



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, MARCH 22, 2022
6:30 PM
COUNCIL CHAMBERS**

NEXT RES. NO.
R22-10

NEXT ORD. NO.
O22-01

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

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

Pledge of Allegiance

Roll Call of the Council

Approval of Minutes

1. Approval of Minutes of March 8, 2022.

Correspondence

2. Beartooth RC&D March 2022 Correspondence.

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.*

3. Claims entered through March 18, 2022.
4. Approve Payroll Register for PPE 3/6/2022 totaling \$ 198,799.95.
5. Approval of Council Workshop Minutes of March 1, 2022.
6. Approval of Council Workshop Minutes of March 15, 2022.

Ceremonial Calendar

Reports of Boards and Commissions

7. Budget/Finance Committee Minutes of March 8, 2022.
8. City/County Planning Board Minutes of January 19, 2022.
9. Public Works Committee Minutes of February 23, 2022.
10. Public Works Committee Minutes of December 20, 2021.
11. Library Board Minutes of December 14, 2021.

- [12.](#) Library Board Minutes of January 11, 2022.
- [13.](#) City/County Planning Board Minutes of February 16, 2022.

Audience Participation (Three-Minute Limit)

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

Scheduled Matters

- [14.](#) Appointment of Troy Charbonneau and Rebeca Weaver to the Laurel Volunteer Ambulance Service.
- [15.](#) Appointment of Jaime Swecker to the Emergency Services Committee.
- [16.](#) Resolution No. R22-10: A Resolution Of The City Council Adopting The Laurel Transportation System Coordination Plan.

Items Removed From the Consent Agenda

Community Announcements (One-Minute Limit)

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

Council Discussion

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

Mayor Updates

Unscheduled Matters

Adjournment

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

DATES TO REMEMBER

File Attachments for Item:

1. Approval of Minutes of March 8, 2022.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

March 8, 2022

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on March 8, 2022.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Michelle Mize Richard Herr
 Scot Stokes Irv Wilke
 Richard Klose

COUNCIL MEMBERS ABSENT: Bill Mountsier

OTHER STAFF PRESENT: Stan Langve, Police Chief
 Travis Pitts, Police Captain
 Jared Anglin, Sargent
 Jackson Booth, Police Officer
 Steven Baumgardner, Police Officer
 Haley Swan, Police Officer
 Josh McFarland, Police Officer
 Ryan Sedgwick, Police Officer
 Jean Kerr, Judge

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

Mayor Waggoner asked the council to observe a moment of silence.

MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of February 8, 2022, as presented, seconded by Council Member Klose. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CORRESPONDENCE:

- Fire Monthly Report – February 2022.
- Police Monthly Report – February 2022.
- Building Monthly Report – February 2022.
- Ambulance Monthly Report – January 2022.
- Library Board Resignation Letter from Emelie Eaton.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through March 4, 2022.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 1/23/2022 totaling \$190,982.99.**
- **Approval of Payroll Register for PPE through 2/6/2022 totaling \$209,508.01.**
- **Approval of Payroll Register for PPE 2/20/2022 totaling \$183,039.84.**

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 seven council members present voted aye. Motion carried 7-0.

CEREMONIAL CALENDAR:

- Sergeant Pinning Ceremony

Stan Langve, Police Chief, performed the pinning ceremony for Sergeant Anglin.

Jean Kerr, City Judge, performed the oath of office.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of January 11, 2022.
- Budget/Finance Committee Minutes of January 25, 2022.
- Budget/Finance Committee Minutes of February 22, 2022.
- Tree Board Minutes of January 20, 2022.
- Cemetery Commission Minutes of January 26, 2022.
- Park Board Minutes of February 3, 2022.
- Emergency Services Committee Minutes of January 24, 2022.
- Tree Board Minutes of January 20, 2022.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Appointment of Ken Olson to Cemetery Commission for the remainder of a two-year term ending June 30, 2022.**

Motion by Council Member Sparks to approve the Mayor's appointment of Ken Olson to Cemetery Commission for the remainder of a two-year term ending June 30, 2022, seconded by Council Member Klose. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Motion to allow Council Member Sparks to be absent from the City of Laurel for more than ten days. (LMC 2.12.060)**

Motion by Council Member Herr to approve Council Member Sparks to be absent from the City of Laurel for more than ten days (LMC 2.12.060), seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Motion to allow Council Member Mountsier to be absent from the City of Laurel for more than ten days. (LMC 2.12.060)**

Motion by Council Member Eaton to approve Council Member Mountsier to be absent from the City of Laurel for more than ten days (LMC 2.12.060), seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R21-09: A Resolution Of The City Council Authorizing The Mayor To Sign An Amendment To Reissue #2 For Land Use License No. 6202 By And Between The City Of Laurel And The State Of Montana, Department Of Natural Resources & Conservation.**

Motion by Council Member Klose to approve Resolution No. R21-09, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

Council noted that the Caretakers building was torn down at Riverside Park.

DRAFT

Council Minutes of March 8, 2022

On March 29, 2022, there will be a Commemorative Vietnam Ceremony at noon.

Council asked that the Judge's wage be brought up on a future Workshop when everyone is back from scheduled time away.

Council asked that the Civil City Attorney draft a proposal for that meeting.

MAYOR UPDATES:

Mayor Waggoner stated that Council Member Mountsier had a death in the family and needed to leave town sooner than anticipated.

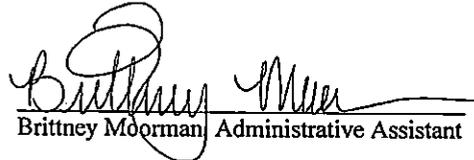
Mayor Waggoner stated that Forrest Sanderson's father recently passed away.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

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

There being no further business to come before the council at this time, the meeting was adjourned at 6:48 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 22nd day of March 2022.

Dave Waggoner, Mayor

Attest:

Bethany Keeler, Clerk/Treasurer

File Attachments for Item:

2. Beartooth RC&D March 2022 Correspondence.

Beartooth RC&D Area, Inc. Board of Director's Meeting MINUTES January 20th, 2022

Agenda

<p>1:00 pm</p>	<p><u>Meeting Called to Order</u></p> <p>Pledge of Allegiance, Introduction of Members and Guests</p> <p>Review November Board Minutes</p> <p><u>Congressional Updates</u> Maddie Alpert (Sen. Tester) Tory Kolkhorst (Sen. Daines) Cade Overstreet (Rep. Rosendale)</p> <p><u>Treasurer/Financial Reports</u> 4. Treasurer Update 5. RC&D Financials 6. RLF Financials 7. Audit 8. Annual Budget</p> <p><u>Staff Reports – Program/Project updates</u> 5. Food/Ag Program – Joel Bertolino 6. Revolving Loan Fund – Nan Knight 7. Economic Development/ CRDC – Jacy Head 8. Operations Support- Myrna Lastusky</p> <p><u>Regional Roundup</u> – <i>News and updates from regional members on projects and activities in key CEDS categories.... (see topics on next page)</i></p> <p><u>Next Beartooth RC&D Area, Inc. Board of Directors Meeting</u> March 17th, 2022 - Yellowstone County</p> <p>Adjourn</p>	<p>Chair</p> <p>Chair, All</p> <p>Chair, All</p> <p></p> <p></p> <p></p> <p></p> <p>Bertolino Knight Head Lastusky</p> <p>Roe et al</p>	<p></p> <p>Action</p> <p>Information</p> <p>Information Action Action Information Action</p> <p>Information Information Information Information</p> <p>Information</p> <p>Information</p>
<p>2:30 PM</p>	<p></p>	<p></p>	<p></p>

ATTENDANCE

**Beartooth RC&D Area, Inc. Board of Directors Meeting
January 20th, 2022 @ 1:00 P.M.
Billings Job Service, 2121 Rosebud Dr, Ste B, Billings, MT**

Present:

Ryan Van Ballegooyen
Nan Knight
Joel Bertolino
Lorene Hintz
Marvin Carter
Melanie Roe
Dan Lowe
Holly Higgins
Steve Riveland
Steve Simonson, guest

Members who joined via phone:

Heidi Sparks
Jacy Head
Myrna Lastusky
Molly Bell (Jon Tester's Office)
Scott Miller (tried to join conference call but was unable to get in)

NOTE: Myrna was on the conference call and had trouble hearing several speakers. Please let her know if anything important is missing!

1. Meeting Called to Order. Ryan gave a little info on the Job Service.
 - Ryan: Requesting nominations for Executive Committee. That will be voted on in March.

2. Pledge of Allegiance, Introduction of Members and Guests
 - Steve Simonson (Big Sky EDA, Senior Project Manager of Community Development) was present to give an update on BSEDA's Economic Response and Recovery Team and Housing developments.
 - Have had meetings with 10 of 11 City Council members.
 - BRCD helped with the Housing Summit last August.
 - Good news: Cushing Terrell and Dave Dixon are finishing up Housing Study. Presentation on Tuesday, Jan. 25th.
 - Billings Realtors Association are saying the need is 1200 housing units per year. Underbuilt after 2009 recession and have been since – this has all created pressure on homebuyers, esp. first-time homebuyers.

- Did 1-1 meetings with City Council members. Anticipating under 12-15% appreciation in housing. The numbers include Carbon and Stillwater. Stillwater has the most expensive houses, followed by Carbon. Don't want to get like Bozeman and lose affordability. Not many programs for first-time buyer assistance for medium income.
 - Great connectivity with broadband.
 - Holly Higgins: Hardin home prices have risen dramatically. The owner of Tower Internet said he'd been installing new service because 350 homes were sold in Hardin last year. (that seems inflated in Holly's opinion but anything is possible). They are having out-of-staters moving to Hardin the same as they are to Billings and Western Montana "to get away from BLM and Antifa" (exact quote from one of the new residents from Eastern Oregon).
 - S2A modular home company – 500 homes per year. Their model is to put 2 production lines side by side. We could keep them busy in our region.
 - Some workforce shortages are childcare-related.
 - Resiliency is part of the CARES Act grant, and what have we learned? Some sectors are still lagging – business travel, for example.
 - Dennis Clark, Billings Realtors Association, said that 50% of home sales last year for Billings were from out-of-state.
 - Ryan discussed the increase in home prices. Homeowners can't sell, though, because they can't afford to buy what is on the market. Wages have been flat the past 3 years.
 - Shortage of 40,000 workers over the next few years. Believe there will be a shift into patio homes, HOAs, etc to accommodate older homeowners.
3. Review November Board Minutes: Holly motioned to approve, Melanie seconded. Motion carried.
4. Congressional Updates
- Molly Bell (Sen. Tester)
 - Many things happening in Washington.
 - Infrastructure bill has \$250 million for MT bridges alone.
 - ARPA money getting into communities.
 - Housing is still on Sen Tester's radar – he's looking into different solutions
 - Melanie: asked about waters in the US?
 - Molly will check with Natural Resource people & see if they know anything.
 - Joel: We've seen Pres. Biden talk about increase in transparency in livestock processing. Are there any programs unrolled with that? They had \$500 billion?
 - Molly: Money for small plants. Not sure if there's anything else. She will check with Ag guy. Senator Tester has some legislation going to help small processors and help break up some of the big conglomerates and provide more accountability. Some small processor funding was already disbursed
5. Treasurer/Financial Reports - RC&D Financials
- Treasurer Update: Pg. 13: Exec Committee requested a comparison, so Nan did a 4-year comparison of the last 3 years with the budget for 2022. Account balances are at the bottom.
 - Joel: We put in for a Specialty Crop Block Grant and received it – additional \$30,000 a year

- Ryan: So they took \$40,000 away (when they restructured the FADCs) and now we got most of it back. Good!
- Nan: I'm learning LOTS about reporting.
- Joel: 2021 budget inconsistencies were a little up and down due to Covid & uncertainties on certain expenses. We ran the small business grants for Stillwater County through our program, so that explains some of the unbudgeted expenditures.

6. RLF Financials

- Nan: Learning a lot about this. Each county with outstanding balances. One Stillwater County loan was just paid off yesterday. Hopefully the Yellowstone County one will be finalized. Working with EDA to de-federalize the loan has been a chore. Working with auditors to get audit back. A couple new inquiries for revolving loans – one in Carbon and one in Stillwater. It's been a busy month!
- Motion to approve January budget report. Melanie motioned to approve. Dan seconded. Motion carried.
- Dan asked a question about RLF. Nan said it's a balance they owe us, and another number is the amount we can loan out.

7. Staff Reports – Program/Project updates

- Food/Ag Program – Joel Bertolino
 - a. P. 15: GTA deadline on main round of grant. 3 we were assisting. Basin, Inc. pulled out because they were uncomfortable with some of the requirements.
 - b. Primitive Meats and Pioneer Meats got theirs in.
 - c. About 5 or 6 clients got to 2nd round of Value-Added grants.
 - d. Joel & Nan visited Yellowstone Valley Farms. He's made it more profitable and efficient, got rid of pest problems. Wants to build a 60x100 additional greenhouse. Went from total shutdown of Covid to now where he's getting 200% the orders he had before Covid. Most profitable and most high demand he's seen. Grows mostly fresh basil. He staggers the growing and harvests a couple times a week. We have helped him for 8 years on different aspects.
 - e. Mill Creek Farms – new client Joel is working with.
 - f. Blue Creek Marbled Beef
 - g. Carbon County Meats – work with quite a bit as they try to expand. Small processing plant in Belfry.
 - h. Toews Family Farm – bagging corn for resale. Grow every year, huge demand. Need more storage
 - i. Prime Meats – St. X
 - j. Primitive Meats
 - k. Yellowstone Valley Food Hub – trying to grow but need a bigger space
 - l. Brian Elliot – 406 Bovine. Tech grants are hard to come by. He's done a great job of fundraising.
 - i. Steve mentioned an SSBC program
 - m. Stillwater Packing
 - n. Pioneer Meats – great job on GTA application

- o. Big Sky Beef
 - p. F Bar 3 Vineyard – maintain contact, visited with Nan.
 - q. Lot of opportunities for funding so it's been busy. Will be discussing more on RBDG and Value-added Producer grants
 - r. Joel had heard of Blue Creek Marbled Beef but didn't have chance to meet with them until recently. Should be a good plant that absorbs some pressure of the other plants.
- Revolving Loan Fund – Nan Knight – see above, also
 - o Ryan: Jillann is still helping with transition.
 - o Joel: Nan has encountered plenty of frustrations with EDA and IRP reporting and some loan clients.
 - o Nan: January has been extremely busy – lots of rabbit holes! Challenging, but by the end of this, I will be a pro! Thankfully, her contacts with EDA and IRP have been excellent. Jillann was in this week and they got taxes done.
- Economic Development/ CRDC – Jacy Head
 - o EDA CARES Act – efforts still continuing. Meet with Deb Brown for monthly Watch Parties and coordinating with Bozeman Trail team and GIS mapping.
 - o Big Sky EDA – working with YC to help businesses recover
 - o Cushing Terrell – presentation next Tuesday
 - o BSTF
 - Pea Cannery – still working with this
 - Sandstone School – completed
 - Stillwater Industrial Park – completed RFP and are listing for that
 - o ARPA – meetings to educate on funding opportunities
 - o MT Health Co-op – haven't heard back from that contact on possible healthcare for Lodge Grass or Busby.
 - o USDA RCDI Grant – Big Horn County is advertising for the position. Lindsay (Big Horn County Personnel) thinks more apps will be coming in (only 1 received so far).
 - o CDBG-CV application on behalf of Big Horn County– turned down by DOC
 - o Recently re-granted money \$9870 to be used toward Sweet Grass (Shepherd Square project) and Stillwater (Stillwater Legacy Trails project).
- Operations Support- Myrna Lastusky
 - o Jacy & Myrna recently submitted the EDA Partnership Planning Grant, a 3.25 year grant that helps fund Beartooth's activities. Just got word that we received it (\$227,500).
 - o Continue to assist with Bozeman Trail project work & other Deb Brown-related work.
 - o Assisted Jacy in completing the CRDC 4th Quarter Report.
 - o Working with Jacy to complete other upcoming reporting deadlines – CRDC Annual Report, EDA Annual Report, etc.
 - o Jacy & Myrna have begun work on the CEDS process.
 - o Joel: SWOT Analysis was included in Board Materials – we will keep on agenda and please let us know via email if you have anything to add.

Regional Roundup

1. Steve Riveland, Stillwater County
 - a. Busy in Stillwater. Working on broadband, housing issues, building issues due to elevated costs of construction materials.
 - b. Joel asked about the Fairground project – couldn't hear the discussion following.
 - c. Steve discussed challenges of building project with old courthouse – not EDA-friendly, some foundation issues.

2. Marvin Carter, City of Laurel
 - a. New mayor – former city worker. Quit City job, took retirement, and became mayor. Sounds like he's trying to do a good job. Spoke with City Council person – they lost right-of-way with Northwestern. Some opposition across the river.
 - b. _____?? is thinking of leaving, which will be a job opening.
 - c. We need more money to build roads.
 - d. City Brew going in and getting a new four-story hotel by Jimmy Johns. There will also be a bar there.

3. Holly Higgins, First Interstate Bank of Hardin
 - a. Consignment store: The owner of the consignment shop purchased the building from the hardware store that closed when Shipton's opened. The old Ben Franklin that closed last year was purchased by a long-time Hardin resident who is opening the space to vendors to rent space.
 - b. Dollar Tree opening
 - c. Family Dollar is there too but may not last long
 - d. Shipton's
 - e. Chamber of Commerce is getting geared up
 - f. Steve asked if anything has been done with the old bank building? No

4. Lorene Hintz, Big Sky EDA
 - a. SBDC conference in April
 - b. If you want a tour of new bank building, they are offering tours at 1:00 pm every Thursday.
 - c. Supposed to be in there in June – they have run into asbestos problems. Doing capital campaign to raise funds

5. Scott Miller, Carbon County
 - a. Commissioner Scott Blain is up for re-election and has registered for re-election.
 - b. Carbon County has seven medical and recreational marijuana locations to buy marijuana legally.
 - c. The commission is doing a Resolution to put a 3% sales tax on recreational marijuana in the June election.
 - d. The county has hired a new HR person and she is currently working and has already begun helping our employees.
 - e. Our Public Health Department continues to grow as we have hired an admin clerk to help with paperwork and medical payment insurance relief.

- f. The county might be getting a big event at the Red Lodge rodeo grounds in June – the Renaissance Fair might bring some more revenue to our county.
6. Dan Lowe, Big Horn County Conservation District
 - a. Shiptons (couldn't hear discussion)
 7. Melanie Roe, Sweet Grass County
 - a. NO marijuana places coming in – some talk of putting it back on the ballot. We do have a medical marijuana place . . .
 - b. Shepherders Square had several events and looked really pretty over the holidays.
 - c. Housing, childcare, workforce are still issues.
 8. Molly, Sen. Tester's Office: WOTUS – got answer from her Natural Resources person
 - a. There was updated rule-making during Obama, which was litigated. Then Trump admin put in new rules, which was also litigated. Biden admin is taking input. Folks should weigh in if you have input. Lots of litigation and it's a controversial area.
 - i. Melanie: There were some questions on what was navigable and what isn't.
 - ii. Joel: Something about temporary waters and drainage??
 - b. Molly will loop Melanie in with Henry, the Natural Resources guy.
 9. Ryan, Billings Job Service
 - a. Job Service serves the same counties that BRCD serves. If you made less than \$32K last year and can show that some 12 to 16-week training could help, send them to Ryan and he may be able to help. Easiest eligibility Ryan has seen. Training must lead to some sort of credentials or certificates – the list is large. CDL, EMT, etc.
 - b. Melanie mentioned the huge need for bus drivers and that it will just increase because the average age of current drivers is so high.

Our goals for the Roundup are to find out what's happening in the area, keep the conversations focused, inform the others attending the meeting, and to tie it all back to and reinforce the importance of the CEDS. Please help us identify the projects in your area that fit into our CEDS categories:

- Infrastructure
- Housing
- Transportation
- Broadband
- Economy
- Upturns or downturns in industry sectors
- New business openings (or closures)
- Communication
- Marketing and outreach
- Services
- Health care
- Natural Resources
- Agriculture
- Energy
- Human Capital
- Workforce
- Education

Next Beartooth RC&D Area, Inc. Board of Directors Meeting: **March 17th, 2022 - Big Horn County**
Meeting adjourned at 2:19 pm.

Beartooth RC&D Budget Comparison

INCOME	2019		2020		2021		2022	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
AG-FOOD AND AG CENTER	65,000	81,396	85,007	83,340	85,007	73,538	45,000	
AG-MCDC	1,000	1,070	1,000	270	1,000		500	
BOARD - EDA SPONSOR DU	50,767	50,305	51,072	54,823	55,907	54,614	56,979	
BOARD-INTEREST INCOME	400	845	400	459	400	300	400	
BOARD-FOUNDATION MOI	3,700	3,373	3,700	3,390	3,700	3,373	3,300	
RLF-STAFF REIMBURSE	18,000		18,000		18,000		18,000	
RLF-ORIG FEES	5,000	2,377	5,000		5,000		7,500	
CRDC	43,500	43,492	71,907	69,751	71,907	71,844	71,000	
CGWG/ fuels	11,000	13,048		1,875		6,147		
MISC GRANT ADMIN \$					10,750		12,750	
EDA - GRANT	70,000	70,000	70,000	170,000	70,000	70,000	70,000	
SW-GRANT						224,357		
BSTF						44,220		
EDA-CARES ACT						200,000		
Total Income	268,367	265,906	306,086	383,908	321,671	748,393	285,429	0
EXPENSES								
TOTAL STAFF EXPENSE	210,300	190,898	233,104	214,386	256,044	245,234	231,429	
COMMUNICATIONS	4,000	5,018	6,000	6,712	6,000	7,194	4,500	
EQUIPMENT & VEHICLE	5,000	6,501	8,520	9,938	8,520	4,970	4,500	
CONTRACTUAL	25,000	26,693	20,000	106,640	21,220	442,632	21,100	
SUPPLIES	4,000	13,246	12,900	19,335	9,800	10,908	5,000	
TRAVEL	6,000	7,561	11,080	2,001	10,140	1,534	7,800	
OTHER	11,700	11,987	10,420	15,912	8,430	10,618	10,000	
Total Expense for the year	266,000	261,903	302,024	374,923	320,154	723,091	284,329	0
Net Income	2,367	4,003	4,062	8,985	1,517	25,302	1,100	0

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

Account Balances

Bank of Joliet-Building \$4,476.88
 Bank of Joliet- Savings \$75,544.36
 Bank of Joliet- Checkin \$105,203.79

Revolving Loan Fund Books- December 2022

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>
Big Horn	2	\$167,094.91
Stillwater	3	\$428,907.11
Yellowstone	7	\$345,400.18
Carbon	2	\$20,900.88
Sweet Grass	2	\$163,569.10

- A \$200K loan was for Yellowstone County that hasn't been funded yet. Completion soon
- Loan interest is very slow.
- Work is being done to de-federalize the EDA funding, I hope to have this completed and approved soon.
- Expecting one Stillwater loan payoff by end-of-month

Bank Balances as of December 2021 Total available for lending

Bank of Joliet- EDA	\$49,699.62	49,699.62
Bank of Joliet-CDBG	\$424,541.35	424,541.35
Bank of Joliet- IRP	\$366,181.91	110,789.91
Bank of Joliet-Fromberg	\$30,938.66	<u>30,938.66</u>
		\$631,465

Revolving Loan Fund Books- February 2022

Loan Client Review

<u>County</u>	<u># of loans</u>	<u>\$ Loaned out</u>
Big Horn	2	\$166,176.89
Stillwater	2	\$145,779.59
Yellowstone	7	\$343,486.16
Carbon	2	\$17,946.55
Sweet Grass	2	\$161,730.90

- A \$200K loan for Yellowstone County & A 210K for Carbon County set for closing this month.
- RLF funding inquiries has been very active.
- EDA De-federalization application completed an accepted, waiting on EDA signature.
- One of Stillwater County loans paid off in January.

Bank Balances as of February 2022 Total available for lending

Bank of Joliet- EDA	\$78,964.78	78,964.78
Bank of Joliet-CDBG	\$426,940.59	226,940.59
Bank of Joliet- IRP	\$157,117.43	37,117.43
Bank of Joliet-Fromberg	\$31,238.77	<u>31,238.77</u>
		\$374,261.57

Beartooth Books- Reporting Ending February 2022

	Budgeted	Actual	% of budgeted
Income			
AG-FOOD AND AG CEN	45,000	11,235	25%
AG-MCDC	500	0	0%
BOARD - EDA SPONSO	56,979	42,731	75%
BOARD-INTEREST INC	400	11	3%
BOARD-FOUNDATION	3,300	0	0%
RLF-STAFF REIMBURS	18,000	0	0%
RLF-ORIG FEES	5,000	0	0%
CRDC	71,000		0%
CGWG	-	0	#DIV/0!
MISC- GRANT ADMIN\$	12,750	4,013	31%
EDA- GRANT	70,000	0	0%
EDA- CARES	100,000	100,000	
TOTAL INCOME	382,929	157,990	41%

Expense

TOTAL STAFF EXPENS	233,104	38,617	17%
COMMUNICATIONS	6,000	1,563	26%
EQUIPMENT & VEHICL	8,520	630	7%
CONTRACTUAL	20,000	47,270	236%
SUPPLIES	12,900	1,784	14%
TRAVEL	11,080	65	1%
OTHER	10,420	8,465	81%
RESERVE	-		
EXPENSE TOTAL	302,024	98,394	33%

Account Balances

Bank of Joliet-Building , \$4,476.88

Bank of Joliet- Savings \$64,604.78

Bank of Joliet- Checkin; \$176,181.79

Beartooth RC&D Staff Project Update

March 2022

FOOD AND AG CENTER PROJECTS

Beartooth FADC

Beartooth FADC activities have been focused on assisting producers with the Growth Through Ag Grant and Loan program and waiting on the Montana Value Added ARPA grant funding as well as conference calls with the Dept of Ag. Beartooth participated in a face to face meeting March 10th in Helena with the Department of Ag and the other Food and Ag Centers across the state.

Growth Through Ag Projects and ARPA Value Added Ag Grant

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

Yellowstone Valley Farm

Contact-Reuben Stahl

Location-Laurel

Reuben Stahl has a family greenhouse business growing basil and selling to FSA and Sysco, he would like to add another greenhouse to keep up with increased demand this last year. He has applied for the Montana Value Added Ag ARPA funding. Beartooth FADC and Nan Knight toured Yellowstone Valley Farms operation and discussed their plans for expansion as they are currently unable to meet the increased demand for their products and would like to add another greenhouse to their operation.



Mill Creek Farms

Contact- Josh Sian

Location-Pompeys Pillar

Josh Sian manages Mill Creek Farms they farm and ranch in Yellowstone county and operate a value added feedlot where they specialize in heifer development for other producers offering a custom feeding program tracking their weights, carcass traits and reproduction suitability. Beartooth FADC assisted Josh in developing a Value Added ARPA grant for improved infrastructure in their heifer development operation.

Blue Creek Marbled Beef

Contact-Nels Pearson

Location-Blue Creek South of Billings

Blue Creek Marbled beef are developing a state inspected meat processing plant South of Billings they are under construction and expect it to be a 2-3 million dollar project. Beartooth FADC assisted this business in applying for the Value Added ARPA grant for construction and equipment costs. Beartooth FADC organized a tour of their new plant with Lane Gobbs of MMEC and Lorene Hintze and Kayla Vokral from SBDC. Their new plant is located next to their feedlot, which they are now expanding as well to include more pens for finishing beef, we plan to continue to assist them with any grants that will assist them with this project, they hope to be ready to open for business this summer.



Carbon County Meats

Contact-Sabina Giovetti

Location-Belfry

Sabrina and Shane Giovetti have built a custom exempt meat processing plant in Belfry, MT and opened this Fall, they have been busy but have a need to expand already especially their cooler space, Beartooth FADC have assisted them with the development of a Value Added Ag ARPA grant for expansion. They so far have been unable to secure grant funding we will continue to work with this business on grant opportunities as they become available.

Toews Family Farms

Contact-Aaron Toews

Location- Hardin

Aaron Toews has been working with Beartooth FADC for the last two years discussing his startup business working off the family farm he plants several hundred acres of corn for grain, which he harvests, bags and sells direct to the public both off his farm and through local feed stores. This business has growth each year and Beartooth worked with them on a GTA last year but they did not make the deadline, they have submitted a GTA and Value Added Ag application for the deadline this year for equipment to help their business continue to grow.

Business/ Project Name: **Prime Meats**

Contact-Lamont Herman-

Location- St Xavier Big Horn County

Lamont Herman has a cattle ranch and is looking to add profit by finishing some beef having then processed and packaged and then selling directly to consumers and restaurants. He began direct selling over a year ago and the demand has grown he is now looking for increased cooler space to store his processed products before they are delivered and other delivery equipment. Beartooth FADC assisted this business in the development of an application for the ARPA funding through the Department of Agriculture.

Business/ Project Name: **Primitive Meats**

Contact- Kelsey Grice

Location- Worden, MT

Kelsey Grice and her husband are looking for funding assistance through the GTA grant to help them with construction costs and equipment for their start up meat processing business. This Business also applied for an ARPA Value Added Ag Grant, Beartooth FADC put the business in contact with a local engineering firm to discuss the plans for their plant.

On Going Projects

Business/ Project Name: **Basin Inc**

Contact- Judy Edwards

Location-Big Timber, MT

The Hagerman family raises natural grass fed beef in Sweet Grass County and is developing a fresh beef business that will add value to their beef production business. These products will be marketed as grass-fed locally grown beef. Beartooth FADC is assisted this business with a successful USDA Value Added Producer Grant application to help them expand their business to increase the number of animals processed and sold in an effort to meet increased demand for local beef. Beartooth FADC assisted them with developing a GTA application as well they were accepted to present a full proposal but decided not to pursue the grant and pulled their application.

Business/ Project Name: **Yellowstone Valley Food Hub**

Contact- Schahczenski

Location-Billings, MT

The Yellowstone Valley Food Hub is looking to expand their business and add space for aggregating locally produced foods. Beartooth FADC assisted them with applying for a Growth Through Ag Grant that was approved for \$20,000.00 to expand. Beartooth FADC has reached out to follow up with this business and determine any further needs; they are still working with the department of Ag on their GTA project and have needed to change their initial project scope.

Business/ Project Name: **406 Bovine LLC**

Contact- Bryan Elliott

Location-Laurel, MT

406 Bovine LLC has worked with Beartooth staff and is nearing the commercialization and launch of his Ag Tech product. Bryan Elliott has developed a facial recognition software that can be used on computer and iphones to track livestock. He has produced a youtube video outlining his product that can be viewed via this link. <https://youtu.be/kTwkhUj9leA> Beartooth will continue to assist this business as needed. Beartooth FADC followed up with 406 Bovine to give them the updates on the status of state and federal funding sources. Bryan had been granted investments from two entities that have developed funds specifically for supporting new technologies such as facial recognition. He does have interest from a large Agricultural business in investing in the business he is trying to rais 3- 5M in order to fully launch and commercialize the product. They have refined the app and worked hard on the company pro forma for potential investors. Bryan was given the information on the Value Added ARPA grant and was determining if we would apply. Beartooth FADC also provided information on the USDA guaranteed loan programs that they would be eligible for and did research on any food security programs available.



Stillwater Packing Co/ Emmett's Meats

Location- Columbus, MT

Contact- Jason Emmett

Stillwater Packing has been working through an increase in business due to the supply chain bottlenecks shifting some buyer interest to smaller plants like theirs. Beartooth FADC staff has visited the business to discuss upcoming funding opportunities. We have visited about potential future funding needs, the difficulties they are having with their incinerator and workforce, they are having a difficult time finding workers. Beartooth has posted their job openings on our Facebook page and attempted to get in touch with them to assist with their incinerator.

Pioneer Meats

Location- Big Timber, MT

Contact- Brian Engle

Pioneer Meats received a Montana Meat Processors Infrastructure grant of over \$100,000.00 which will allow them to expand their meat processing business, they have purchased another meat processing location in Big Timber that will allow them to process wild meat at one location while expanding their beef, pork, bison and lamb processing at their main facility. Beartooth FADC staff will continue to work with Pioneer to utilize any new funding opportunities in completing their expansion; they are working on a USDA Meat and Poultry Inspection Readiness Grant. Brian has also submitted a Growth through Agriculture Grant, and we have assisted them with developing a Value Added ARPA grant. Beartooth FADC has sent the business a USDA grant opportunity for meat plants seeking federal inspection.



Big Sky Beef

Contact- Gary Guessman

Gary Guesman is working with Big Sky EDA the Department of Ag and Beartooth FADC on their potential 300-500 head a day meat processing project they are interested in developing in the Yellowstone County area. Beartooth FADC staff met with the project leads in November. Beartooth FADC staff look forward to the potential to utilize funding to assist with this project. We had a follow up meeting to discuss the challenges they are having finding a site for this project. They have looked at sites in Lockwood as well as Hardin but are now looking at areas just outside of Yellowstone County, the major obstacle is to find a site that has the infrastructure they will need. The plant will need either a municipal water supply or several large wells as well as water treatment. Beartooth FADC has given them information on the Value Added Ag ARPA grants as well as information on the USDA Food Supply Chain Guaranteed Loans up to \$40 Million.

Becky's Berries- Absarokee, MT

Location-Absarokee

Contact- Becky Stahl

Becky Stahl has been a client of Beartooth for several years and we last assisted her with development of an expansion plan for her Jams, Jellies and Barbeque sauce business. She has completed construction of the facility. Beartooth staff assisted Becky with the development of a successful Ag Adaptability Grant for \$9,000.00 for a makeup air system in her new processing facility and a commercial food processor. She has installed the commercial food processor and the new makeup air system has been installed. Becky has purchased a new commercial freezer needed to keep up with increased demand for her products she said her business has been very busy this summer and fall. She has also recently was able to secure a contract with western sugar to get bulk sugar for her operation increasing her efficiency and profitability with a local product.

F Bar 3 Vineyards

Location- Laurel, MT

Contact-Kasey Felder

Beartooth FADC has had follow up discussions with the business and assisted them with developing an application for the Value Added Ag ARPA grant for improved irrigation, which would allow them to expand their business and add more vines.



Beartooth FADC initiated contact with the following businesses

- Kathy Bauer- Roberts
- North 40 Ag- Huntley
- Robin Whalen- Columbus
- Patrick Certain- Billings
- Bio Economy Solutions- Hardin
- Millers Custom Meats

Economic Development Director Report for March 2022

- . Economic Development/ CRDC
 - EDA CARES Act – efforts continuing until June 2022
 - Deb Brown- watch parties and Bozeman Trail
 - Big Sky EDA- ERRT
 - Cushing Terrell-regional housing study is complete; presenting to MT’s Housing Coordinating Team in April
 - BSTF
 - Pea Cannery – 75% completed based on High Plains Architect reports
 - Stillwater County Industrial/Business Park Feasibility Study – KLJ was selected for the project’s contractor; contracts will be executed by the end of the month
 - ARPA – meetings continue to educate on funding opportunities
 - USDA RCDI Grant – Big Horn County interviewed 4 applicants for position. It will remain open until filled
 - CEDS- Beginning to create draft document and still meeting with CEDS Strategy Committee for additional input; anticipated completion of first final document will be June and open for public comment for 30 days
 - Reporting in April: EDA’s Partnership Planning Grant; 1st Quarter Report for CRDC; BSTF Quarter Reports for 2 Projects; USDA RCDI 1st Quarter Report

Frequently Used Acronyms

BEAR – Business Expansion and Retention
BIA – Bureau of Indian Affairs
BLM – Bureau of Land Management
BRCD – Beartooth RC&D
BSEDA – Big Sky Economic Development Association
BSTF – Big Sky Trust Fund
CDBG – Community Development Block Grant
CRDC – Certified Regional Development Corporation
CEDS – Comprehensive Economic Development Strategy
CTEP – Community Transportation Endowment Program
EDA – Economic Development Administration
EDD – Economic Development District
ESRI – Environmental Systems Research Institute, Inc.
GIS – Geographic Information Systems
GPS – Global Positioning System
HOME – Montana Home Investment Partnerships Program
HUD – US Department of Housing and Urban Development
IRP – Intermediary Relending Program
LESA – Land Evaluation Site Assessment
MBI – Montana Board of Investments
MDOC – Montana Department of Commerce
MDOL – Montana Dept. of Labor
MDOT – Montana Dept. of Transportation
MDFWP – Montana Dept. of Fish, Wildlife and Parks
MEDA – Montana Economic Developers Association
NADO – National Association of Development Organizations
NCOC – National Carbon Offset Coalition
NHS – Neighborhood Housing Services
NRCS – Natural Resource Conservation Service
RBEG – Rural Business Enterprise Grant
RBOG – Rural Business Opportunity Grant
RC&D – Resource Conservation & Development Area, Inc.
RCDI – Rural Community Development Initiative
RD – Rural Development (a division of USDA)
RCPP- Regional Conservation Partnership Program
RLF – Revolving Loan Fund
RTA – Resource Team Assessment
SBA – Small Business Administration
SBDC – Small business Development Center
TIFD – Tax Increment Finance District
TSEP - Treasure State Endowment Program
USDA – United States Department of Agriculture
USFS – United States Forest Service

File Attachments for Item:

5. Approval of Council Workshop Minutes of March 1, 2022.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, MARCH 01, 2022**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on March 1, 2022.

COUNCIL MEMBERS PRESENT:

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

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney
Bethany Keeler, Clerk/Treasurer
Jean Kerr, City Judge
Sherri Phillips, Court Clerk
Ryan Welsh, KLJ

Public Input:

There were none.

General Items

1. Appointment of Ken Olson to Cemetery Commission for the remainder of a two-year term ending June 30, 2023.

Council was directed to read the attached letter from their packets.

2. Motion to allow Council Member Sparks to be absent from the City of Laurel for more than ten days. (LMC 2.12.060)

It was questioned if this was a private or Council absent. It was clarified that this request is for a personal absence.

Executive Review

3. Resolution - State Land Use License #6202

Joe Holzwarth, DNRC, briefly explained that this agreement is a land use license for the Yellowstone River. The cost is \$150/year, and the contract is for the next ten years. The City currently has five authorized uses within the river.

Council Issues

4. Retention Pond Discussion

Ryan Welsh, KLJ, briefly presented the attached PowerPoint presentation.

It was questioned if this pond would look like the one at Walmart. It was clarified that it would be a grassed area and a functioning park until it needed to hold water.

It was questioned if the dirt and trees would be removed. It was clarified that dirt would be removed to create the pond. Most of the trees will not need to be removed, and it will be able to function like a soccer field.

It was questioned if it could be used for an ice-skating rink. It was clarified that it could be a possibility.

It was questioned how long it would take to drain. It is expected that a foot and a half of water would take a day or so to drain out of the pond.

It was questioned when the new outfall would be done since this is a temporary fix. The new outfall will move forward when Council is ready to proceed.

Sean Stringer, 306 Yellowstone Avenue, stated he works for Billings Parks and Recreation. They have a few of these ponds/parks, and they work well.

5. Judges Wages Discussion

Jean Kerr, City Judge, briefly reviewed the attached handout.

Michele Braukmann, Civil City Attorney, briefly reviewed the attached document.

Other Items

Review of Draft Council Agendas

6. Draft Council Agenda for March 8, 2022.

Council Mountsier requested his time off request be added to the next City Council agenda.

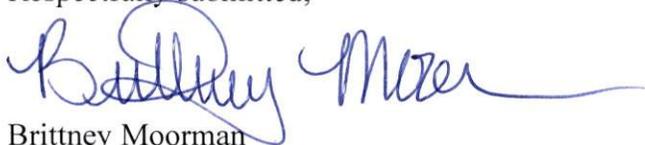
Attendance at Upcoming Council Meeting

All Council Members present plan on attending next week's City Council meeting.

Announcements

The council workshop adjourned at 7:25 p.m.

Respectfully submitted,



Brittney Moorman
Administrative Assistant

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

Feb. 1, 2022

RE: Cemetery Board position

Mayor Waggoner;

I would like to continue my opportunity to serve on the Laurel Cemetery Board. Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Ken Olson", with a long horizontal flourish extending to the right.

Ken Olson

Laurel South Side Retention Pond

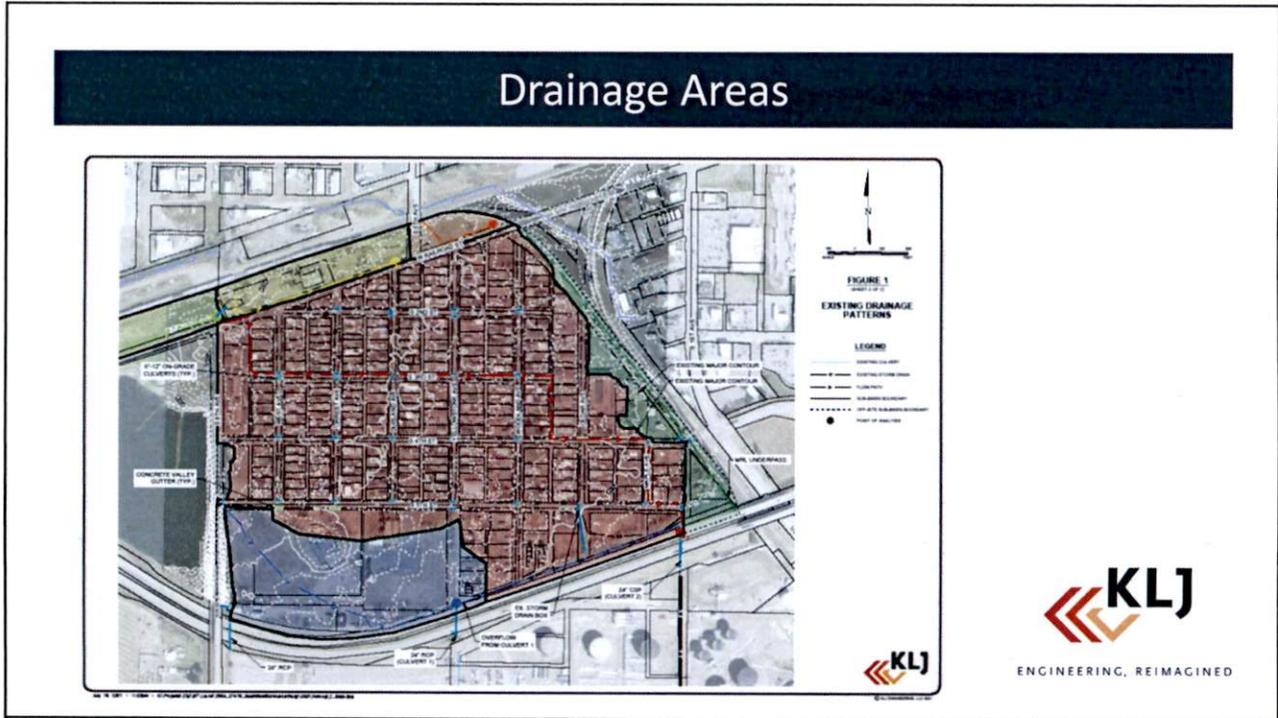
2021 Southside Master Stormwater Plan Oct. 2021 Recommended:

- Creation of a storm drain system on the South Side
- Detention of Stormwater in Russell Park
- New Outfall from Russell Park to the Clarks Fork Ditch (East of CHS Refinery)



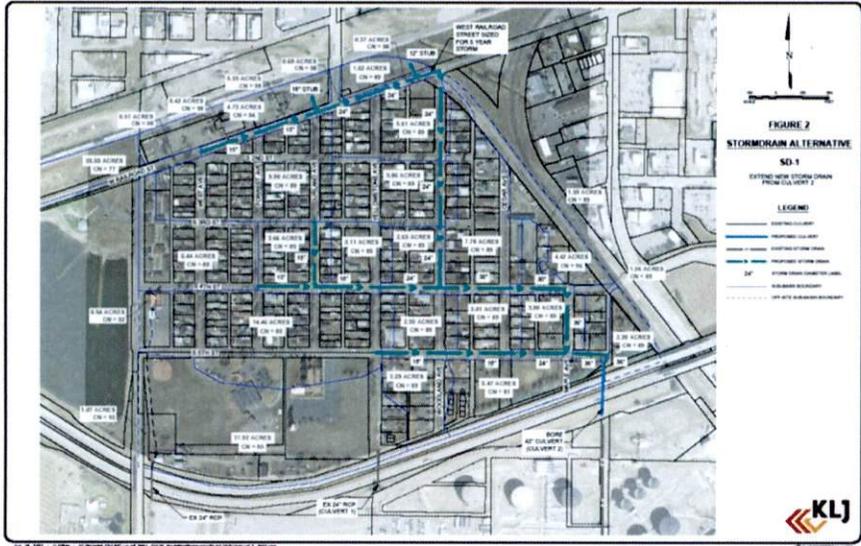
ENGINEERING, REIMAGINED

1



2

Storm Drain Creation



3

Russell Park Detention & Outfall Improvements



4

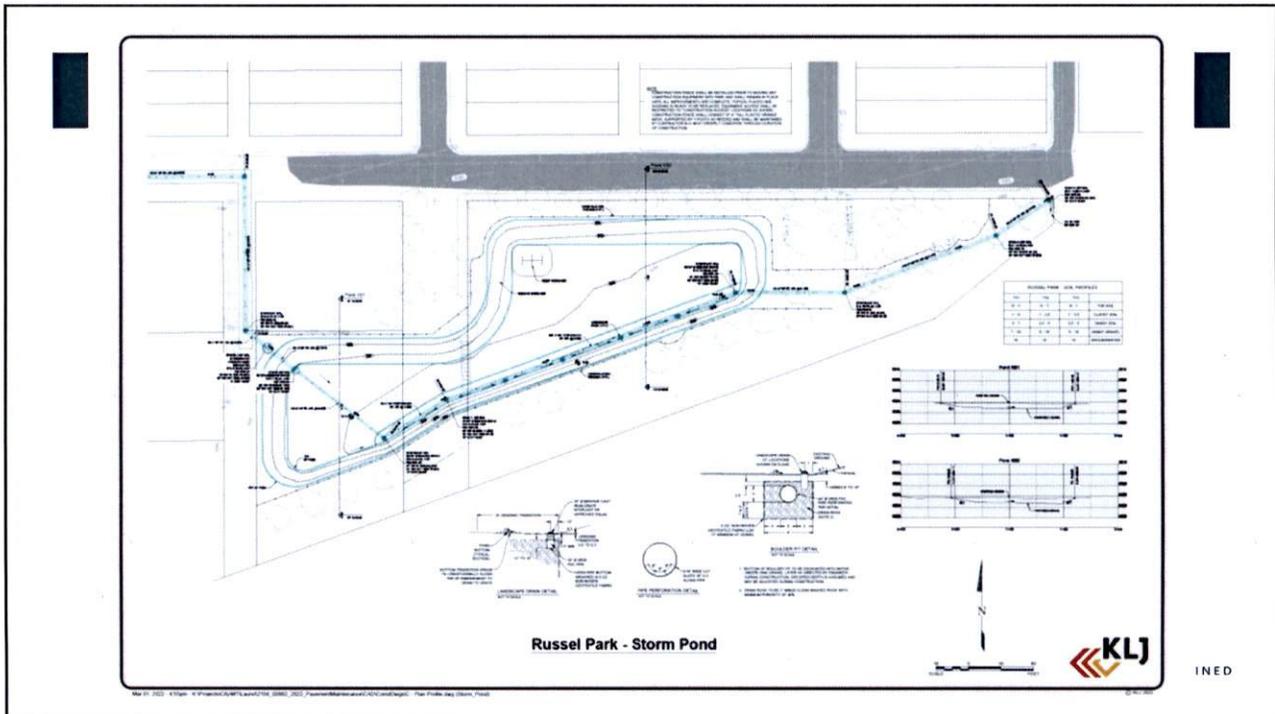
Detention Pond Benefits

- 1. Stormwater Treatment
- 2. Maintains Existing Drainage Patterns
- 3. Fewer Facilities to Maintain
- 4. Infiltration provides Temporary Solution
- 5. Access to the Outfall
- 6. Fewer Acquisitions



ENGINEERING. REIMAGINED

5



6

Existing Park Conditions



ENGINEERING, REIMAGINED

7

Example Detention Pond/Park



ENGINEERING, REIMAGINED

8

Example Detention Pond/Park



ENGINEERING, REIMAGINED

9

Example Detention Pond/Park



ENGINEERING, REIMAGINED

10

Other Potential Park Improvements

- Underground Sprinkler System
- New Playground Equipment
- Shelter & Picnic Tables



ENGINEERING, REIMAGINED

11

American Parks Company Equipment

Amazing Adventure 70-000074

Age: 3-12 | Use Zone: 12 x 30' | Child Capacity: 35 | Fall Height: 8'0" | Activities: 8

BUNDLES OF FUN

ALL INCLUDES PLAYFEATURES

- Commercial Play Structure
- PTFE Coated Safety Surface
- Environmental Plastic Mulch
- Professional Installation
- Warranty

Open Range 70-000075

Age: 3-12 | Use Zone: 36 x 30' | Child Capacity: 35 | Fall Height: 8'0" | Activities: 8

BUNDLES OF FUN

ALL INCLUDES PLAYFEATURES

- Commercial Play Structure
- PTFE Coated Safety Surface
- Environmental Plastic Mulch
- Professional Installation
- Warranty

rad Start 70-000076

Age: 3-12 or 3-12 | Use Zone: 36 x 30' | Child Capacity: 30 | Fall Height: 8'0" | Activities: 8

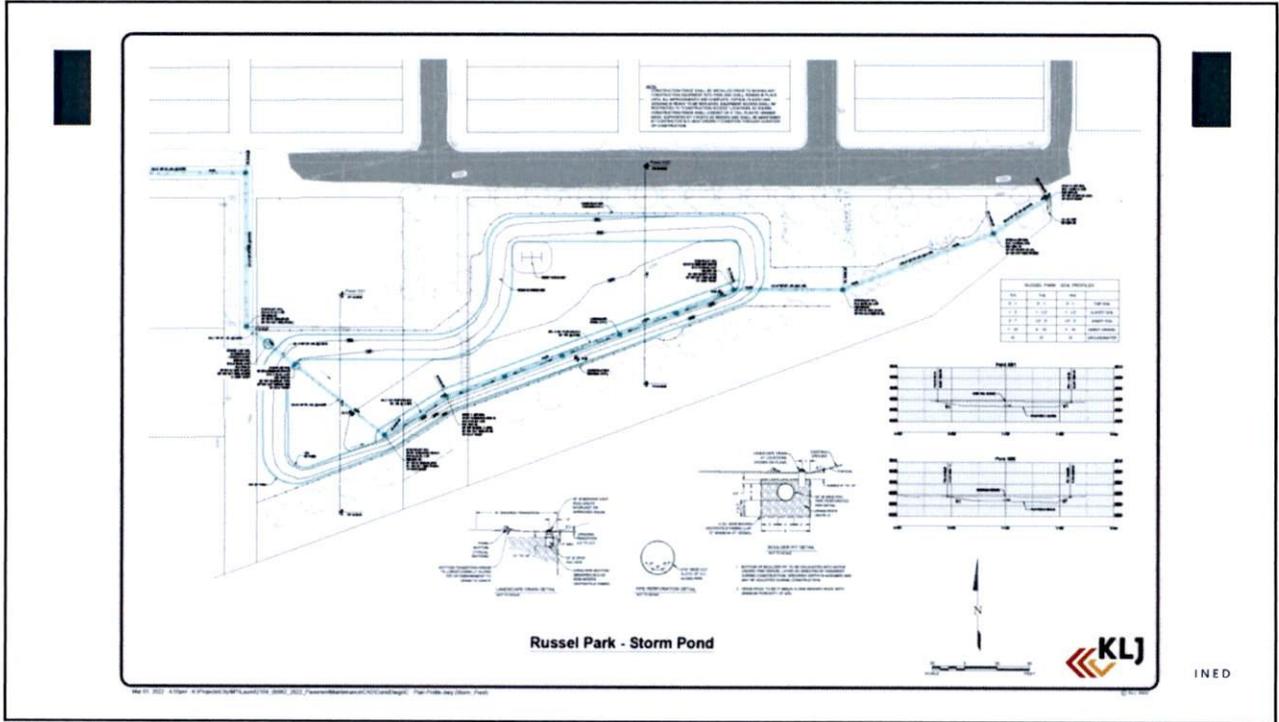
BUNDLES OF FUN

ALL INCLUDES PLAYFEATURES

- Commercial Play Structure
- PTFE Coated Safety Surface
- Environmental Plastic Mulch
- Professional Installation
- Warranty

1-800-581-4891 AmericanParksCompany.com 1-800-581-4891 AmericanParksCompany.com 1-800-581-4891 AmericanParksCompany.com

12



13

Proposed Ordinance:

2.68.100 City Judge – Salary

The annual salary of the city judge shall be calculated yearly at 10%/15%/20% above the base salary of the Clerk III plus longevity accrued for each year of service as city judge. The city judge’s salary shall be paid on the regularly established paydays of the city and include the fringe benefit of regular group health coverage and life insurance supplied to other city employees. This ordinance is approved by the City Council by resolution _____.

Example: **10% above base salary:**

Clerk III base salary 7/1/2021	\$45,364.80
Judge Salary (base+10%)	\$49,901.28

Judge Kerr would be paid: \$49,901.28 + \$2,418.00 = \$52,319.28

15% above base salary would yield:

Judge Kerr would be paid: \$52,169.52 + \$2,418.00 = \$54,587.52

20% above base salary would yield:

Judge Kerr would be paid: \$54,437.76 + \$2,418.00 = \$56,855.76

Note

*20% above base salary is more in line with department head starting salaries.

*The Judge must be certified every 4 years by the Supreme Court.

*The base wage would be adjusted every year according to the Clerk III wage adjustment accordingly.

*Department Heads obtain yearly increases in salary, not only in longevity according to the situation.

*Note: there have been lump sums paid for back wages in the past.

It has been done for non-union workers/department heads.

Grade	Position	7/1/2019 Adjusted Salary for Calculation % increases	Effective 7/1/2020 2.00% Increase	Effective 7/1/2021 3.00% Increase	Effective 7/1/2022 2.00% Increase
1					
2					
3	Maintenance Worker I	17.60	17.95	18.49	18.86
	Court Clerk I	17.35	17.70	<u>18.23</u>	<u>18.60</u>
4					
5	Court Clerk II	19.05	19.43	<u>20.01</u>	<u>20.41</u>
6	Water Plant Operator I	24.08	24.56	25.30	25.81
	Wastewater Operator I	24.08	24.56	25.30	25.81
	Maintenance Worker II	23.50	23.97	24.69	25.18
	Court Clerk III	20.75	21.17	<u>21.81</u>	<u>22.25</u>
	Utility Maintenance Worker II	24.00	24.48	<u>25.21</u>	<u>25.71</u>
7	Mechanic	24.37	24.86	25.61	26.12
8	Water Plant Operator II	24.81	25.31	26.07	26.59
	Wastewater Operator II	24.81	25.31	26.07	26.59
	Maintenance Worker III	24.87	25.37	26.13	26.65
	Utility Maintenance Worker III	25.37	25.88	26.66	27.19
9	Water Plant Chief Operator	26.20	26.72	27.52	28.07
	Wastewater Chief Operator	26.20	26.72	27.52	28.07

PER PAY CHECK

2080 hrs/yr

DEPT. HEAD LONGEVITY - Union #303 and Non-Union		CITY UNION LONGEVITY #316	
1= 3.88	21= 81.38	1= 4.00	21= 84.00
2= 7.75	22= 85.25	2= 8.00	22= 88.00
3= 11.63	23= 89.13	3= 12.00	23= 92.00
4= 15.50	24= 93.00	4= 16.00	24= 96.00
5= 19.38	25= 96.88	5= 20.00	25= 100.00
6= 23.25	26= 100.75	6= 24.00	26= 104.00
7= 27.13	27= 104.63	7= 28.00	27= 108.00
8= 31.00	28= 108.50	8= 32.00	28= 112.00
9= 34.88	29= 112.38	9= 36.00	29= 116.00
10= 38.75	30= 116.25	10= 40.00	30= 120.00
11= 42.63	31= 120.13	11= 44.00	31= 124.00
12= 46.50	32= 124.00	12= 48.00	32= 128.00
13= 50.38	33= 127.88	13= 52.00	33= 132.00
14= 54.25	34= 131.75	14= 56.00	34= 136.00
15= 58.13	35= 135.63	15= 60.00	35= 140.00
16= 62.00	36= 139.50	16= 64.00	36= 144.00
17= 65.88	37= 143.38	17= 68.00	37= 148.00
18= 69.75	38= 147.25	18= 72.00	38= 152.00
19= 73.63	39= 151.13	19= 76.00	39= 156.00
20= 77.50	40= 155.00	20= 80.00	40= 160.00

VACATION SCHEDULE

YEARS	SALARY / HOURLY
1 - 10	4.61539 / .05775
11 - 15	5.53847 / .06925
16 - 20	6.46154 / .08077
21 - 99	7.38462 / .09231

SICK LEAVE ACCURAL

SALARY/ HOURLY
3.69231 / .04616

Calculation of Employment Longevity (Jean Kerr 24 Years)

1= 100.88
2= 201.50
3= 302.38
4= 403.00
5= 503.88
6= 604.50
7= 705.38
8= 806.00
9= 906.88
10= 1007.50
11= 1108.38
12= 1209.00
13= 1309.88
14= 1410.50
15= 1511.38
16= 1612.00
17= 1712.88
18= 1813.50
19= 1914.38
20= 2015.00
21= 2115.88
22= 2216.50
23= 2317.38
24= 2418.00

Note: 2021 Pay Comparison

Judge: \$43,359.94

Clerk III: \$47,782.80

(base+longevity)

Difference: \$4,422.36 this year

\$30,226.56 longevity not paid for years of service

City of Laurel City Council Discussion Item

City Court Judge Compensation Discussion

Date of Discussion:

March 1, 2022
6:30 p.m.

City Council Meeting

City Council Chambers
115 West 1st Street
Laurel, MT 59044

INTRODUCTION

The following information is being provided to the City of Laurel by the City of Laurel Civil City Attorney to evaluate an ongoing discussion item related to the judicial compensation for the City of Laurel City Court Judge. At the present time, the existing City of Laurel City Court Judge is Judge Jean Kerr, elected in Fall 2021.

FACTUAL BACKGROUND

The City of Laurel City Court Judge has requested a compensation increase from her existing wages of \$43,360, plus fringe benefits of health insurance through the City of Laurel's health insurance plan. As the City Council has already been presented with, at meetings in late 2021 and early 2022, Judge Kerr has provided information regarding her compensation in relationship to the City Court Clerks and what she believes to be "lost and back/longevity pay." City Council Members have already been presented with this information, in meetings on 9.21.2021, 12.21.2021, and 1.18.2022. That information is available to the public and all City Council Members, in relationship to those City Council Workshops in 2021 and 2022.

The City Court Clerks are bargaining-employees, subject to Union wages, benefits, and compensation, which is negotiated on a regular basis with the City of Laurel. Their wages and benefits are not at issue in this discussion, except to the extent that Judge Kerr has utilized them to "compare and evaluate" her wages and compensation.

Judge Kerr is not a bargaining-Union employee. She is an elected official, for four-year individual terms, prior to which her salary is set by Resolution of the City of Laurel. Judge Kerr is a part-time elected official, who sets her own hours, vacation time, sick days, personal days, and time away from the Bench. She is not subject to any of the bargaining or non-bargaining personnel

requirements, rights, and obligations of other City employees. She works a part-time schedule, and she is not considered an exempt or full-time employee of the City of Laurel.

The Laurel City Court is not a court-of-record. This means that a transcript of all proceedings in the Laurel City Court is not made. The Laurel City Court is a court of limited jurisdiction, often referred to as an “inferior court,” because its decisions are not binding upon litigants, and all appeals are taken *de novo* (meaning an entirely new trial) to District Court in the Thirteenth Judicial District of Montana, Yellowstone County. Any decision of the Laurel City Court is subject to an entirely new trial, with a jury, all new evidentiary issues, and a complete “restart” at the District Court level, if a litigant believes that he/she did not receive a fair trial at the City Court level.

The Courts of Limited Jurisdiction in Montana include City Courts and Municipal Courts. Although the jurisdiction of these courts differs in some significant respects, collectively they address cases involving misdemeanor offenses, civil cases for amounts up to \$12,000, small claims valued up to \$7,000, local ordinances, forcible entry and detainer, protection orders, and certain issues involving juveniles.

Municipal Court Judges are lawyers. They are elected, unless appointed to fill a vacated position. City Court Judges may or may not be lawyers. They may be elected or appointed. In the City of Laurel, the City Court Judge is elected, and she/he does not have to be a lawyer or have any law school education. All Limited Jurisdiction Court Judges serve four-year terms. As noted, City Court Judges are not required to be attorneys, although multiple are. Municipal Court Judges must be attorneys, and they must be appointed or elected. Various municipalities in the State of Montana utilize both appointment and election procedures to sit Municipal Court Judges.

The Laurel City Court is not a Municipal Court, as the City of Laurel has not made the decision to convert its Court to a Municipal Court, to date. This means that the Judge does not need to be a licensed attorney, with at least 7 years of undergraduate, graduate, and law school training, if not more, admission to the State of Montana and Federal Bars, and prior practice as a licensed attorney in the State of Montana. The Judge must only attend the annual training required by the State of Montana and pass a Certification Examination during his/her term.

Judge Kerr has been a City Court Judge in the City of Laurel for over twenty years. From my understanding, in twenty years, she has largely ran unopposed, if opposed at any time, at all. For 2021, Judge Kerr was opposed in a race involving the present City of Laurel Prosecutor, and she was successful in defeating the City Prosecutor and was again elected for another four-year term.

Judge Kerr was elected to serve an additional four-year term at the close of 2021. Judge Kerr has now presented, to City Council, information requesting a compensation increase. There are also other matters pending related to City Court requests by Judge Kerr, and a meeting is presently scheduled between Judge Kerr, the Mayor, and the Civil City Attorney to attempt to work through some of these issues and try to create the best possible outcome for the Laurel City Court, its personnel, and the constituents of the City of Laurel. The Mayor and the City Attorney will keep the City Council apprised, as these discussions progress the next few weeks.

In addition to requesting a compensation increase, which Judge Kerr has proposed at a range of ten (10) to twenty (20) percent, Judge Kerr has requested longevity pay stemming back approximately 24 years. The schedule proposed by Judge Kerr is as follows:

Calculation of Employment Longevity (Jean Kerr 24 Years)

1=	100.88
2=	201.50
3=	302.38
4=	403.00
5=	503.88
6=	604.50
7=	705.38
8=	806.00
9=	906.88
10=	1007.50
11=	1108.38
12=	1209.00
13=	1309.88
14=	1410.50
15=	1511.38
16=	1612.00
17=	1712.88
18=	1813.50
19=	1914.38
20=	2015.00
21=	2115.88
22=	2216.50
23=	2317.38
24=	2418.00

Note: 2021 Pay Comparison
Judge: \$43,359.94
Clerk III: \$47,782.80
(base+longevity)
Difference: \$4,422.36 this year

\$30,226.56 longevity not paid for years of service

Resolution No. R15-51 of the City of Laurel, passed on June 2, 2015, set the City Court Judge compensation, moving forward and effective July 1, 2015. It did not include longevity pay. It did, however, include bonuses for "re-election." This compensation schedule is as follows:

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Judge Salary Matrix

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

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

This matter is not before the City Council by way of formal Resolution, but it is on the agenda for the March 1, 2022 meeting for discussion by City Council. Before any decision can be made by City Council, it is my advice as City Attorney that a formal resolution needs to be proposed, public notice and comment provided, consideration through formal City Council

Meetings, and then any action, if taken, ratified by way of Resolution by City Council. It is further my recommendation that any action taken, moving forward, address only future compensation, and not back or "past" longevity pay, as that was never approved by way of Resolution of the City of Laurel at any time. City Council is free to discuss the matter, allow public comment, and consider for placement on a future formal agenda, but at the present time, this legally is only a workshop item for comment and consideration. Any legal action to approve any change in compensation on March 1, 2022 would be illegal and would contravene the process by which compensation is changed for City Judges with the City of Laurel.

LEGAL ISSUES

There are several governing legal issues involved in setting a City Court Judge's compensation. These are as follows:

Montana Code Annotated

The Montana Code Annotated allowed the City of Laurel to establish a City Court, although not a court of record. This was done legally, years ago. *See* Mont. Code Ann. § 3-11-101:

City Court Established -- City Court Of Record

3-11-101. City court established -- city court of record. (1) A city court is established in each city or town. A city judge shall establish regular sessions of the court. On judicial days, the court must be open for all business, civil and criminal. On nonjudicial days, as defined in **3-1-302**, the court may transact criminal business only.

(2) A city may establish the city court as a court of record. If the city court is established as a court of record, it must be known as a "city court of record". The court's proceedings must be recorded by electronic recording or stenographic transcription, and all papers filed in a proceeding must be included in the record. A city court of record may be established by a resolution of the city commissioners or pursuant to **7-5-131** through **7-5-135** and **7-5-137**.

Montana law also specifies how City Court Judges are compensated by a municipality.

Mont. Code Ann. § 3-11-202 specifies:

Salary – Qualifications

3-11-202. Salary -- qualifications. (1) A city judge, at the time of election or appointment must:

- (a) meet the qualifications of a justice of the peace under 3-10-202;
- (b) be a resident of the county in which the city or town is located; and
- (c) satisfy any additional qualifications prescribed by ordinance.

(2) The annual salary and compensation of city judges must be fixed by ordinance or resolution.

(3) Each city judge shall receive actual and necessary travel expenses, as provided in 2-18-501 through 2-18-503, incurred in the performance of official duties.

Mont. Code Ann. § 3-11-202 (emphasis added).

All salary and compensation decisions by the City of Laurel must occur by way of Resolution, following all applicable legal guidelines. These are the only applicable Montana Code Annotated statutes that govern the enactment, usage, and authority of a City Court in the State of Montana (in relevant part).

I will note that I have serious concerns about changing a Judge's salary and compensation mid-year before the "annual time" for her compensation consideration is at issue, which is not until mid-2022. But, if the Council wants to make that decision, and it puts it on the Agenda with a Resolution for consideration, I do not necessarily believe it would be illegal to do that, although it could raise some possible legal challenges. The statutes are not precise, but generally, an "annual year" is considered, by law, to be consistent with what a municipality sets for its budgeting the following year. It is just not necessarily consistent with what the law contemplates, to try to change

compensation mid-year for an elected official, which says that this needs to be done on an “annual basis,” suggesting that these decisions are made before the start of the usual fiscal year for the City of Laurel budgeting.

Laurel City Charter

The only applicable section of the Laurel City Charter, related to the judicial position of the City Court Judge is as follows: “*Section 4.01 City Court: There shall be a city court or a municipal court as provided by law.*”

No compensation or other requirements are set by Laurel City Charter. So, there are no applicable legal sections here to consider for the Council.

Laurel Municipal Code

Because of no other mandatory legal authority through the Montana Code Annotated and the Laurel City Charter, the Laurel Municipal Code is the only additional and relevant law that applies to setting compensation for the Laurel City Court Judge. LMC § 2.68.100 specifies:

2.68.100 - City judge—Salary.

The annual salary of the city judge shall be set by city council by resolution, paid on the regularly established paydays of the city, and include the fringe benefit of regular group health coverage supplied to other city employees.

(Ord. 06-09, 2006: Ord. 04-7, 2004: Ord. 01-1, 2001: Ord. 99-26, 1999: Ord. 96-4, 1996: Ord. 94-19, 1994: Ord. 1081, 1993: Ord. 1039, 1992: Ord. 979, 1990: Ord. 889, 1986: prior code § 2.16.120)

(Ord. No. 008-01, 2-19-08; Ord. No. 009-03, 3-17-09; Ord. No. 009-11, 12-15-09)

The LMC allows the City of Laurel, through City Council, and only by way of Resolution, to decide and enact the compensation for a Laurel City Court Judge. However, again, please *see* my comments about mid-year changes to compensation, from a legal standpoint.

Laurel City Resolution(s)

The applicable Laurel City Resolution, Resolution No. R15-51 of the City of Laurel, passed on June 2, 2015, set the City Court Judge compensation, moving forward and effective July 1, 2015. It provides for a graduated scale of pay increase on a yearly basis, as well as bonuses based upon re-election. (Please *see above* for relevant compensation information, as to specifics of the compensation and fringe benefits.) That Resolution remains in effect, through to today’s date, and continuing forward, unless and until changed by Resolution of City Council.

COMPARABLE INFORMATION

If you look at Judge Kerr’s salary, as it relates to Class 3 Municipalities with comparative populations, it is actually very similar, if not higher, than many similarly-sized municipalities (the number below is slightly-off, as it was reflective of 2020 salaries, not Judge Kerr’s 2021 salary). The only significantly higher salary is Columbia Falls, but Columbia Falls is also a court of record, which creates much more substantial time demands and additional burdens upon a City Judge. *See* additional comments below on comparative salary information.

City/Town Name	Class	# of FTE	Population	Salary Range	Full/Part Time	Attorney	Court of Record
DILLON	3rd	30.75	4369	\$46,283 with 2% increase each year. New hire would start at same wage.	Full Time	Yes	No
COLUMBIA FALLS	3rd	31	6464	\$60,389 per year with increases last increase was 5%	Part Time (32 hours per week)	Yes	Yes
POLSON	3rd	44.7	5060	\$19.57 per hour (\$25,441) Starting pay \$19.00 per hour plus COLA	Part Time (25 hours per week)	No	Unsure
BELGRADE	3rd	58	9503	\$31,800/year to \$37,510/year After 5 years only receive COLA increase	Full Time	Yes	Yes
LAUREL	3rd	68	7222	\$42,851/year	Part Time	No	No

However, in order to provide a more complete understanding of judicial City Court Judge salaries in the State of Montana, I conducted substantial research into determining compensation for Municipal Judges – whether City Judges of no-record, City Judges of record, and Municipal Judges, regardless of Class Size for the particular municipality. This included gathering this information online through local government services, speaking with my City Attorney colleagues, and looking at open judicial positions being advertised for appointment in the State of Montana the past year. I spent at least twenty (20) to forty (40) hours gathering information to provide the City Council the most up-to-date and accurate information, so that the Laurel City Council can make an informed decision based upon what statistics look like around the State of Montana, for Judges in various positions – elected, appointed, City Judges, Municipal Judges, Courts of No Record, Courts of Records, and Justices of the Peace (which often function very similar to City Court Judges). Some of what is contained in the following summarizes the information that I have gathered for your consideration and evaluation.

I want to first note the significant difference that exists, when making any comparison about judicial issues, whether compensation or workload or judicial responsibility, between a “court of record” and a “court of non-record.” To date, the City of Laurel has elected to be a court of “no record.” However, “courts of record,” which can also be City Courts, as well as Municipal Courts, have very extensive demands that are not present for “courts of no-record.” I will try to explain. A court of record is a trial court or appellate court in which a record of the proceedings is captured and preserved, for the possibility of appeal. A court clerk or a court reporter takes down a record of oral proceedings. That written record (and all other evidence) is preserved at least long enough for all appeals to be exhausted, or for some further period of time provided by law. Most courts of record have rules of procedure (see rules of evidence, rules of civil procedure,

and rules of criminal procedure). In the City of Laurel, there are no real rules that govern how the court process occurs, because it is a court of “no-record.” The Judge sets them, as she determines appropriate at any time, it can change, there is no one to document or record things, and litigants (citizens of Laurel) are basically left at “the mercy of the Court.” No rules really apply, and none can be enforced, because the Court has no record. In courts not of record, oral proceedings are not recorded, and the judge makes his or her decision based on notes and memory. Courts of record, however, have evidentiary rules, transcripts, documentation of what occurred, and so the procedure is more formal. It is also more expensive for a City, and it is burdensome for Judges, and that is why Judges in “courts of record” are paid more, are full-time, and are compensated for staff that allow them to meet the judicial demands that they need to.

To summarize, Laurel is not a court of record. There are no set rules, the Judge sets the schedule, nothing is documented or memorialized (other than basic docket entries), and the procedures and processes are meant to be efficient, fast, and conclude quickly – to allow litigants to very rapidly move on, if they determine appropriate, to district court with a licensed Judge and a *de novo* trial.

So, comparing salaries between Courts of Record and No-Record is misleading. Moreover, comparing City Court Judge salaries to Municipal Court Judge salaries is misleading – because the workload is intensely different.

The MSU Local Government Services Department published the last “official” study on City and Municipal Court Judge Salaries as follows. As you can see from the below, the only locations that have increased compensation significantly have been Columbia Falls and Whitefish, and there are various factors impacted that, which I note further *below*.

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

The only two significantly higher salaries, in comparison to the City of Laurel, are Whitefish and Columbia Falls. Some things to consider, in evaluating the “comparisons” between these respective municipalities:

- The City of Whitefish is a Court of Record. That requires a significant amount more time and burden on the Judge. *See* above comments.
- The City of Columbia Falls is also a Court of Record. *See* same comments above.
- The City of Whitefish is a Municipal Court, not a City Court. *See* my earlier comments about how different a Municipal Court is than a City Court.
- The City of Whitefish Judge is a lawyer. Her name is Judge Caitlin Overland. Here is Judge Overland’s background, so you can assess why she might be at the compensation level that she is:

Judge Overland was born and raised in Montana. She received a bachelor's degree from Northwestern University and later graduated from Lewis & Clark Law School, cum laude. Immediately following law school, Judge Overland returned to Montana and clerked for the Montana Supreme Court. Judge Overland then moved to the Flathead Valley to begin serving as a Deputy Flathead County Attorney. During her time with the County Attorney's Office, Judge Overland worked on a wide range of legal matters including criminal prosecutions, youth court, civil litigation and land use law. She also maintains a private legal practice focusing on soil and water conservation. The Whitefish City Council appointed her to serve as Municipal Court Judge in December 2021.

- The City of Columbia Falls Judge is also a lawyer. Her name is Judge Kristi Curtis. Here is Judge Curtis's background, so you can assess why she might be at the compensation level that she is:

Judge Curtis was a Whitefish City Prosecutor prior to becoming the City of Columbia Falls Judge. Prior to joining the Bench, Judge Curtis had over 11-years experience as the prosecutor in Kalispell and Whitefish. Judge Curtis has been a licensed attorney for 36 years. In 1981, she graduated from Santa Clara Law School, passed the California Bar, and began working for a mid-sized firm in the SF Bay Area. In 1986, she became the only female partner. She handled all phases of civil litigation, including jury trials and appeals. The firm dissolved in 1998, and she became "Of Counsel," enabling her to move to Montana in 2000. Judge Curtis was then a Judge Pro Tem from 1994 to 2000 at the Municipal and Superior Court level (akin to District Court).

In 2006, Judge Curtis passed the Montana Bar and was hired as the prosecutor in Kalispell where she stayed until 2015. In 2015, the City of Whitefish chose to move its prosecutorial duties from an outside contract to an in-house position. Judge Curtis was hired as the Whitefish Deputy City Attorney. She served in that position until being elected to the Bench for the City of Columbia Falls in 2017.

Prior to being elected to the Bench, Judge Curtis tried over 100 criminal jury trials and hundreds of bench trials. She served as a Judge Pro Tem in Kalispell Municipal Court and Flathead Justice Court. She is now the elected Municipal Court Judge.

- None of the aforementioned Judges receive longevity pay.
- Both of the aforementioned Judges are full-time Judges in courts-of-record and/or Municipal Courts.

You can evaluate that as you choose appropriate. However, to provide you more comparison, I have compiled the additional following information for your consideration.

Compare the City of Laurel to Cities like Anaconda, Livingston, or Hamilton. I provide you these comparisons, so that you can determine how comparable the workload is in the City of Laurel, versus these Cities, and then assess compensation for a City Court Judge, in order to make the most-seasoned and appropriate decision.

Laurel:

Laurel has a population of approximately 6,800 citizens. Laurel's City Judge makes approximately 44k per year plus fringe benefits (I do not know the value of that – Bethany or the Mayor can speak to that more specifically). As noted above, Laurel is a “court of no record,” it is not a Municipal Court, and any person can serve as Judge, once elected, and not be an attorney, assuming they receive annual training.

Anaconda:

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

Livingston:

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

Hamilton:

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

Lewistown:

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

PROPOSED RESOLUTION

Any decision to change compensation for the Laurel City Court Judge is the City Council's decision, subject to typical veto and other procedural issues. However, if any changes are made to the Laurel City Court Judge compensation, it must be done by way of formal Resolution. It cannot legally involve payment of past longevity pay, as that would be in violation of the existing Resolution in place for years in the City of Laurel, which has been followed and enforced, each respective year, in compensating Judge Kerr. If Council decides to change the City Court salary moving forward, while I have serious concerns about that occurring mid-year, I will draft the appropriate Resolution, once put on the Agenda, and Council can decide whether to approve or not.

I hope that this gives the Council all of the information it needs to evaluate this issue appropriately, in addition to what you have already received in previous workshops. Please do not hesitate to let me know as to any questions.

RESPECTFULLY SUBMITTED this 28th day of February, 2022.

CITY OF LAUREL CIVIL CITY ATTORNEY

By: Michele L B

MICHELE L. BRAUKMANN

Cc: City of Laurel Mayor Waggoner
City Clerk Bethany Keeler

File Attachments for Item:

6. Approval of Council Workshop Minutes of March 15, 2022.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, MARCH 15, 2022**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on March 15, 2022.

COUNCIL MEMBERS PRESENT:

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

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney

Public Input:

Ron Harmon, Laurel, briefly presented his request to purchase a park from the City of Laurel, see attached handout.

The Civil City Attorney stated she would commit on the City's behalf to get an answer; however, there are a number of legal implications in selling park space.

General Items

1. Appointment of Troy Charbonneau and Rebeca Weaver to the Laurel Volunteer Ambulance Service.

See attached letter from Ambulance Director.

2. Appointment of Jamie Swecker to the Emergency Services Committee.

Mr. Swecker briefly introduced himself to Council.

Executive Review

3. Resolution - A Resolution Of The City Council Adopting The Laurel Transportation System Coordination Plan.

This is the annual transit coordination plan. Council sees this yearly

Council Issues

Public Works Committee's next meeting is Monday, March 21, 2022, at 6:00 p.m. in Council Chambers.

A Council Member was concerned about the homes being built on W. 6th Street near the West School bus turnaround.

Council thanked Public Works for tearing down the building at Riverside Park.

On March 23, 2022, the Governor will be in Billings to present Dave Gauslow the Outstanding Vet Award.

Other Items

Review of Draft Council Agendas

- 4. Draft Council Agenda for March 22, 2022.

There were no suggested changes.

Attendance at Upcoming Council Meeting

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

Announcements

The council workshop adjourned at 6:52 p.m.

Respectfully submitted,



Brittney Moorman
Administrative Assistant

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

PREPARED FOR : RON HARRISON
 SANDERSON STEWART

PROPOSED LOTS 1A OF R & T SUBDIVISION, LAUREL MONTANA

OCTOBER, 2019
 BILLINGS, MONTANA

C.O.S. 2499M

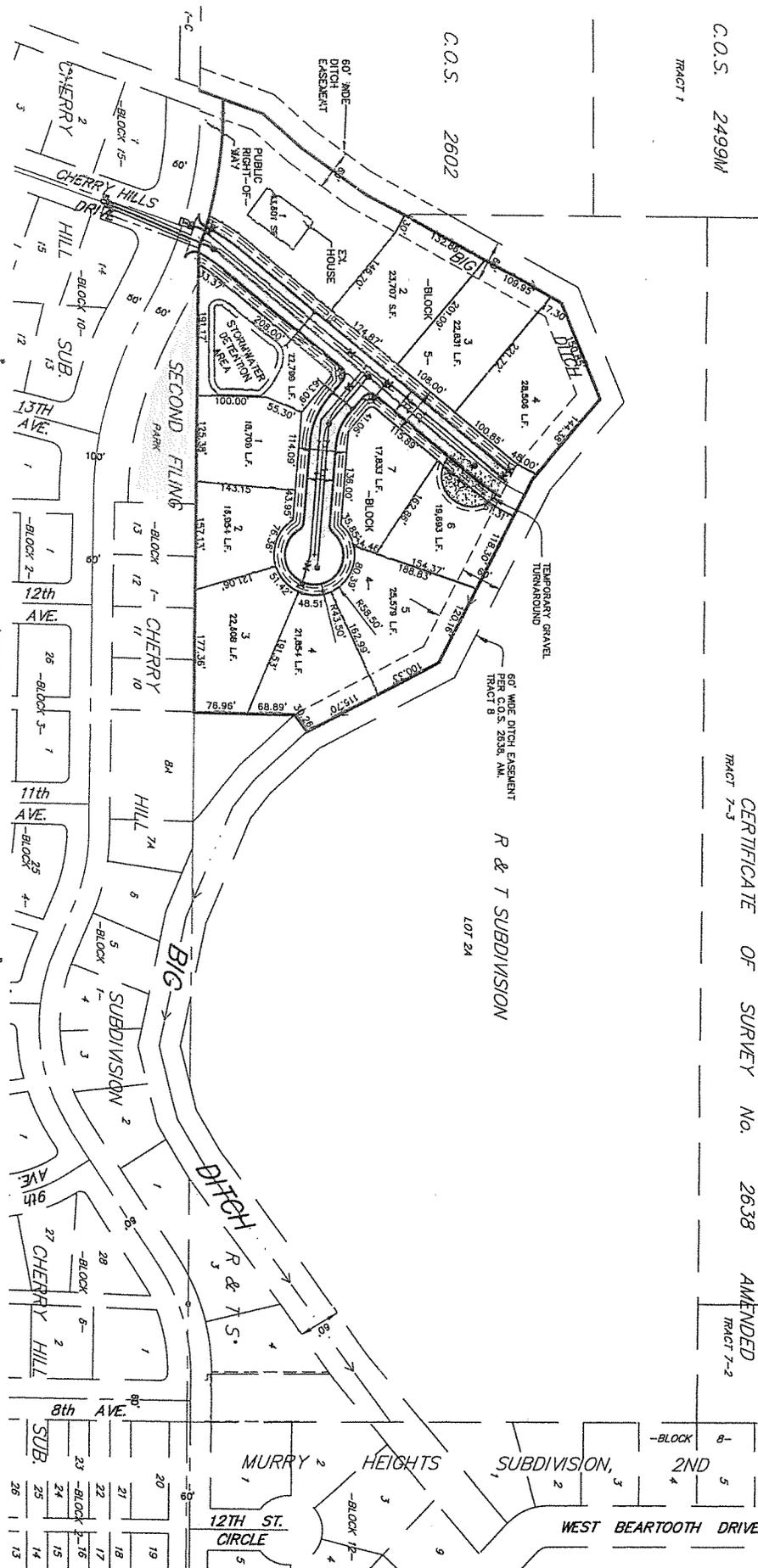
CERTIFICATE OF SURVEY NO. 2638

AMENDED

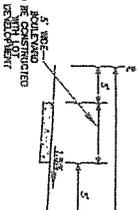
TRACT 1

TRACT 7-2

SCALE 1"=150'



NOTE:
 WATER & SANITARY SEWER SERVICE REQUIRED TO EACH LOT



TYPICAL STREET SECTION
 NOT TO SCALE

PLAT DATA

- == GROSS AREA 8,064 ACRES
- == NET AREA 46,536 ACRES
- == NUMBER OF RESIDENTIAL LOTS 11
- == MINIMUM LOT SIZE 16,954 S.F.
- == MAXIMUM LOT SIZE 43,801 S.F.
- == PARKLAND REQUIREMENT 40,51 ACRES



CITY OF LAUREL
MONTANA
EMERGENCY MEDICAL SERVICES
215 W 1ST ST
LAUREL, MONTANA – 59044
OFFICE: (406) 628 – 1611 | DISPATCH: (406) 628 - 8737



March 8, 2022

Dear Mayor and City Council,

We are still working diligently in these trying times to recruit. We are excited to announce that we have 2 EMS providers interested in joining our service as volunteers. We have interviewed the following people and would be excited to bring them onto our team.

- Troy Charbonneau, EMT. Troy is a Yellowstone County Sheriffs Officer. He has worked for the department for 20 years and before that he worked in the Billings EMS system for many years as an EMT. He has maintained his EMT certification and uses it as he can with the Sheriffs Department. He is getting close to retirement and really misses the EMS world. He also has a very strong desire to continue with community service and would love to join our team.
- Rebeca Weaver, EMT. Rebeca is a newly certified EMT, however she grew up in Laurel and would like to give back to her community as a volunteer. She and her husband own a family business and she feels that she has an opportunity to volunteer her time and would love the chance to use her EMT skills.

We are now conducting background checks on candidates. Troy will be excluded from this as Chief Langve confirms with his current status in the Yellowstone County Sheriffs Office, he has the appropriate clearance. Rebeca's background check is in progress. If she is granted Council and Mayor approval, once the background check is complete and approved, we can bring her on the team.

We did lose one of our paramedic volunteers in the last couple of months due to a change in career path and one of our EMT volunteers just resigned as she was accepted into medical school in Washington.

I feel that these 2 new applicants will fit in great with our current team and our mission to provide excellent care to our community.

Thank you very much for your consideration on these candidates.

Lyndy Gurchiek, NRP, Director
Laurel EMS
215 W 1st Street
Laurel, MT 591044
lgurchiek@laurel.mt.gov
406-860-8233

File Attachments for Item:

7. Budget/Finance Committee Minutes of March 8, 2022.

- 9. Mayor Update – The Mayor had no update at this time.
- 10. Clerk/Treasurer Update – The Clerk/Treasurer was not in attendance.

Announcements –

- 11. The next Budget and Finance Committee meeting will be held on March 22, 2022, at 5:30 pm.
- 12. Heidi Sparks will be reviewing claims for the next Budget and Finance Committee meeting.

Respectfully submitted,

Bethany Keeler
Clerk/Treasurer

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

DRAFT

File Attachments for Item:

8. City/County Planning Board Minutes of January 19, 2022.



**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, JANUARY 19, 2022
5:35 PM
CITY COUNCIL CHAMBERS**

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

1. Roll Call

The Chair called the meeting to order at: 5:35Pm

Jon Klasna

Ron

Evan

Roger

Dan

Judy

Nick Altonaga (City of Laurel)

General Items

2. Meeting Minutes: December 15, 2021

The Members reviewed the meeting minutes from December 15, 2021.

Evan motioned to approve the minutes

Roger Seconded

Motion Carried.

New Business

3. Public Hearing: Laurel Golf Course Annexation Request

Nick presented the details of the staff report

Bryan Alexander, Sanderson-Stewart. Working with the Golf Club Representing the Golf Club.

Ick provided a great summary of the request for annexation. Provide water and sewer for the Golf Club, as it is the best for public sanitation and water services. The soil makes it the best

Other areas near the Golf Course Road could be prime for development. We worked with City Planning Staff to determine the area under review for approval.

This extends from Saddleback Ridge down to the Big Ditch. This would be the easiest area developed and served by utility services.

The Chair Called for Proponents.

Drake Webinger, Member of the Laurel Golf Club.

Have a few calls from the Saddleback Ridge residents concerned about the 7500 zoning.

Plan to be involved heavily in the future development of a subdivision. Will want it to be tasteful and fitting with the surrounding area.

Main goal right now is to get city services to the Club House. Short term.

The Chair Called for Proponents.

The Chair called for Opponents.

Mark Russell, 2080 Saddleback Drive.

Just heard that the 7500 zoning is the minimum they could get, which they also asked for.

I support the annexation with the caveats that I provided to the Planning Department.

Defaulting to an R7500 zoning is not the best strategy. It is not the best for traffic, emergency access, and financial and quality of life impacts living immediately north and East of the subdivision.

We have no clue of the impacts of the future development. Would suggest the designation of Agricultural Owners (AO).

That they require them to address the concerns mentioned above (Subdivision concerns)

Submit information about studying the zoning designation and its impacts.

Developer would require to pony-up funding for the future development.

In summary saying: area cannot support a plan that has not studied the impacts on the surrounding roads and properties. Has the potential to create 300 approximate homes in the area.

There is no planning being done.

Approve the annexation, leaving the property as open area (AO), and at the time of development come with a changed

The chair called for Opponents.

Mike Casey, 2040 Saddleback .

In a quandary. The Golf Course is an amazing asset to the community, and I am glad they are upgrading and improving. Want to find a way to have them capable of proceeding.

Annexation planning is a long-term process with timelines of 5 and 10 years and studying infrastructure and services and priority areas.

Size, Location, and Zoning combined make it pre-mature.

The GMP laid out which tools should be developed, when they should be developed, and who they should be developed by, including timelines.

These are essential when looking at something of this magnitude. Is important for truly evaluating what impacts.

The annexation being consistent with the Growth Management Policy is not true.

Growth is focused south of the area. This becomes clear with the lack of a connection for Maryland Lane. Elena Subdivision is disconnected from the rest of the city via E-W route.

The level of services at 9th and Golf Course will be impacted severely. This could possibly develop many issues in the future.

I would like to postulate just like the previous speaker that the best thing the city could do would be the find a way to under unique circumstances to get the Sewer and Water to the Club House. Not do it willy-nilly. The AO Zone is a means to provide a good reason to grow over time.

I am confused by the requirement for R-7500 designation.

One of the other comments that I have is that looking at this place is that it is the premiere spot for a PUD. I can envision condos and mixed uses that are near the Golf Course. Having this as a large AO zone until a true development plan comes in would be a super priority.

The Chair suggested that we limit comments to 2 minutes in order to get through

The Chair called for Opponents. 249 24 Avenue West.

Per state law the 11 questions must be addressed via MCA.

The Chair Called for Opponents.

Pat Kimmet, 2130 Saddleback Drive.

Former member of the Golf Course and think they need to get services. I think the previous speakers summed it up nicely. Should be kept as AO, due to keeping it empty for now.

Ron: Do we have a history at all of annexations involving AO?

Not to my knowledge.

Ron: Would these impacts raised in conversation be dealt with in the Subdivision process?

Mark Russell: What is the difference between leaving it as R22,000 compared with R-7500.

Ron: I live on the East end, and we have been fighting trailer courts for years.

Nick: provided that this would not be a final approval and would not happen overnight.

Ron: to Bryan at Sanderson Stewart, Would this impact adversely the Golf Course Timeline?

Bryan: Yes, it would. The R-7500 was requested as that was the minimum as required by the Annexation Policy. This also makes the most sense for the installation of infrastructure (Water and Sewer).

Nick suggested also that the zoning could be amended in the Annexation Agreement, as any deviation from the code must be approved by City Council and that would be in the Annexation and/or Development Agreement.

Roger: Agree that the zoning designation creates some issues with traffic and density and everything. Roads. Could this be updated and amended?

Nick: We do not have to have this go directly to City Council. We can work with the Engineer to update the language of the agreement prior to heading back to coming back to Planning board and having a Public Hearing at City Council.

Webinger: We have no intention of developing the land right now. We would like to see a positive development and do not anticipate Townhomes. The impact should be minimal due to the topographic nature of the Southern portion of the property. We want to get annexed and connected before the ditch gets high and it becomes untenable.

We see annexation into the city making the Saddleback Ridge properties more valuable. But the development is NOT on our minds right now.

Roger: What is the cost of the Clubhouse build?

Webinger: 1.89mil

Dan: What about the costs of development?

Webinger: We don't plan on any public improvements

Bob Atkins, Board of Directors. – Very entertained on the progressive conversation we've had here. Getting water and sewer in is the priority for us.

Ron: Are you willing to sit down with your neighbors and discuss options?

Drake: Yes, definitely that is a focus for us. We also see this as a great development for the the area.

Ron: One correction to a comment made earlier. The lack of connection of W. Maryland Lane is not because of the

Mark Russell: As Drake said earlier, they plan to sell it to a developer, which would then be out of their hands.

Question from Crowd: Would it be more attractive to the developer to keep it as R7500?

Drake: We used 7500 due to Sanderson Stewart following the city annexation policy. The major focus is getting water and sewer services. We understood that there would be some backlash from saddleback but do not plan on

Ron: Move to approve the Annexation as stated with the provisions as stated in the staff report.

Roger: I believe our job is to say yay or nay and that the final changes can be made via City Council.
Roger Seconded.

Ron: none of the timelines

The Question has been called.

Motion Carried.

+ discussion on the Allowable use of the Golf Clubhouse.

Nick will provide that comment and note to the City Council.

Old Business

4. Building Permit Review: City Brew/Chen's Express

Ron: It looks like the kiosk was removed to the other side, which is not my main issue. Question about

Ron: Question about

Steve Wells, 4772 Audubon Way, Billings, MT. Representative of the landowners.

The part I would add is that it is a somewhat confusing site to begin with. It is a kind of inherited problem. We are trying to fix it with a new building and site layout. Have spent a considerable amount of time discussing options and designs to try and implement the type of changes

At the end of the day, we are concerned with the shape of the property. Before we talk about the way the traffic flow works. I am mainly here to voice my support for the project.

Adam Baumgartner, Billings, MT. Architect for the design team.

Regarding the flow of the site and how we envision it. We see people wanting to access city brew wanting to access via S. 1st Ave, and flow towards S. Montana. Chen's Express, we see it as reverse flow, accessed from S. Montana and flowing out to S. 1st. We have submitted 4 iterations and have made changes as per public comment. Moving the ATM, Creating a pedestrian walkway to the site. We feel that this is the best design for the site in regard to traffic flow. We think this will be the best for traffic flow for vehicles and pedestrians. We will have a striped drive lane for the ATM and marked as per

Ron: Have they provided a signage plan?

Karen Courtney: They have not. Our first priority is the building itself and they have provided just concept drawings. They will have to provide a specific signage plan for subsequent review and approval.

Ron: I think the layout is better than it was before.

Erica Gilrean, Project Civil Engineer.

Wanted to go into more detail as to what the changes were from last time. Have a dedicated Transportation engineer. The concerns were addressed were the ATM and the pedestrian access, Traffic ingress and egress to the

We opened back up the front entrance area a lot which decreases the access to and from S. 1st Ave. We have removed a lot of the directional arrows and site signs

Anyone coming West through that area should be able to understand the go-around.

The Median on the north just north of Chen's express has been pulled back further opening up the traffic flow across the West of the site. We have also removed the speed bumps and other traffic calming to let the striping and directional for the ATM to do most of the work.

We believe that the changes address the concerns of the Board. We believe it meets the needs of the city of Laurel and is a great plan for the challenges the lot provided.

Joey Stazak, Sanderson Stewart. Erica hit on a lot of the high points of the changes. The goal of this last rendition of changes moves the conflict points from towards the public right of ways towards the interior of the site. At the front end of this project, we did reach out to the City and MDT to see about a traffic study. They reported that due to the traffic control existing in S 1st that we did not need to do a traffic study. We believe that this plan brings the site back to its historic use and will bring it flush with the adjacent Conoco site as well. Another point mentioned is the cross-dimensional flow. I agree that it is a challenge and learning or not it might cause a slowdown traffic. The ATM re-location allows for pedestrian access to get to the ATM and guides traffic in a specific pattern. It should reduce confusion. The speed bumps being removed was done in order to simplify things and can be added back in the future if the lot needs it.

Ron motion to approve the building permit with the condition that the building not be occupied until the full site improvements are made.

Karen Courtney, Building Official. The building cannot be occupied until the requirements of the building plans have been completed. One clarification that the sidewalk and other adjacent requirements stop at the property boundary due to the MDT and Highway Right of Way.

Roger: One final point of contention. Regarding the ATM.

Wells: Chase bank reached out to me that they wanted to expand their reach in the area and wanted to install it as part of the project.

Evan Seconded.
Motion Carried.

Other Items

5. Project Updates

Meeting adjourned at 6:55pm.

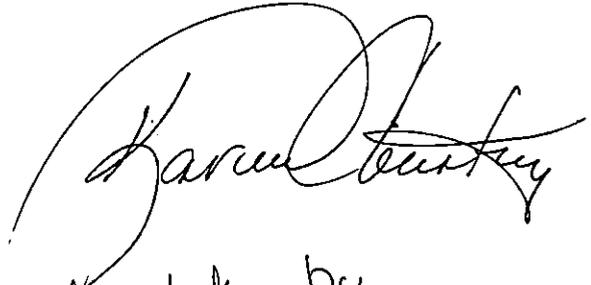
6. Adjourn

Announcements

7. Next Meeting: February 16, 2022

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

DATES TO REMEMBER



minutes taken by
nick Altanaga

File Attachments for Item:

9. Public Works Committee Minutes of February 23, 2022.

**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, FEBRUARY 23, 2022**

The Public Works Committee meeting was called to order at 6:00pm on Monday, February 23, 2022 by Committee Chair, Heidi Sparks.

Members Present: Heidi Sparks- Chair, Irv Wilke- Vice Chair (arrived late), Richard Herr, Bill Mountsier, Marv Carter, Dan Koch

Others Present: Kurt Markegard- Public Works Director, Kris Voegele- guest

Public Input:

Kris Voegele (306 E 4th St, Laurel)- Kris raised concerns and questions about the city not shoveling sidewalks in front of city hall over the holiday weekend. Stated per city ordinance, sidewalks are supposed to be shoveled within 24 hours. Kurt stated the on-call staff did complete a call-out for street sanding but did not realize that sidewalks were part of call-out duties. The issue has since been addressed/ There will also be a reminder for citizens, possibly on the water bill, for sidewalk shoveling.

General Items

1. Approval of Minutes from December 20, 2021- Marv Carter made a motion to approve the minutes of December 20, 2021. Motion was seconded by Richard Herr. Motion carried 5-0 to approve the minutes.

New Business

2. Vote on Committee Chair and Vice-Chair- Richard Herr made a motion for Heidi Sparks to remain Chair of committee, motion was seconded by Dan Koch. Motion carried 5-0. Richard Herr made a motion for Irv Wilke to remain Vice-Chair of committee, motion was seconded by Dan Koch. Motion carried 5-0.
3. Emergency Call Out Report- Report attached
 - Alderidge Trailer court- \$80 charge to have the water meter repaired from damage
4. KLJ Report- Report attached
 - S 4th Reconstruction- KLJ will be at the council workshop on 3/1/22 to discuss Russell Park and the stormwater retention pond
 - Lindy Lane Sewer replacement- Closed out as of 2/22/22
 - Sanitary Sewer H₂S Remediation- Bill will be for ozone generator and aerator to be installed. Recommendation should be before council at workshop on 3/1/22
 - Laurel Capital Improvement Plan- no status update on this item, Kurt will get update for the next Public Works Committee meeting
 - West Railroad Street Reconstruction- Montana DOT was to discuss at the February Transportation committee meeting
 - W 7th Street Reconstruction- will need water and sewer line replacement as part of this project

Old Business

Dan Koch stated he would like an update on the parking lot at Thompson Park. Kurt stated this has been sealed and just needs to be painted, but unsure if the painting will be completed by the city or hired out

Other Items

Discussion on Community Meeting follow up regarding S 4th St- Kurt stated KLJ is still planning on a meeting but the timing is dependent on the stormwater design- KLJ will be at the council workshop on 3/1/22

Dan would like to have a future discussion around public and private fire protection charge. He would like to see the Laurel Municipal Code updated to include this with charges for protection. This will be added as a discussion item on the March agenda.

Marv Carter had a comment and concern about street reapiir. He would like to see more than one block addressed if reapiirs are taking place and used 12th and Locust as an example. Kurt stated the city is working off of the PACER study for the most efficiency and cost savings.

Announcements

Next Meeting will be Monday, March 21, 2022 at 6:00pm

Meeting adjourned at 6:55pm.

File Attachments for Item:

10. Public Works Committee Minutes of December 20, 2021.

**MINUTES
CITY OF LAUREL
PUBLIC WORKS COMMITTEE
MONDAY, DECEMBER 20, 2021
6:00 pm**

Attendance
Bill Mountsier
Marvin Carter
Richard Herr
Irv Wilke
Dan Koch
Kurt Markegard-staff

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

There was no public comment.

General Items

1. Public Works Committee Minutes of November 15, 2021.

Marvin made the motion to approve the minutes of November 15, 2021, and Dan seconded the motion. All were in favor to approve the minutes.

New Business

2. Emergency Call Out Report

Kurt informed the committee that there were four emergency callouts for the end of November and the first half of December. The report of the callouts is attached to the minutes.

3. KLJ Report

The committee went over the KLJ project status report for public works projects. Most of the 2021 projects are in closeout and KLJ is working on the 2022 projects that are in design phase. South 4th street rebuild is with water and sewer is the largest item and there were questions about the design. Kurt stated that they would like to hold another public meeting once more of the design elements are decided for the street rebuild. The entire report is attached to the minutes.

4. January and February meeting dates need to be changed due to holidays.

Irv asked the committee members if they wanted to cancel the January meeting and then meet back up in February. Dan said the meeting could be moved to the 23RD of February. Marvin made a motion to cancel the January meeting and then hold the February meeting on Wednesday the 23rd of February due to the holidays. Dan seconded the motion and members voted to approve canceling the January meeting and moving the meeting in February to the 23rd.

Old Business

There was no old business.

Other Items

There were no other items.

Announcements

Richard moved to adjourn the meeting and Bill seconded the motion all were in favor of adjournment at 7:15pm.

File Attachments for Item:

11. Library Board Minutes of December 14, 2021.

MINUTES
CITY OF LAUREL
Library Board

12/14/2021 06:00 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

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

OTHERS PRESENT: None

1. Public Input

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

- a. Addressing the Board - None

2. General Items

- a. The minutes for October and November 2021 were presented for approval by the Library Board members. Katie motioned the minutes be approved, Kate seconded the motion. Minutes were approved.
- b. The library received a donation from.
- c. Circulation Report - *Traffic*: up 32.6%; *circulation*: all items circulated totaled 3,543 (including 461 eBooks), book circulation was up 10.4%, media circulation was down 10.9%, eBook checkouts for this month was 11.6% of total book circulation, we circulated 962 items to partners and 153 items from other libraries; *computers*: internet use was up 53.2%, children's use was up 140%, wi-fi use : up 167.5%; *patron cards*: city patrons make up 56.4% of registered users county 40.4% and out of county users make up 3.2%. There were 62 tech assists in November.

3. New Business

- a. The library received a request from a county patron that we consider pulling three books from the library: Gender Queer, Out of Darkness, and Lawn Boy. After some discussion it was decided that since these items are in the Shared Catalog, held by other libraries but not Laurel, we really don't have the option of pulling them from circulation. The request for reconsideration will be forwarded to the holding libraries.
- b. Statistics have been completed for another year and sent to the State Library. Completion of these statistics helps us stay compliant with the State Standards required for receiving state aid funds.

- c. Laurel Library has been chosen to participate in the ARPA funds upgrades for cabling. The state library has contracted with CompuNet of Montana to map our equipment and recommend upgrades if needed. Their representative, Jamie Jackson, will work with Eli to determine our needs. The State Library is providing this service to improve the speed and reliability of our library's wired and wireless internet connections.
- d. Siestas were suggested...just kidding. It was a short agenda!

4. Old Business

- a. The final donation amount for the fall book sale was \$2,780.50. The foundation will be able to order more books for the library.
- b. After Julia resigned, her position was advertised online via Facebook and the websites. We had 6 applications received by closing date and time listed on the announcement. Only 2 of those were completed correctly. After interviewing the two applicants, Stacie Stocks was chosen as the new part-time library clerk. She started October 18th, 2021.
- c. The rest of the library computers have been ordered and will be changed out for the old computers when they arrive. The old computers will be wiped and donated to the Veteran's program at MSU-Billings.

5. Other Items

- a. The library received their Federation and State Aid funding from the State Library last week. It will be taken over to City Hall to be disbursed within the appropriate budget accounts. The final amount was \$9.665.05.

6. Announcements

- a. Next regular meeting is Tuesday, January 11, 2022 at 6:00pm in the Community Room of the Laurel Public Library.

Motion to adjourn: Katie, seconded by Kate. Meeting adjourned at 7:00 PM.

Respectfully submitted,

Nancy L Schmidt

Nancy L Schmidt
Library Director
Secretary for the Board

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

File Attachments for Item:

12. Library Board Minutes of January 11, 2022.

MINUTES
CITY OF LAUREL
Library Board

01/11/2022 06:00 PM
Laurel Public Library

COMMITTEE MEMBERS PRESENT:

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

OTHERS PRESENT: None

1. Public Input

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

- a. Addressing the Board - None

2. General Items

- a. The minutes for December 2021 were presented for approval by the Library Board members. Kate motioned the minutes be approved, Katie seconded the motion. Minutes were approved.
- b. The library received a \$100 donation from Ray Wells and Carol Blades. Carol wanted to emphasize her appreciation of the help she received from Mike and Eli while at the library with some tech issues.
- c. Circulation Report - Traffic: up 9.98%; circulation: all items circulated totaled 3,332 (including 493 eBooks), book circulation was down 11.5%, media circulation was down 11.7%, eBook checkouts for this month was 16.7% of total book circulation, we circulated 607 items to partners and 127 items from other libraries; computers: internet use was up 44.5%, children's use was up 350%, wi-fi use up 189%; patron cards: city patrons make up 55.2% of registered users county 41.6% and out of county users make up 3.2%. There were 53 tech assists in December.

3. New Business

- a. There is still an undeclared vacancy on the library board that needs resolution by the Mayor. After discussion, it was decided that Director Schmidt would arrange a meeting with Mayor Waggoner to discuss the current vacancy and the possibility that we may have another Board member leaving at the end of June.

4. Old Business

- a. Based on the book challenge discussion held at the December board meeting, a letter signed by the Boar Chair was written and sent to Mr. Mathews appraising him of our decision to not ask the MSC to remove the books from the shared collection. Board members felt it was not our place to determine the validity of his claims.
- b. Jamie Jackson from CompuNet has met with Eli and Nancy about updating the cabling and hardware for the computers at the library. As soon as he has a recommendation for upgrades, he will send them to the State Library for approval. We are hoping to have results by the end of January.
- c. All of the public computers have been changed out for the new computers. Eli will finish switching staff computers in the next few weeks. When that is completed, the old computers will be cleared and given to the Veteran's program and MSU-Billings. We should have at least 7 more computers to pass along to the program.

5. Other Items

- a. The Federation meeting is scheduled for March 22, 2022 online at 4:00 pm. Anyone interested in attending may ask for the Zoom link or attend with library personnel in the Community Room.

6. Announcements

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

Motion to adjourn: Kate, seconded by Katie. Meeting adjourned at 6:51 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:

13. City/County Planning Board Minutes of February 16, 2022.



**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, FEBRUARY 16, 2022
5:35 PM
CITY COUNCIL CHAMBERS**

The Chair called the meeting to order at: 5:35Pm

Present:

Jon Klasna	Gavin Williams	Evan Bruce
Roger Giese	Dan Koch	Judy Goldsby
Karen Courtney (City of Laurel)		

Absent:

Ron Benner

General Items

Meeting Minutes: January 19, 2022

The Members reviewed the meeting minutes from January 19, 2022

Motion to approve: Dan

Second: Gavin

Motion Carried.

New Business

Laurel Golf Course Annexation Request – Withdrawal

Judy: Have board members had an opportunity to review the information that was sent out.

Roger: Do we need to approve the withdrawal?

Karen: You do not have to vote to approve the withdrawal. It is just notifying the board that they have pulled the last annexation request that we had the public hearing on.

Forrest Sanderson Appointment

Question from audience: Has there been any applicants?

Karen: Kurt could you speak on how many applicants we have had?

Kurt Markegard: Had a preliminary interview and have sent him a test consisting of preparing a zone change request, once we receive that information back it will be evaluated before decision is made by Mayor to consider for employment.

Gavin: Did Forrest interview him?

Kurt: Yes

Sign Review – Fiesta Mexicana Cantina

Karen: Fiesta Mexicana is taking over the Laurel Station Casino and Locomotive Bar. They will have entire building, so they are going to be changing out the signing. They are taking what is existing and putting up new ones. Did contact sign company to verify if they were keeping electronic messaging sign and they are keeping that sign as is. Footage of new signs will remain the same as previous business. Refreshing paint, removing rails and refreshing the awning. They currently have signs on the shed and back entrance. Asked if they would be taking those down and the sign company believes they are. If Board wishes to make that a condition of the permit, it can be required.

Judy: The ones that are existing already?

Karen: Yes, when they moved into the back portion of the building.

Motion to Approve: Gavin

Second: Evan

Discussion to clarify location of property.

Motion carries

Sign Review – Patty’s Sparkle Salon

Karen: Patty’s Sparkle Salon has taken over the Elite Salon next to King Koin, the laundromat on West Main Street. She will be placing her signs over where the Elite signs were, and she will be adding two lights up above that will shine only on the signs when it gets dark. Does meet code requirements for the sign permit, it is in entryway zoning.

Evan: Noticed that there were window graphics shown, does that count towards square footage?

Karen: That is not considered a sign as it does not have a logo on it. Can be condition of permit that the window covering cannot have the logo on it,

Motion to approve: Gavin

Second: Roger

Motion carried

Old Business

Other Items

Project Updates: Laurel Golf Course New – Annexation Petition

Karen: Petition has been submitted; it has not been fully processed. We will have a public hearing on it March 16th. We are getting the legal noticed prepared and will have the packet upstairs for public review prior to that time. Forrest is working on the review.

Roger: What changes are there?

Judy: Believes there are some changes regarding our last meeting.

Roger: I believe it pertained to the one lot as the major complaint.

Karen: I have not looked at the petition at this time as I have been working on the Special Review that will also be presented on March 16th for Firebox Kitchen. At this time, it has just been submitted and Forrest is reviewing. He will have everything prepared for review; public notice is prepared we are waiting to put into paper.

Question from audience: When will it be available?

Karen: After the public notice goes out.

Question from audience: When is public notice going to go out?

Karen: Public notice has to go out 15 days prior to public hearing so that will be published on February 25th and another in March.

Question from audience: Where is it published?

Karen: Yellowstone County News

Roger: What other hearing are we having?

Karen: Special review for Firebox Kitchen that is going into the Solberg retail building. Where Jimmy John's is located, since it is a tap room it is required to go through the special review process.

Judy: They will not be brewing there, correct?

Karen: Just serving not brewing. That will also be part of the legal notice that goes out.

Mark Russell – Saddleback Ridge Estates: Does that also get posted on the website? Is the Yellowstone County news the only place that gets published?

Karen: I know that is where they have been published before. Another will be hung in Lobby outside water office as well.

Mark Russell: So as soon as the first notice is out it will be out there?

Karen: Then once it goes out it will also be mailed to adjoining neighbors.

Question from audience: What is happening with Northwest Energy putting in line?

Judy: That is out of our hands and is going through the county commissioners.

Gavin: Don was at rotary yesterday and stated that they are in the process of resubmitting to the county commissioners. Application for going under the river. There will be a public notice going out pertaining to this.

Announcements

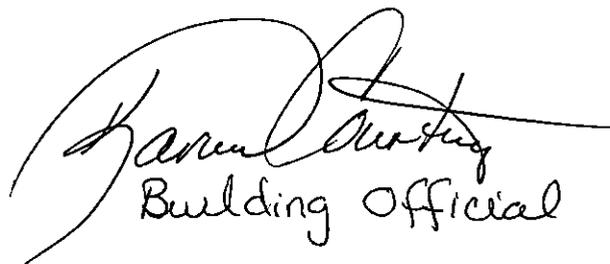
Next Meeting: March 16, 2022

Adjourn

Motion to adjourn: Gavin

Second: Roger

Meeting adjourned at 5:52pm.



Karen Murray
Building Official

File Attachments for Item:

14. Appointment of Troy Charbonneau and Rebeca Weaver to the Laurel Volunteer Ambulance Service.



**CITY OF LAUREL
MONTANA**
EMERGENCY MEDICAL SERVICES
215 W 1ST ST
LAUREL, MONTANA – 59044
OFFICE: (406) 628 – 1611 | DISPATCH: (406) 628 - 8737



March 8, 2022

Dear Mayor and City Council,

We are still working diligently in these trying times to recruit. We are excited to announce that we have 2 EMS providers interested in joining our service as volunteers. We have interviewed the following people and would be excited to bring them onto our team.

- Troy Charbonneau, EMT. Troy is a Yellowstone County Sheriffs Officer. He has worked for the department for 20 years and before that he worked in the Billings EMS system for many years as an EMT. He has maintained his EMT certification and uses it as he can with the Sheriffs Department. He is getting close to retirement and really misses the EMS world. He also has a very strong desire to continue with community service and would love to join our team.
- Rebeca Weaver, EMT. Rebeca is a newly certified EMT, however she grew up in Laurel and would like to give back to her community as a volunteer. She and her husband own a family business and she feels that she has an opportunity to volunteer her time and would love the chance to use her EMT skills.

We are now conducting background checks on candidates. Troy will be excluded from this as Chief Langve confirms with his current status in the Yellowstone County Sheriffs Office, he has the appropriate clearance. Rebeca's background check is in progress. If she is granted Council and Mayor approval, once the background check is complete and approved, we can bring her on the team.

We did lose one of our paramedic volunteers in the last couple of months due to a change in career path and one of our EMT volunteers just resigned as she was accepted into medical school in Washington.

I feel that these 2 new applicants will fit in great with our current team and our mission to provide excellent care to our community.

Thank you very much for your consideration on these candidates.

Lyndy Gurchiek, NRP, Director
Laurel EMS
215 W 1st Street
Laurel, MT 591044
lgurchiek@laurel.mt.gov
406-860-8233

File Attachments for Item:

15. Appointment of Jaime Swecker to the Emergency Services Committee.



2/28/22

Mayor Dave Waggoner

Laurel, Mt 59044

Mayor,

This letter is to ask for your consideration to be part of the Emergency Services Committee.

If you have questions, please contact me at 406-670-7060.

Respetfully,

Jamie Swecker

File Attachments for Item:

16. Resolution No. R22-10: A Resolution Of The City Council Adopting The Laurel Transportation System Coordination Plan.

RESOLUTION NO. R22-10

**A RESOLUTION OF THE CITY COUNCIL ADOPTING THE
LAUREL TRANSPORTATION SYSTEM COORDINATION PLAN.**

WHEREAS, the City of Laurel has developed a transit plan to assist its citizens in obtaining and utilizing public transit; and

WHEREAS, the City has requested funding for the project through the State's Federal Transit Administration grant; and

WHEREAS, the State requires the City adopt a coordination plan annually.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana, has adopted the Laurel Transportation System Coordination Plan, a copy of which is attached hereto.

Introduced at a meeting of the City Council on March 22, 2022, by Council Member _____.

PASSED and ADOPTED by the City Council of the City of Laurel, Montana, this 22nd day of March 2022.

APPROVED by the Mayor this 22nd day of March 2022.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Bethany Keeler, Clerk-Treasurer

APPROVED AS TO FORM:

Michele Braukmann, Civil City Attorney

**TRANSPORTATION COORDINATION PLAN
LAUREL TRANSIT**

**MONTANA DEPARTMENT OF
TRANSPORTATION
FY-23**

**Prepared by:
City of Laurel**

Bethany Keeler, Clerk/Treasurer

Scheduled for City Council Adoption: March 8, 2021

Montana Coordination Plan Outline

Adoption by Transportation Advisory Committee:

The relevant transportation providers and agencies are described in more detail.

Laurel Transit:

Laurel Transit (also referred to as the transit system) is working to provide a successful on-demand service for public transportation within the City limits of Laurel while offering regular service to Billings. Laurel Transit is looking to contract with as many agencies in the area as possible to provide expanded service. It is currently not feasible for Laurel to have a fixed route system; however, accommodations for such a system are being discussed such as bus benches and signs within the City.

Laurel Transit Schedules:

Laurel Transit operates Monday-Friday 10:00 AM – 4:00 PM. The Billings service route begins at 7:30 and in-town service begins at 10:00 am.

Agencies Involved:

- Adult Resource Alliance of Yellowstone County -- ARAYC has partnered with the City of Laurel to provide the driver for the bus and the cell phone. ARAYC previously operated the senior bus in Laurel, which was absorbed with the formation of Laurel Transit. The City works very closely with ARAYC to ensure the level of service delivered through the senior bus program is continued in Laurel Transit.
- Tender Nest Assisted Living—Contact with Tender Nest Assisted Living continues, and the facility has contracted with the City for vouchers.
- COR – There is a plan to include COR in future TAC meetings.
- Riverstone Health – The transit system is working to contract demand/response service for Riverstone Health patients.

- Laurel Senior Center – The Sprinter bus is currently stored in a garage at the Senior Center. Frequent trips are taken to the senior center for rider visits.
- Laurel Health and Rehab- Continues to utilize the bus service for transportation purposes for their clients and residents.
- MET- contact with MET in Billings has been made in hopes to grow the Laurel Transit system and gain new ideas.

Public Involvement:

The Transportation Advisory Committee meets quarterly. Meetings notices are published on the City of Laurel website and at City Hall. Meetings are open to the general public. For more participation at TAC meetings, more community outreach will be done to involve public participation.

Private Sector:

The City of Laurel does not have any private transportation system available.

Needs Assessment and Plan to Increase Ridership:

The Laurel Transit will be starting focus groups this fiscal year in order to determine the needs of the community and their transit provider. The focus groups will include current riding members, City staff, other transportation providers, healthcare employers, and other members from the community. The groups will focus on the current challenges the transit program faces and get a better idea of how to improve the system. The City was awarded a grant for a new 14-passenger bus. The date of delivery is still unknown.

The Laurel Transit System has stepped up its advertising strategies by designing and distributing flyers with route information and publishing that flyer in the Laurel Outlook on a regular basis. There have been talks with the Adult Resource Alliance regarding placing advertisements on the new transit bus. This type of advertisement may be an option for other local businesses, once the new transit bus arrives.

Transportation Advisory Committee (TAC) Meetings:

The Laurel TAC meets on a quarterly basis. The TAC is comprised of City staff, community interested members and representatives from Residential Support Services, the Adult Resource Alliance of Yellowstone County, and other interested parties. For more participation at TAC meetings, more community outreach will be done to involve public participation.