



**AGENDA
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, JANUARY 16, 2024
6:30 PM
COUNCIL CHAMBERS**

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

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

General Items

1. MTD Presentation - W. Railroad.
2. Appointment of Emelie Eaton to the Public Works Committee.

Executive Review

3. Resolution - A Resolution Of The City Council To Adopt An Official Schedule Of Fees And Charges For The City Of Laurel And Repealing All Previous Resolutions That Set Fees Or Charges That Conflict With The Schedule Attached Hereto Upon Its Effective Date.
4. Resolution - Resolution Of The City Council Calling For An Election On The Question Of Conducting A Local Government Review And Establishing A Study Commission.

Council Issues

Other Items

Attendance at Upcoming Council Meeting

Announcements

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

File Attachments for Item:

2. Appointment of Emelie Eaton to the Public Works Committee.

Emelie K. Eaton
Post Office Box 159
Laurel, Montana 59044-0159

Laurel Mayor Dave Waggoner
Post Office Box 10
Laurel, Montana 59044-0010

December 10, 2023

Dear Mayor Waggoner:

I was speaking with the Chairwoman of the Public Works Committee who was lamenting that it was difficult to find residents to sit on the Public Works committee and it was often difficult to have a quorum for the meetings. As I will no longer be a member of the Laurel City Council come January 1, 2024, I would like to follow in the footsteps of previous "former councilmen" and ask to be a "resident" member of this committee. I have been a member, as well as chair, of this committee and feel it is the heart of the accomplishments of the city of Laurel.

I would appreciate your appointment of me as a resident member of Laurel Public Works.

Sincerely,

A handwritten signature in cursive script, appearing to read "Emelie".

Emelie K. Eaton

File Attachments for Item:

3. Resolution - A Resolution Of The City Council To Adopt An Official Schedule Of Fees And Charges For The City Of Laurel And Repealing All Previous Resolutions That Set Fees Or Charges That Conflict With The Schedule Attached Hereto Upon Its Effective Date.

RESOLUTION NO. R24-_____

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

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

WHEREAS, City Staff prepared the attached Schedule of Fees and Charges, incorporated herein, for the City Council's consideration and adoption after public hearing until further Resolution of the City Council;

WHEREAS, on the 9th day of January 2024, the City Council adopted Resolution No. R24-02, a Resolution of Intent to adopt the updated Schedule of Fees and Charges and set a public hearing for the 23rd day of January 2024; and

WHEREAS, a public hearing was held on the 23rd day of January 2024, in order to provide opportunity for public input prior to adoption of the updated Schedule of Fees and Charges.

NOW THEREFORE BE IT RESOLVED by the City Council that the attached Schedule of Fees and Charges is reasonable and in the best interests of the City of Laurel; and

NOW THEREFORE BE IT FURTHER RESOLVED that the City Council hereby approves the Schedule of Fees and Charges attached hereto and incorporated by reference herein.

Introduced at a regular meeting of the City Council on the 23rd day of January 2024 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 23rd day of January 2024.

APPROVED by the Mayor on the 23rd day of January 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

CITY OF LAUREL
SCHEDULE OF FEES AND CHARGES
AS OF TUESDAY, January 23, 2024 / RESOLUTION NO. R24-04

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

<u>Item</u>	<u>Fee</u>
Returned Check	\$50.00
Document Photocopying	
First three pages	No Charge
Copies in excess of three pages per page	\$0.25
Discovery Fee	
Fee for production of discovery documents – Flat fee for USB Drive	\$10.00
Additional Discovery Fee for Mailed Documents	\$10.00
Public Records Request/FOIA Request	
Research City Records (Per Hour)	\$50.00
Research by Engineer (Per Hour)	\$200.00
Research by City Attorney (Per Hour)	\$200.00
Dog License Fees and Renewals before April 1 (Must be renewed each year)	
Spayed Female/Neutered Male	\$20.00
Un-spayed Female/Un-neutered Male	\$30.00
Dog License Renewals after April 1	
Spayed Female/Neutered Male	\$30.00
Un-spayed Female/Un-neutered Male	\$40.00
Dog Kennel before April 1 (Must be renewed each year)	
Non-Commercial	\$50.00
Commercial	\$75.00
Chicken License Fee – Flat Fee	\$25.00
Business License	
General	\$100.00
Beer and/or Wine	\$400.00
Three Apartments	\$50.00
Four Apartments	\$60.00
Five or more Apartments	\$95.00
Pawn Shop	\$200.00
Utilities	\$400.00
Amusement Machines	\$100.00
Live Music	\$100.00
Junk	\$100.00
Liquor	\$500.00
Franchises	\$400.00
Sexually Oriented Business	\$750.00

Police Department Fees and Charges

<u>Item</u>	<u>Fee</u>
Victims Report	\$10.00
Case Report	\$40.00
Case Report with Pictures	\$55.00
Vehicle Accident Report – Form Only	\$20.00
Vehicle Accident Report with Pictures	\$35.00
Audio Recording	\$75.00
Vehicle Impound – Per Day 1 st Week	\$45.00
Vehicle Impound – Per Day after 1 st Week	\$70.00
Dog Impound Fee – 1 st in Calendar Year	\$35.00
Dog Impound Fee – Subsequent in Calendar Year	\$50.00
Dog Boarding Fee – 24 Hours After Notification – Per Day	\$100.00
Fingerprint Card	\$35.00
Subsequent Fingerprint Cards – Per Card	\$5.00
False Alarm – 3 rd and Consecutive in Calendar Year	\$100.00

Library

<u>Item</u>	<u>Fee</u>
Photocopy Fees – per page	
Black & White	\$0.10
Color	\$0.20
Printer Fees – per page	
Black and White	\$0.10
Color	\$0.20
Lost or Damaged Book	Cost
Library Cards for Non-Residents	No Charge
Interlibrary Loan Postage (per item not available via Courier – after 3)	\$5.00
Community Room	
Use during library hours – for profit fee charged - per hour	\$3.00
Use after hours (per hour or any portion of an hour – for profit)	\$30.00
Refundable Cleaning Deposit	\$30.00
Library Card Replacement Fee (per card)	\$2.00
Fax Fees (per page)	
Send	No Charge
Receive	\$0.10

Fire Department Fees and Charges

<u>Item</u>	<u>Fee</u>
Incident Report (NFIRS Copy)	\$50.00
Photograph Copies – Digital (USB)	\$35.00
Fire Suppression Fees Charged to Non-Resident or for Code or Ordinance Violations	
Base Rate for First Hour of Response for Working Fires, Rescue Operations, Hazmat or Large-Scale Incidents	\$2,000.00
Base Rate for First Hour of Service Assist Calls or Minor Calls	\$1,500.00
For Each Fireman – Per Hour	\$50.00
Base Rate for Assist and Investigate – Per Hour	\$250.00
Rates for Additional Hours after the First Hour of Any Response (Time Calculated from Time of Response to Return to Service)	
Engine #1	\$500.00
Engine #2	\$500.00
Engine #4	\$500.00
Squad 5	\$500.00
Tender #1	\$225.00
Tender #2	\$225.00
Support #1	\$225.00
Command 1	\$250.00
Command 2	\$250.00
Brush #3	\$250.00
Brush #4	\$250.00
Brush #5	\$250.00
Business Inspections within jurisdiction – Marketing Fireworks, Firecrackers, and other Pyrotechnics	\$250.00
False Fire Alarms – Per Calendar Year	
First	No Charge
Second	\$400.00
Third	\$800.00
Fourth+	\$1,000.00
Fire Extinguisher Training	
10 Students	\$250.00
Additional Per Student	\$25.00

Ambulance Service Fees

<u>Item</u>	<u>Fee</u>
Paramedic Base Rate	\$1,900.00
Basic Base Rate	\$1,600.00
First Lift Assist in a Quarter	No Charge
Second Lift Assist in a Quarter	No Charge
Third Lift Assist (and all that follow) in a Quarter	\$25.00
EMT Class (Plus the cost of books and testing)	\$600.00
Advanced EMT Class (Plus the cost of books and testing)	\$200.00

<u>Code</u>	<u>Definition</u>	<u>Charge</u>
A0425	Ambulance Mileage (per loaded mile)	\$20.00
A0428	Transport, BLS non-emergent	\$850.00
	Out of District Fee	\$150.00
A0429	Transport, BLS emergent	\$1,200.00
	Out of District Fee	\$150.00
A0426	Transport, ALS non-emergent	\$1,000.00
	Out of District Fee	\$150.00
A0427	Transport, ALS emergent	\$1,400.00
	Out of District Fee	\$150.00
A0433	Transport, ALS 2 emergent	\$1,600.00
	Out of District Fee	\$150.00
A0434	Specialty Care Transport	\$2,000.00
A0424	Extra Ambulance Attendant	\$100.00
A0382	BLS routine supplies	\$100.00
A0398	ALS routine supplies	\$200.00
A0384	Defibrillation supplies	\$160.00
A0394	IV Supplies	\$75.00
A0396	Intubation	\$175.00
A0422	Oxygen	\$75.00
A0420	Waiting time (with patient)	\$75.00
	Stand by Rate QRU (1 person) (per hour)	\$75.00
	Stand by Rate Ambulance (2 person) (per hour)	\$100.00
TNT1	Simple response (lift assist, etc.)	\$25.00
TNT2	Response, treatment using BLS Supplies / no transport	\$50.00
TNT3	Response, treatment using ALS or ALS2 Supplies / no transport	\$100.00
	Glucagon	\$300.00
	Patient Care Report Copy (HIPAA Compliant)	\$25.00

Water Rates & Charges

<u>Item</u>	<u>Fee</u>
See Current Resolution (Resolution No. R11-110)	
System Development Fees (Based on Line Size) - Water	
¾ Inch	\$2,500.00
1 Inch	\$4,475.00
1 ¼ Inch	\$6,950.00
1 ½ Inch	\$10,000.00
2 Inch	\$17,850.00
3 Inch	\$40,000.00
4 Inch	\$71,425.00
Connections to the water system with meters larger than 4 inches or when the unique usage characteristics of a large water user may require, the City will determine the system development fee at that time if the City can provide the services as requested.	
Curb Box Repair Insurance Fee – Per Month Per Water Account	\$1.00
Utility Hook-Up Fees	
Water Tapping – Two Inches or Less	\$250.00
Water Tapping – Greater Than Two Inches	Fee x 1.25
Labor/Operator Rate Per Hour	\$60.00
Heavy Equipment Rate Per Hour	\$100.00
Other Fees for Repairs, etc.	
Frozen or Damaged Meter	
Replacement Meter or Meter Parts	Cost + 25%
Plus the Labor/Operator Rate Per Hour	\$60.00
OR Overtime Hourly Rate if Called Out After Hours	\$90.00
Hydrant Meter Rental – Per Month (Prorated Plus the Total Usage)	\$476.00
Utility Billing Fees and Deposits	
New Accounts or Re-Establishing an Account	\$35.00
Restoring Service to a Delinquent Account	\$75.00
Deposit for New Meter Accounts, No Service in Previous Year	\$170.00
Charge for Check Returned by Bank as Unpaid	\$50.00

Wastewater Rates & Charges

<u>Item</u>	<u>Fee</u>
See Current Resolution (Resolution No. R11-110)	
Septic Dump Fee -	\$60.00 Minimum up to 1,000 Gallons plus \$0.06 per gallon thereafter
Septic Clean-up Fee for Spillage (Resolution No. R15-96)	\$40.00
System Development Fees (Based on Line Size) – Sewer	
Residential – Each Housing Unit (Duplex=2 units; Triplex=3 units; Four-plex=4 units; etc.	\$2,700.00
Commercial – Based on Water Meter Size; Includes Subdivision for Rent or Lease	
¾ Inch	\$2,700.00
1 Inch	\$4,833.00
1 ¼ Inch	\$7,506.00
1 ½ Inch	\$10,800.00
2 Inch	\$19,278.00
3 Inch	\$43,200.00
4 Inch	\$77,139.00
Connections to the wastewater system with water meters larger than 4 inches or when the unique usage characteristics of a large water user may require, the City will determine the system development fee at that time if the City can provide the service as requested.	

Solid Waste Fees and Charges

<u>Item</u>	<u>Fee</u>
See Current Resolution (Resolution No. R22-77)	
Multiple Containers – Non-Residential users who use multiple containers shall be assigned a volume of use variable for each container used.	
Roll Off Container Set/Reset	\$30.00
Roll Off Container Haul	\$150.00
Roll Off Container Cost per Ton	Current Billings Landfill Rates
Replacement Waste Container – Due to Negligence	Cost x 1.50
All Tires – Per Tire	\$5.00
Container Site Waste – Business and Non-City Residents and/or City Residents that do not use City Solid Waste Services	
Minimum	\$10.00
Per Additional Cubic Yard	\$10.00
Non-Residential Garbage Disposal Rate Schedule – See Current Resolution (R22-77)	

Park and Recreation Fees and Charges

<u>Item</u>	<u>Fee</u>
Shelter Reservation	\$50.00
Special Event Application Fee	\$35.00
Special Event in Parks	
One Day Closure	\$100.00
Two Day Closure	\$150.00
Youth Activities	Fee can be waived by the Mayor
Garbage Cans for Special Events – Per 100 Gallons – Prepaid	Residential Garbage Rate
Special Event Clean-Up Fee – Per Hour/Per Employee	\$45.00
Riverside Park Camping Fees	
Tent Space (per night)	\$20.00
Back-in Space (per night)	\$25.00
Pull Through Space (per night)	\$30.00
Riverside Park Building Reservation Fee	
Small Meeting Room	\$50.00
Large Meeting Room W/ Kitchen	\$400.00
Damage/Cleaning Deposit – Refundable Upon Inspection	\$400.00
Monthly Meetings in Small Room W/ Use of Large Room Once – Per Year	\$750.00

Cemetery Fees

<u>Item</u>	<u>Fee</u>
Please Note: Cemetery Caretaker must be present at all interments. Please Note: Burials are not permitted on Sundays, holidays, or Saturday afternoons.	
City Residents	
Full Grave	\$550.00
Baby Grave	\$400.00
Non-Residents	
Full Grave	\$700.00
Baby Grave	\$450.00
Opening and Closing	
Full Grave	\$380.00
Full Grave on Saturday mornings	\$480.00
Baby Grave	\$300.00
Baby Grave on Saturday mornings	\$350.00
Cremation	\$250.00
Cremation on Saturday mornings	\$300.00
Two Cremations on single plot	\$325.00
Two Cremations on single plot on Saturday mornings	\$400.00
Set Cremation Urn at existing Headstones	\$40.00
Private Sale of any plot – Transfer Processing Fee	\$45.00
Disinterment Fee for full burial	\$400.00
Disinterment Fee for cremains	\$325.00

Planning Item

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

Subdivision

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

Building Permit

<u>Item</u>	<u>Fee</u>	<u>Notes</u>
Additional Plan Review required by changes, additions or revisions to plans (minimum charge - one half hour)	\$ 100.00	Per Hour
Additional Re-Inspection Fee	\$ 100.00	
Building Permit	-	See Appx. A
Deck Permit	\$25.00	Per sq.ft.
Demolition Permit – Residential	\$500.00	
Demolition Permit – Commercial	-	See Appx. A
Encroachment Permit	\$ 150.00	
Fence Permit	\$ 100.00	
Fire Inspection (includes one follow-up inspection)	\$ 100.00	
Mobile Home Blocking Permit (includes two-meter inspections)	\$ 100.00	
Moving Permit	\$ 250.00	
Photocopies (over 3 pages)	\$ 0.25	Per Page
Plan Review (Commercial)	-	65% of Building Permit Fee
Plan Review (Residential)	-	50% of Building Permit Fee
Plotter Photocopies	\$ 10.00	Per page
Right-of-way Excavation Permit (Gravel)	\$ 150.00	
Right-of-way Excavation Permit (Paved)	\$ 200.00	
Roofing Permit (Commercial)	\$ 250.00	
Roofing Permit (Residential)	\$ 150.00	
Siding Installation Permit	\$ 100.00	
Sidewalk, Driveway Approach, Curb & Gutter Permit	\$ 150.00	
Sign Permit	\$1.00	Per sq.ft.
Sign Plan Review Fees	\$2.00	Per sq.ft.
Sign – Face Change	\$30.00	Per face
Solar Permit Residential	\$250.00	
Solar Permit Commercial	\$300.00	
Temporary Sign Permit	\$ 75.00	
Temporary Structure Permit	\$ 150.00	
Window and/or Door Replacement Installation Permit – No Structural Modifications	\$ 75.00	Per structure or building

APPENDIX A: BUILDING PERMIT FEES

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

<u>Valuation</u>		<u>Building Permit</u>	<u>Residential Plan Review</u>	<u>Commercial Plan Review</u>
<u>From</u>	<u>To</u>			
\$ 1.00	\$ 500.00	\$ 36.00	\$ 18.00	\$ 23.40
\$ 501.00	\$ 600.00	\$ 40.50	\$ 20.25	\$ 26.33
\$ 601.00	\$ 700.00	\$ 45.00	\$ 22.50	\$ 29.25
\$ 701.00	\$ 800.00	\$ 49.50	\$ 24.75	\$ 32.18
\$ 801.00	\$ 900.00	\$ 54.00	\$ 27.00	\$ 35.10
\$ 901.00	\$ 1,000.00	\$ 58.50	\$ 29.25	\$ 38.03
\$ 1,001.00	\$ 1,100.00	\$ 63.00	\$ 31.50	\$ 40.95
\$ 1,101.00	\$ 1,200.00	\$ 67.50	\$ 33.75	\$ 43.88
\$ 1,201.00	\$ 1,300.00	\$ 72.00	\$ 36.00	\$ 46.80
\$ 1,301.00	\$ 1,400.00	\$ 76.50	\$ 38.25	\$ 49.73
\$ 1,401.00	\$ 1,500.00	\$ 81.00	\$ 40.50	\$ 52.65
\$ 1,501.00	\$ 1,600.00	\$ 85.50	\$ 42.75	\$ 55.58
\$ 1,601.00	\$ 1,700.00	\$ 90.00	\$ 45.00	\$ 58.50
\$ 1,701.00	\$ 1,800.00	\$ 94.50	\$ 47.25	\$ 61.43
\$ 1,801.00	\$ 1,900.00	\$ 99.00	\$ 49.50	\$ 64.35
\$ 1,901.00	\$ 2,000.00	\$ 103.50	\$ 51.75	\$ 67.28
\$ 2,001.00	\$ 3,000.00	\$ 125.50	\$ 62.25	\$ 80.93
\$ 3,001.00	\$ 4,000.00	\$ 145.50	\$ 72.75	\$ 94.58
\$ 4,001.00	\$ 5,000.00	\$ 166.50	\$ 83.25	\$ 108.23
\$ 5,001.00	\$ 6,000.00	\$ 187.50	\$ 93.75	\$ 121.88
\$ 6,001.00	\$ 7,000.00	\$ 208.50	\$ 104.25	\$ 135.53
\$ 7,001.00	\$ 8,000.00	\$ 229.50	\$ 114.75	\$ 149.18
\$ 8,001.00	\$ 9,000.00	\$ 250.50	\$ 125.25	\$ 162.83
\$ 9,001.00	\$ 10,000.00	\$ 271.50	\$ 135.75	\$ 176.48
\$ 10,001.00	\$ 11,000.00	\$ 292.50	\$ 146.25	\$ 190.13
\$ 11,001.00	\$ 12,000.00	\$ 313.50	\$ 156.75	\$ 203.78
\$ 12,001.00	\$ 13,000.00	\$ 335.50	\$ 167.25	\$ 217.43
\$ 13,001.00	\$ 14,000.00	\$ 355.50	\$ 177.75	\$ 231.08
\$ 14,001.00	\$ 15,000.00	\$ 376.50	\$ 188.25	\$ 244.73
\$ 15,001.00	\$ 16,000.00	\$ 397.50	\$ 198.75	\$ 258.38
\$ 16,001.00	\$ 17,000.00	\$ 418.50	\$ 209.25	\$ 272.03
\$ 17,001.00	\$ 18,000.00	\$ 439.50	\$ 219.75	\$ 285.68

FY 24 Schedule of Fees and Charges

January 23, 2024

Resolution No. R24-04

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\$ 18,001.00	\$ 19,000.00	\$ 460.50	\$ 230.25	\$ 299.33
\$ 19,001.00	\$ 20,000.00	\$ 481.50	\$ 240.75	\$ 312.98
\$ 20,001.00	\$ 21,000.00	\$ 502.50	\$ 251.25	\$ 326.63
\$ 21,001.00	\$ 22,000.00	\$ 523.50	\$ 261.75	\$ 340.28
\$ 22,001.00	\$ 23,000.00	\$ 544.50	\$ 272.25	\$ 353.93
\$ 23,001.00	\$ 24,000.00	\$ 565.50	\$ 282.75	\$ 367.58
\$ 24,001.00	\$ 25,000.00	\$ 586.50	\$ 293.25	\$ 381.23
\$ 25,001.00	\$ 26,000.00	\$ 601.50	\$ 300.75	\$ 390.98
\$ 26,001.00	\$ 27,000.00	\$ 616.50	\$ 308.25	\$ 400.73
\$ 27,001.00	\$ 28,000.00	\$ 633.00	\$ 316.50	\$ 411.45
\$ 28,001.00	\$ 29,000.00	\$ 648.00	\$ 324.00	\$ 421.20
\$ 29,001.00	\$ 30,000.00	\$ 663.00	\$ 331.50	\$ 430.95
\$ 30,001.00	\$ 31,000.00	\$ 678.00	\$ 339.00	\$ 440.70
\$ 31,001.00	\$ 32,000.00	\$ 693.00	\$ 346.50	\$ 450.45
\$ 32,001.00	\$ 33,000.00	\$ 708.00	\$ 354.00	\$ 460.20
\$ 33,001.00	\$ 34,000.00	\$ 723.00	\$ 361.50	\$ 469.95
\$ 34,001.00	\$ 35,000.00	\$ 738.00	\$ 369.00	\$ 479.70
\$ 35,001.00	\$ 36,000.00	\$ 753.00	\$ 376.50	\$ 489.45
\$ 36,001.00	\$ 37,000.00	\$ 768.00	\$ 384.00	\$ 499.20
\$ 37,001.00	\$ 38,000.00	\$ 784.50	\$ 392.25	\$ 509.93
\$ 38,001.00	\$ 39,000.00	\$ 799.50	\$ 399.75	\$ 519.68
\$ 39,001.00	\$ 40,000.00	\$ 814.50	\$ 407.25	\$ 529.43
\$ 40,001.00	\$ 41,000.00	\$ 829.50	\$ 414.75	\$ 539.18
\$ 41,001.00	\$ 42,000.00	\$ 844.50	\$ 422.25	\$ 548.93
\$ 42,001.00	\$ 43,000.00	\$ 859.50	\$ 429.75	\$ 558.68
\$ 43,001.00	\$ 44,000.00	\$ 874.50	\$ 437.25	\$ 568.43
\$ 44,001.00	\$ 45,000.00	\$ 889.50	\$ 444.75	\$ 578.18
\$ 45,001.00	\$ 46,000.00	\$ 904.50	\$ 452.25	\$ 587.93
\$ 46,001.00	\$ 47,000.00	\$ 919.50	\$ 459.75	\$ 597.68
\$ 47,001.00	\$ 48,000.00	\$ 934.50	\$ 467.25	\$ 607.43
\$ 48,001.00	\$ 49,000.00	\$ 949.50	\$ 474.75	\$ 617.18
\$ 49,001.00	\$ 50,000.00	\$ 964.50	\$ 482.25	\$ 626.93
\$ 50,001.00	\$ 51,000.00	\$ 976.50	\$ 488.25	\$ 634.73
\$ 51,001.00	\$ 52,000.00	\$ 987.00	\$ 493.50	\$ 641.55
\$ 52,001.00	\$ 53,000.00	\$ 997.50	\$ 498.75	\$ 648.38
\$ 53,001.00	\$ 54,000.00	\$ 1,008.00	\$ 504.00	\$ 655.20
\$ 54,001.00	\$ 55,000.00	\$ 1,018.50	\$ 509.25	\$ 662.03
\$ 55,001.00	\$ 56,000.00	\$ 1,029.00	\$ 514.50	\$ 668.85
\$ 56,001.00	\$ 57,000.00	\$ 1,039.50	\$ 519.75	\$ 675.68
\$ 57,001.00	\$ 58,000.00	\$ 1,050.00	\$ 525.00	\$ 682.50
\$ 58,001.00	\$ 59,000.00	\$ 1,060.50	\$ 530.25	\$ 689.33

FY 24 Schedule of Fees and Charges

January 23, 2024

Resolution No. R24-04

Page 14 of 15

\$ 59,001.00	\$ 60,000.00	\$ 1,071.00	\$ 535.50	\$ 696.15
\$ 60,001.00	\$ 61,000.00	\$ 1,081.50	\$ 540.75	\$ 702.98
\$ 61,001.00	\$ 62,000.00	\$ 1,092.00	\$ 546.00	\$ 709.80
\$ 62,001.00	\$ 63,000.00	\$ 1,102.50	\$ 551.25	\$ 716.63
\$ 63,001.00	\$ 64,000.00	\$ 1,113.00	\$ 556.50	\$ 723.45
\$ 64,001.00	\$ 65,000.00	\$ 1,123.50	\$ 561.75	\$ 730.28
\$ 65,001.00	\$ 66,000.00	\$ 1,134.00	\$ 567.00	\$ 737.10
\$ 66,001.00	\$ 67,000.00	\$ 1,144.50	\$ 572.25	\$ 743.93
\$ 67,001.00	\$ 68,000.00	\$ 1,155.00	\$ 577.50	\$ 750.75
\$ 68,001.00	\$ 69,000.00	\$ 1,165.50	\$ 582.75	\$ 757.58
\$ 69,001.00	\$ 70,000.00	\$ 1,176.00	\$ 588.00	\$ 764.40
\$ 70,001.00	\$ 71,000.00	\$ 1,186.50	\$ 593.25	\$ 771.23
\$ 71,001.00	\$ 72,000.00	\$ 1,197.00	\$ 598.50	\$ 778.05
\$ 72,001.00	\$ 73,000.00	\$ 1,207.50	\$ 603.75	\$ 784.88
\$ 73,001.00	\$ 74,000.00	\$ 1,218.00	\$ 609.00	\$ 791.70
\$ 74,001.00	\$ 75,000.00	\$ 1,228.50	\$ 614.25	\$ 798.53
\$ 75,001.00	\$ 76,000.00	\$ 1,239.00	\$ 619.50	\$ 805.35
\$ 76,001.00	\$ 77,000.00	\$ 1,249.50	\$ 624.75	\$ 812.18
\$ 77,001.00	\$ 78,000.00	\$ 1,260.00	\$ 630.00	\$ 819.00
\$ 78,001.00	\$ 79,000.00	\$ 1,270.50	\$ 635.25	\$ 825.83
\$ 79,001.00	\$ 80,000.00	\$ 1,281.00	\$ 640.50	\$ 832.65
\$ 80,001.00	\$ 81,000.00	\$ 1,291.50	\$ 645.75	\$ 839.48
\$ 81,001.00	\$ 82,000.00	\$ 1,302.00	\$ 651.00	\$ 846.30
\$ 82,001.00	\$ 83,000.00	\$ 1,312.50	\$ 656.25	\$ 853.13
\$ 83,001.00	\$ 84,000.00	\$ 1,323.00	\$ 661.50	\$ 859.95
\$ 84,001.00	\$ 85,000.00	\$ 1,333.50	\$ 666.75	\$ 866.78
\$ 85,001.00	\$ 86,000.00	\$ 1,344.00	\$ 672.00	\$ 873.60
\$ 86,001.00	\$ 87,000.00	\$ 1,354.50	\$ 677.25	\$ 880.43
\$ 87,001.00	\$ 88,000.00	\$ 1,365.00	\$ 682.50	\$ 887.25
\$ 88,001.00	\$ 89,000.00	\$ 1,375.50	\$ 687.75	\$ 894.08
\$ 89,001.00	\$ 90,000.00	\$ 1,386.00	\$ 693.00	\$ 900.90
\$ 90,001.00	\$ 91,000.00	\$ 1,396.50	\$ 698.25	\$ 907.73
\$ 91,001.00	\$ 92,000.00	\$ 1,407.00	\$ 703.50	\$ 914.55
\$ 92,001.00	\$ 93,000.00	\$ 1,417.50	\$ 708.75	\$ 921.38
\$ 93,001.00	\$ 94,000.00	\$ 1,428.00	\$ 714.00	\$ 928.20
\$ 94,001.00	\$ 95,000.00	\$ 1,438.50	\$ 719.25	\$ 935.03
\$ 95,001.00	\$ 96,000.00	\$ 1,449.00	\$ 724.50	\$ 941.85
\$ 96,001.00	\$ 97,000.00	\$ 1,459.50	\$ 729.75	\$ 948.68
\$ 97,001.00	\$ 98,000.00	\$ 1,470.00	\$ 735.00	\$ 955.50
\$ 98,001.00	\$ 99,000.00	\$ 1,480.50	\$ 740.25	\$ 962.33
\$ 99,001.00	\$ 100,000.00	\$ 1,491.00	\$ 745.50	\$ 969.15

- \$100,001 - \$500,000: \$1491.00 for the first \$100,000, plus \$6.40 for each additional \$1,000 or portion thereof.
- \$500,001 - \$1,000,000: \$4,051.00 for the first \$500,000 plus \$5.47 for each additional \$1,000 or portion thereof.
- \$1,000,000 and up: \$6,239.00 for the first \$1,000,000 plus \$4.58 for each additional \$1,000 or portion thereof.
- Residential Plan Review = 50% of Permit Fee
- Commercial Plan Review = 65% of Permit Fee
- If work has started prior to issuance of a permit, the Building Permit Fee will double.
- Basements
 - Finished - \$50 per sq.ft.
 - Unfinished – refer to the most recent ICC Building Valuation Table

File Attachments for Item:

4. Resolution - Resolution Of The City Council Calling For An Election On The Question Of Conducting A Local Government Review And Establishing A Study Commission.

RESOLUTION NO. R24-_____

RESOLUTION OF THE CITY COUNCIL CALLING FOR AN ELECTION ON THE QUESTION OF CONDUCTING A LOCAL GOVERNMENT REVIEW AND ESTABLISHING A STUDY COMMISSION.

WHEREAS, Section 9, Article XI of the Constitution of the State of Montana requires that each unit of local government shall conduct an election once every ten years to determine whether the local government will undertake a local government review procedure; and

WHEREAS, 7-3-173(2) M.C.A. requires that the governing body shall call for an election, to be held on the primary election date, on the question of conducting a local government review and establishing a study commission; and

WHEREAS, 7-3-184 M.C.A. provides for the support of the study commission, for each fiscal year that the study commission is in existence, and the City shall appropriate Thirty-One Thousand Dollars and No Cents (\$31,000) to fund the study, and the local government may levy mills in excess of all other mill levies authorized by law to fund the appropriation for the support of the study commission. Upon termination of the study commission, unexpended money reverts to the general fund of the City of Laurel.

WHEREAS, the Laurel City Council is the governing body of the City of Laurel and therefore must call for the election required by Section 9, Article XI of the Montana Constitution and 7-3-173 M.C.A. on the question of conducting a local government review and establishing a study commission.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAUREL, MONTANA:

1. The City Council of Laurel hereby calls for an election on the question of conducting a local government review and electing a study commission to be held at the primary election on June 4, 2024.
2. If the voters decide in favor of conducting a local government review, a study commission comprised of three (3) members shall be elected at the general election of November 5, 2024.
3. Pursuant to 7-3-175, M.C.A. the question of conducting a local government review shall be submitted to the electors in substantially the following form:

Vote for one:

[] FOR the review of the government of the City of Laurel and the establishment and funding, not to exceed Thirty-One Thousand Dollars and No Cents (\$31,000), of a local

government study commission consisting of three (3) members to examine the government of the City of Laurel and submit recommendations on the government.

[] AGAINST the review of the government of the City of Laurel and the establishment and funding, not to exceed Thirty-One Thousand Dollars and No Cents (\$31,000), of a local government study commission consisting of three (3) members to examine the government of the City of Laurel and submit recommendations on the government.

Introduced at a regular meeting of the City Council on the 23rd day of January, 2024 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 23rd day of January, 2024.

APPROVED by the Mayor on the 23rd day of January, 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

CITY HALL
115 W. 1st. St.
PUB WORKS: 628-4796
PWD FAX: 628-2241
WATER OFFICE: 628-7431
WTR FAX: 628-2289
MAYOR: 628-8456

City of Laurel

P.O. Box 10
Laurel, Montana 59044



City Attorney's Office

DEPARTMENT

Memorandum Re Local Government Study and Related Election

TO: City of Laurel City Council and Mayor

CC: City of Laurel Clerk-Treasurer/City Council Administrative Assistant

FROM: Michele Braukmann, Laurel Civil City Attorney

DATE: 2023.12.27

RE: Information Re Local Government Study and Related Election

This Memorandum serves to provide information regarding the required Local Government Study that has to be put on the 2024 Ballot for consideration by the electorate in the City of Laurel.

What is this about, and why is it required?

Pursuant to Article XI, section 9 of the Montana Constitution and section 7-3-173, MCA, local governments, including cities and counties, must place the local government review question on the ballot if 10 years have elapsed since voters have voted on the question. In June of 2014, the local government entities of Yellowstone County had the question on the ballot. Therefore, it is once again time to adopt a resolution to place on the June primary ballot the question of establishing a study commission that includes the number of commissioners and the amount of funding. *See 7-3-173, 7-3-174, 7-3-175, MCA.*

Pursuant to the Secretary of State's guidance, the deadline to call for the local government review is on or before March 11, 2024 (*See* 7-3-173, MCA). The following is the legal information related to the study commissions and the requirement to place this on the ballot every ten years.

7-3-173. Establishment of study commissions. (1) A study commission may be established by an affirmative vote of the people. An election on the question of conducting a local government review and establishing a study commission must be held if:

(a) the governing body of the local government unit calls for an election by resolution;

(b) a petition signed by at least 15% of the electors of the local government calling for an election is submitted to the governing body; or

(c) 10 years have elapsed since the electors voted on the question of conducting a local government review and establishing a study commission.

(2) The governing body shall call for an election on the question of conducting a local government review and establishing a study commission, as required by Article XI, section 9(2), of the Montana constitution, within 1 year after the 10-year period referred to in subsection (1)(c).

7-3-174. Election dates and procedures. (1) An election on the question of establishing a study commission under 7-3-173 must be held in conjunction with a primary election held on the date established in 13-1-107.

(2) An election of study commission members under 7-3-176 must be held in conjunction with a general election held on the date established in 13-1-104.

(3) The elections must be counted, canvassed, and returned as provided in Title 13 for general elections.

(4) The election administrator shall report the results of an election conducted under 7-3-171 through 7-3-193 to the secretary of state within 15 days of the date the election results become official.

Article XI, Section 9. Voter review of local government. (1) The legislature shall, within four years of the ratification of this constitution, provide procedures requiring each local government unit or combination of units to review its structure and submit one alternative form of government to the qualified electors at the next general or special election.

(2) The legislature shall require an election in each local government to determine whether a local government will undertake a review procedure once every ten years after the first election. Approval by a majority of those voting in the decennial

general election on the question of undertaking a local government review is necessary to mandate the election of a local government study commission. Study commission members shall be elected during any regularly scheduled election in local governments mandating their election.

7-3-175. Ballot form and question. The question of conducting a local government review and establishing a study commission must be submitted to the electors in substantially the following form:

Vote for one:

FOR the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

AGAINST the review of the government of (insert name of local government) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (insert name of local government) and submit recommendations on the government.

How do we determine the budget for the Study and Commission requirements?

It is up to City Council to determine the budget, but it should be based off a recommendation made by City Staff. The following is the information I have received in communications with the Local Government Center and the Elections Office in addressing how City Council should budget this Election.

Budget Framework: See attached document (2024 VR sample budget.pdf). City Staff recommends a budget consistent with the mid-tier City size (less than 10k in population).

Number of Study Commissioners: This is addressed in 7-3-177(1), MCA where it states, “the study commission shall consist of three members unless the local governing body by resolution declares that a larger number shall be elected”. During the 2016-18 voter review cycle, 38 municipalities elected to have a study commission. Of the 38 municipalities, 34 chose to have 3 study commissioners and 4 cities chose to have 5 study commissioners. The communities who chose 5 commissioners were Conrad, Dillon, Hot Springs, and Polson. City Staff recommends 3 Commissioners, if the City of Laurel elects to have a study commission.

Consulting Support: The MSU Local Government Center is planning to provide as

much support as possible given their Center size and the number of cities and counties participating in the voter review. They will focus their efforts on providing training and technical support to study commissioners and on a limited basis provided education and context to the electorate. In addition to in person support, they are planning to develop quality online resources for both study commissioners and the public to support the review. The League may also be available for limited support and other State agencies. There may also be other resources around the state that can aid the study commission with facilitating public engagement around proposed changes.

I am attaching a sample budget that was proposed by the MSU Local Government Center. I recommend a budget consistent with what other municipalities our size are being recommended.

What are the next steps?

By mid-February 2024, a Resolution needs to be placed in front of City Council to approve the ballot to be placed on the June 2024 Election cycle to ask the voters if they want to support appointing the study commission for local government review. If the voters decline to do so, then the ballot issue dies, and no further action needs to be taken. If the voters elect to do so, the study commission will be appointed, and its responsibility will be to examine the City of Laurel governance and submit recommendations to the City of Laurel. Any citizen may submit their request to be included on the commission. I will submit a proposed Resolution to City Council by mid-February of this year, in order to have City Council approve the proposed ballot language for the June 2024 election, as well as to set a budget included in the ballot.

In addition to a proposed sample budget, I am submitted materials herewith describing, in more details, the purpose of the study commission and intended format of governmental review. I will be happy to answer any questions in the upcoming City Council Meetings, during discussion, about this matter, before it is placed for consideration in front of you as a Resolution.

OFFICE OF THE CIVIL CITY ATTORNEY



Michele L. Braukmann, J.D.
CITY OF LAUREL
Civil City Attorney
civilattorney@laurel.mt.gov



Montana Secretary of State Christi Jacobsen
Elections and Government Services
2024 Local Government Review Information

Frequently Asked Questions

Q. What is the Local Government Review election?

A. Established as part of the 1972 Constitution, the Local Government Review election is to be held by each city and county government every 10 years. If your city or county government has held a Local Government Review election any time after the 2014 general election until now, you should consult with your county attorney regarding your responsibility.

Q. Where can I find the laws on the Local Government Review election?

A. The applicable laws, 7-3-171 through 7-3-193, MCA, are found at http://leg.mt.gov/bills/mca_toc/7_3_1.htm.

Q. Does the Local Government Review election apply only to city governments?

A. No, local governments have been defined to include **both** city and county governments.

Q. Is it a requirement that the governing body call for a local government review?

A. Yes. As required under [7-3-173\(2\)](#), MCA, "The governing body shall call for an election, to be held on the primary election date, on the question of conducting a local government review and establishing a study commission " A governing body shall call for an election on Local Government Review by March 11, 2024.

Q. Who pays the cost of putting the local government review question on the ballot?

According to [13-1-302](#), MCA, each jurisdiction shall pay their proportionate cost. The county will bill the municipality for their proportionate cost, which cannot include the services of the election administrator or capital expenditures. The proportionate costs shall be only those **additional costs** incurred as a result of the political subdivision holding its election in conjunction with the primary or general election.

For uniformity purposes, those costs should be;

- any extra ballot costs,
- any extra equipment programming costs,
- any extra advertising costs, and;
- any other additional costs incurred because the municipal ballot issue appears on the primary ballot **and** the municipal local government review candidates appear on the general election ballot, if applicable.

Q. What exactly will voters be asked to decide at the June 4 Primary?

A. The ballot language is to be substantially as follows, under Section [7-3-175](#), MCA:

[] FOR the review of the government of (*insert name of local government*) and the establishment and funding, not to exceed (*insert dollar or mill amount*), of a local government study commission

Local Government Review Calendar

DATE	ACTION	MCA SECTION
March 11, 2024	Deadline for governing bodies to call for local government review	7-3-173(2)
June 4, 2024	Primary election citizens vote on whether or not they want to conduct local government review	7-3-173(2)
No later than June 18, 2024	Results canvassed and returned as provided in Title 13; beginning of study commission candidate filing (assuming vote is in favor of study commission)	7-3-174(1)
July 3, 2024	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the date that the results become official)	7-3-174(2)
August 12, 2024	Last day for local government review commission candidates to file declaration of nomination by 5:00 p.m. (assuming vote is in favor of study commission) **No filing fee **Nonpartisan declaration **No primary	7-3-176(2)
November 5, 2024	Election for study commissioners	7-3-176
No later than November 19, 2024	Results to be canvassed and returned as provided in Title 13	7-3-174(1)
December 4, 2024	Deadline for local government review results to be delivered to the Secretary of State (within 15 days of the official canvass)	7-3-174(2)

MONTANA'S 6TH LOCAL GOVERNMENT REVIEW – TIMELINE

Montana Code Annotated Title 7, Chapter 3, Part 1 (MCA 7-3-171 – 7-3-193)

February/March 2024

Adopt resolution to place on the ballot the question of establishing a study commission that includes number of commissioners and amount of funding not to exceed \$X,XXX (MCA 7-3-173 & 7-3-175).

June 2024

Local Government Review election on the question of establishing a study commission (MCA 7-14-173). Ballot measure passes with a majority of those voting on the question.

July-August 2024

Citizens file with county election administrator to be a study commission candidates (MCA 7-3-174). MSU Local Government Center connects with mayor/manager or chair of county commission in jurisdictions that elect to conduct a Local Government Review to provide training and support.

November 2024

Election or appointment of Study Commissioners (MCA 7-3-174 & 7-3-176).

Study Commissioners take office the day the election is declared or certified (MCA 7-3-178) Ex-officio member is appointed by the governing body, must be a current elected official or employee of the local government (MCA 7-3-177).

November/December 2024

Within 10 days after taking office the Study Commission meets to organize. Date set by the presiding officer (mayor/manager or chair of board of county commission), swear in, elect temporary presiding officer until a permanent presiding officer is selected. Discuss when, where, how to meet, develop budget, decide whether to cooperate with another jurisdiction and consider consolidation or collaboration of services (MCA 7-3-179 & 7-3-180).

December 2024

MSU Local Government Center hosts study commissioner training.

December 2024 to November 2026

MSU Local Government Center, Montana Association of Counties, Montana League of Cities and Towns, etc. supports study commission with technical assistance, training and community engagement.

Study Commission reviews power, form, and plan of government. Either chooses “no change” or makes recommendation to voters by November election in 2026 (MCA 7-3-192 and 7-3-149). Within 60 days of adoption of the Local Government Review report, submits reports to appropriate agencies and publishes findings (MCA 7-3-187 through 191).

Passed and adopted by the City/Town Council of the City/Town of _____,
Montana meeting at regular session held on the _____ day of _____, 2024.

, Mayor

ATTEST:

, City/Town Clerk

*NOTE: For an alternative format see the model resolution at Attachment 2.1, Section 2.303, p. 44,
Montana Municipal Officials Handbook.*

Passed and adopted by the County Commissioners of the County of _____,
Montana meeting at regular session held on the _____ day of _____, 2024.

Presiding Officer

ATTEST:

Commissioner

Clerk and Recorder

APPROVED AS TO FORM:

Commissioner

County Attorney

Montana Local Governments with Self-Government Powers

	City or Town	Class	Population 2019	Type of Govt	Year of Incorporation	Year Adopted Self-Government Powers	Plan of Government	Charter
1	Anaconda/Deer-Lodge	2nd (Consolidated City-County)	9,131	Self	1888	1976	Comm-Ex	Yes
2	Belgrade	3rd	8,993	Self	1906	1987	Comm-Mgr	Yes
3	Billings	1st	109,550	Self	1885	1976	Comm-Mgr	Yes
4	Bozeman	1st	48,532	Self	1883	2000	Comm-Mgr	Yes
5	Bridger	Town	754	Self	1907	1976	Comm-Ex	Yes
6	Broadview	Town	188	Self	1929	1976	Comm-PO	No
7	Butte/Silver-Bow	1st (Consolidated City-County)	34,284	Self	1874	1976	Comm-Ex	Yes
8	Choteau	3rd	1,713	Self	1913	2006	Comm-Ex	Yes
9	Circle	Town	608	Self	1929	1976	Comm-Ex	Yes
10	Clyde Park	Town	325	Self	1913	1976	Comm-Ex	No
11	Colstrip	3rd	2,266	Self	1998	1998	Comm-Ex	Yes
12	Conrad	3rd	2,500	Self	1909	2006	Comm-Ex	Yes
13	Cut Bank	3rd	3,022	Self	1911	2006	Comm-Ex	Yes
14	Darby	Town	792	Self	1916	1996	Comm-Ex	Yes
15	Dillon	3rd	4,261	Self	1885	1996	Comm-Ex	Yes
16	Ennis	Town	997	Self	1956	1976	Comm-Ex	Yes
17	Fergus	County	11,221	Self	1885	1996	Comm	Yes
18	Forsyth	3rd	1,823	Self	1905	1996	Comm-Ex	Yes
19	Fort Benton	3rd	1,443	Self	1883	1996	Comm-Ex	No
20	Fort Peck	Town	240	Self	1986	1986	Comm-Ex	No
21	Fromberg	Town	462	Self	1902	1976	Comm-Ex	No
22	Glasgow	3rd	3,328	Self	1902	1976	Comm-Ex	No
23	Great Falls	1st	58,701	Self	1888	1986	Comm-Mgr	Yes
24	Havre	1st	9,715	Self	1893	2020	Comm-Ex	Yes
25	Helena	1st	32,315	Self	1867	1976	Comm-Mgr	Yes
26	Hingham	Town	118	Self	1918	1976	Comm-Ex	No
27	Laurel	3rd	6,766	Self	1908	2007	Comm-Ex	Yes
28	Lewistown	2nd	5,818	Self	1901	1996	Comm-Mgr	Yes
29	Libby	3rd	2,737	Self	1909	1989	Comm-Ex	Yes
30	Lima	Town	227	Self	1917	2006	Comm-Ex	Yes
31	Manhattan	Town	1,822	Self	1911	2006	Comm-Ex	Yes
32	Missoula	1st	74,428	Self	1883	1996	Comm-Ex	Yes
33	Neihart	Town	49	Self	1891	1976	Comm-Ex	No
34	Pinesdale	Town	985	Self	1986	1996	Town Mtg	Yes
35	Polson	3rd	5,018	Self	1910	2006	Comm-Mgr	Yes
36	Red Lodge	3rd	2,294	Self	1892	1986	Comm-Ex	Yes
37	Saco	Town	193	Self	1918	2006	Comm-Ex	Yes
38	Sunburst	Town	341	Self	1923	1976	Comm-Ex	Yes

TITLE 7. LOCAL GOVERNMENT
CHAPTER 3. ALTERNATIVE FORMS OF LOCAL GOVERNMENT

Part 2. Commission-Executive Government

7-3-113. Statutory basis for municipal council-mayor government. (1) For the purpose of determining the statutory basis of existing units of local government, each unit of local government organized under the general statutes authorizing the municipal council-mayor form of government, which does not adopt a new form, shall be governed after May 2, 1977, by the following sections:

- (a) 7-3-201;
- (b) 7-3-202(1);
- (c) 7-3-203;
- (d) 7-3-212(2);
- (e) 7-3-213(3);
- (f) 7-3-214(2);
- (g) 7-3-215(2);
- (h) 7-3-216(2);
- (i) 7-3-217(1);
- (j) 7-3-218(2);
- (k) 7-3-219(1);
- (l) 7-3-220(1);
- (m) 7-3-221(3);
- (n) 7-3-222(2);
- (o) 7-3-223(2).

(2) This form has terms of 4 years for all elected officials. The size of the commission shall be established by ordinance, but it may not exceed 20 members.

7-3-201. Commission-executive form. The commission-executive form (which may be called the council-executive, the council-mayor, or the commission-mayor form) consists of an elected commission (which may be referred to as the council) and one elected executive (who may be referred to as the mayor) who is elected at large.

7-3-202. Nature of government. The plan of government submitted to the qualified electors shall determine the powers of the local government unit by authorizing:

- (1) **general government powers;** or
- (2) self-government powers.

7-3-203. Duties of executive. The executive shall:

- (1) enforce laws, ordinances, and resolutions;
- (2) perform duties required by law, ordinance, or resolution;
- (3) administer affairs of the local government;
- (4) carry out policies established by the commission;
- (5) recommend measures to the commission;
- (6) report to the commission on the affairs and financial condition of the local government;

BOLD = Statutory basis for municipal council-mayor government. MCA 7-3-113
(The Recipe)

7-3-216. Administrative supervision and control. The executive may:

(1) exercise control and supervision of the administration of all departments and boards; or

(2) exercise control and supervision of all departments and boards to the degree authorized by ordinance of the commission.

7-3-217. Financial officer. A financial officer (who may be called the treasurer):

(1) shall be elected;

(2) shall be appointed by the executive with the consent of the council;

(3) shall be selected as provided by ordinance; or

(4) may, at the discretion of the commission, be selected as provided by ordinance.

7-3-218. Selection of commission members. The commission shall be:

(1) elected at large;

(2) elected by districts in which candidates must reside and which are apportioned by population;

(3) elected at large and nominated by a plan of nomination that may not preclude the possibility of the majority of the electors nominating candidates for the majority of the seats on the commission from persons residing in the district or districts where the majority of the electors reside; or

(4) elected by any combination of districts, in which candidates must reside and which are apportioned by population, and at large.

7-3-219. Type of election. Local government elections shall be conducted on a:

(1) partisan basis; or

(2) nonpartisan basis.

7-3-220. Presiding officer of commission. The commission must have a presiding officer who must be:

(1) elected by the members of the commission from their own number for a term established by ordinance; or

(2) selected as provided by ordinance.

7-3-221. Presiding officer of commission. The presiding officer of the commission:

(1) may vote as other members of the commission;

(2) is the executive, who may vote as the commissioners;

(3) is the executive, who shall decide all tie votes of the commission but may not have another vote (the presiding officer of the commission shall preside if the executive is absent); or

(4) is the executive but may not vote.

7-3-222. Terms of commission members. Commission members shall be elected for:

(1) concurrent terms of office; or

(2) overlapping terms of office.

Statutory Basis for Elected County Official Government

7-3-105. Plan of government. The approved plan filed with the secretary of state pursuant to subsection (3)(a) of section 14, Chapter 513, Laws of 1975, shall be the official plan and shall be a public record open to inspection of the public and judicially noticeable by all courts.

7-3-111. Statutory basis for elected county official government. (1) For the purpose of determining the statutory basis of existing units of local government after May 2, 1977, each unit of local government organized under the general statutes authorizing the elected county official form of government shall be governed by the following sections:

- (a) 7-3-401;
- (b) 7-3-402;
- (c) 7-3-412(3);
- (d) 7-3-413(1);
- (e) 7-3-414(1);
- (f) 7-3-415(2);
- (g) 7-3-416(2);
- (h) 7-3-417(2);
- (i) 7-3-418;
- (j) 7-3-432(1);
- (k) 7-3-433(1);
- (l) 7-3-434(1);
- (m) 7-3-435(1);
- (n) 7-3-436(1);
- (o) 7-3-437(1);
- (p) 7-3-438(1);
- (q) 7-3-439(1);
- (r) 7-3-440(1);
- (s) 7-3-441(1);
- (t) 7-3-442(1) if the county has elected an auditor;
- (u) 7-3-442(6) if the county has not elected an auditor.

(2) This form has terms of 4 years for all elected officials except commissioners who are elected to 6-year terms. The commission consists of three members.

TITLE 7. LOCAL GOVERNMENT CHAPTER 3. ALTERNATIVE FORMS OF LOCAL GOVERNMENT

Part 4. Commission Government

7-3-401. Commission form. The commission form consists of an elected commission (which may also be called the council) and other elected officers as provided in this part. All legislative, executive, and administrative powers and duties of the local government not specifically reserved by law or ordinance to other elected officers shall reside in the commission. The commission shall appoint the heads of departments and other employees, except for those appointed by other elected officials. Cities and towns which adopt this form may distribute by

7-3-417. Size of commission and community councils. The size of the commission, which shall be a number not less than three, shall be established when the form is adopted by the voters, and:

(1) community councils of at least three members shall be elected within each district to advise the commissioner from that district. Local governments conducting elections at large shall district according to population for the purpose of electing community councils; or

(2) community councils to advise commissioners may be authorized by ordinance.

7-3-418. Terms of elected officials. The term of office of elected officials may not exceed 4 years, except the term of office for commissioners in counties adopting the form authorized by Article XI, section 3(2), of the Montana constitution may not exceed 6 years. Terms of office shall be established when the form is adopted by the voters.

7-3-431. Additional structural suboptions for county and consolidated governments. In county and consolidated local governments, the plan of government submitted to the qualified electors shall further define the structural characteristics of the form by including one item from each of the choices listed in [7-3-432](#) through [7-3-442](#). The officers shall have the powers and duties established by ordinance. After the establishment of any office, the commission may consolidate, as provided by law, two or more of the offices.

7-3-432. Legal officer. A legal officer, who may be called the county attorney:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

7-3-433. Law enforcement officer. A law enforcement officer, who may be called the sheriff:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

7-3-434. Clerk and recorder. A clerk and recorder:

(1) may be elected;

(2) may be appointed by the local government commission;

(3) may be appointed by the presiding officer of the local government commission;

(4) may be selected as provided by ordinance;

(5) may at the discretion of the commission be selected as provided by ordinance; or

(6) may not be included in this form as a separate office.

- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.

7-3-441. Public administrator. A public administrator:

- (1) may be elected;**
- (2) may be appointed by the local government commission;
- (3) may be appointed by the presiding officer of the local government commission;
- (4) may be selected as provided by ordinance;
- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.

7-3-442. Auditor. An auditor:

- (1) may be elected;** (if the county has elected an auditor)
- (2) may be appointed by the local government commission;
- (3) may be appointed by the presiding officer of the local government commission;
- (4) may be selected as provided by ordinance;
- (5) may at the discretion of the commission be selected as provided by ordinance; or
- (6) may not be included in this form as a separate office.** (If the county has not elected an auditor.)

Attorney General's Opinions

Competitive Bidding Requirements Mandatory: A local government unit with self-government powers cannot supersede by the passage of a resolution or ordinance the competitive bidding requirements set forth in 7-5-4302. 37 A.G. Op. 175 (1978).

Self-Government Powers: Section 7-4-2503 does not apply to self-government units since it may be superseded by ordinance or resolution of the Commission and is not prohibited by 7-1-114(1)(g). 37 A.G. Op. 68 (1977).

7-1-106. Construction of self-government powers. The powers and authority of a local government unit with self-government powers shall be liberally construed. Every reasonable doubt as to the existence of a local government power or authority shall be resolved in favor of the existence of that power or authority.

History: En. 47A-7-106 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-106.

7-1-111. Powers denied. A local government unit with self-government powers is prohibited from exercising the following:

- (1) any power that applies to or affects any private or civil relationship, except as an incident to the exercise of an independent self-government power;
- (2) any power that applies to or affects the provisions of 7-33-4128 or Title 39, except that subject to those provisions, it may exercise any power of a public employer with regard to its employees;
- (3) any power that applies to or affects the public school system, except that a local unit may impose an assessment reasonably related to the cost of any service or special benefit provided by the unit and shall exercise any power that it is required by law to exercise regarding the public school system;
- (4) any power that prohibits the grant or denial of a certificate of compliance or a certificate of public convenience and necessity pursuant to Title 69, chapter 12;
- (5) any power that establishes a rate or price otherwise determined by a state agency;
- (6) any power that applies to or affects any determination of the department of environmental quality with regard to any mining plan, permit, or contract;
- (7) any power that applies to or affects any determination by the department of environmental quality with regard to a certificate of compliance;
- (8) any power that defines as an offense conduct made criminal by state statute, that defines an offense as a felony, or that fixes the penalty or sentence for a misdemeanor in excess of a fine of \$500, 6 months' imprisonment, or both, except as specifically authorized by statute;
- (9) any power that applies to or affects the right to keep or bear arms;
- (10) any power that applies to or affects a public employee's pension or retirement rights as established by state law, except that a local government may establish additional pension or retirement systems;
- (11) any power that applies to or affects the standards of professional or occupational competence established pursuant to Title 37 as prerequisites to the carrying on of a profession or occupation;
- (12) except as provided in 7-3-1105, 7-3-1222, 7-21-3214, or 7-31-4110, any power that applies to or affects Title 75, chapter 7, part 1, or Title 87;
- (13) any power that applies to or affects landlords, as defined in 70-24-103, when that power is intended to license landlords or to regulate their activities with regard to tenants beyond what is provided in Title 70, chapters 24 and 25. This subsection is not intended to restrict a local government's ability to require landlords to comply with ordinances or provisions that are applicable to all other businesses or residences within the local government's jurisdiction.
- (14) subject to 7-32-4304, any power to enact ordinances prohibiting or penalizing vagrancy;
- (15) subject to 80-10-110, any power to regulate the registration, packaging, labeling, sale, storage, distribution, use, or application of commercial fertilizers or soil amendments, except that a local government may enter into a cooperative agreement with the department of agriculture concerning the use and application of commercial fertilizers or soil amendments. This subsection is not intended to prevent or restrict a local government from adopting or implementing zoning regulations or fire codes governing the physical location or siting of fertilizer manufacturing, storage, and sales facilities.

7-1-112. Powers requiring delegation. A local government with self-government powers is prohibited the exercise of the following powers unless the power is specifically delegated by law:

- (1) the power to authorize a tax on income or the sale of goods or services, except that, subject to 15-10-420, this section may not be construed to limit the authority of a local government to levy any other tax or establish the rate of any other tax;
- (2) the power to regulate private activity beyond its geographic limits;
- (3) the power to impose a duty on another unit of local government, except that nothing in this limitation affects the right of a self-government unit to enter into and enforce an agreement on interlocal cooperation;
- (4) the power to exercise any judicial function, except as an incident to the exercise of an independent self-government administrative power;
- (5) the power to regulate any form of gambling, lotteries, or gift enterprises.

History: En. 47A-7-202 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-202; amd. Sec. 3, Ch. 584, L. 1999.

Attorney General Opinions:

City Authority to Enact Photo-Radar Ordinance: No state agency is given exclusive power to establish administrative rules governing speed of traffic in cities and towns, nor is the enforcement of speed regulations exclusively vested in a state agency. Therefore, the city of Billings, under its self-government charter, is not precluded by statute from enacting a photo-radar ordinance providing either for accountability on the part of the registered owner for illegal speeding by any person operating the vehicle with the owner's permission or for a permissive inference that the registered owner was the speeding violator. 45 A.G. Op. 7 (1993).

7-1-113. Consistency with state regulation required. (1) A local government with self-government powers is prohibited the exercise of any power in a manner inconsistent with state law or administrative regulation in any area affirmatively subjected by law to state regulation or control.

(2) The exercise of a power is inconsistent with state law or regulation if it establishes standards or requirements which are lower or less stringent than those imposed by state law or regulation.

(3) An area is affirmatively subjected to state control if a state agency or officer is directed to establish administrative rules governing the matter or if enforcement of standards or requirements established by statute is vested in a state officer or agency.

History: En. 47A-7-203 by Sec. 1, Ch. 345, L. 1975; R.C.M. 1947, 47A-7-203.

Attorney General Opinions:

Municipal Authority to Set Water and Sewer Service Rates -- Applicability of Human Rights Act to Setting of Water and Sewer Rates: A provision in 7-13-4304 provides that the rates for municipal water and sewer charges may be fixed in advance and must be uniform for like services in all parts of the municipality. The city of Bozeman sought to provide discounts or preferential rates to senior citizens on water and wastewater charges. The question was whether the senior rates violated the statutory requirement for uniform or equitable rates. The Attorney General held that because water and sewer ratemaking is not an area affirmatively subject to state control, a local government with self-government powers may set rates for those services without regard to the requirements of 7-13-4304. However, the Attorney General noted that age discrimination does violate Title 49, ch. 2, commonly known as the Montana Human Rights Act, that Bozeman is subject to the Act despite its status as a self-governing municipality, and that discrimination in government services is affirmatively subject to state control. Without deciding whether Bozeman's proposed ordinance would meet the standard of strict construction of reasonable grounds based on age, the Attorney General nevertheless concluded that 49-2-308 of the Act did apply to the Bozeman ordinance setting senior rates for municipal water and sewer services. 50 A.G. Op. 10 (2004).

7-1-114. Mandatory provisions. (1) A local government with self-government powers is subject to the following provisions:

- (a) all state laws providing for the incorporation or disincorporation of cities and towns, for the annexation, disannexation, or exclusion of territory from a city or town, for the creation, abandonment, or boundary alteration of counties, and for city-county consolidation;

- (b) prohibits or restricts auxiliary containers; or
- (c) imposes a fee, charge, or tax on auxiliary containers.

(3) The prohibitions in subsection (2) may not be construed to prohibit, restrict, or apply to any of the following:

- (a) a curbside recycling program;
- (b) a designated residential or commercial recycling location;
- (c) a commercial recycling program;
- (d) an ordinance that prohibits littering; or
- (e) the use of auxiliary containers on property owned by a local unit of government.

(5) As used in this section, unless the context requires otherwise, the following definitions apply:

(a) "Auxiliary container" means a bag, cup, bottle, can, device, eating or drinking utensil or tool, or other packaging, whether reusable or single use, that is:

(i) made of cloth, paper, plastic, including foamed or expanded plastic, cardboard, corrugated material, aluminum, glass, postconsumer recycled material, or similar material or substrates, including coated, laminated, or multilayer substrates; and

(ii) designed for transporting, consuming, or protecting merchandise, food, or a beverage to or from, or at, a food service, manufacturing, distribution or processing facility, or retail facility.

(b) "Local unit of government" means any county, municipality, school district, special district or other political subdivision of the state, including any agency or governing body of a local unit of government as defined by 7-4-502, or a similar unit of government of another state or nation.

History: En. Sec. 1, Ch. 220, L. 2021.

city.

Section 2.02 Qualifications for Office

Every resident of the City of Choteau who is 18 years of age or older, a citizen of Montana and a qualified elector pursuant to Article IV, Section 2 of the Montana Constitution is eligible to hold the office of council member.

Section 2.03 Composition

The City of Choteau shall have a city council of four (4) members.

Section 2.04 Term of Office

Members of the city council shall be elected for four (4) year, overlapping terms of office.

Section 2.05 Election

1. Local government elections shall be conducted on a nonpartisan basis.
2. The city shall be divided into two (2) electoral districts with two council members elected from each district. One (1) council member from each ward shall be elected every two (2) years.

Section 2.06 President of the Council

The council shall have a president who shall be elected by the members of the council from among their own number for a term established by resolution. The president of the council shall preside at council meetings when the mayor is absent, and shall vote as other members of the council.

Section 2.07 Vacancy in Office

The office of council member becomes vacant as prescribed by law.

Section 2.08 Removal from Office

A council member may be removed from office by a finding, adopted by the affirmative vote of three (3) council members, that the office has become vacant as prescribed by law, or by recall by the electors of Choteau, as prescribed by law.

Section 2.09 Filling Vacancy on Council

1. When a vacancy occurs in the office of council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy.

Section 3.02 Qualifications for Office

Every resident of the City of Choteau who is 18 years of age or older, a citizen of Montana and a qualified elector pursuant to Article IV, Section 2 of the Montana Constitution is eligible to hold the office of mayor.

Section 3.03 Term of Office

The mayor shall be elected for a four (4) year term of office.

Section 3.04 Election

The mayor shall be nominated and elected at-large on a nonpartisan basis.

Section 3.05 Vacancy in Office

The office of mayor becomes vacant as prescribed by law.

Section 3.06 Removal from Office

The mayor may be removed from office by a finding, adopted by the affirmative vote of three (3) council members that the office has become vacant as prescribed by law, or by recall by the electors of the City of Choteau, as prescribed by law.

Section 3.07 Filling Vacancy in the Office of Mayor

When a vacancy occurs in the office of mayor the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person originally creating the vacancy. Pending such election and qualification the council shall appoint, by the affirmative vote of three (3) council members, a person possessing the qualifications for office required by law and this Charter within 30 days of the vacancy to hold the office until the successor is elected and qualified.

Section 3.08 Powers and Duties

The mayor shall:

1. enforce laws, Charter, ordinances, and resolutions;
2. perform the duties required by law, Charter, ordinance or resolution;
3. administer the affairs of the city government;
4. carry out policies established by the council;
5. recommend measures to the council;
6. report to the council on the affairs and financial condition of the city government;
7. execute bonds, notes, contracts, and written obligations of the council, subject to the approval of the council;

ordinance. Nothing in this charter shall be construed as preventing the city council from employing in special cases on a contract basis additional or other counsel.

ARTICLE IV JUDICIAL BRANCH

Section 4.01 City Court

There shall be a city court as provided by law.

ARTICLE V DEPARTMENT STRUCTURE

Section 5.01 Organization of Departments

The organization of city departments shall be prescribed by ordinance or resolution.

ARTICLE VI GENERAL PROVISIONS

Section 6.01 Amendment of Charter

This Charter may be amended only as prescribed by law.

Section 6.02 Effective Date

This Charter shall become effective on January 1, 2006.

Section 6.03 Oath of Office

Before entering upon the duties of office, all elected city officials shall take and subscribe to the oath of office as prescribed in Article III, Section 3 of the Constitution of Montana.

Section 6.04 Severability

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of the Charter, or any part of its provisions, to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

ARTICLE VII TRANSITION PROVISIONS

Section 7.01 General Transition

Transition to this charter form of government shall be as prescribed by law. The Study

2024-2026 Montana Local Government Review

Sample Budget

	Small Community Population ~1,000	Medium Community Population ~ 10,000	Large Community Population ~ 30,000+
Training	\$3,000	\$4,000	\$5,000
Consulting	\$1,000	\$3,000	\$5,000
Resource Materials	\$500	\$1,000	\$3,000
Survey	\$500	\$2,000	\$5,000
Community Engagement	\$1,500	\$3,000	\$5,000
Advertising/Notices	\$500	\$2,000	\$3,000
Support Staff	\$6,000 (\$20/hr x 300 hrs)	\$6,000 (\$20/hr x 300 hrs)	\$10,000 (\$20/hr x 500 hrs)
Election Expenses*	\$3,000	\$8,000	\$15,000
Publication (reports, summary, etc.)	\$500	\$1,000	\$3,000
Miscellaneous	\$500	\$1,000	\$3,000
Total:	\$17,000	\$31,000	\$57,000

**Check with the local election administrator for accurate estimated cost*

This sample 2024-2026 Montana Local Government Review budget is for educational purposes only. Each jurisdiction should estimate costs based on local needs and develop a budget that reflects the expectations of the Local Government Review in that municipality or county.



Local Government Center