatch 406-628-8737

Response Code	X In Column Not accepting Overtime / NA = Not Available / Y = Responding / B=Phone Busy														
Employee Name	Telephone														
Shop Callout															
Kevin Budge															
Jay Hatton															
Keith Guy															
Wade Spalinger															
Brandon Gonzales															
Aaron Fox															
Joel Barnhardt															
Bridger Fornier															
Krista Gauslow															
Anthony Woodard															
Distribution		7-4	7-13	7-25	8-19	9-7	9-10								
Justin Baker			y3	2	Y3	y3	2								
Kevin Hoffman			1	na1	1	na1	Y3								
Daniel Nauman			2	y3	2	na2	1								

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

Wastewater Treatment Plant-628-6474

Autodailer- 628-4866

Response Code	NO= In 1st Column Not accepting Overtime / NA = Not Available / Y = Responding														
Employee	Telephone	7-20	7-28	9-10											
Thomas Henry		y4	3	2											
Cindy Caswell		1	Y4	3											
Corey Nicholson		2	1	Y4											
Norman Stamper		3	2	1											

Water Treatment Plant 628-4410

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

Matt Wheeler Cell# 208-1885 8 One Call Locate - 1-800-424-5555 (City Job # 25663)

Kurt Markegard Cell# 860-5785 Hm 208-2356 SCHESSLER 628-4221 HESTON 281-0811

Mayor 406 633 3809 Dwight Ace Electric 406 697 2037

Travis Ace Electric 406 850 0612

MDU 1-800-638-3278 / MDT 252-4138

Pace Construction 252-5559 (sewer backups)

SanitarySystemOverflows call DEQ withing 24 hours at406-444-3080

Call Out - Date and Incident Location

6-5 H2O BREAK S 8TH ALL NIGHT	7-20 alarms sewer plant
6-7 walmart lift	7-25 h2o shutoff
6-7 walmart lift	7-28 STORM DAMAGE SEWER PLANT
6-16 FLOODING	8-19 LEAK FIRE DEPT
6-17 H2O TURN ON	9-7 emergency locate
6-23 water plant problems	9-25 SEWER PLANT POWER OUT
6-30 update	9-25 LIFT STATION POWER OUT
7-13 village lift problems	



Laurel Water Tank Funding Project

(KLJ # 2304-01608)

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

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

Current Status:

- Task Order Signed by City on 12/13/23
- Met with EDA to discuss Funding on 1/9/24
- Letter of Support from CHS Received
- Letter of Support from Wood's Powergrip
- Submittal uploaded to EDA on 7.11.24.
- Multiple calls back/forth with EDA to clarify information including need for the project, priority for the city, provision of procurement documents, and verification of budget.
- EDA reviewed mid October and are waiting for notice of award - All grants must be awarded (or declined) and contracted/obligated by 12/31/2024.
- As of 12/13/24, EDA is still telling us they don't have an update.
- Notified of EDA denial of funding on 1/7/2025
- KLJ reviewing other opportunities for funding
- Meeting between City and KLJ reviewing denial and other funding sources on 1/16/2025
- As of January 2025 City has spent \$16,917.76 of the \$56,000 budget for funding applications.
- WWC has submitted this project for a BRIC grant
- KLJ has submitted an Application for consideration of Congressionally Directed Spending on behalf of the City on 3/26/25
- Public Disclosure Form completed and sent onto Senator Sheehy's office on 5/5/25. Awaiting response.
- Tank Inspection being performed in September

5th to 7th Sewer Line Replacement

(KLJ # 2304-01231)

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



City of Laurel Project Status Update September 15th, 2025



last year.

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

Current Status:

- Work Order Signed by City in September 2023
- Survey scheduled for week of October 16th, 2023
- Base Drawing created and Working on preliminary design
- Preliminary Plans and EEOC sent to City on 12.14.23
- DEQ Approval received on 2.20.24
- Project began advertising on 3/14/24 and bid open will be 3.28.24
- Project awarded to Western Municipal Construction
- Construction started on June 10th 2024
- Sewer Line fully installed and accepted on 7/10/24
- Change Order Requested by City personal put together with cost estimate and submitted to City on 7/10/24
- City reviewed CO#1 cost and elected not to pursue
- Contractor achieved Substantial Completion on 8/1/24
- Contractor achieved Final Completion on 8/20/24
- Release of Retainage request submitted along with reconciliation Change Order
- Warranty walkthrough to occur in August of 2025
- Responded to a call from resident at 15 6th Ave. about storm water in their yard. Review and interview with property owner revealed that storm water is a historic issue at this location 10+ years of documented issues. A small amount of runoff is entering their yard from the alley way but majority is coming from the house and garage. City will install an asphalt berm adjacent to where the water appears to be running off the asphalt into their property.
 - Asphalt berm installed
- Warranty Walkthrough was held on Thursday September 4th, 2025. The following items required correction
 - Crack in the concrete on the approach at the Alley's intersection with 5th Ave.
 - Crack in the concrete on the east approach at the Alley's intersection with 6th Ave.
 - Crack in the concrete on the southwest approach at the Alley's intersection with 6th Ave.
 - Pothole in the asphalt asphalt just south of the Culligan building between 6th and 7th Avenues.
 - Gravel section between 6th and 7th Avenues is rutted.

Laurel Planning Services (KLJ #1804-00554)

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



City of Laurel Project Status Update September 15th, 2025



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

Current Status:

- Zoning Regulations Update.
 - Draft regulations sent to City April 11th, 2023
 - Zoning Map approved by Commission on August 16th, 2023
 - Staff Recommendation to Zoning Commission to occur on December 20th, 2023
 - Back to Planning Board Meeting on 1/17/23
 - City to publish advertisement for Public Hearing
 - To be presented at Workshop on 5/7/24
 - Adoption occurred at Council on 5/14/24
 - 2nd Reading and Public Hearing on 5/28/24.
 - Regulations adopted by Council. Minor wording and numbering corrections needed.
 - Wording and numbering corrections made and submitted to Kurt 7/3/24
 - Waiting on final comments from Kurt
- Love's Annexation
 - Annexation Application received 3/25/24
 - Revised Package received by City on 5/2/24
 - City requested KLJ to review on 7/12/24
 - KLJ's review sent back to City on 7/18/24
 - Love's submitted design for review on 12.10.2024
 - Engineering review and comments sent back on 1.10.25
 - Love's addressing comments
 - Love's 2nd package received 2.10.25 (still awaiting updated reports)
 - Love's 2nd package reviewed and sent back on 2/21/25
 - Love's has been approved by the City on 3/20/25
 - Love's Water & Sewer Extensions were approved by DEQ on 4/10/25
- Cherry Hills 4th Filing
 - City has received notice that Cherry Hills 4th Filing is requesting a Pre-Application Meeting
 - Pre-Application meeting was held on April 16th at City Hall.
 - Package submitted to City on 9/5/25



City of Laurel Project Status Update ***September 15th, 2025***



Other Notes and Information

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

Anticipated FY25 Projects

- Bulk Water Sales Station
 - Project task order to be started in early 2025
- West 7th Street Water and Valve Replacement
 - Updated Task Order and Budget sent to City on 6/27/2025

Legal Memorandum

TO: City Mayor, CAO Kurt Markegard, and Public Works Committee

FROM: Michele Braukmann, Civil City Attorney

DATE: 15 September 2025

RE: Issues Related to Public Works Committee Governance, Bylaws, and Rules of Procedure

I. Matters Governed by Law (No Input Needed)

1. Open Meetings & Public Records

- Mont. Code Ann. §§ 2-3-101 et seq. (Open Meetings Law).
- Mont. Code Ann. §§ 2-6-1001 et seq. (Public Records Act).
- All meetings must be noticed, open to the public, and minutes maintained.

2. Ethics & Conflicts of Interest

- Mont. Code Ann. §§ 2-2-101 et seq. (Ethics in Government).
- Requirements for disclosure of conflicts, abstention from voting, and ethical conduct.

3. General Municipal Authority

- Mont. Code Ann. §§ 7-1-4141 et seq. (municipal powers).
- Laurel Charter/Code provisions delegating authority from Council to committees.

4. City Council Oversight

- Committees function as advisory bodies to the City Council unless expressly delegated decision-making authority by ordinance or resolution.
- Final policy authority rests with the Council.

II. Information Needed from the Public Works Committee

1. Purpose and Scope

- Defined mission of the Public Works Committee.
- Scope limited to infrastructure (streets, water, sewer, stormwater) or broader facilities.
- Clarify advisory only vs. delegated authority.

2. Membership Structure

- Total number of members (Council, staff, citizen members).

- Qualifications or expertise required.
- Appointment process (Mayor/Council or other).
- Length of terms and staggering for continuity.
- Rules for vacancies and removal.

3. Officers and Roles

- Election of Chair, Vice-Chair, Secretary.
- Duties of each officer (agenda, meeting facilitation, minutes, Council liaison).
- Frequency of officer elections.

4. Meetings and Procedures

- Regular meeting schedule (monthly, quarterly).
- Location of meetings.
- Standards for special meetings.
- Quorum standards.
- Voting method (voice, roll call, ballot).
- Adoption of Robert's Rules or simplified procedure.

5. Reporting and Communication

- Expectations for reports to City Council (frequency, format).
- Any liaison roles with other boards or departments.

6. Ethics Beyond Statutory Minimum

- Additional disclosure requirements or recusals (e.g., prohibiting bidding on City contracts).

7. Recordkeeping

- Who is responsible for minutes.
- Procedures for posting agendas and minutes.

8. Amendment and Review

- Process for amending bylaws (committee majority subject to Council approval).

- Frequency of mandatory review (3–5 years).

III. Deliverable

Once the committee provides input on the above points, the City Attorney's Office will:

- Draft a set of bylaws tailored to the Public Works Committee, consistent with Montana law and Laurel Municipal Code.
- Present the draft for committee review and recommendation.
- Submit final version for City Council approval.

Legal Memorandum

TO: City Mayor, CAO Kurt Markegard, and Boards/Committees

FROM: Michele Braukmann, Civil City Attorney

DATE: 10 September 2025

RE: Issues Related to Board/Committee Governance, Bylaws, and Rules of Procedure

I. Introduction

The City of Laurel has several boards, commissions, and committees that operate under authority delegated by state statute, the City Charter, or City ordinance. Many of these entities currently lack formally adopted governing documents, such as bylaws, rules of procedure, or policies. This memorandum explains the importance of establishing such documents, the legal risks associated with their absence, and recommendations for action.

II. Importance of Governing Documents

1. Compliance with Law:

- Montana statutes (e.g., Mont. Code Ann. §§ 2-3-101 et seq. [Open Meetings Law]; §§ 7-1-4141 et seq. [municipal powers]; §§ 2-2-101 et seq. [ethics in government]) require public bodies to conduct business transparently and fairly. Without bylaws or rules, there is an increased risk of unintentional violations.

- Clear rules ensure meetings are noticed, quorum requirements are met, and decisions are legally defensible.

2. Consistency and Transparency:

- Governing documents provide a consistent framework for how meetings are conducted, officers elected, and records maintained.

- They promote transparency to the public, reduce confusion among members, and ensure equitable treatment of all participants.

3. Authority and Scope:

- Boards and committees are limited-purpose bodies. Without written rules, there is a danger of exceeding delegated authority or taking action inconsistent with City Council

intent. Governing documents clarify scope of authority, reporting obligations, and relationship to the Council.

4. Risk Management:

- Inconsistent practices or procedural irregularities can expose the City to legal challenges, including claims under Montana's open-meeting statutes or challenges to the validity of board decisions. Written bylaws and procedures mitigate these risks.

III. Recommended Components of Governing Documents

At a minimum, each board or committee should adopt bylaws or rules of procedure that address the following:

1. Purpose and Authority:

- Statement of purpose, statutory or ordinance authority, and advisory vs. decision-making functions.

2. Membership:

- Appointment process, qualifications, terms of office, and rules regarding vacancies and removal.

3. Officers:

- Chairperson, vice-chairperson, and secretary roles; election or appointment process; duties of each.

4. Meetings:

- Regular meeting schedule, procedures for special meetings, notice requirements, quorum standards, and voting rules.

- Compliance with Montana's Open Meetings Law and Public Records Act.

5. Rules of Order:

- Adoption of parliamentary procedures (e.g., Robert's Rules of Order, Newly Revised, or simplified rules).

6. Ethics and Conflicts of Interest:

- Incorporation of Montana's statutory ethics standards (Title 2, Chapter 2, MCA).

- Procedures for disclosure of potential conflicts and recusal.

7. Recordkeeping and Reporting:

- Minutes preparation and approval.

- Reporting requirements to the Mayor or City Council.

8. Amendment and Review:

- Procedures for amending bylaws and a requirement for periodic review (e.g., every 3–5 years).

IV. Recommendations

1. Council Directive:

The City Council should adopt a resolution directing all City boards and committees to draft and submit governing documents for approval within a specified period (e.g., 90–120 days).

2. Template Development:

The City Attorney's Office can provide a model set of bylaws to promote consistency and compliance with Montana law.

3. Training:

Once adopted, provide orientation or training for board and committee members on their responsibilities under the bylaws, open meetings, public records, and ethics laws.

4. Ongoing Oversight:

Require annual reporting from each board/committee to the Council to ensure ongoing compliance with adopted rules.

V. Conclusion

The adoption of bylaws and rules of procedure is essential for the lawful, transparent, and efficient operation of the City's boards and committees. Governing documents protect the City from legal challenges, provide clarity to members, and enhance public confidence in the City's decision-making processes.

I recommend that the City Council direct each board and committee to prepare and adopt governing documents, guided by a standard template developed by this office, and subject to Council approval.

File Attachments for Item:

17. Laurel Urban Renewal Agency Minutes of September 22, 2025.



**MINUTES
CITY OF LAUREL
LAUREL RENEWAL AGENCY
MONDAY, SEPT 22, 2025
11:00 AM
CITY BOARDROOM**

A LAUREL RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami Story
at 10:00 p.m. on Sept 22, 2025

COMMITTEE MEMBERS PRESENT:

x	Judy Goldsby	x	Dean Rankin
x	Cami Story	x	Daniel Klein
x	Cheryl Hill		

OTHERS PRESENT:

	Myrna Beartooth RC&D
x	Forrest Sanderson
	Doug Whitney
x	Kurt Markegard
	Triple Tree
	Diane Liem

General Items:

Roll Call

Approval of Minutes – All minutes were approved Judy and 2nd by Daniel – all in favor

New Business: Update from Triple Tree

Ditch Covering: The design is at 95%, we still need final permission from CHS and Ditch owner. Forrest will ask Doug to add in the rough in electrical for future lights. The ditch will be covered with stone, boulders and Karl Forster to beautify the space.

Project 1: Projects is still underway – submitted to MDT – 100% design by Dec 2025, bid by Jan 26 & start construction Spring of 26

SE 4th Lighting: Financial update is complete. We still need a visual of the lighting to show land owners.

Old Business:

Status on updated by Bylaws –

Judy makes a motion to create a letter which will advise to remove Janic and Shawn as advisory members. Cheryl 2nd and all was in favor.

Daniel made a motion to move toward with changing committee members from 5 to 7, so that we can include members of county and the school district. Forrest will get that process started. Judy made a 2nd – all in favor

Other updates:

Big Sky EDA & Beartooth RC&D – Myrna will be filling in for Gaurav and shared the Opportunities in Rural Economies loan program and the RMAP Program low interest business loan

Announcements: Next meeting will be Oct 6th, 2025

Adjourn Meeting: Judy made a motion to adjourn the meeting Cheryl 2nd at 11:20

Respectfully submitted,

Cheryl Hill

Cheryl Hill - LURA Secretary

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



September 15, 2025

Laurel Urban Renewal Agency
City of Laurel
115 W 1st Street
Laurel, MT 59044

RE: Laurel Urban Renewal Agency Project Status Update

This letter provides an update on the projects our team is currently working on for the Laurel Urban Renewal Agency (LURA).

Task Order #1 – On Call Engineering Services

- Sub-Task #1 – Bernhard Ditch Topographic Survey
 - Completed & Closed Out

Task Order #2 – LURA Surveys and Project #1 Design, Permitting, Bidding, and Construction Administration

- Design Updates:
 - Have decided to move forward with the Holophane Sitelink for all poles equipped with 2 arms per pole, flag holder, and a lighting receptacle.
 - Included alley replacement into project design.
 - Completed 50% design set.
- Submitted 50% plans to MDT for review.
- Electrical Engineer to submit plans to Northwestern Energy for review. Electrical first must update design to match newest project scoping adjustments.
- Schedule:
 - MDT Approval ~ December 15, 2025
 - 95% Design ~ December 2025
 - 100% Design ~ December 31, 2025
 - Bidding – January 2026
 - Construction – Begin in 2026
- Budget:
 - Contracted - \$322,700
 - Billed to Date - \$119,143

Task Order #3 – South Sidewalks & Lighting

- On Hold

Task Order #4 – On Call Grant Services

- No sub-tasks to date.

1145 Cap Rd // Helena, MT 59602
www.tripletreemt.com

TRIPLE TREE ENGINEERING



Task Order #5 – LURA Project #2 Design, Permitting, Bidding, and Construction Administration (Bernhardt Ditches)

- Design Updates:
 - Completed 95% Design and submitted for review 09/15/2025.
 - Working through structural details.
- Schedule:
 - 95% Design – Submitted September 15, 2025
 - 100% Design – October 1, 2025
 - Bidding – October 2025
 - Construction – Begin November 2025
- Budget:
 - Contracted - \$40,000
 - Billed to Date - \$4,387.50

Task Order #6 – SID Lighting Cost Analysis

- Study report in progress.
- Finishing up final numbers on the project estimates.
- Schedule:
 - Submit 99% Report & Estimates for client review by end of day 09/16/2025
 - Will make any updates as necessary pending comments from client.
- Budget:
 - Contracted - \$3,900
 - Billed – None to Date.

Thank you again, and please call me anytime at (406) 461-7856 if you have any questions or need additional information.

Sincerely,

Triple Tree Engineering, Inc.

Douglas C. Tamcke, P.E., Project Manager

File Attachments for Item:

18. Library Board Minutes of June 10, 2025.

MINUTES

CITY OF LAUREL

06/10 /2025

06:05 PM

Laurel Public Library

COMMITTEE MEMBERS PRESENT:

X Katie Fjelstad

X Kate Manley – Board Chair

X Nancy Schmidt, Secretary

X Clair Killebrew – Foundation Liaison

X Arthur Vogeles

X Paige Farmer

X Mary Nelson

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. Minutes for May 2025 were presented for approval. Katie motioned that the minutes be approved as presented. Kate seconded the motion. Motion approved.
- b. Correspondence – There was not any correspondence to share with the board members.
- c. **Circulation Report** – (compared to the same time period as last year) *Traffic*: down 5.7%; *circulation*: all items circulated totaled 4,197 (including 646 eBooks), book circulation was down 20%, media circulation was up 43.2%, eBook checkouts for this month was 17.1% of total book circulation, we circulated 813 items to partners and 251 items from other libraries; *computers*: internet use was up 28.1% children's use was up 83%, wi-fi use was up 7.2%; *patron cards*: city patrons make up 61.4% of our registered users, county is 29.1%, and state/out of county has 9.6% of our registered patrons. There were 35 tech assists in May.

3. **Old Business**

- a. Board members discussed updating the Library Use Rules and Internet Use Policy changes. It looks like we need to revamp some parts of the policy. Nancy will make the suggested changes to the policies so they can be reviewed again at the August meeting.
- b. The foundation has no new information to share with the Board of Trustees. There is about \$19,000 in funds available to the foundation. The purchase of more shelves may be possible, but the board members do not really want to see it all spent on shelving when we are always in need of new books.

4. New Business

- a. A donation was made to the library from the David Lee Bosch estate for \$7,459.06. It was stated by the executor of the estate that because David felt very comfortable whenever he visited the Laurel library to just read and relax, he wanted part of his estate to go to our foundation. Since he was such an avid reader, these funds could help with new shelving units.
- b. The library was given the opportunity to accept some bookshelves from Graff Elementary library for our juvenile section. It may take a few weeks to get them all put back together, but it will be nice to have some sturdier shelves in the children's area.
- c. After attending MLA this year, the discussion in the library revolved around purchasing and installing security cameras. We have had patrons occasionally ask us if cameras were installed. Not yet, but hopefully soon. A new security camera policy will need to be in place before we can install the cameras. We have been encouraged to use the cameras for visual purposes rather than audio recording.
- d. The Summer Reading Program will start June 11th and run weekly with the help of the school librarians. The Book Buzz will take place each week through July except for Independence Day week. There are still two open dates for library staff to plan reading activities. We are open to suggestions!
- e. Just a quick reminder that we have an open seat on the Board of Trustees. If you know of anyone that may be interested in being a board member, please ask them to send in a letter of interest to either Nancy at the library or Mayor Waggoner at City Hall. Board members decided to meet at the Carlton Depot to send give Arthur a 'Thank You' dinner for being on the board for 10 years.

5. Other Items

- a. Board concerns – The display case in the center of the commons area needs to be changed every 3 months. It is nice to see the artwork of our patrons, but it does need to be updated more frequently than it is currently being changed.
- b. The library will be closed Friday, July 4th through Sunday, July 6th for the Independence Day weekend.
- c. The cost of the Billings Gazette is going up again this year. The board members discussed the pros and cons of renewing it for another year and decided that we would keep the subscription if it does not go up again next year.

6. Announcements

- a. The next regular meeting is canceled to allow for a good-bye dinner for Arthur. No library business will be discussed at this dinner! Next scheduled meeting for the Board of Trustees is August 12, 2025, at 6:00 pm in the library community room.

Meeting adjourned at 7:28 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:

19. Library Board Minutes of July 8, 2025.

MINUTES
CITY OF LAUREL
07/08/2025 06:00 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

Meeting Canceled -

farewell dinner for Arthur
(no business was discussed)

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.

2. General Items

- a. Circulation Report – (compared to the same time period as last year) *Traffic*: up 4.2%; *circulation*: all items circulated totaled 4,929 (including 665 eBooks), book circulation was down 9%, media circulation was up 19.7%, eBook checkouts for this month was 15.1% of total book circulation, we circulated 807 items to partners and 238 items from other libraries; *computers*: internet use was up 78.8% children's use was up 200%, wi-fi use was up 14.7%; *patron cards*: city patrons make up 61.2% of our registered users, county is 28.9%, and state/out of county has 9.9% of our registered patrons. There were 62 tech assists in June.

3. Old Business

a.

4. New Business

a.

5. Other Items

a.

6. Announcements

- a. The next regular meeting is August 12th, 2025, at 6:00 pm in the library community room. A Zoom link will be added to the next agenda.

Respectfully submitted,

A handwritten signature in cursive script that reads "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:

20. Library Board Minutes of August 12, 2025.

Meeting Canceled – No Quorum

COMMITTEE MEMBERS PRESENT:

Katie Fjelstad	Vacant
X Kate Manley – Board Chair	Paige Farmer
X Nancy Schmidt, Secretary	X Mary Nelson
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 – (compared to the same time period as last year) *Traffic:* up 12.21%; *circulation:* all items circulated totaled 6,114 (including 723 eBooks), book circulation was up 14.3%, media circulation was up 70.6%, eBook checkouts for this month was 13.5% of total book circulation, we circulated 969 items to partners and 271 items from other libraries; *computers:* internet use was up 62.5% children's use was up 10%, wi-fi use was up 3.6%; *patron cards:* city patrons make up 61.3% of our registered users, county is 28.9%, and state/out of county has 9.8% of our registered patrons. There were 62 tech assists in July.

3. Old Business

- a.

4. New Business

- a.

5. Other Items

- a.

6. Announcements

- a. The next regular meeting is September 9, 2025, at 6:00 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "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:

21. Laurel Airport Authority Minutes of September 23, 2025.



LAA Board - Meeting Notes

September 23, 2025 (6 pm)

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

Public present: John Roberts, Brad Sinclair, Kim Barnett

Approval of Minutes: Without Exception from previous meeting: 8/26/2025 (Gary / Randy)

Financial Update:

- Info Distributed (Year / Month to Date Financials provided by Beartooth Tax)
- All bills discussed and approved (Jim / Gary) for payment

Public Comment on Non-Agenda Items: Limited to 3 minutes if not on agenda

- Brad Sinclair: We need to get Laurel Wx info from our AWOS system made available over the internet. He also requests that we hold meetings in both Nov and Dec.

Public Comment on Agenda Items: Limited to 3 minutes if not on agenda

Reports: KLJ Eng. Master Plan & Construction Report /Airport Maintenance Report

New Business:

- a. Non-Commercial lease discussed and approval for Chris Kennedy on hangar 2317 E. Stormont (Joe / Gary).
- b. Burrowing owls (north of the fence paralleling 04-22) have been observed but will likely migrate south soon. They are inhabiting available prairie dog holes.

Old Business:

FAA Compliance Update:

Joe Mutchler is in communication with Mandi of the FAA in Seattle re her request to have our minimum standards accepted:

They need to be retyped in a more standard FAA format. She says ours is “95% correct” as is but needs improvement.

She needs to approve final product and Will Metz needs to agree as well and sign off to confirm the end of the economic discrimination complaint issue. Brent Brooks as LAA Board attorney will need to be involved as well. If Will Metz is dissatisfied, he will need to pursue further redress with the LAA Board attorney.

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

File Attachments for Item:

22. Appointment of Renee Studiner to the Tree/Park Board for the remainder of 4-term ending December 31, 2026.

Renee Studiner
519 4th Avenue
Laurel MT 59044
406-208-0261

September 18, 2025

City of Laurel
Mayor and City Council
115 West 1st Street
Laurel, MT 59044

Re: Request for Consideration – Laurel Tree and Park Board

Dear Mayor and Council Members,

I am writing to respectfully request consideration to serve as a member of the Laurel Tree and Park Board. As a resident of Laurel, I value the community spaces, trees, and parks that enhance the quality of life in our city. I would be honored to contribute my time and energy toward maintaining and improving these important community assets.

I believe my background, interest in community improvement, and dedication to public service would make me a strong addition to the board. I welcome the opportunity to support the City in planning, maintaining, and growing our parks and green spaces.

Thank you for your time and consideration. I look forward to the possibility of serving.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Studiner', written over the word 'Sincerely,'.

Renee Studiner

File Attachments for Item:

23. Resolution No. R25-89: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Donahue Roofing & Siding LLC.

RESOLUTION NO. R25-89

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE AN INDEPENDENT CONTRACTOR SERVICE CONTRACT WITH
DONAHUE ROOFING & SIDING LLC.**

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

Section 1: Approval. The Independent Contractor Service Contract by and between the City of Laurel (hereinafter “the City”) and Donahue Roofing & Siding LLC, attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Independent Contractor Service Contract with Donahue Roofing & Siding LLC on behalf of the City.

Introduced at a regular meeting of the City Council on the 14th day of October 2025 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel on the 14th day of October 2025.

APPROVED by the Mayor on the 14th day of October 2025.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

INDEPENDENT CONTRACTOR SERVICE CONTRACT

This Contract is made and entered into this 14th day of October, 2025, between the City of Laurel, a municipal corporation organized and existing under the laws of the State of Montana whose address is P.O. Box 10, Laurel, Montana 59044, hereinafter referred to as “City” and Donahue Roofing & Siding LLC, a contractor licensed to conduct business in the State of Montana, whose address is 3970 Avenue D Suite D, Billings, MT 59102, hereinafter referred to as “Contractor”.

SECTION ONE DESCRIPTION OF SERVICES

A. Purpose. City shall hire Contractor as an independent contractor to perform for City the services described in the Bid dated September 29, 2025, attached hereto as Exhibit “A” and by this reference made part of this contract.

B. Effective Date. This contract is effective upon the date of its execution by both Parties. Contractor shall complete the services within 60 days of commencing work. The parties may extend the term of this contract in writing prior to its termination for good cause.

C. Scope of Work. Contractor shall perform his/her work and provide services in accordance with the specifications and requirements of this contract, any applicable Montana Public Work Standard(s) and Exhibit “A”.

SECTION TWO CONTRACT PRICE

Payment. City shall pay Contractor thirty-nine thousand nine hundred six dollars and forty-eight cents (\$39,906.48) for the work described in Exhibit A. Any alteration or deviation from the described work that involves extra costs must be executed only upon written request by the City to Contractor and will become an extra charge over and above the contract amount. The parties must agree to extra payments or charges in writing. Prior to final payment, Contractor shall provide City with an invoice for all charges.

SECTION THREE CITY’S RESPONSIBILITIES

Upon completion of the contract and acceptance of the work, City shall pay Contractor the contract price, plus or minus any additions or deductions agreed upon between the parties in accordance with Sections one and two, if any.

SECTION FOUR CONTRACTOR’S WARRANTIES AND RESPONSIBILITIES

A. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this contract and is not to be considered an employee of the City for any purpose hereunder. Contractor is not subject to the terms and provisions of the City’s personnel policies or handbook and shall not be considered a City employee for workers’ compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings, agreements or sub-

contracts in any dealings between Contractor and any third parties. The City is interested solely in the results of this contract. Contractor is solely responsible for all work and work product under this contract, including techniques, sequences, procedures, and means. Contractor shall supervise and direct the work to the best of his/her ability.

B. Wages and Employment. Contractor shall abide by all applicable State of Montana Rules, Regulations and/or Statutes in regards to prevailing wages and employment requirements. Contractor shall comply with the applicable requirements of the Workers' Compensation Act. Contractor shall maintain workers' compensation coverage for all members and employees of his/her business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA. Contractor understands that all contractors or subcontractors working on publicly funded projects are required to have withheld from earnings a license fee of one percent (1%) of the gross contract price if the gross contract price is Five Thousand Dollars (\$5,000) or more. This license fee is paid to the Montana Department of Revenue pursuant to Montana law.

C. Unless otherwise specified by the terms of this Agreement, all materials and equipment used by Contractor on the Construction Project shall be new and where not otherwise specified, of the most suitable grade for their intended uses.

D. All workmanship and materials shall be of a kind and nature acceptable to the City.

E. All equipment, materials, and labor provided to, on, or for the Contract must be free of defects and nonconformities in design, materials, and workmanship for a minimum period beginning with the commencement of the work and ending one (1) year from completion and final acceptance by the City. Upon receipt of City's written notice of a defective or nonconforming condition during the warranty period, Contractor shall take all actions, including redesign and replacement, to correct the defective or nonconforming condition within a time frame acceptable to the City and at no additional cost to the City. Contractor shall also, at its sole cost, perform any tests required by City to verify that such defective or nonconforming condition has been corrected. Contractor warrants the corrective action taken against defective and nonconforming conditions for a period of an additional one (1) year from the date of City's acceptance of the corrective action.

F. Contractor and its sureties are liable for the satisfaction and full performance of all warranties.

G. Contractor has examined the facilities and/or has made field examinations. Contractor has knowledge of the services or project sought under this Contract and he/she further understands the site conditions to be encountered during the performance of this Contract. Contractor has knowledge of the types and character of equipment necessary for the work, the types of materials needed and the sources of such materials, and the condition of the local labor market.

H. Contractor is responsible for the safety of the work and shall maintain all lights, guards, signs, temporary passages, or other protections necessary for that purpose at all times.

I. All work is performed at Contractor's risk, and Contractor shall promptly repair or replace all damage and loss at its sole cost and expense regardless of the reason or cause of the damage or loss; provided, however, should the damage or loss be caused by an intentional or negligent act of the City, the risk of such loss shall be placed on the City.

J. Contractor is responsible for any loss or damage to materials, tools, work product or other articles used or held for use in the completion or performance of the Contract.

K. Title to all work, work product, materials and equipment covered by any payment of Contractor's compensation by City, whether directly incorporated into the Contract or not, passes to City at the time of payment, free and clear of all liens and encumbrances.

SECTION FIVE INDEMNITY AND INSURANCE

Contractor shall indemnify, defend and save City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or its agents or employees.

SECTION SIX COMPLIANCE WITH LAWS

Contractor shall comply with all federal, state, local laws, ordinances, rules and regulations. Contractor shall either possess a City business license or shall purchase one, if a City Code requires a business license.

SECTION SEVEN NONDISCRIMINATION

Contractor agrees that any hiring of persons as a result of this contract must be on the basis of merit and qualification and further that Contractor shall not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin.

SECTION EIGHT DEFAULT

If either party fails to comply with any term or condition of this Contract at the time or in the manner provided for, the other party may, at its option, terminate this Contract and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law except for punitive damages. The Parties hereby waive their respective claims for punitive damages. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Contract.

SECTION NINE TERMINATION

Either party may terminate the contract for their convenience upon thirty days written notice sent postage prepaid, to the addresses provided herein.

SECTION TEN
GOVERNING LAW AND DISPUTE RESOLUTION

The Parties agree that the laws of the State of Montana govern this Contract. The Parties agree that venue is proper within the Courts of Yellowstone County, Montana. If a dispute arises, the Parties, through a representative(s) with full authority to settle a dispute, shall meet and attempt to negotiate a resolution of the dispute in good faith no later than ten business days after the dispute arises. If negotiations fail, the Parties may utilize a third-party mediator and equally share the costs of the mediator or file suit.

SECTION ELEVEN
ATTORNEY FEES

If any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either is ordered to pay, a reasonable sum for the successful party's attorney's fees and all costs charges and expenses related to the action.

SECTION TWELVE
ENTIRE AGREEMENT

This contract and its referenced attachment and Exhibit A contain the entire agreement and understanding of the parties and supersede any and all prior negotiations or understandings relating to this project. This contract shall not be modified, amended, or changed in any respect except through a written document signed by each party's authorized respective agents.

SECTION THIRTEENTH
ASSIGNMENT OF RIGHTS

The rights of each party under this Contract are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

SECTION FOURTEEN
SEVERABILITY

Each provision, section, or subsection of this Contract shall stand separate and independent of every other. In the event that a court of competent jurisdiction shall find any provision, section, or subsection of this contract to be invalid, the remaining provisions, sections, and subsections of this contract shall remain in full force and effect.

SECTION FIFTEEN
PARAGRAPH HEADINGS

The titles to the paragraphs of this contract are solely for the convenience of the parties and shall not be used to explain, simplify, or aid in the interpretation of the provisions of this agreement.

SIGNED AND AGREED BY BOTH PARTIES ON THE 14th DAY OF OCTOBER 2025.

CITY OF LAUREL

CONTRACTOR

Dave Waggoner, Mayor

Donahue Roofing & Siding LLC

ATTEST:

Employer Identification Number

Kelly Strecker, Clerk/Treasurer

ESTIMATE

Donahue Roofing and Siding LLC
3970 Avenue D,
Suite D
Billings, MT 59102
(406) 248-5428

Sales Representative
Rob Walla
(406) 861-4347
rob.donahuerooting@gmail.com



City of Laurel Maintenance Shop
Brandon Gonzales
20 South 7th Ave
Laurel, MT 59044

Estimate #	4558
Date	9/29/2025

Item	Description	Qty	Price	Amount
Build roof onto roof to divert water and close the gap between the two buildings. Install roofing over all.				\$39,906.48
Mule-Hide Modified Bitumen Base Sheet Self-Adhered	Mule-Hide Modified Bitumen Base Sheet Self-Adhered			
Mule-Hide SA-SBS Modified Bitumen Cap Sheet	Mule-Hide SA-SBS Modified Bitumen Cap Sheet			
TITANIUM PSU SYNTHETIC UNDERLAYMENT	Titanium PSU is a high performance underlayment designed for superior waterproofing and durability. It provides excellent adhesion, slip resistance, and protection against-wind driven rain and ice dams, making it ideal for high quality roofing applications.			
2x4x16 Lumber	doug fir dimensional lumber			
2x6 Lumber	to support transitions from roof to roof			
23/32" OSB	4X8 SHEETS (EA)			
Duration Owens Corning	Premium Laminate shingles to blend into existing roof.			
custom flashing	20 GA custom flashing for transition from one roof elevation to the next and to close off trough which exists.			
Roofing Labor	Labor per square to install modified bitumen roofing and blend in shingles			
METAL ROOF LABOR	Cut back metal roof to accept cricket transition and install valley metal			
24" W Valley	Valley Metal			
PBR bottom closure				
Build Cricket	build cricket out of plywood and 2x4's and 2x6's to divert water			
Diamond Kote Siding	to fill in ends of downslope crickets and finish with siding of your choice. Lap siding or 4x8 pre-finished sheet siding.			
J-channel	J-channel for steel siding			
DRIP EDGE FLASHING	Metal flashing installed at the edges of the roof to help control the flow of water away from the fascia preventing rotting			
Commercial Supervision	Project Management and coordination of workforce and jobsite on complex repair project.			
Building Permit	City of Billings			

Item	Description	Qty	Price	Amount
MANLIFT	For work inside to support the metal roof from the bottom, between the purlins where we will cut the metal to make a valley.			
one flash sealant tubes	Sausage tubes of permanent repair sealant and water blocker. Thick and permanently flexible with tenacious adhesion.			
1"X12' EMSEAL ROLL	UNIVERSAL CLOSURE FOR METAL ROOFING			
Steel Support Beam	Steel or cost holder for alternate wood Cross members to support roof deck 12' and angle support between purlins			
LABOR	MISC LABOR for steel support of roofing and flashings under metal roof and to had seal the rest of the existing roof			

Sub Total	\$39,906.48
Total	\$39,906.48

S P E C I A L I N S T R U C T I O N S

We calculated the cost for the work you have requested on your Project. Thank you for the opportunity to bid on your roofing project, we look forward to working with you in the near future. The scope of work will consist of the following:

Make roof modifications to stop leaking at roof to roof elevation change where the low slope metal roof meets the end wall of the shingle roof.

1. Cut into the metal roof in a triangle shape upslope to create a transition point for water to flow into new valleys. Support the metal roofing from underneath with supports to span the purlins at the new angle created. Build a roof cricket onto the existing roof and divert water into two valleys to flow off of the roof beyond the elevation change of the taller roof.

Build a plywood and 2x4 roof structure to approximate the height of the existing shingle roof and cover it with Modified Bitumen low slope roofing membrane. Continue this slope down onto the shingle roof where the elevation changes and slope water out and fill in the gap between the two buildings where water had been leaking in the past. Apply shingles to this slope and blend them into the existing shingles on the shingle roof creating a valley for water to flow out of and off the roof. Color of shingles will approximate the existing but may not be exact match to existing if that color is not available. Replace any rotten plywood in this area where we discover it under the shingles we will be replacing. We will try to come out far enough from the sidewall to capture the replacement of what looks rotten from the underside, up to 20 feet at the eave, from the building join area on the low slope rear of the building.

Hand seal screws, skylights and other penetrations on this entire metal roof slope, and hand seal the flashing along this entire side where the roof joins with the sidewall to reduce chance of future leaks in these areas.

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the price stated above. Payments to be made 100% upon completion of the project.

_____ Date _____
Authorized Signature

Acceptance of proposal:

Any alterations or deviations from the above specifications involving extra costs of labor or material will only be executed upon written order for the same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. You are hereby written to furnish all materials and labor required to complete the work mentioned in the above proposal, for which I agree to pay the amount mentioned on said proposal, and according to the terms thereof. This guarantee shall not become effective until the contractor has been paid in full for said in accordance with agreement.

Notice: Balance due after 30 days will be charged 1.5% per month. All costs of collections to include attorney's fees shall be assessed.

Accepted by:

_____ Dated: _____

File Attachments for Item:

24. Resolution No. R25-90: A Resolution Of The City Council Of The City Of Laurel, Montana Authorizing The Mayor To Seek Bids For Ambulance Purchase.

RESOLUTION NO. R25-90

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAUREL,
MONTANA AUTHORIZING THE MAYOR TO SEEK BIDS FOR AMBULANCE
PURCHASE.**

WHEREAS, the City of Laurel is contemplating the possible purchase of an ambulance for its Emergency Medical Services Department;

WHEREAS, in order to ensure a fair and competitive process, the City Council finds it in the public interest to solicit public bids for the possible purchase of an ambulance for its Emergency Medical Services Department; and

WHEREAS, the Mayor is authorized to comply with the City's procurement policy and Montana law by utilizing a competitive bid process to ensure the cost and company selected is in the best interests of the City in both quality and price.

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

1. The Mayor is authorized to comply with the City's procurement policy and Montana law by utilizing a competitive bid process to ensure the cost and company selected is in the best interests of the City in both quality and price.
2. The Mayor shall establish the deadline for receipt of bids and ensure appropriate advertisement to encourage broad participation.
3. Following receipt of bids, City staff shall evaluate and recommend a qualified bidder to City Council.
4. The costs of advertising and related expenses are authorized from the City's budget.
5. This Resolution shall be effective immediately upon its passage and approval.

Introduced at a regular meeting of the City Council on the 14th day of October, 2025, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 14th day of October, 2025.

APPROVED by the Mayor the 14th day of October, 2025.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney