



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, JANUARY 14, 2020  
6:30 PM  
CITY COUNCIL CHAMBERS**

NEXT RES. NO.  
R20-01

NEXT ORD. NO.  
O20-01

***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 December 23, 2019.

### **Correspondence**

2. Billings Swim Center Correspondence
3. Laurel Airport Authority Minutes 10/22/2019.

### **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.*

4. Claims for the month of December 2019.
5. Approval of Payroll Register for PPE 12/29/2019 totaling \$198,253.41.
6. Receiving Workshop Minutes into the Record.  
Council Workshop minutes of December 3, 2019.  
Council Workshop minutes of December 17, 2019.  
Council Workshop minutes of January 7, 2020.

### **Ceremonial Calendar**

### **Reports of Boards and Commissions**

7. Budget/Finance Committee Minutes of December 23, 2019.  
Emergency Services Committee Minutes of September 23, 2019.

Safety Committee Minutes of July 16, 2019.  
Park Board Minutes of December 5, 2019.  
City/County Planning Board Minutes of December 11, 2019.

### **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**

8. Nomination and Voting of Council President and Vice President.
9. Appointment of Thomas Scott, Brenton Dorsey, Sonja Jones, Dixie Childers, Dylan Benton, and Kaity Butler. to the Laurel Police Reserves.
10. Appointment of Levi Vandersloot as Interim Ambulance Director.
11. Ordinance No. O20-01: An Ordinance Amending Certain Chapters Of Title 14 Of The Laurel Municipal Code Relating To The Adoption And Enforcement Of Building Codes For The City Of Laurel As Required By The State Of Montana.
12. Resolution No. R20-01: A Resolution Adopting An Amendment To The Personnel Policy Manual For The City Of Laurel Requiring Pre-employment Background and Driving Records Checks For Potential Employees And Annual Driving Record Checks For City Employees.
13. Resolution No. R20-02: A Resolution Authorizing The Mayor To Execute A Contract For The City's Prosecutor Duties Between The City Of Laurel And Thompson Painter Law, PC.

### **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**

14. Committee Assignments

#### **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**

**Item Attachment Documents:**

1. Approval of Minutes of December 23, 2019.

## MINUTES OF THE CITY COUNCIL OF LAUREL

DECEMBER 23, 2019

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 Tom Nelson at 6:30 p.m. on December 23, 2019.

COUNCIL MEMBERS PRESENT:	Emelie Eaton	Heidi Sparks
		Richard Herr
		Irv Wilke
	Richard Klose	Bill Mountsier

COUNCIL MEMBERS ABSENT:	Bruce McGee
	Scot Stokes

OTHER STAFF PRESENT:	None
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Mayor Nelson led the Pledge of Allegiance to the American flag.

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

### MINUTES:

Motion by Council Member Sparks to approve the minutes of the regular meeting of December 10, 2019, as presented, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

### CORRESPONDENCE:

- Chamber of Commerce minutes of November 14, 2019; Laurel Chamber of Commerce agenda of December 12, 2019.

**COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:** None.

**PUBLIC HEARING:** None.

### CONSENT ITEMS:

- **Claims for the month of December 2019 in the amount of \$158,420.10.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the month of November 2019.**
- **Approval of Payroll Register for PPE 12/15/2019 totaling \$184,329.28.**

The mayor asked if there was any separation of consent items. There was none.

Motion by Council Member Eaton to approve the consent items as presented, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

**CEREMONIAL CALENDAR:** None.

### REPORTS OF BOARDS AND COMMISSIONS:

- **Receiving the Committee/Board/Commission Reports into the Record.**
  - Budget/Finance Committee minutes of November 26, 2019, were presented.
  - Budget/Finance Committee minutes of December 10, 2019, were presented.
  - Council Workshop minutes of December 3, 2019, were presented.

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- Laurel Urban Renewal Agency minutes of November 18, 2019, were presented.
- Library Board minutes of September 10, 2019, were presented.
- Library Board minutes of October 8, 2019, were presented.
- Library Board minutes of November 12, 2019, were presented.
- Public Works Committee minutes of November 18, 2019, were presented.
- Tree Board minutes of October 16, 2019, were presented.
- Tree Board minutes of November 21, 2019, were presented.
- Cemetery Commission minutes of July 9, 2019, were presented.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Confirmation of Appointments.**
  - **Reappointment of Mike Kirshenmann to the Police Commission for a 3-year term ending 12/31/2022.**

Motion by Council Member Sparks to approve the reappointment of Mike Kirshenmann to the Police Commission for a 3-year term ending 12/31/2022, seconded by Council Member Herr.

Mike Kirshenmann, 1112 Cherry Hills Drive, stated he was a Reserve Officer from 1988 to 2008. From 1992 to 2008, he was Captain and President of the Reserve program. The past six years he has been a Police Commissioner and Judge Kerr's bailiff for jury trials. As a Reserve Officer, before they changed the rules, did patrol the streets. He stated he knows most of them very well if not all of them. He stated he worked under Chief's Musson, Atkinson, and Crowe. He thanked Council for considering him for another term. He stated he enjoys what he does, loves what he does that this is his town, and wants to stay a part of it.

Council Member Mountsier thanked Mr. Kirshenmann for coming in. There are many times when Council votes on people and can't remember who they are or what they look like. He stated he did remember Mr. Kirshenmann and thanked him for his service.

Council Member Wilke echoed Council Member Mountsier's comment.

There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Resolution No. R19-88: A Resolution Approving A Task Order Authorizing Kadrmas, Lee & Jackson, Inc. For Services Relating To The City Of Laurel's 2020 Pavement Maintenance Project.**

Motion by Council Member Herr to approve Resolution No. R19-88, seconded by Council Member Sparks. There was no public comment.

Council Member Herr questioned what the cost for this Task Order. It was clarified the amount was in the resolution of \$82,000.

A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Resolution No. R19-89: A Resolution Approving Amendment No. 2 To Task Order Authorizing Kadrmas, Lee & Jackson, Inc. For Work Relating To The City's East Downtown Infrastructure Improvements Project**

DRAFT

Council Minutes of December 23, 2019

Motion by Council Member Klose to approve Resolution No. R19-89, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

- **Resolution No. R19-90: Resolution Authorizing The Mayor To Execute An Agreement With Beartooth RC&D Economic Development District.**

Motion by Council Member Wilke to approve Resolution No. R19-90, seconded by Council Member Mountsier. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None.

**COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):** None.

**COUNCIL DISCUSSION:**

Council wished everyone a Merry Christmas and a Happy New Year.

Council Member Mountsier stated he has enjoyed being on Council these past few years.

Council Member Sparks stated that 2019 was a pretty good year, she is looking forward to what 2020 has to bring.

**MAYOR UPDATES:**

Mayor Nelson stated that 2019 had been a busy year, 2020 is looking like it will be a busy year as well. Staff is working on some updates to various ordinances. Those will be coming forward soon.

Mayor Nelson stated that there would be a special Council meeting on January 7<sup>th</sup>. The first Tuesday is a Workshop now; those newly elected will need to be sworn in. The special Council meeting will be at 6:30 with the Workshop to immediately follow.

Mayor Nelson wished everyone a Merry Christmas and a Happy New Year.

**UNSCHEDULED MATTERS:**


Council Member Herr stated last week Beartooth RC&D talked to Council about grants. Would like updates on how this is going. Mayor Nelson stated there would be updates on West Railroad and the extension of services out to the exchange.

Council Member Herr stated he drove out towards the new exchange, and it is approximately  $\frac{3}{4}$  of the way paved. It will be something new and good for the City.

**ADJOURNMENT:**

Motion by Council Member Mountsier to adjourn the council meeting, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All six council members present voted aye. Motion carried 6-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:50 p.m.

  
Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 14<sup>th</sup> day of January 2020.

\_\_\_\_\_  
Thomas C. Nelson, Mayor

Attest:

\_\_\_\_\_  
Bethany Langve, Clerk/Treasurer

**Item Attachment Documents:**

2. Billings Swim Center Correspondence

## **Brittney Moorman**

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**From:** Steve Simonson <ssimonson@beartooth.org>  
**Sent:** Wednesday, December 18, 2019 9:42 AM  
**To:** Brittney Moorman  
**Subject:** FW: Billings swimming complex

Good morning,

Council members inquired about the status of the Billings swim center. The response I've received is listed below.

Sincerely,

Steve Simonson

Economic Development Director

Beartooth R,C,&D

4069623914 (office)

4068272469 (cell)

**From:** Thom MacLean <thom@bigskyeda.org>  
**Sent:** Tuesday, December 17, 2019 8:49 PM  
**To:** Steve Simonson <ssimonson@beartooth.org>  
**Cc:** Karen Baumgart <karen@bigskyeda.org>  
**Subject:** Re: Billings swimming complex

Hi Steve,

I would be the BSED contact on that. The South Billings Aquatics and Recreation Center master plan has been completed and was recently reviewed by the Billings Parks Board. It will go before City Council in the near future. The city parks CIP includes the \$25 million for this project from the SBURA for 2022, but more funding will be needed as the estimated cost of the least expensive option is around \$35 million. The Master Plan is available on the parks' website at [billingsparks.org](http://billingsparks.org) under the About Us tab.

Let me know if you need additional information. I am out of the office tomorrow but I'll be back on Thursday.

Thom

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**From:** Steve Simonson <ssimonson@beartooth.org>  
**Sent:** Tuesday, December 17, 2019 8:28:32 PM  
**To:** Thom MacLean <thom@bigskyeda.org>  
**Cc:** Karen Baumgart <karen@bigskyeda.org>  
**Subject:** Billings swimming complex

Hi Thom and Karen,

Are either of you the primary contact at Big Sky EDA on the proposed swim complex? Joel Bertolino and I were asked about the status of the Billings project at the Laurel City council meeting tonight. I have not been tracking the swim complex since the Better Off in Billings conceptual plan that was held last spring. Looking for your insights!

Thanks,

Steve Simonson



**Item Attachment Documents:**

3. Laurel Airport Authority Minutes 10.22.2019.

**Laurel Airport**  
**Authority**

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

Laurel Airport Rd.

October 22, 2019

Meeting called to order @ 19:00 hours by Chairman Randy Hand. Board members present were: Shane Linse, Jim Swensgard, and Randy Hand

Claims approved. Normal and recurring for power and utilities, progress payments on prior authorized runway project.

Reports: None presented in person, Craig out of town, but runway project is finalized with exception of some related documents

New Business:

1. Shane has started the survey and is on schedule to complete.
2. Motion made and carried to continue with the current Secretary and Chairman positions for another year.
3. Engineering RFQ's should be available at November meeting.
4. No attendee's for MAMA meeting this year, schedule conflicts.

Old Business:

1. FBO progress, had requests for minor lease revisions. Some adjustments to requirements verbally discussed at meeting. Motion made and carried to give some leeway in FBO negotiations to expedite new FBO operation.
2. SRE Building should have concrete poured next week in first half.

Meeting Adjourned @ 20:10 hours

Randy Hand

Chairman

**Item Attachment Documents:**

6. Receiving Workshop Minutes into the Record.
  - Council Workshop minutes of December 3, 2019.
  - Council Workshop minutes of December 17, 2019.
  - Council Workshop minutes of January 7, 2020.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, DECEMBER 03, 2019**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:31 p.m. on December 3, 2019.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Bruce McGee	<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:**

Kurt Markegard, Public Works Superintendent  
Rylie Hutchens, Ambulance Director  
Brent Peters, Fire Chief

**Public Input:**

There were none.

**General Items:**

There were none.

**Executive Review:**

1. Resolution: A Resolution Authorizing The Mayor To Execute A Lease Agreement With The American Legion And Laurel Little League For Baseball Facilities As Described In Lease Agreement.

Corey McIlvain, 903 6th Ave, stated he is the President of the Laurel Dodgers. He stated that baseball is a large part of Laurel. He did want to clarify one thing and make one request. First that the lease states that \$250 will be charged to both the Dodgers and Little League for the use of the concession stand. Historically the Little League has not participated in concessions, and the Dodgers have paid that. The Dodgers are happy with the contract and appreciate Council extending it for five years, but request that the lease be split. These are two separate organizations. Having a combined lease has cause confusion.

It was recommended these changes be taken into consideration and get this taken care of soon. The Mayor stated he would follow up with Sam in the morning to see how this should move forward. It was stated if both had their own leases, they would both need to have their own insurance. It was clarified both organizations do have their own insurance.

It was questioned when the current contract is up. It was clarified the current lease expires in April.

2. Ordinance No. O19-03 An Ordinance Amending The Laurel Municipal Code For The Purpose Of Changing City Park Hours Pursuant To 12.28.060. (PH 12.10.2019)

Mayor Nelson stated this is the second reading of Ordinance No. O19-03. There will be a public hearing next week.

Council President Eaton stated she previously voted no for this. She had questions about Riverside Park. Under the section marked Park Hours section C, there are no hours for the camping side of the park, but will there be for the boat side?

It was clarified that the City does not have control of the shoreline and the boat part, so do not have control over the hours.

It was questioned where do these hours apply within Riverside Park.

It was suggested that Fish Wildlife and Parks take care of the boat side. Camping will have a quiet time. These hours would apply to anything beyond Jaycee Hall.

It was questioned if there would be signs up past Jaycee Hall stating the park hours. It was clarified that signage would be necessary for all the parks.

It was questioned if Riverside Park would have a change in hours again this spring. It was clarified that the camping portion would be delineated under these new hours. The hours would not change.

It was questioned what if someone wanted to pitch a tent down at the other end of the park. There is a Park Board meeting on Thursday evening. They can discuss this type of issue.

It was clarified that the City does have a Riverside Park master plan that outlines the plans for the park.

Corey McIlvain, 903 6<sup>th</sup> Avenue, questioned how the park hours would affect the Dodgers. As a cost-saving measure, they play doubleheaders. Those games start at 5 p.m. and the second game begins right after the end of the first game. There is a chance their games can go later than 10 p.m. due to weather delays or competitive play. Could there be an exception listed in their lease in the event they go later than 10 p.m? It was clarified that people walking through the park, Fourth of July, etc. would not be a problem. The goal of the hours was to reduce vandalism within the parks. Don't see fining the Dodgers for going too long.

## Council Issues

### 3. KLJ Street Maintenance Discussion

Kurt Markegard, Public Works Director, stated a few weeks ago they had a Public Works Committee meeting and discussed the PASER study. They had talked about wanting to bring forward discussion to the Council. There are a few task orders coming up with KLJ. There was a meeting today, this morning, with Staff and the Mayor, this was the discussion. This task order will come to Council on December 17<sup>th</sup>. Today was at the Staff level.

In the last few winters, the streets have blown up. They are looking to go out to bid in February with contracts going to Council in March and hoping to get better pricing. However, things may change this winter. There were questions about financing that the Clerk/Treasurer is looking into.

The Public Works Director encouraged Council to look through their books and be ready with questions at the next Workshop meeting. There are maps that rank the streets by Ward. Anything below a 6 requires a full repair or overlay, while anything above a 6 only needs crack sealing, chip sealing, or patching, etc. It is hard to preserve pavement when there is not a base — currently working on redoing the Public Works Standards. Will require eight inches of gravel and three inches of asphalt. There are areas that a geotechnical report will be needed and may require sixteen inches of gravel and fabric to keep the groundwater from deteriorating the road, hoping for a mild winter.

The Mayor asked that KLJ speak to where we are on West Railroad during the next Workshop.

Council Member Herr stated that taxes went up a lot for street maintenance. He reiterated that he hopes the City uses that tax increase towards the streets. Mayor Nelson clarified that it cannot be used for anything else but the streets.

The Public Works Director stated if you were to add up all the columns, the total cost to repair/replace all the streets would be 60 million. The City is 60 million behind on street maintenance, not including the water and sewer lines. Last week they found a lead line. They also found a sewer line that was not connected and also found a City main that had collapsed. Street replacement will coordinate with the water and sewer reserves to make sure they are able to fix all of them. There are also orange brick pipes that need to be replaced, as well — looking for a well-balanced approach to getting these things fixed.

Mayor Nelson stated that they are working on evaluating where they are on funds and water rates. Certain projects require a rate study.

The Public Works Director stated the south end of town has very old infrastructure that needs to be addressed. If they replace the waterline, they will also be replacing the street as well.

4. Page 41 of Personnel Policy Discussion

Mayor Nelson stated this agenda item was requested by Council President Eaton.

Council President Eaton handed out screenshots of comments made on social media, see attached. This particular individual goes on to spread falsehoods about an issue he felt very deeply about. He states that he is a fireman who has been on the Department for over 10 years. Council Member Sparks has previously brought up that these posts were unprofessional. This has continued for over two years. The Personnel Policy, see attached, is very clear that employees are to state they are not speaking for the City, state that this is their opinion, and not spread falsehoods, etc. There was no Department Head or Mayor caution to this individual. Council President Eaton asked where the Mayor stood on this and what he thought could be done about it.

Mayor Nelson stated that he was unsure exactly what her question was. He has not spoken with the City Attorney regarding this issue. There is some grey area regarding employee vs. volunteer.

Council President Eaton stated that if someone states they are on the Volunteer Fire Department and have 10 years and stating falsehoods and continuing to repeat it, for example, the last post in the handout. It is not clear where he heard those things, but that is not what the Council had heard. Not a good representation of anyone, whether they be a volunteer or an employee, to state these harsh, angry opinions time after time. She clarified that everyone has a right to their opinions, but when backing it up with a statement that you have 10 years of experience. It seems like it is going beyond stating an opinion and seems more like they are arguing with Staff, City Council, and the Mayor, etc.

Mayor Nelson stated that there were some City employees that responded in some manner as well. He stated he does not know what that was because he does not read any of it and only knows what he has been told. He has had a couple of discussions and is planning to have a discussion with all the Department Heads as well and looking at making a change, so this policy encompasses all employees, volunteers, and Council Members. Moving forward, there will be recourses to employees and volunteers who violate that policy. What the City currently has is a little vague. If something is proper or not can be debated. This is something that will be addressed and have a more comprehensive policy in place and will not see this kind of activity in the future. From his understanding, there have been a lot of things said, some poorly chosen. Many things he has seen have been unprofessional, whether it be from employees or volunteers.

Brent Peters, Fire Chief, stated in reference to Council President Eaton's comment. The Department Head didn't know because the Department Head doesn't have Facebook and doesn't believe in Facebook. When dealing with the issues from the past three weeks, people have been able to project their feeling through Facebook. He stated that he has spoken with this individual and will not be seeing this action in the future. According to the Personnel Policy, the employee classifications are full-time and part-

time. It does not address volunteers. He agrees a lot of policies within the Personnel Policy need to be updated to include volunteers, Council Members, and so forth. There is responsibility in their positions on how they act. This individual has been talked to along with the rest of the Department. He plans to hold training for those within the Department to follow what is in the Personnel Policy even though they are not classified within the policy as those that need to adhere to it. It was brought to his attention that there were other City Employees who were involved in discussions on Facebook. This is a great training opportunity, and lesson learned for the City of Laurel.

Mayor Nelson stated that the Personnel Policy needs a lot of updates. That was one of the things that when he was on Council, that they all complained about. They got the Personnel Policy at a Workshop and voted on it the following week. When you are working, you may not have the time needed to fully review the document before them. He stated he thinks it should take one or two Workshops minimum before making a decision on the item. Council should be afforded the time for proper review.

5. Ambulance/Fire Department Discussion

Mayor Nelson stated this discussion item was requested by Council Member Sparks.

Council Member Sparks asked to have a discussion on what exactly the plans are regarding the Ambulance and Fire Department. She also asked where the City was with those plans. There is a lot of stuff on social media and regular media at this point. There is a miscommunication or lack of communication. The best way to squelch this is to have a conversation about it.

Mayor Nelson stated that he feels the best way to move forward is a combined department. He made a mistake in bringing that forward too quickly. He spoke with the Ambulance Director, who convinced him that hiring five full-time EMTs instead of a combined department with firefighter/EMTs would best serve the City. He stated that it is his responsibility to provide for the health and welfare of the citizens. They provide volunteers and equipment and are expected to provide a certain level of service. This year especially the Ambulance Department has struggled with keeping volunteers. Riley had stepped in and taken that on. Since Riley has taken this on, he has turned it around quite a bit. Riley convinced him to hire ambulance employees; he is not going to hire a full-time Fire/EMS Chief at this time. At this time, he is working with the Volunteer Fire Chief Peters on a plan for the next 5, 10, 15 years for the Fire Department with contingencies based on legislation and increase of population to a level of first-class sooner than anticipated. Will also continue looking into having a combined Fire and EMS Department. It will probably be two separate departments under one brand but will have further discussions. This plan will be similar to the Growth Policy and be reviewed every three to five years. He wouldn't have moved forward with this plan if he did not think this was a great plan. He believes this is something we will be proud of for years to come.

It was questioned where the Ambulance Department is on staffing. How many volunteers they have; how many employees they have, and will there be employees



hired. It was clarified that they currently have 26 volunteers, planning on hiring five employees initially. To make it to a full-time service, depending on the scheduling model. Using the optimal model, they would need an additional one full-time employee with three part-time employees as well as a paid Director. Initially, it was going to be three, would have made zero impact. That is how they arrived at the number five and keep the Director position volunteer for the time being to put five on the street until they are at a revenue position to hire a full-time Director. Ambulance Director Hutchens asked that resident, elected and appointed officials need to keep in mind that this is only the beginning of the plan, this is not the end of the plan. There is a lot of criticism not providing full-time coverage. The reality is the money is not in the bank but working on ways to acquire the money. Giving the revenue steps, they are looking at approximately five years to truly have a full-time service. There are a lot of changes they can make in the meantime.

Mayor Nelson stated there are a lot of opportunities to self-fund a portion of these costs. Such as flying transports into the Laurel Airport etc.

It has been stated on social media that even with the five full-time EMTs that there will not be full-time coverage. What type of coverage will there be, and when will those full-time positions take effect?

Ambulance Director Hutchens stated that there are three crews. An A crew, B crew, and C crew. A and B crews will work one 16-hour shift and one 24-hour shift per week. C crew will work two 12-hour shifts and one 16-hour shift per week. C crew does not have a guaranteed partner like A and B crews do. Saturday and Sunday will be covered from Midnight to midnight both days. This is the peak 911 call volume. This, paired with getting volunteer coverage, has been difficult. Monday and Tuesday are covered from 8:00 a.m. to midnight. Wednesday and Thursday will be from 8:30 a.m. to 8:30 p.m. Friday will be 8:00 a.m. to midnight. The hours were statistic driven. The goal is to cover as many calls as possible given the limited number of resources. They are starting the interview process next week. There are seven applicants. He could not say he will hire all internal applicants. They may open to external applicants. Things that will be taken into consideration is the quality of the employee, experience, commitment to the Laurel Community. The intention is to be very careful in who they hire as a full-time employee. They need Community go-getters and people who have a heart for the City of Laurel. People who have a legitimate investment to improve the service. He stated if he cannot find those qualities in his own staff, he may have to look outside his staff. He will not hinder the entire plan if they cannot hire all five. Would get those hired on the ground now and work on the fine details later. Some criticism they have received from this plan is that the station is not ready for full-time employees. This is true. When the station was built back in 2007, there was never a concept for sleeping quarters brought into it. There is not a fire alarm system in the Fire Station. There are temporary plans in place to allow for sleep time. The classroom can be set up as temporary sleep quarters. He has been in contact with a FEMA on how they set up temporary sleep quarters. There are numerous station duties that can be done daily. One of the biggest projects is the archival project. This is taking every patient care document dating back to 1971

scanning that and then destroying the original copy. These are forensic records and follow a different retention schedule. There are 1000's of records that need to be scanned in. Some are in such condition they will need to be manually entered. There are cleaning duties, community outreach projects, education opportunities, an employee physical fitness program, etc. It is not what is portrayed on TV that firefighters and EMT's are sitting around watching TV all day. There is stuff to be done.

Mayor Nelson stated that they are still working on the safety levy to assist with the needs of emergency services. Ambulance Director Hutchens thinks we may be too late to get things done this year, which we may be. We can give ourselves a year and a half would be better. He is going to try and schedule a City/County meeting to discuss the Fire Districts and how they currently are arranged. May also talk about creating a Southern Yellowstone County Fire and Ambulance Districts. The call volume is increasing outside the City as well.

It was stated that the safety mill levy is a high priority for the Emergency Services Committee. It was questioned if we were pushing that back. It was questioned if we are to the point where we can hire five full-time employees now do we really need it. Citizens will be asking this question. Mayor Nelson clarified this is why we need to spend a year and a half working on this to be able to present why we need the safety mill levy. This is not at the 95%-96% coverage we would like to be. This is just the start. We need to be able to show how the safety levy is increasing the service within the City and also be able to show that we are getting paid for service outside the City. If we spent the next six to eight months putting everything together then have a comprehensive plan and request to present to the people. There will be a sunset to show that it is money well spent.

It was stated that calls not being answered brings us to this point today. It was stated that this plan would not give 95% to 96% coverage. It was questioned what percentage will it cover. It was clarified that you could not predict 911 calls. This should give 65% to 70% coverage. Go forward Council needs to be specific in what they are asking for in respect to the numbers. These are tabulated by hand. There are weeks that the coverage is 5% to 10%. They may need to adjust the hours as the years go on. Ambulance Director Hutchens asked for patience as this is a new endeavor, and it has not been done before.

It was questioned if they are only able to fill three or four positions and have a shortfall, will there still be back up from AMR. It was clarified that AMR has missed calls and great delays on calls, as well. There is mutual aid; however they have their own areas to service. Senate Bill 38 opened the door for community paramedicine in Montana. This allows a paramedic to treat on the scene and release safely and not tie up a transport unit. There are missuses of the ambulance service. Currently, they cannot refuse a call.

Fire Chief Brent Peters thanked Mayor Nelson and Ambulance Director Hutchens for the work they have done on this. The City of Laurel has asked for a solution on the ambulance for many years. He sat down with both the Mayor and Ambulance Director

Hutchens to have a discussion about emergency response in Laurel. This does not make the volunteers go away. This is simply staffing the key hours. The Mayor has always stated that he would promote full-time staff to support the volunteers. They are a team. Laurel has the opportunity to be a leader for EMS. Other communities may be coming to us for how we fixed the issues. This plan has an opportunity for growth.

Mayor Nelson stated that the volunteers work very hard for this community. They will be lucky to have all of them, and they will always be part of the community. Any employees will be there to back up the volunteers as they are the backbone.

Mayor Nelson ended the meeting without continuing to the remain agenda items.

**Other Items**

**Review of Draft Council Agendas**

- 6. Review Draft Council Agenda for December 10, 2019.

**Attendance at Upcoming Council Meeting**

**Announcements**

**Employee Recognition:**

David Saylor	29 years	City Shop
Guy Rolison	20 years	City Shop
Kevin Budge	12 years	City Shop
Dave Waggoner	12 years	WTP
Jay Hatton	6 years	City Shop
Keith Guy	3 years	City Shop

**Volunteer Recognition:**

KC Bieber	7 years	Fire
Hugo Hernandez	7 years	Fire
Wendy Wong	9 years	Ambulance
Brandy Miller	3 years	Ambulance

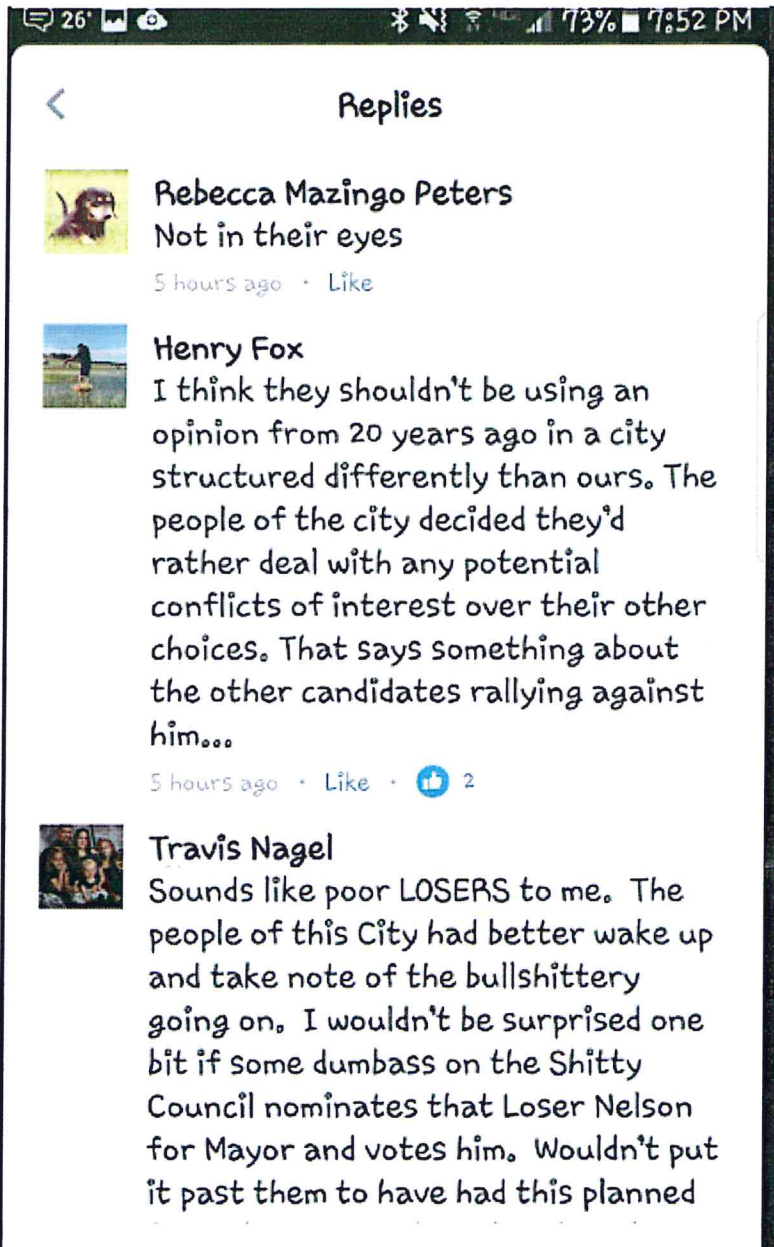
The council workshop adjourned at 7:45 p.m.

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.**



Rebecca Mazingo Peters

Not in their eyes

5 hours ago · Like



Henry Fox

I think they shouldn't be using an opinion from 20 years ago in a city structured differently than ours. The people of the city decided they'd rather deal with any potential conflicts of interest over their other choices. That says something about the other candidates rallying against him...

5 hours ago · Like ·  2



Travis Nagel

Sounds like poor LOSERS to me. The people of this City had better wake up and take note of the bullshittery going on. I wouldn't be surprised one bit if some dumbass on the Shitty Council nominates that Loser Nelson for Mayor and votes him. Wouldn't put it past them to have had this planned

10:47 ↶



**Tom Nelson for Mayor**

Yesterday at 12:52 PM · 🌐



3 shares

Most Relevant ▾



**Travis Nagel**

Laurel wants a mayor that we elected, not an individual that got the position based on a technicality. You are taking credit for projects already set in motion by your predecessors. I also noticed you have made no mention of the fact that during your term as mayor that you did not get the new water intake working even after pouring millions of dollars into it. You talk about how much work it is to be a mayor, but you fired and did not replace the CAO, whose job was to run the day to day affairs of the city under the mayors guidance. You essentially cut your own throat, and now are trying to pat yourself on the back for doing the work of the guy you fired. What I really would like to know, is how hiring a full-time Fire Chief and paying him/her \$70,000 to 100,000 a year is going to help i... [See More](#)

9h Like Reply



**Sean McCleary**

Well said. Especially when he doesn't even know half ..or probably most of the firefighters on our dept.

1h Like Reply



Write a comment...



Like Follow Share ...



Laurel Outlook

October 24 · 🌐

Incumbent Laurel Mayor Tom Nelson is seeking to retain his position in the Nov. 5 Municipal Election against certified write-in candidate Ted Mize. Nelson was appointed in Jan. 2018 after mayor-elect Dave Waggoner...  
#News #Political #Candidate  
<https://www.laureloutlook.com/.../responsible-growth-importan...>



LAURELOUTLOOK.COM

### Responsible growth important for incumbent Laurel Mayor Tom Nelson

Zach Cortese and 3 others

10 Comments 5 Shares

Like Comment Share

Most Relevant ▾



Write a comment...



**Matthew D Willoughby** I fully agree with Travis the departments may have had the same name but not the same leader or chain of command.. the Ambo operated with the help of the fire fighters not because they had too but because there was no one else.. the only thing I wish w... [See More](#)

Like · Reply · 4w



**Travis Nagel** What a crock of shit this idiot is. How did combining the Ambulance service with the Fire Department result in "BAD

Like

Follow

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...



**Travis Nagel** What a crock of shit this idiot is. How did combining the Ambulance service with the Fire Department result in "BAD RESPONSE TIMES" for the Ambulance??? The two departments were combined in name only but operated separately with completely separate budgets and leadership. The fire Chief was told he oversaw both departments but in actuality the Ambulance bypassed the Fire Chief and reported directly to the Mayors office. The mayor broke the chain of command, not the Fire Department. There were a lot of unanswered EMS calls by the Laurel Ambulance Service, not because they were joined in name only to the Fire Department, but due to a severe lack of volunteer EMTs. This lack of volunteers is a nation wide epidemic. AMR of Billings is offering a \$10k signing bonus and still can't fill their ambulances. Laurel EMS is completely staffed by volunteers. A few of which actually live in Billings but practically live at the Ambulance barn to cover calls because they care so much, forgoing seeing their families and friends and actually having a LIFE, on top of working full time jobs. When the EMTs available to take a call was only one, minimum of 2 people to respond an ambulance, the Fire Department supplied Fire Drivers so the EMT could respond to the request for an ambulance. The mayor is trying to take credit for an improved "call answered" rate by splitting the two departments that were joined in name only. In actuality, the improved response is from a few new EMTs two of which are Fire Department members and an ambulance driver who also lives in Billings but spends more time in Laurel driving the ambulance then he does at home with his family. Couple this driver with a few EMTs that practically live at the Ambulance barn with support from the Fire Drivers and we now have an improved response rate. The mayor is trying to take credit for what the Volunteer Ambulance leadership and their people have done. These same volunteer EMTs have asked for help from the mayors office numerous times in the form of hiring full time EMTs and have put together proposals on how to get it done but the mayor has turned his back on them every time. Now he wants to spend \$70-100k a year on a full time fire chief? How does that fix anything?? Our current fire chief Brent Peters runs the Fire Department top notch and has done so for the last 8 years. He too is a volunteer. Why spend up to \$100k for a paid chief when you get the same result with a volunteer fire chief? That's not spending taxpayer dollars wisely. Instead, why not hire full time EMTs instead, you know, something we could actually really use here in Laurel. The city cannot say they can't afford to do this as they have fired the past ambulance director who was full-time and received a wage and the current mayor has also fired the CAO who is making over 100,000 a year and has not filled that position either. Tell the mayor we don't need a full time fire chief, we need full time EMTs for our Ambulance Service. My point here is that Tom Nelson is not a worthy mayor now or ever will be. Vote for Ted Mize so the City of Laurel can get back on track.

Like · Reply · 4w

19



Travis Nagel ▶ Laurel Montana Community Watch and Information #2

...

October 24 · 🌍

Reposting for those that missed it earlier:

Hello fellow Laurel folk. In today's Laurel Outlook is an article on the mayor. I am writing to you to correct some false claims he has made and to review his plans to hire a full time fire chief to replace our current volunteer fire chief. As most of you know, I have been a member of the Laurel Volunteer Fire Department for over ten years and am currently serving as a Deputy Fire Chief. In the article the mayor claims that the combined departments (Fire and Ambulance) created bad response times for the Ambulance. How did combining the Ambulance service with the Fire Department result in "BAD RESPONSE TIMES" for the Ambulance??? The two departments were combined in-name-only. Both departments operated separately with each their own budgets and leadership. The fire Chief was told he oversaw both departments but in actuality the Ambulance by-passed the Fire Chief and reported directly to the Mayors office, at his directive. The mayor broke the chain of command, not your Fire Department. There were a lot of unanswered EMS calls by the Laurel Ambulance Service, not because they were joined, in-name-only, with the Fire Department, but due to a severe lack of volunteer EMTs. This lack of volunteers is a nation wide epidemic. AMR of Billings is offering a \$10k signing bonus and still can't fill their ambulances. Laurel EMS is completely 100% staffed by volunteers. A few of which actually live in Billings but practically live at the Ambulance barn to cover calls because they care so much, forgoing seeing their families and friends and actually having a LIFE, on top of working full time jobs. When the EMTs available to take a call was only one person, a minimum of 2 people required to respond an ambulance per regulation, the Fire Department supplied Fire Drivers so the EMT could respond to the request for an ambulance. The mayor is trying to take credit for an improved "call answered" rate by splitting the two departments that were joined in name only. In actuality, the improved response is from the addition of a few new EMTs two of which are Fire Department members and an ambulance driver who also lives in Billings but spends more time in Laurel driving the ambulance then he does at home with his family. Couple this driver with a few EMTs (seasoned and new) that practically live at the Ambulance barn with support from the Fire Drivers and we now have an improved response rate. The mayor is trying to take credit for what the Volunteer Ambulance leadership and their people have done. These same volunteer EMTs have asked for help from the mayors office numerous times in the form of hiring full time EMTs and have put together proposals on how to get it done but the mayor has turned his back on them every time. Now he wants to spend \$70-100k a year on a full time fire chief? How does that fix anything?? Our current fire chief, Brent Peters, runs the Fire Department top notch and has done so for the last 8 years. He is a volunteer fire Chief, not a paid fire chief. Why spend up to \$100k for a paid chief when you get the same result with a volunteer fire chief? That's not spending taxpayer dollars wisely. Instead,





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## **Computer, Internet and E-mail Usage**

The City recognizes that use of the Internet has many benefits for it and its Employees. The Internet and e-mail make communication more efficient and effective. Therefore, Employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the City and others at risk. This policy discusses acceptable usage of the Internet.

### **Guidelines**

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

1. Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the City or be contrary to the City's best interests; and any illegal activities - including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail - are forbidden.
3. Copyrighted materials belonging to entities other than the City may not be transmitted by Employees on the City's network. All Employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.
4. Do not use the system in a way that disrupts its use by others. This includes excessive sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.).
5. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through your supervisor. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
6. Passwords to City systems are provided in order to protect sensitive information and messages from unauthorized use or viewing. Such passwords are not intended to prevent appropriate review by City management. Under NO circumstances should you provide any co-worker or non-city personnel your password and user codes.
7. At no times should networked workstations with Internet access be left in an accessible state that could potentially allow unauthorized access.

8. Each Employee is responsible for the content of all text, audio or images that he/she places or sends over the City's Internet and e-mail system. No e-mail or other electronic communications may be sent which hide the identity of the sender or represents the sender as someone else.
9. E-mail is not guaranteed to be private or confidential. All electronic communications are the City property. Therefore, the City reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so do not assume that others cannot read - or possibly alter - your messages.
10. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City.
11. Use of Instant Messaging, either with internal Employees or persons outside the office must fall within City guidelines.

#### **The City's Right to Monitor and Consequences**

All City-supplied technology, including computer systems and City-related work records, belong to the City and not the Employee. The City routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, Employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are owned by the City, all City policies are in effect at all times. Any Employee who abuses the privilege of the City's facilitated access to e-mail or the Internet may be denied access to the Internet and, if appropriate, be subject to disciplinary action, up to and including termination.

Department Administrators are responsible for ensuring that assigned personnel understand Internet acceptable use policy.

City management reserves the right to periodically monitor Employees' use of any computer systems or network.

#### **Questions Regarding the Use of the Internet or E-mail**

If you have questions regarding the appropriate use of the Internet or E-mail, contact your supervisor.

#### **Social Media Policy**

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all Employees of the City of Laurel.

#### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content

of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The same principles and guidelines found in the City's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the City or the legitimate business interests of the City may result in disciplinary action, up to and including termination.

#### **Know and Follow the Rules**

Carefully read these guidelines, the City Statement of Ethics Policy, the City Customer and Confidentiality Policies and the Discrimination & Harassment Prevention Policy, and ensure your posting are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject you to disciplinary action, up to including termination.

#### **Be Respectful**

Always be fair and courteous to fellow Employees, customers, members, suppliers or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your coworkers or by utilizing our Problem Resolution Procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticisms, avoid using statements, photographs, video or audio that reasonable could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, gender, disability, religion, or any other status protected by law or the City policy.

#### **Be Honest and Accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posting can be searched. Never post any information or rumors that you know to be false about the City, fellow Employees, citizens, suppliers, or people working on behalf of the City or competitors.

#### **Post Only Appropriate and Respectful Content**

Do not create a link from your blog, website or other social networking site to the City website without identifying yourself as a City Employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an Employee and make it clear that your views do not represent those of the City, fellow Employees, members, customers, suppliers, or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a

disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City."

#### **Using Social Media at Work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your department Administrator or consistent with the City's Computer, Internet, and E-mail Usage Policy. Do not use the City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

#### **Retaliation is Prohibited**

The City prohibits taking negative action against any Employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any Employee who retaliates against another Employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

#### **Media Contacts**

Employees should not speak to the media on the City's behalf without contacting the CAO or Department Head.

All media inquiries should be directed to them.

#### **For More Information**

If you have questions or need further guidance, please contact your department Administrator or the City CAO.

#### **Job Descriptions**

All job descriptions must be approved by the Mayor or CAO, no exceptions.

## **Compensation**

The City observes pre-determined pay period/pay days. When you receive your paycheck, review your paycheck stub to be certain your name, address and other pertinent information are correct. Please make sure to review your hours every pay period to assure all hours worked have been properly recorded and paid. If you observe an error on your check, please report it immediately to the City Payroll Clerk. If you cannot resolve the problem, contact your supervisor for assistance.

#### **Paydays**

The pay period is biweekly. Payday is the Friday following completion of the pay period. Paychecks will be available by 9:00 a.m. on payday. There shall be NO pay advances under any circumstances. Checks may be mailed if authorized by the employee. No other person be allowed to pick up an Employee's payroll check, without prior written authorization of the Employee on file with the City.

\* LVFD member's expense reimbursement will be once a month, on or before the 10th of the following month.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, DECEMBER 17, 2019**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on December 17, 2019.

**COUNCIL MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Kurt Markegard, Public Works Superintendent

**Public Input:**

Evan Bruce, 105 E. Main Street, stated he is with the Historical Preservation Board of Yellowstone County; he is Laurel's representative in the board. They are waiting for the City to act on Riverside Park for its historic registration process. All the research is already done. There is money on the Historical Preservation Board to go towards the work needed to get registered on the State level. He questioned what is holding the City up, the City Planner had said he was going to have it done a couple of months ago and he keeps pushing it off every month. Requesting the City Council ask where it is at and get it moved forward and get it registered. There are a lot of grants that are on the table that the park can't apply for unless it is on the registry. There are a lot of different funding from a lot of different sources. The State Historic Preservation Office is waiting on the City to finish its application. It does know about the park. It is one of the biggest historical sites in the State by the State's Director's opinion. Most historical sites only have one historical event associated with them. Riverside Park has four which is unprecedented to anything that is on the registry. The Board is just waiting on the City to move forward. It was brought up as one of the main objectives for this coming year.

**General Items**

1. Reappointment of Mike Kirshenmann to the Police Commission for a 3-year term ending 12/31/2022.

It was stated that the Council never gets any minutes from the Police Commission. They do not have any contact with these people. It was questioned how they are to vote on this person if Council doesn't know what he's done or anything about him. It was clarified that the Police Commission only meets when it needs to, typically as a disciplinary function or the evaluation of Police Chief. They don't keep minutes

because it is a personnel matter and is protected. The last time they met was the review of the one internal applicant for Police Chief.

It was further stated that the Council does not know what this man looks like, what he has done, anything about his actions, what his theories or bases, etc. are.

Mayor Nelson stated he would try to bring this gentleman into Council next week so Council can meet him prior to voting.

It was stated it would be nice to know people's backgrounds when voting for Boards and Commissions.

Council Member McGee stated that he knows Mike personally. He was a long time Reserve Officer, so long in fact he was one of the few people that gained status to patrol in one of the patrol cars while another officer was on duty. He provided countless number of free hours of policing within our community. He has done an exceptional job on the Police Commission and is highly qualified for it. Council Member McGee gave him a standing ovation (figuratively) for his past service and a high recommendation for his future service.

Mayor Nelson stated that all members of the Police Commission are ex-police officers as it is a requirement. Council Member Mountsier has expressed interest in the Police Commission; perhaps in the future, there may be opportunities. He stated he would try to get Mr. Kirshenmann to attend next weeks meeting. If he is unavailable, the Mayor will have the Police Chief speak.

## **Executive Review**

2. Resolution: A Resolution Approving A Task Order Authorizing Kadrmas, Lee & Jackson, Inc. For Services Relating To The City Of Laurel's 2020 Pavement Maintenance Project.

Kurt Markegard, Public Works Director, stated the Task Order for Pavement Maintenance is derived from the 2020 Pavement Management Plan and PASER study. The goal is to get caught up on pavement maintenance keeping minor repairs from becoming major repairs. This year the Mayor had requested he create a budget for pavement maintenance. He has spoken with the Clerk/Treasurer regarding funding. This year will focus on crack and chip sealing. The attached map is the proposed crack and chip sealing. The scope of work is balanced with the street maintenance assessment.

Matt Smith, KLJ, stated the areas in red on the map are a six or higher on the PASER study. It is more economical to maintain than replace. The proposed project represents quite a bit of the City.

Not all six streets are going to be done. Some of those are Urban Routes and have additional funding opportunities through the DOT. The Pavement Management Plan has been sent to the DOT and been approved. When funding is available, the City can

submit a list of streets it would like updated. There are deformities on 1<sup>st</sup> Avenue due to the truck traffic. Asking the State to repair not the local citizens.

Ward 1 only has a few streets getting chip or crack sealed. Hopefully, this will keep the 5's from moving into the 6 level. Will assess water and sewer replacement needs. The most prevalent is water. Most streets need reconstruction. Currently working on saving for a replacement project. In order to reconstruct those streets, the City needs to address the water issues which will come from the water fund. Every meeting with KLJ discussing and moving forward.

The Southside scored the worst on the PASER study. Will need to repair S. 4<sup>th</sup> Street first before the other streets can be addressed. There needs to be a route in that will not destroy other roads. Water valves and water lines are a known issue in this neighborhood. There are valves that are underperforming and won't shut off — working on getting back up to a suitable level. The City can apply for a TSEP grant, which is available every two years. This could be used for a combined water line and water reservoir project.

In reviewing what percentage of Laurel's streets are in good shape, it was found that 65% of Laurel's streets are in good shape. The newer neighborhood's still have good streets. Pavement lasts approximately 15 years without maintenance. There are some roads at 13 years. They will go in and crack and chip seal to extend the life of the street. They plan on doing 12-inch-wide crack sealing; this helps reduce the amount of moisture that can get into the crack. They need to do crack sealing when it is still cold out so when the pavement expands in the heat it will create an even smaller gap. If the pavement is too warm when crack sealed when it gets cold, the pavement will constrict and be open to the elements. Last year they tried a different method of chip sealing. This added a black layer on top of the chips. It helps reduce the dust, retains more of the chips, and there were no complaints. Both of these techniques have additional costs but a greater benefit. The goal this year was to do crack and chip sealing in every neighborhood. The proposed project is well spread out throughout the City.

A Council Member stated that with all the complaints about streets, this plan gives ways to answer when asked. Every block costs \$300k to rebuild. It was further clarified that to fix all the streets would be approximately \$60 million to repair/replace. The projects need to be reasonable, and this report helps quantify that.

It was questioned why the same block of West Avenue was listed as both a 3 and a 2. It was clarified that West Avenue was chip sealed about five years ago, but that they would look into it and get back to them.

It was clarified that this document is a living document and will change from year to year.

It was stated that the total for 6 graded streets in the book is approximately \$6 million. It was questioned how much the City was planning on spending as it was stated that the



proposed project is \$1.4 million. It was clarified that some of the grade 6 streets are designated urban routes and can be funded in other ways. These figures are just estimates; it will always be determined on how much is available and what the contractors bid. The other unknown is what is going to happen with the streets this winter; the scope may change. The goal is to start at grade 6 and work up the list. It has been approximately three years since the City has done a chip and crack sealing project. Those monies had gone to the E. 8<sup>th</sup> Street, E. 6<sup>th</sup> Street, and Cottonwood reconstruction projects. The goal is approximately \$1 million in street maintenance this year. The question before Council is to approve KLJ to move forward on this project. If we have a mild winter and favorable bid, they may be able to add additional areas to this project. Crack sealing needs to be done before the asphalt heats up. When it's cold, the crack expands. They will be doing wide crack sealing (12-inch width) like Billings is doing; it does a better job of keeping water from getting underneath the asphalt. The cracks hold up better.

3. Resolution: A Resolution Approving Amendment No. 2 To Task Order Authorizing Kadrmas, Lee & Jackson, Inc. For Work Relating To The City's East Downtown Infrastructure Improvements Project

Kurt Markegard, Public Works Director, stated they have been working on the EDII project for over a year. There was talk about doing it in phases. Looking to have all the work completed by this fall. Would like to go out for bid in the Spring; this task order is for the bidding portion of the project.

Matt Smith, KLJ, stated this amendment covers four things. First, the addition of four intersections that were not included in the original scope. These four intersections were discovered during the design of the project when dealing with stormwater. Second, is the bid negotiation and RPR during the construction of the roads? Third, is adding the prep of the DLA grant. The grant results will be available in January. Fourth, is subsurface exploration. Due to the depth of the project, there may be some gas, tv, and phone lines in the way. The utility companies won't move them until they are for sure in the way. Waiting for the contractor could cause significant delays in the project. The bid is expected to go out in mid-January and remain open until mid-February. There is a lot of work that needs to be done by this fall.

In 2006 when the first few blocks of E. 1<sup>st</sup> Street were completed. There were issues with the gas lines and caused about a three-week delay. To be proactive and help reduce delay time, they held a utility conflict meeting. At this meeting, the proposed project was discussed, along with the potential conflicts. Looking to address private utilities in the design standards when they are under City streets. For example, if the City is replacing a road and there is a 40-year-old gas line with a 50-year life span. There would be a way to require replacement of that line. On Cottonwood, when crews removed the asphalt found multiple gas leaks.

A Council Member stated that it is clear by the discussion this evening that the City does not have legislative laws that requires utility companies to replace their lines when

replacing our infrastructure. While it's too late for this project, it does seem the City needs to look at this for future projects. Mayor Nelson stated that Public Works Director Markegard would be brought to a meeting sometime this winter to discuss what they are working on. There are progress meetings on these types of issues. Currently working on updating the design standards. The LMC will direct back to the design standards. The design standards will reflect new technologies.

It was questioned if once those utilities are identified, that information will be documented so next time these lines are known and the City does not have to pay to identify them. If it was further questioned if in the subdivision regulations, growth plan, etc. if there are any thoughts on where roads are going to be and when a street is paved, the utility lines are replaced. It was clarified that that is the goal but that utility companies have to keep their bottom line in mind too. It was further stated that it is suspected that these lines are not deep enough; with the technology we have today, the City should not have to pay for potholing in the future. It was clarified that the City of Laurel wouldn't need to spend that money again. However, the contractors will have to do potholing before building for insurance reasons.

Council President Eaton complimented the Public Works Director for his work on this. This has been an ongoing and long-standing project. Have discussed frequently with KLJ onboard and is bringing the City up to the 21 Century and giving a plan that is easy to read and is able to see what their street is and the category of that street. Kudos to all of those who have worked so hard on this project.

Council Member Sparks stated in the past two years she has learned a lot. The Public Works Director is good at explaining things in layman's terms. KLJ has been good to work with.

Council Member Wilke stated that he attended his first Public Works Committee meeting on Monday night. There was tons of information and he is excited about the plan that they are working on, and is excited to see it come forward.

The Public Works Director reiterated if residents don't like something in their neighborhood to come and sit at a meeting, community members giving input is important. It's important to not only have a plan but do something with that plan and not let it sit on a shelf.

Mayor Nelson stated that he is proud of all Staff. Kurt, Tim, and Matt have met with KLJ every two weeks. They have offered and asked some of the more difficult questions when presented task orders.

The Public Works Director stated that the guys who show up every day who take care of the alleys, garbage, and streets. It is a tough job and could not do anything without those employees. They do a great job.

4. Resolution: Resolution Authorizing The Mayor To Execute An Agreement With Beartooth RC&D Economic Development District.

Steven Simonson and Joel Bertolino, Beartooth RC&D, gave a brief overview of what they do. One of the big projects this year was the five-year plan for the Comprehensive Economic Development Strategy. That document is available on their website [beartooth.org](http://beartooth.org).

They lend to businesses that are not able to get traditional financing. They currently have about \$400k in Yellowstone County with three loans in Laurel. They are currently helping with the growth policy. They can help extend essential infrastructure out to the West Laurel Interchange if there is a link between jobs and infrastructure.

There is a 406-million-dollar wind farm going in down by Bridger. There are supply and housing needs of about 300 workers for this project. Area businesses may be impacted by this project. They have reached out to the Chamber regarding the influx of potential traffic. Laurel's representative has asked that they give a presentation to the Rotary Club to help get that information spread through the town. Stillwater Mine is purchasing 100 million dollars of materials locally; they are working on doubling that amount. Every dollar will circulate six or seven times before leaving a community.

The last project is a regional law enforcement detentional facility. This will be an 80 to 100-bed facility located in Carbon County. When Yellowstone had space, other counties were transporting their detained to Yellowstone's detentional facility. Now Carbon County is going as far as Broadwater County to transport detainees. Detainees from Stillwater and Sweet Grass County will also come to this facility.

Joel Bertolino stated that he works with the food and ag economic development spectrum. Applied for a federal grant, a few years ago, for Miller Coors for a conservation measure for barley and sugar beet producers. The idea of the grant is to help offset any financial impact of those measures. They put in 500k for that grant over the next five years. Most changes are to the various types of irrigation. Looking to reapply for this grant soon.

Asking for approval of MOU that they have had ongoing with our community and that Council recognizes the value that their organization has brought back to our community.

It was stated that there was a card about LARC on Councils tables. It was questioned if a new structure would be going in on the west end of Laurel. The gym will go forward, first followed by the pool. Ken Gomer and Sue Taylor have taken the lead on that project. Infrastructure that way would be helpful. Beartooth's role in that project was to apply for a grant for a feasibility study.

It was noted that Marv Carter is on their board. It was questioned how that appointment works. It was further stated that the Council doesn't get information about what Beartooth RC&D is working on until the MOU is due again. Is there a way to improve

the communication between their organization and Council. It was clarified that typically the rep is the carrier for information. In smaller towns, that person is also on Council. It was further questioned if the Planner was attending these meeting. It was clarified that he attends these and Big Sky EDA. There is no term expiration for the board members for Beartooth RC&D.

Mayor Nelson stated that he had met with the Planner for about an hour this morning and discussed the opportunity for grant money for extending infrastructure to the new interchange if it can be tied to employment. There are the LARC issues and also the process of creating a second TIF need to get the boundaries correct.

Beartooth RC&D stated they would be happy to come back quarterly or semi-annually to give Council a report if needed. It was questioned how often they meet. It was clarified that they meet every other month. January will be in Billings. Council will be added to their email distribution list.

It was questioned if Beartooth RC&D was involved with the complex that is going in on the South Side of Billings. It was further questioned how similar the LARC facility will be to that one. It was further questioned if they are building a new building or using the existing building that is down there. They will get an update on this project for Council.

It requested that they give a brief overview of the proposed wind farms in our area. There are two projects in Stillwater County in the works. There could be more renewable energies coming down the pipeline. If they don't need to build a transmission line, it is a huge incentive to build north of Laurel.

It was questioned what the difference between this year's fee and last year. The increase was approximately \$20, which was split four ways. So not two much of an increase. It was stated that there is a value for this project.

### **Council Issues**

There were none.

### **Other Items**

5. Rotary Blood Drive

The Rotary is sponsoring a Blood drive on December 19<sup>th</sup> between 2:30 and 5:30 at Our Saviors Lutheran. Those interested in donating can call Vitalent at 406-248-9168.

### **Review of Draft Council Agendas**

6. Review of Draft Council Agenda for December 23, 2019.

There were none.

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

Council Member McGee will be absent from next week's Council meeting.

**Announcements**

Council was reminded next week's Budget/Finance Committee and City Council meetings are on Monday due to the holiday.

A Council Member wished everyone a Merry Christmas and a Happy New Year.

Public Works Committee met yesterday. It was very informative, with lots of helpful questions asked. Council Member Mountsier was encouraged to continue attending as a citizen.

Council Member Sparks asked the Mayor for an update on Riverside Park and its Historic Board application. Mayor Nelson stated the update would be on January 7, 2020.

The Census starts in 114 days. There needs to be education about the importance as this will affect funding.

It was questioned when the City Projects tab and Online Payments would be functional. Council would like to see the website utilized to its full extent.

The council workshop adjourned at 7:57 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.**

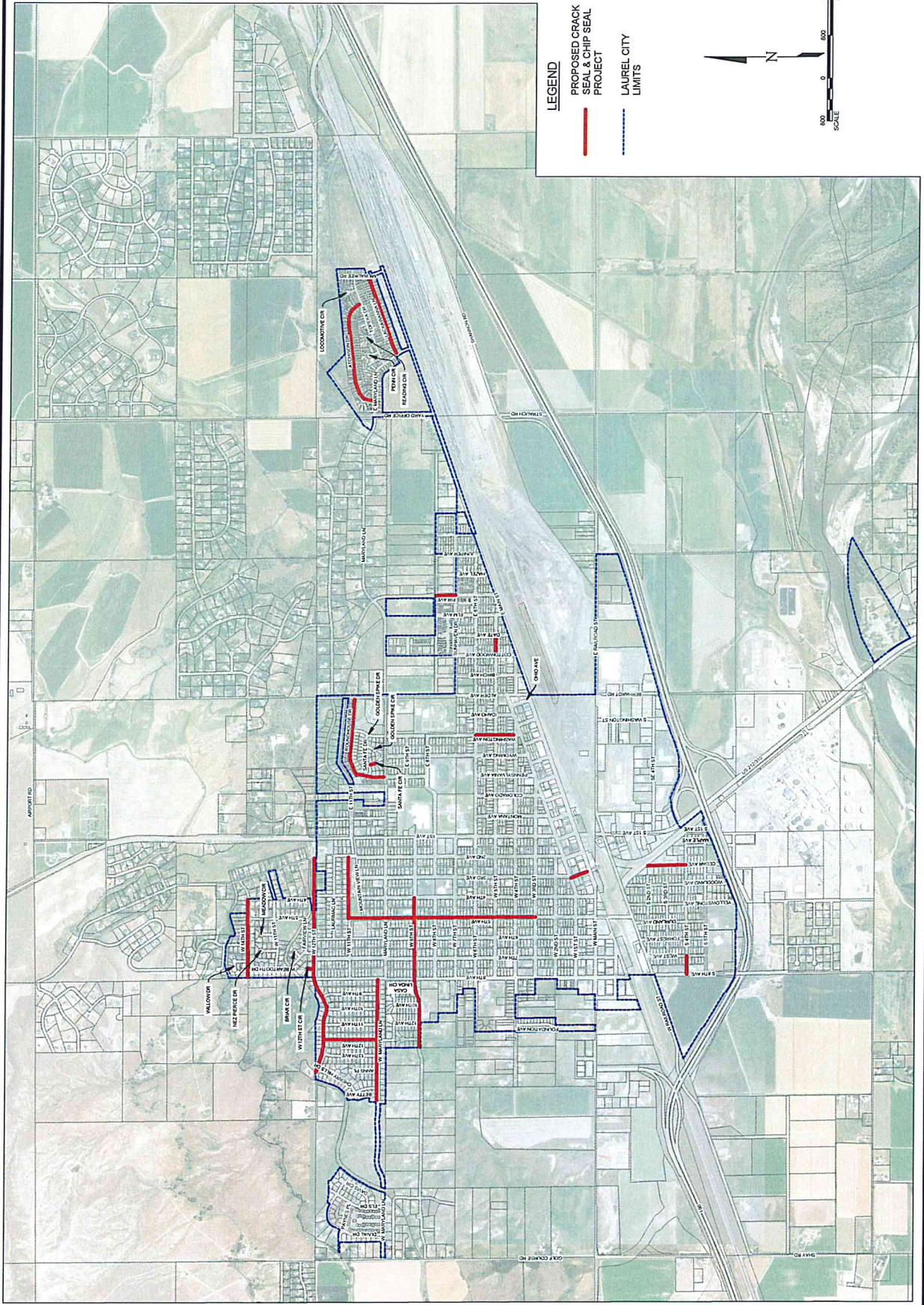


NO.	DATE	REVISION

DATE	10/20/19
BY	CCJ
CHECKED	CCJ
PROJECT NUMBER	102019
SCALE	AS SHOWN

2020 PAVEMENT MAINTENANCE PLAN  
CITY OF LAUREL  
LAUREL, MT

1  
SHEET



**LEGEND**  
 PROPOSED CRACK SEAL & CHIP SEAL PROJECT  
 LAUREL CITY LIMITS



PRELIMINARY - NOT FOR CONSTRUCTION

27

Oct 17, 2019 - 4:26pm - P:\City\MT\Laurel\102019 PASER PMP\ASER Report\CAD\Comm\Draw\2020 Pavement Maintenance.dwg (Proposed Projects)

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, JANUARY 07, 2020**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on January 7, 2020.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input type="checkbox"/> Bruce McGee	<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"/> Don Nelson

**OTHERS PRESENT:**

Stan Langve, Chief of Police  
Jeremiah Johnson, Police Officer  
Chase Rasmussen, Police Officer  
Nick Altonaga, Planning Director  
Karen Courtney, Code Enforcement Officer  
Levi Vandersloot, Interim Ambulance Director Candidate  
Judge Jean Kerr

1. Swearing in of newly elected Mayor and Council Members.  
Judge Kerr swore in Mayor Thomas C. Nelson.  
Judge Kerr swore in Council Members Emelie Eaton, Richard Herr, Scot Stokes, and Don Nelson.

**Public Input:**

Mike Kirshenmann, 1112 Cherry Hills Drive, stated last month he was appointed to his third term for Police Commissioner. He thanked the Council for his re-appointment. He stated that recently he did a ride-along with a brand-new officer. He wanted to acknowledge four individuals Officers Rasmussen, Booth, Cortese, and Sedgwick. They were professional with everyone they encountered, even when dealing with difficult people. The Department is very young. He stated he could not be more proud to watch these young men work. Chief Langve is doing an awesome job. The training these officers are getting is phenomenal.

Mr. Kirshenmann added to his comment during the next agenda item.

**General Items**

2. LARC Presentation  
Evan Bruce handed out two handouts, see attached.

Ken Gomer, President of LARC, stated it had been over two years since they came to Council. LARC started a few years ago seeing the pool was on its last leg. Mr. Gomer presented the attached PowerPoint presentation.

Council Member Klose stated that Mr. Gomer had said there would be meeting rooms. It was questioned how many they would have and how many people they could hold. Mr. Gomer clarified that they will be able to hold roughly 300 people, which is about 75 apiece or any combination depending on how you split it up.

Mayor Nelson stated he would be in touch with Mr. Gomer prior to the 20<sup>th</sup> just to let him know what the City is doing and looking at as far as getting out to that Westend. He stated once you draw a TIF District, you're done; it's why it's important to get it right the first time. He stated it will be a second TIF District out there and his vision was always to make sure that LARC Center was encompassed in it. It would not make sense to not encompass it. Hopefully, it will be in an area that it is encompassable and it is. Also, talk about that process and the meetings the he has been having to try to determine how best develop water and sewer out there which is completely necessary...[unintelligible].

Mike Kirshenmann, 1112 Cherry Hills Drive, stated he left out the most important person of the evening during his previous statement. He wanted to also acknowledge the new dispatcher, Julie, she did a great job dispatching that evening.

3. Appointment of Thomas Scott, Brenton Dorsey, Sonja Jones, Dixie Childers, Dylan Benton, Kaity Butler, and Gabriel Seibert to the Laurel Police Reserves. Stan Langve, Police Chief, stated it was a coincidence that Mr. Kirshenmann was here this evening. He stated that he is honored to have so many individuals step forward from our community, willing to be a Reserve Police Officer. Some have criminal justice degrees others have prior military police experience, but overall, they want to serve their community. Chief Langve stated that Mr. Seibert was not able to coordinate his work schedule and the Reserves training schedule and will not be able to continue. Chief Langve requested that his name be removed from the appointment at next week's meeting.

Laurel's Reserves program is very good. Others around the State has looked at modeling their Reserve programs after Laurel's program. Each candidate will complete 134 hours of training, which is 8 hours each week. Each has taken and passed the Standards and Associate's National Police Officer selection test. This is the same test the Consortium uses. All full-time Police Officers are required to take the same test. All candidates were recommended to attend.

Reserve Officer Childers is the big brother of Dixie Childers.

It was questioned how many Reserve Officers they will have after the addition of these folks. It was stated that if all of these individuals successfully complete the program, they will have 12 Reserve Officers. Have not seen this much interest in a long time. The



recruiters have been working hard getting people interested. It was reiterated that these folks have full-time employment elsewhere and that they are not paid to do this. The Police Department could not handle events like the 3<sup>rd</sup> and 4<sup>th</sup> of July without the help of the Reserves. As Laurel grows, there are more and more special event requests coming in; the Police Department does not have the manpower for all of those events. They are the rock stars and are dedicated to the cause. Chief Langve reiterated that there had been quite a few Reserve Officers go on to become full-time Police Officers, however, they always hire the best candidates for full-time employment opportunities. Reserve Officers don't get much back besides a thank you.

Council President Eaton thanked them for their intention to serve the community.

Chief Langve stated he would let Council know when their graduation ceremony is so they have the opportunity to attend.

4. Appointment of Levi Vandersloot as Interim Ambulance Director.  
Levi Vandersloot, 6735 Pinto Drive Shepherd, stated that he had met most of the Council at one time or another. He stated he is excited to help in this transition. He works full-time for CHS, owns a home inspection business, owns a small ranch, has three kids, and three foster kids. He has been on the Laurel Ambulance Services for four years, two of those years as a paramedic. He has been on CHS's Fire Team for five years. He was on the Laurel Volunteer Fire Department for two years before he moved.

Mayor Nelson stated that he hopes Council will vote Levi as interim Ambulance Director. Levi is aware that they are going out and looking for a permanent director. The Mayor plans to seat a deputy director, he knows of a gentleman who Council is familiar with for that roll.

### **Executive Review**

5. Ordinance - An Ordinance Amending Certain Chapters Of Title 14 Of The Laurel Municipal Code Relating To The Adoption And Enforcement Of Building Codes For The City Of Laurel As Required By The State Of Montana.  
Karen Courtney, Code Enforcement Officer, stated the original Ordinance adopting the various building codes was passed in 2005, adopting the 2003 building codes. The referenced codes were updated by Administrative Order in 2015 to the 2012 building codes.

As of December 7, 2019, The State of Montana Building and Commercial Measurements Bureau adopted the new 2018 building codes with modifications. In accordance with the Administrative Rules of Montana, certified cities are required to adopt those codes within 90 days.

Due to the necessary changes to the language of the Chapters and the appendices that are being adopted, an amended Ordinance change rather than an Administrative Order was required. Therefore, requesting that the Council approve to adopt the ordinance amending Title 14 of the Laurel Municipal Code.

There was a last-minute clarification that came in while she was out. The City will also need to adopt the International Swimming Pool and Spa code. This portion was not added to the Title 14 document in Council Packets; this will be corrected for next week. The ordinance document was updated. Plumbing was removed as they are not certified to do plumbing permits or inspections. It is only adopting the codes that Staff is certified to adopt.

It was questioned if the ordinance was taking out all archaic language or just the new building codes. It was clarified that this is only the building codes not all code enforcement. Still working on all areas that need to be updated as some codes are hard to enforce or levy fines. Some draft ordinances will be sent to various committees for review before being sent to the City Attorney. This year looks to be a busy year for code updates.

It was questioned why plumbing was crossed off. It was clarified that plumbing was removed because no Staff is certified for plumbing and cannot enforce. The State handles all plumbing permits and inspections.

6. Resolution - A Resolution Adopting An Amendment To The Personnel Policy Manual For The City Of Laurel Requiring Pre-employment Background and Driving Records Checks For Potential Employees And Annual Driving Record Checks For City Employees.

Mayor Nelson stated when MMIA reviewed the Personnel Policy Manual; they questioned where the rest of it was. This was one of the major items that needed to be addressed. There are two more items coming to Council but will come when the entire Personnel Policy comes back before Council. Council will have more time to review that document before they vote on it. In the past Council had a few short days to review large documents, such as this.

7. Resolution - A Resolution Authorizing The Mayor To Execute A Contract For The City's Prosecutor Duties Between The City Of Laurel And Thompson Painter Law, Pc. Mayor Nelson stated the City has gone out for a Prosecutor, they cast a wider net, and changed the rate of pay but still have not had any interest. Looking for other options in the meantime. The City Attorney has taken over those duties for the time being. The contract for these services will go over the \$5,000 mark and will need Council approval.

A Council Member stated that they were surprised to see the rate of pay written into the contract. They questioned if that was because a new prosecutor will be found in the year. It was clarified that this is the goal.

### **Council Issues**

8. Discuss what to do with buildings in Riverside Park.  
Nick Altonaga, Planning Director, stated that upon review of the Riverside Park Master Plan it listed an 18-month period, not a 24-month period for a building champion to come forward then start deliberating what to do with the buildings. The plan was adopted in February of 2018 and contained a lot of details about the various assesses in

the park and what to do with them, including what to do with the buildings. The plan clearly states the want to reuse and restore the buildings, page 33 of the Riverside Park Master Plan. Currently, no groups have come forward to champion the buildings. Staff has not created criteria to judge projects. After speaking with the Public Works Director, the Mayor, other City Staff, and upon review of the Master Plan, the plans states remove all the buildings.

The City needs to prioritize buildings based on the need to remove. The Care Takers building has mold, and the Rifle Club building has lead contamination. These are both well worn, hazardous, damaged buildings or extremely expensive remediation scenarios. The Care Takes building and the Rifle Club building need to be dealt with properly. There are four main goals to preserve historic places: preservation, rehabilitation, restoration, and reconstruction. The value of an investment will important as discussions continue regarding these buildings.

The Public Works Director let him know that there is 11k for building maintenance in the park. These funds could be used to investigate if there is asbestos in any of the buildings, especially in buildings that are most usable. Currently, the Jaycee Hall building needs its floor fixed, the American Legion building needs a new roof, and the Rod and Gun Club building need the damage from the flooding taken care of. Septic systems need to be replaced. These three buildings are a lot easier to deal with over the Rifle Club or the Care Takers buildings.

In the past few weeks, he stated that he had spoken with the Yellowstone County Historic Preservation Board. They are interested in helping find funding to assist in remediation of the buildings. It is impossible with the current City budget to address these buildings, but with a partnership, help from grants it may be possible to support these efforts for rehabbing the buildings. The City just passed the window for a 100k opportunity to assist in the park. The buildings too hazardous should be slated for removal.

A Council Member stated it was stated that homes around Laurel that are slated for demo are documented and photographed prior to demolition. Several Planners previous had put that into place for historical reasons. It was clarified that the process would go into effect before any buildings were demoed.

It was questioned with the remaining three buildings if they fall under the standard, like the new outhouse, in needing to be raised due to the flood stage worries. It was clarified that if the buildings are listed on the National Registry for Historic Places, then they would not need to be raised. He stated that he had spent a lot of time reviewing the floodplain regulations and overall, it seems to be worth being on the NRHP, but there are costs associated with it.

It was further questioned that that does not protect the buildings from future flooding. That the park has flooded in the past. Will the work the City does be worth it. It was

clarified that it is part of the conversation that needs to happen. There is grant funding but how much money does the City want to spend and for what return on investment.

Council thanked the Planning Director for working through the complex web of rules and decision making.

Mayor Nelson stated that the Park Board has already recommended that the Care Takers building be removed. Looking for Council view on that building as it is not good shape.

The Parks Board Chair stated that Park Board is looking to this issue and that the Care Takers building needs to be the first one to go and even have gotten a few bids on the removal of that building. They are also looking into if Staff can remove them as another avenue for removal.

The Planner stated upon looking into grant funding reconstruction is an option. Theoretically, if the City removes the hazards now, they may be able to get grant funding to rebuilding the buildings down the road if it became a historic site.

Mayor Nelson stated that he had directed the Public Works Director to get costs associated with the removal of potential asbestos in those buildings.

Mayor Nelson stated that there had been questions on grants, included the one that was mentioned today. There were emails that some individuals thought the City had the money for the match on these grants. They falsely thought that this money was given to the park from Exxon during the flooding event. That money was used, as voted on by the Council, for the Master Park Plan and needed to secure money from the State in which the City of Laurel got nearly 350k in which the 250k was used for matching in kind funds on those projects. Some people thought there was money lying around that the City could use for this or that and that was not the case.

Jean Kerr, 1128 9<sup>th</sup> Avenue, asked when are the contracts up for the groups using the buildings in Riverside Park. It was clarified that the last lease for Jaycee Hall is up at the end of this year. It was further questioned if those buildings are restored if the Jaycee's will always have first dibs on that building. That if the building could be open to the community, it could help generate funds. It was clarified that they have looked into having the Jaycee Hall lease not renew and use it as a community building.

Mayor Nelson stated that there would be an ordinance brought forward that Park Board will get funds like Cemetery Commission does to be able to do maintenance and help generate more money.

It was questioned what the course of action is moving forward. If this matter goes to Park Board or sent to the Planner, it was clarified that the Park Master Plan states that the City will be in the process of removing the buildings. The Park Board will recommend to Council, Council will vote. The focus is on the Care Takers and Rifle Club buildings; both are very expensive to remediate.

9. New Committee Assignments

Council President Eaton stated that she handed over the recommendation to the Mayor for new committee assignments. There were a few small changes recommended. Council Member Sparks would replace Mr. Mountsier on Emergency Services Committee. Council Member Wilke would replace Mr. Mountsier on the Public Works Committee. Newly Elected Council Member Nelson would be on Public Works Committee. Council President Eaton would step away from the Public Works Committee. Council Member Sparks would be the new Chair of the Public Works Committee. Council Member Wilke would be the Co-Chair on Public Works Committee. The list of changes will be included in next week's packet.

**Other Items**

There were none.

**Review of Draft Council Agendas**

10. Review Draft Council Agenda for January 14, 2020.

There were none.

**Attendance at Upcoming Council Meeting**

All present will be at next week's meeting.

**Announcements**

11. January 2020-June 2020 Employee Recognition

Mayor Nelson stated that this year we are trying a new process and lumping the employee recognition together doing it twice a year. He also noted the many years of service listed.

**Employee Recognition:**

Stan Langve	20 years	Police
Kurt Markegard	15 years	Public Works
Julia Torno	2 years	Library
Kyle Bryant	15 years	Police
Jarred Anglin	5 years	Police
Zach Cortese	3 years	Police
Wade Spalinger	1 year	City Shop
Nicholas Altonaga	1 year	Planning
Christopher Erb	11 years	Library
Daniel Nauman	1 year	WTP
Bruce Lefler	39 years	City Shop
Tim Reiter	34 years	WTP
Kelly Strecker	15 years	Clerk's
Brenda Sell	15 years	Police
Jodi Kinn	3 years	Police
Ryan Sedgwick	1 year	Police
Cynthia Caswell	5 years	WWTP

Andrew Arneson	3 years	Public Works
Karen Courtney	3 years	Planning
Brian Kline	15 years	City Shop
William Brew III	14 years	Police
Daniel Griffin	11 years	Police
Raymond Ezell III	3 years	Planning

**Volunteer Recognition:**

Christopher Franklin	4 years	Ambulance
Levi Vandersloot	4 years	Ambulance
Jacob Hann	3 years	Ambulance
Morgan Ecklund	3 years	Ambulance
Rick Gallegos	21 years	Fire
Corey McIlvain	16 years	Fire
John Beck	2 years	Fire
Jayson Nicholson	2 years	Fire
Jesse Gee	2 years	Fire
Armondo Hernandez	1 year	Fire
Jason Penne	19 years	Fire
Sean McCleary	11 years	Fire
Travis Nagel	11 years	Fire
Jennifer Winchell	3 years	Fire
Ken Kulesa	23 years	Fire
Henry Fox	9 years	Fire
Miquel Hernandez	11 years	Fire
Doug Fox	24 years	Fire
Brent Peters	13 years	Fire
Justin Kostelecky	5 years	Fire
Shane Willis	4 years	Fire

The council workshop adjourned at 7:49 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.**



# Laurel Aquatic Recreation Complex

PO Box 1086, Laurel MT 59044

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**Honorable Mayor and Council members.**

It has been over 2 years since we have been here to update you on the Laurel Aquatic Recreation Complex. The last time we were here we had little money and mostly dreams and ideas. Things have changed a lot in the last 2 years.

Some of the things we have accomplished are.

1. Completed 501(c)3 application to become a nonprofit corporation
2. Acquired 10 acres of land to build on
3. We have been working with Big Sky EDA, Beartooth RC&D, and Laurel Urban Renewal authority for assistance
4. Completed our feasibility study with the Yellowstone County Sports Facility Market Needs Assessment
  - a. As recommended with that study we are working on the following phases
    1. Gymnasium
    2. Community Center
    3. Aquatic center
5. Have contracted with A&E Architects Ace Inc to create a site plan for our project
6. We have raised over \$60,000 and over \$20,000 remaining after paying for all the above.

Thus far we have not asked the City of Laurel for anything except general support of our project. We ask that The Council extends the current LURA TIF to the West to include minimally the land up to and including the abandoned West Interstate ramp, or create a new TIF to cover it. We would ask to be annexed into the City, and with the TIF bring water and sewer services out to our building site.

We are now dedicated to Phase one of our project to build a community Gym. We feel that of the 3 phases, the Gym is the most needed. We have no intent to ask Laurel citizens for any tax money to build or operate the facility. The Gym should be able to sustain itself.

Sincerely

Ken Gomer  
President, LARC



# LARC

## PUBLIC INFORMATION MEETING

### JANUARY 20, 2020

The VUE and BREW

The group will present interested residents with the layout created by A&E Architects for the future three-phase building; how it will fit on the lot donated by Wood's Powr-Grip; the size of each phase; and what each phase will include.

You can find LARC on Facebook:

[www.facebook.com/laurelarcmontana/](https://www.facebook.com/laurelarcmontana/)

Their website: [www.laurelarc.org/](http://www.laurelarc.org/)

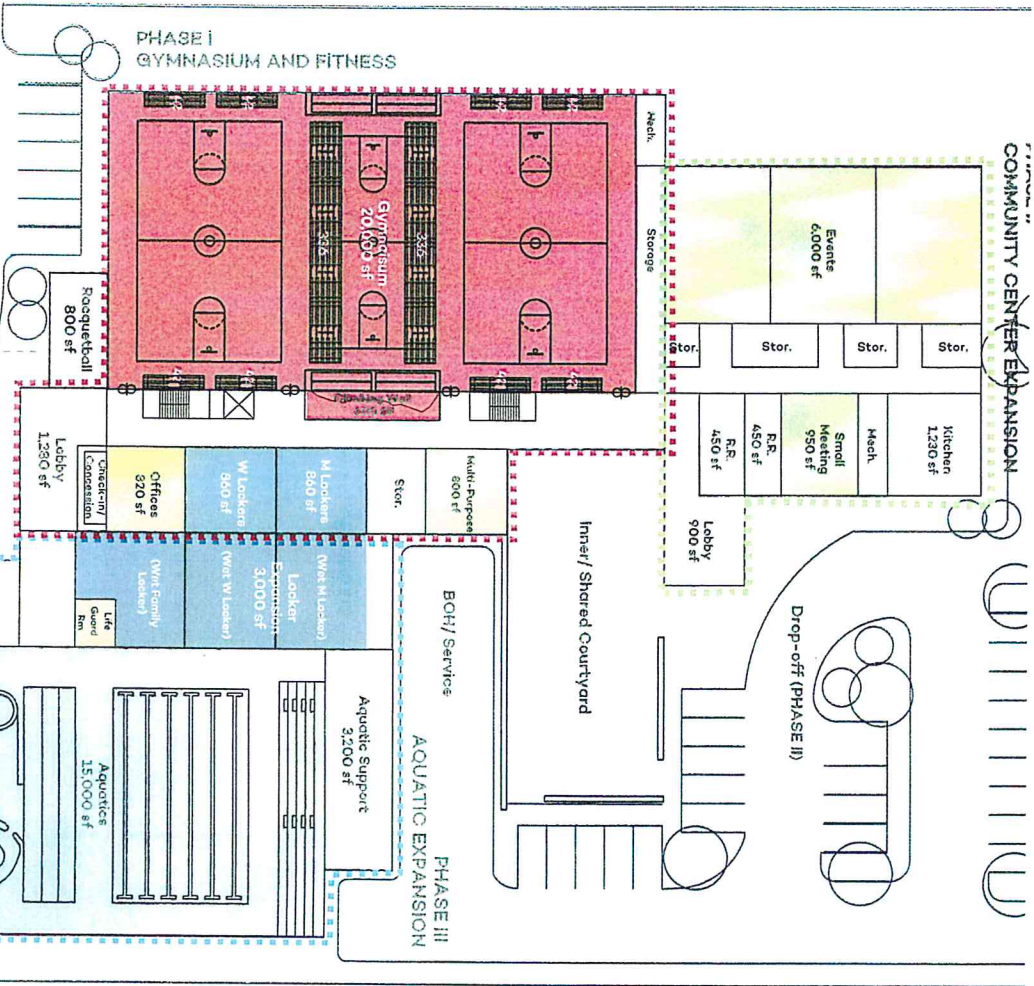






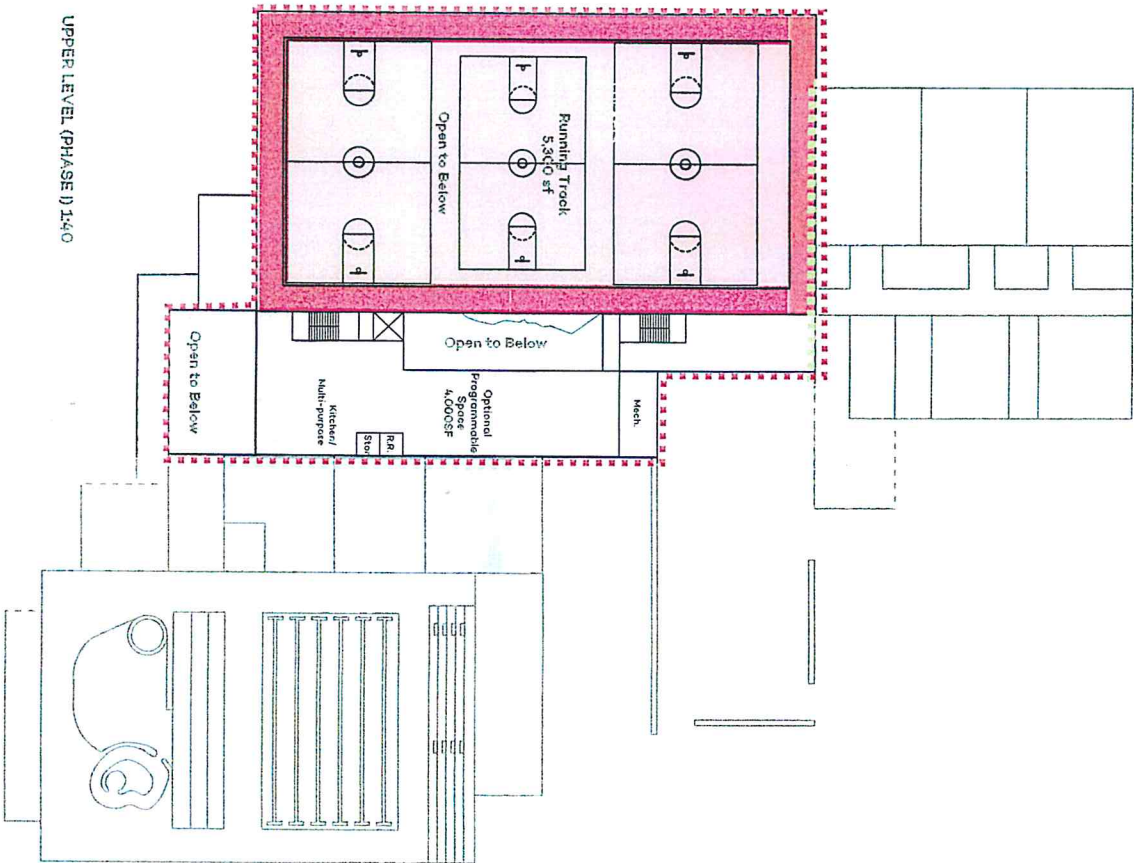
07.21.19 Lower Aquatic and Recreation Center

LOWER LEVEL (PHASE I)



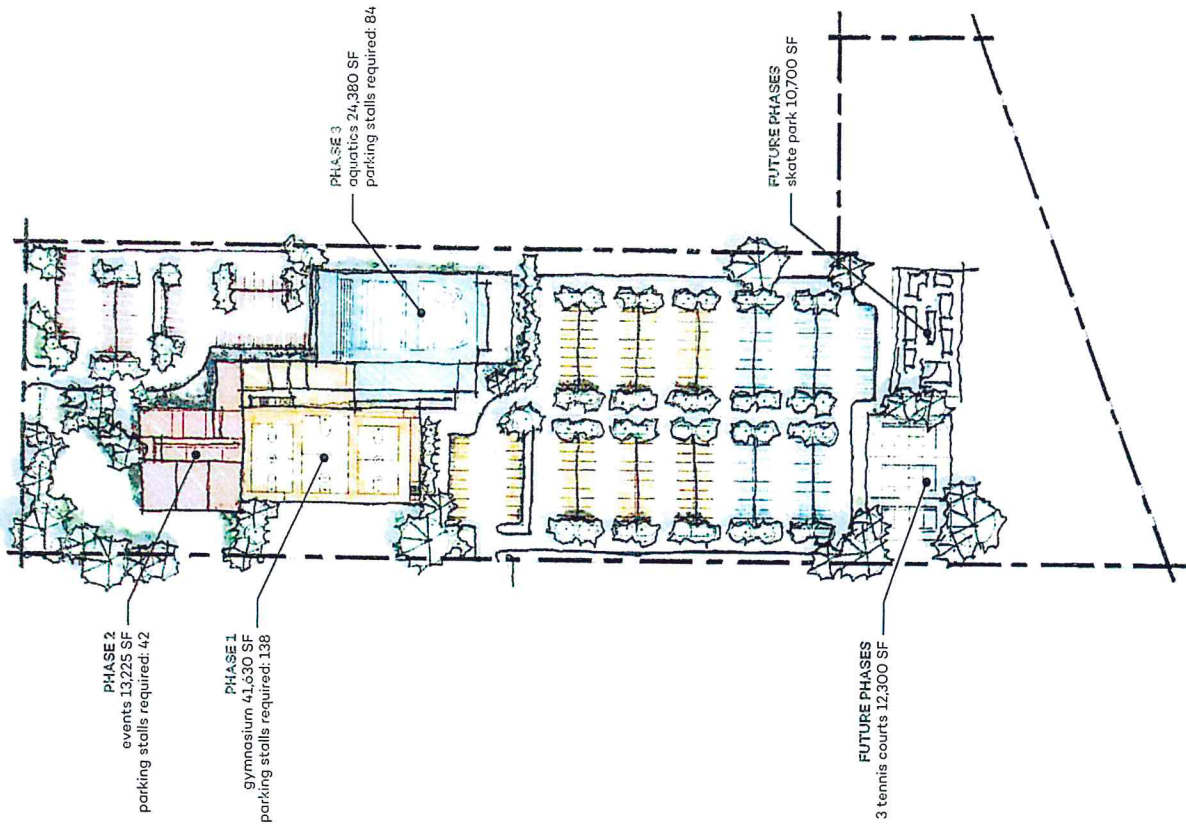
**PHASE I GYMNASIUM AND FITNESS**

UPPER LEVEL (PHASE I) 140



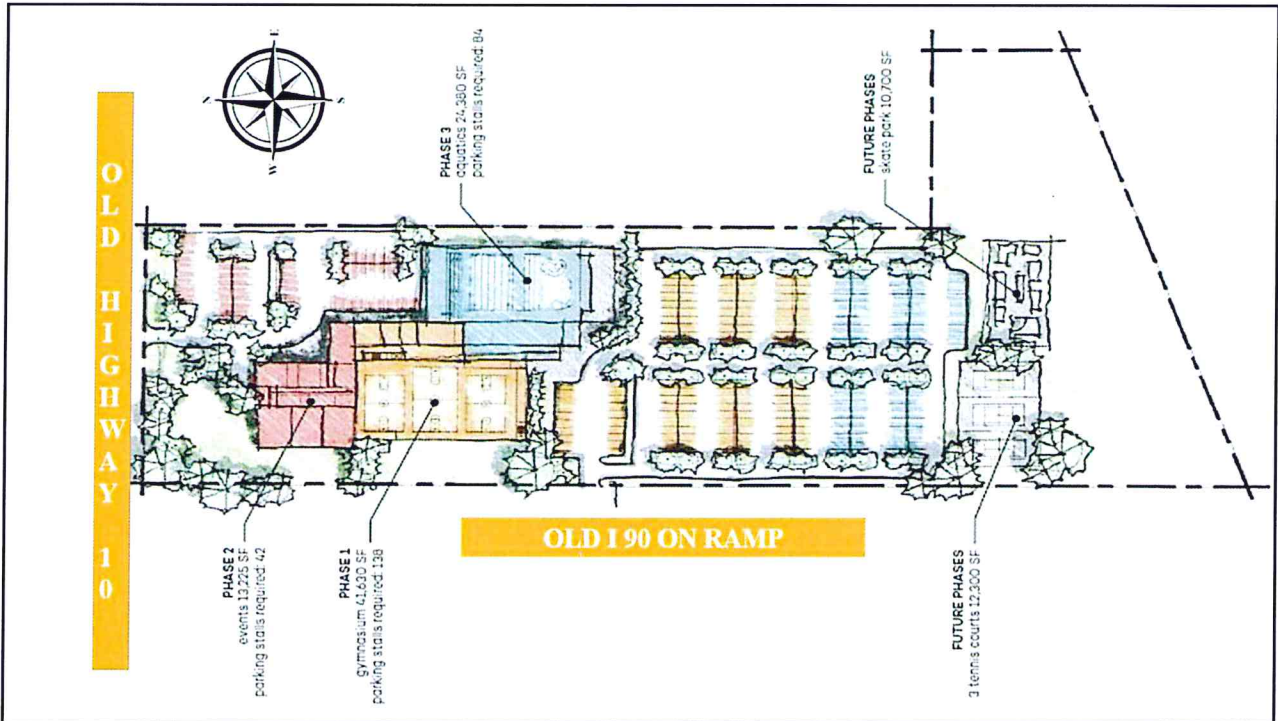
# OPTION 3

SITE PLAN  
1:200





1



2

# Accomplishments

**Registered MT Non-Profit Corporation**

**Certified IRS 501(c3) Corporation**

**Raised or Acquired Assets in Excess of \$150,000**

**Completed Feasibility Study**

**Completed Site Layout plans**

3

# Where We Are Going

**Jan 20, Community Presentation at Vue & Brew**

**Feb, Strategic Planning**

**Capitol Fundraising Plan**

**Work With Strategic Partners**

4

## **Strategic Partners**

**Laurel Montana Community Foundation**

**Beartooth RC&D**

**Big Sky EDA**

**A&E Architects**

**Laurel Urban Renewal Authority**

5

## **Why We Are Here**

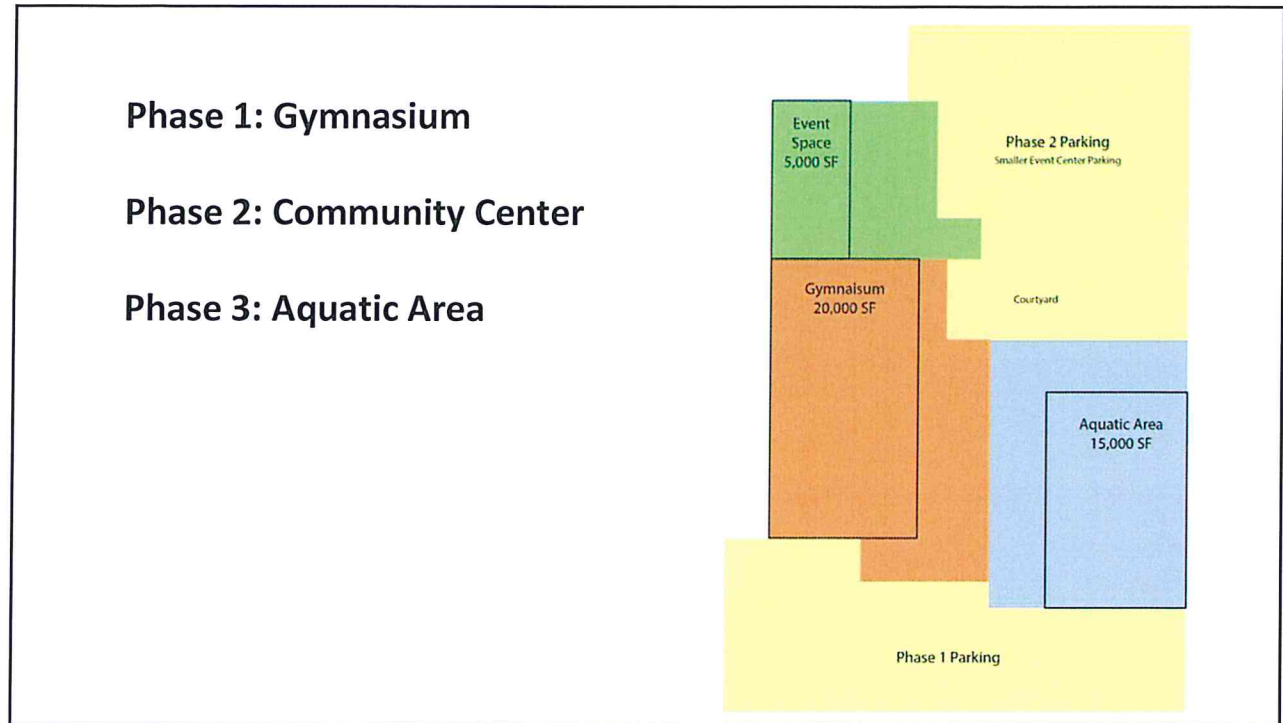
**Ask You to be a Strategic Partner**

**Ask for Sewer & Water Service When We Build**

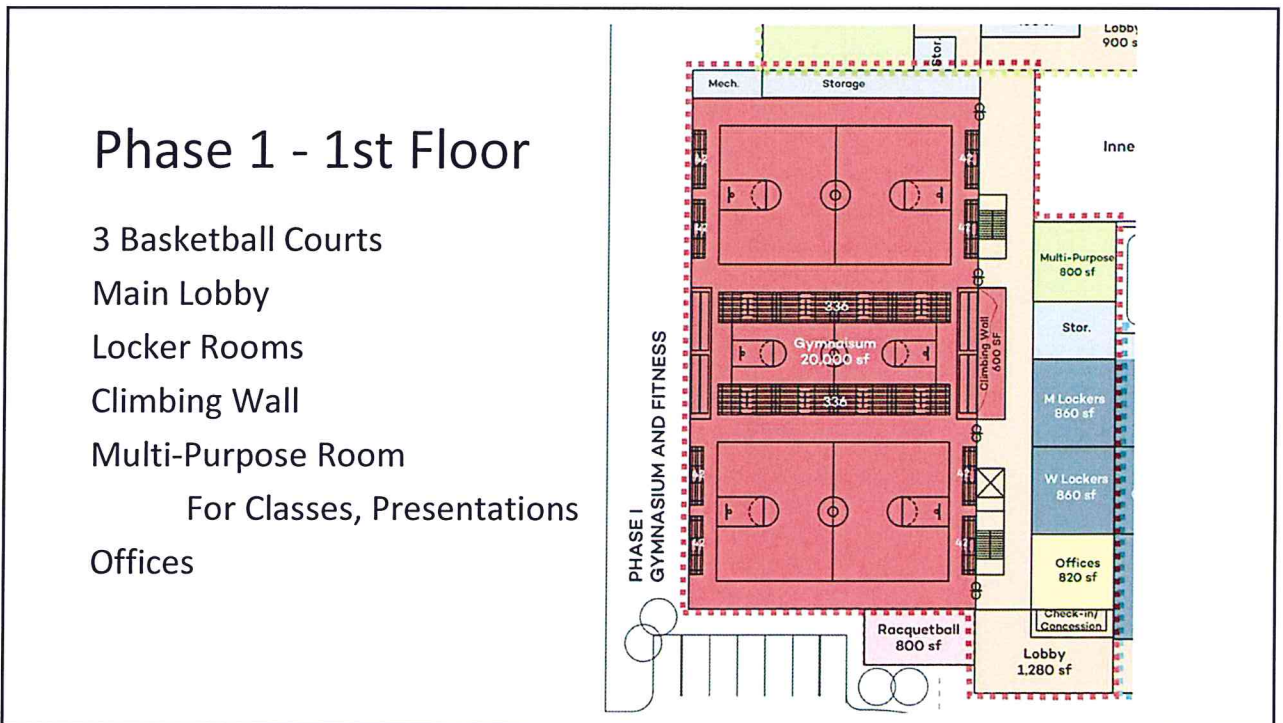
**Ask For Any Questions You Have For Us**

**Say Thank You For Your Time!**

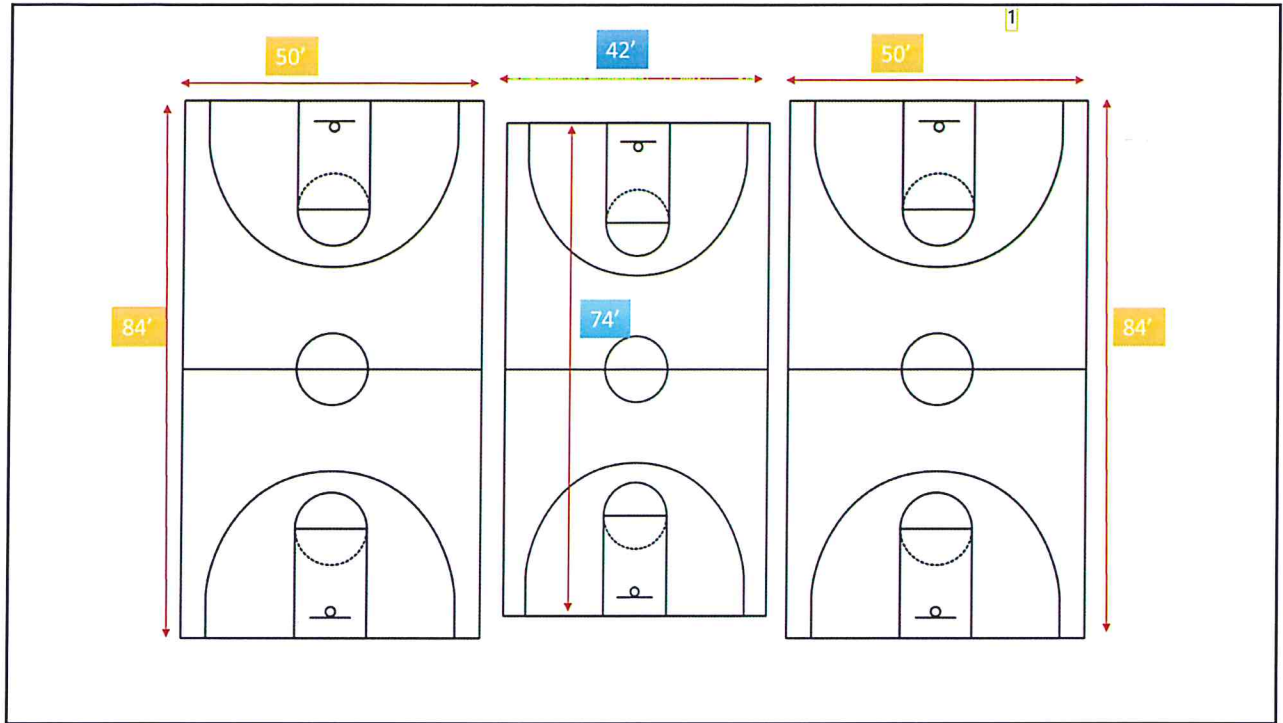
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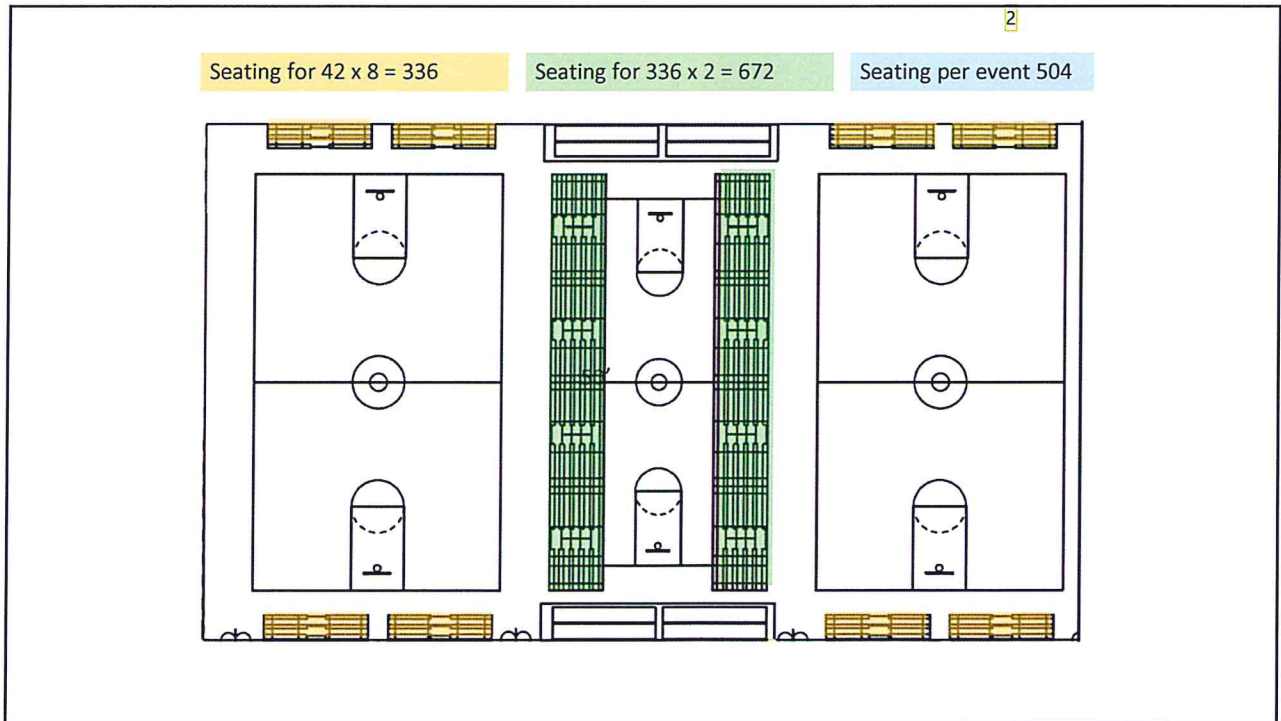
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10

Slide 9

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- 1 **Good to go**  
Evan Bruce, 11/22/2019

Slide 10

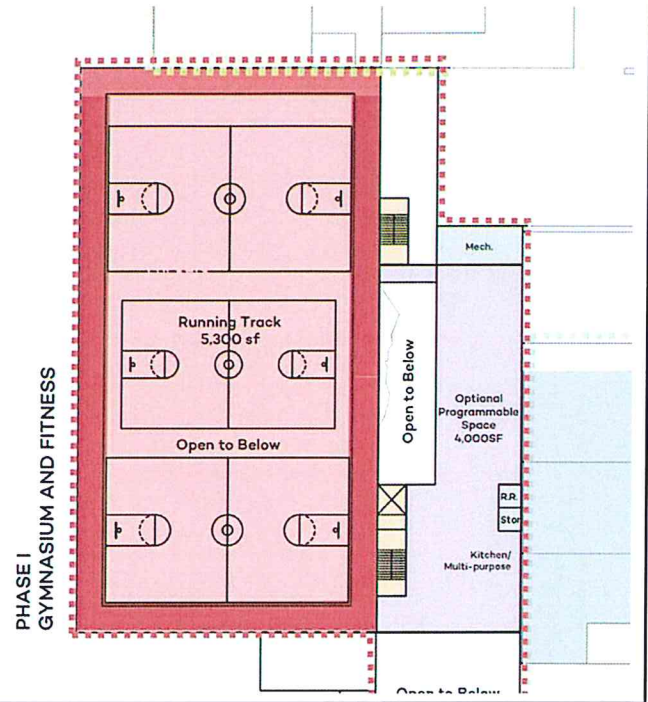
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- 2 **Good to go**  
Evan Bruce, 11/22/2019



# Phase 1 - 2nd Floor

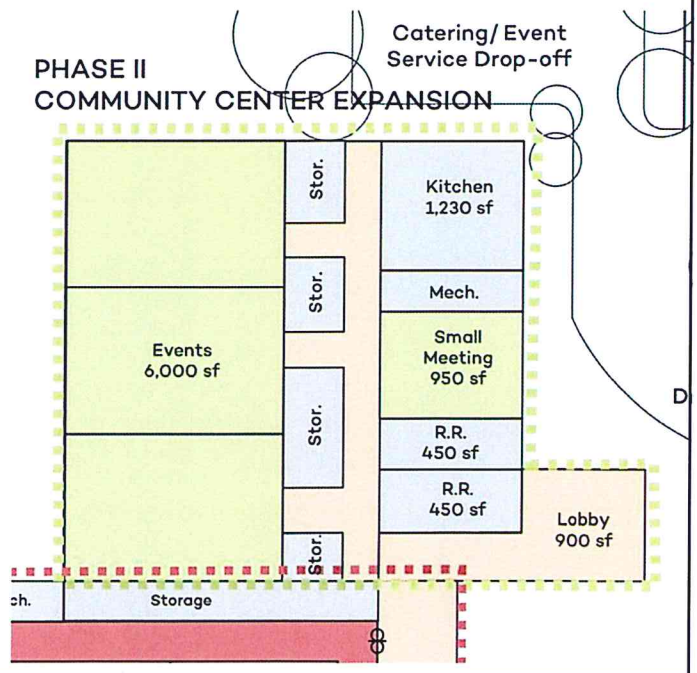
- Running Track
- Optional programmable Space
- Workout Area
- Clinic
- Exercise Classes



11

# Phase 2 - Community Center

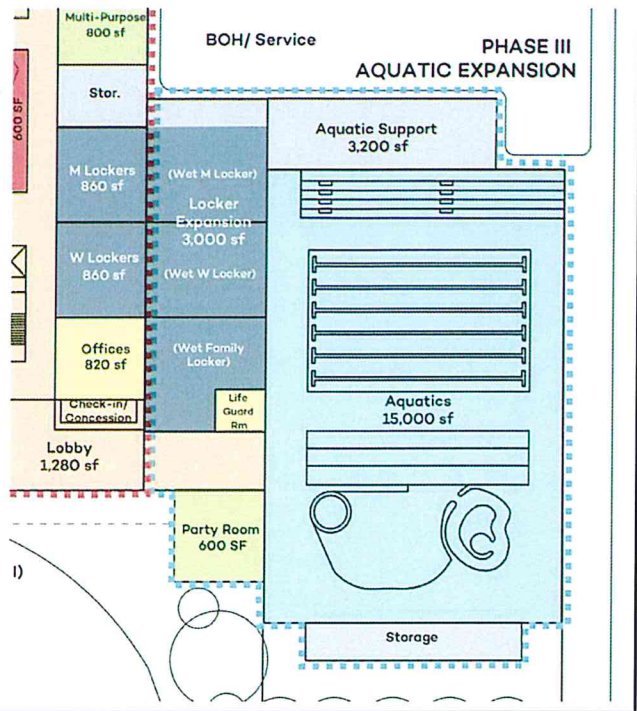
- Event Center
  - Weddings, Fundraiser, Fairs
- Club/Organization Meeting Room
- Kitchen



12

# Phase 3 - Aquatic Center

- 6 Lane Competition Pool
- Locker Room Expansion
- Family Locker Room
- Pool Party Room
- wellness / fun pools



13

**Item Attachment Documents:**

7. Budget/Finance Committee Minutes of December 23, 2019.  
Emergency Services Committee Minutes of September 23, 2019.  
Safety Committee Minutes of July 16, 2019.  
Park Board Minutes of December 5, 2019.  
City/County Planning Board Minutes of December 11, 2019.



Respectfully submitted,

Bethany Langve  
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

**MINUTES  
CITY OF LAUREL  
EMERGENCY SERVICES COMMITTEE  
MONDAY, SEPTEMBER 23, 2019**

An Emergency Services Committee Meeting was held in the Council Chambers and called to order by Committee Chair Bruce McGee at 6:04 p.m. on September 23, 2019.

**COMMITTEE MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Bruce McGee, Chair	<input checked="" type="checkbox"/> Richard Klose
<input checked="" type="checkbox"/> Irv Wilke	<input type="checkbox"/> Bill Mountsier
<input checked="" type="checkbox"/> Pat Kimmet	<input checked="" type="checkbox"/> Taryn Massa
<input type="checkbox"/> Richard Dawes	

**OTHERS PRESENT:**

Brent Peters, Fire Chief  
Stan Langve, Police Chief  
Bethany Langve, Clerk/Treasurer

**Public Input:** None.

**General Items:**

1. Review and approve the minutes of the Emergency Services Committee meeting of July 29, 2019.

Motion by Council Member Klose to Approve the minutes of the Emergency Services Committee meeting of July 29, 2019, seconded by Council Member Wilke. A vote was taken on the motion, and all four committee members present voted aye. Motion carried 5-0.

2. Review and approve the minutes of the Emergency Services Committee meeting of August 26, 2019.

Motion by Committee Member Massa to Approve the minutes of the Emergency Services Committee meeting of August 26, 2019, seconded by Council Member Wilke. A vote was taken on the motion, and all four committee members present voted aye. Motion carried 5-0.

**New Business:** None.

**Old Business:**

3. Update from the Fire Chief:

It was a busy month for the department. The severity staffing, which is paid for by the State of Montana continued. The department put in 1,300 hours of severity staffing for the month. The department responded to seven mutual aid calls, including the Mountain View fire that was North of town. The Laurel Fire Department initially took command of the Mountain View fire and then turned command back over to Molt as it is their area. The department had 187 hours of wildland fires within the LVFD district, 168 hours of motor vehicle accidents, 12 hours of other rescues, 73 hours of alarms, 89 hours of medical assists, 464 hours of mutual aid requests, and 70 hours of other calls. The department had a total of 2,554 hours of service for the month. The severity staffing was extended until midnight at times due to thunderstorms coming in late in the evenings. The Mountain View fire had a lot of challenges. The Chief has an after actions review with the County Fire Chiefs in Lockwood tomorrow night. This helps all the Fire Chiefs learn what went well and where things

could be improved on incidents. Severity staffing is over for the year unless there is a freak temperature swing. Fire Prevention Week is October 6<sup>th</sup> through the 12<sup>th</sup>. The department does theirs the 7<sup>th</sup> through the 11<sup>th</sup> so they can go around to the schools and talk to the kids and interact with them. On Wednesday October 9<sup>th</sup> from 6-9pm is the LVFD open house. The Chief would like everyone to come down and see all the equipment and the firefighters. There will be demonstrations with the new extrication tools. The Chief wanted to make the Committee aware the Yellowstone County is going out for another safety mill levy for EMS. They are still in the early stages of bringing it together but maybe for the next Emergency Services Committee meeting KC Williams or Commissioner Ostlund can come in and talk about it. The Committee commended the department for the amount of hours put in. The Committee asked the Chief what his opinion of the fire season was. The Chief commented that he felt we were lucky this fire season in the fact that we had relatively small fires. Most of the fires were man made and were caused by people burning. The County didn't even have to go into any restrictions this year. There were certain days of no open burning because of the red flag conditions. The Shepard area, however, got hit really hard. The LVFD responded to that area three times. The Molt area got hit really hard, and the LVFD responded out there three times battling large fires. The County got hit pretty hard but the LVFD was pretty fortunate this fire season. Carbon County got rain storms every night. He believes that Carbon County didn't get a fire until about a week and a half ago because of all the rain. You never know though as next year could be different. With the weather patterns changing and the summers starting later and earlier falls, things are really weird.

#### 4. Update from the Police Chief:

The Fire, Ambulance & Police had 778 calls for service since the last meeting. Just over 700 of those calls were for the Police Department. Currently there are a lot of thefts going on. Detective Sauter has been very busy working on the criminal mischief from earlier in the summer but there are still a lot of thefts going on. The Detective is working on the armed robbery from the other day. Officer Booth is off to the academy and Dispatcher Sell is improving daily. The Chief is hoping to start the new dispatcher two weeks from today, on the 7<sup>th</sup>. The manpower is finally falling into place. There were 115 traffic stops since the last meeting. The SROs are back in the schools so there are two less men during the day, but they are still out patrolling. On October 11<sup>th</sup> contractors will be in for the NextGen 911 communication to begin putting hardware in. Two weeks after that they will begin getting things switched over. This is a very positive thing. The only issues they are running into is having to upgrade the electrical and conduit. Some of the key components in the server room are 20+ years old and must be upgraded. The Chief stated that all his men and women have been very busy, and he is very proud of their work. Football season is going on at the stadium. He has noticed that the parking issues have improved around the stadium. The education process regarding the parking at the stadium is continuing. The Committee commented that there was an announcement during the football game regarding the parking and some people did come move their cars after the announcement. The Committee asked if there was an adult involved in the vandalism that occurred earlier in the summer. The Chief stated that all parties were from the Laurel area and one was over the age of 18.

#### 5. Ambulance Safety Mill Levy:

The Chair stated that he doesn't have all the information he's requested yet. He is still waiting to receive some research items. He did provide to the Committee an article (attached to these minutes) that Mayor Nelson provided to him. The article includes a timeline for Yellowstone County and School District #2. The Committee is still lacking organization in order to form the steering committee and a timeline for this levy. The Chair stated, to Chief Peters, that he did see the email regarding the County wide safety mill levy, and that may change the dynamics of this a little bit. Chairman McGee is going to have a conversation with the Mayor regarding how a County wide

safety mill levy would affect the City's mill levy tomorrow night. Regardless the City still must do something to get it to 100% of ambulance calls answered. The Chair is concerned that the Committee is losing valuable time to promote the levy. He understands that you don't want to promote it too early because then it will not be on the voters' minds when it is time to vote for it. He wants to make sure that the Committee is on the right pace and not behind. He also wants to be sure that everyone on the Committee understands their limitations per MCA. He doesn't want this levy to not pass because someone did something against MCA. He asked for any input on the subject. The Committee asked if putting together a steering committee was appropriate at this point. Cleve Knaub, who used to be on the Emergency Services Committee expressed his desire to help put this levy together. The Committee would like to see the steering committee put together and asked if it was done by appointment of the Mayor. The Clerk/Treasurer stated that all committees are by appointment of the Mayor, however, the Mayor would be looking to the Emergency Services Committee for their recommendation on who to put on the committee. The Clerk/Treasurer stated that she spoke with Bret Rutherford at the Yellowstone County Election Office and the City can hold a special ballot election at any time. The Mayor was correct that a special ballot election may be held at any time and not just on November 5<sup>th</sup>. The Committee stated that was very helpful because they could then set their own date and work backwards from there. The Committee talked about possibly doing this in the spring of 2020 to get it away from the November 2020 election. The Committee stated that a critical piece they needed to get done is what are they going to ask for and how much is it. The Clerk/Treasurer stated that for the needs analysis Riley is going to be an essential component. Riley knows the needs of the department better than anyone, and he is going to be essential in getting that on paper. The Clerk/Treasurer spoke to him earlier in the day and asked him if he was going to put together the needs analysis for the levy, and he stated he would have something available for the Committee by the next meeting. Putting together the needs analysis is going to take some time because going from a volunteer only to a partial employed + volunteer staffed department changes the usage on equipment. The equipment is going to be used more often so your wear and tear goes up and the needs change. The Committee asked if Riley had access to the last mill levy the City had put together. The Chair stated the information was outdated and convoluted and he was afraid it would not be of good use to Riley. The Clerk/Treasurer stated that she has reached out to Lisa Lowy, the HR Director of Livingston, and asked for their last ambulance mill levy documents. Lisa is going to email those to the Clerk/Treasurer, and she will share those with Riley. The Clerk/Treasurer is hoping these documents will be a good starting point for Riley, so he doesn't have to recreate the wheel. The City of Laurel's needs will not be the same as Livingston's but at least it will be a place to start for Riley. The Clerk/Treasurer is also going to contact Columbus and see if she can get their levy documents for reference also. The Clerk/Treasurer stated that Lisa Lowy's advice was to start with the ambulance department's needs, put a cost to those needs and prioritize those needs. The Clerk/Treasurer stated that Riley was going to be working on this. The Committee asked how long Riley had been on the ambulance department. Chief Peters stated he thought Riley started in 2013. The Clerk/Treasurer handed around an informational calendar that Livingston had put together for one of their levy's. She wanted the Committee to see it as an example of what Livingston did to get facts to the public. The Committee asked if the City paid for that and the Clerk/Treasurer stated yes, the City could pay for that because it was presenting facts and it was not promotional. The Clerk/Treasurer stated that she did email the City Attorney regarding the MCA that dictates what City Council and City Staff can and cannot do for this mill levy. The Clerk/Treasurer did state that the two individuals on the Committee that are not City Council or City Staff can do anything they want but they cannot promote the levy as a member of the Emergency Services Committee. The Committee asked if the City could pay for the cost of the mail in ballot. The Clerk/Treasurer stated that the City could pay for the cost of the election and the cost of educational/informational materials. The City could not pay for any promotional materials whatsoever. The steering committee can do fundraising and



promotional events. City Staff and Council can be on hand to answer factual questions at these events but cannot promote the levy. Private funds can be used for the promotion of the levy, not City or taxpayer funds. Department Heads of the City can be present at events to answer questions regarding what the money would be used for, but they could not tell anyone what they should do with their vote. They could only answer factual questions. Taryn the taxpayer could be at an event cheering and yelling “vote for this mill levy” because she is not on the City Council or City Staff. The Committee would like to see this levy promoted strongly, legally and passed by the citizens. It was clarified that this levy is just focused on the ambulance department, and the answer was yes. The Committee stated that reading through the document handed out by the Chair it states that Yellowstone County does not have any levies on the horizon, however Chief Peters said they are going to have a sit down and put one together. Has something changed since the 5<sup>th</sup> of August? Chief Peters stated that it was on the agenda at the last County Fire Council meeting. They have been talking that they want to go back towards this. Chief Peters spoke with Commissioner Ostlund during the 9/11 Ceremony and he confirmed that the County is looking at going to an ambulance service. The Committee was curious about the contradiction within a month timeline. The Committee asked if anyone was trying to tie things together with the County and find out what they were trying to do. The Chair stated that just having learned about this, nobody has but they will look into it now. Chief Peters stated to keep in mind when talking about a safety mill levy, and one of the things they faced last time, was a clear understanding of who pays for what. When this goes for a vote the City of Laurel votes, not anyone outside the City. None of the surrounding service areas vote, just the City. There was a misunderstanding last time that the City of Laurel would pay for everything and everyone outside the City limits wouldn't have to pay for anything related to EMS, and that wasn't true. Everyone will still receive their bill and those outside the City limits get billed more because of the mileage. The Chief stated that is something else the Committee needs to determine. Is this ambulance service only going to be for the City of Laurel or will they go outside the City limits. The Chief stated that if the County is going to go out for a County wide EMS service then maybe that should be tied into the levy. The City is funding just the calls in the City of Laurel and the County is funding the rest of it. The Fire Chief stated that if this is the case then the response numbers will be considerably less than they are now because the majority of the ambulance calls are outside the City limits. The Committee stated that they were not sure if the numbers were broken down that far and stated that Riley would need to address that. The Committee asked if something like that would be even possible. The Fire Chief stated that if the County passed that they would have to figure that out. He stated it would be like Shepard. Shepard doesn't have an ambulance service, so AMR is automatically dispatched. The Fire Chief stated that there may be a mutual aid agreement or a district contract, just like for fire protection. Fire Chief stated that currently the EMS map is slightly larger than the fire district map. The Committee thanked Chief Peters for bringing this to their attention. The Committee expressed frustration having this thrown in the mix of things but agreed they needed to continue to work on the City mill levy. The concern of the Committee is how long it takes to get these things moving, and then have obstacles thrown in the way. Chief Peters stated that if the decision is to keep it only City wide it will affect Chief Langve and his dispatcher because the 911 funds will go down and the call volume. The Committee will decide on a path forward for the citizens of Laurel and adjust accordingly as things come forward. The Committee would like to have KC Williams and/or Commissioner Ostlund present at the next meeting to address the County wide safety mill levy. The Committee asked for clarification on the fact that only the City of Laurel residents will be voting on the mill levy. Chief Peters stated that only the City of Laurel residents will be voting on the levy regardless of who the ambulance services. He stated that voters will be asking why they are paying for the levy, but everyone gets a bill. Chief Peters stated they faced something similar when the Fire Department had a new fire hall on the ballot at the same time as the stadium. All voters voted on the fire hall but only people in the school district voted on the stadium and it passed. The Committee asked if only the voters of La

pay for the levy and the answer is yes. The question was asked by the Committee if there was any way to include the surrounding areas. There was talk of an ambulance district to include the surrounding areas. Chief Peters stated that there are things in legislature that affect this. There was a house bill that passed allowing a Class 2 City to contract with a district. He is unsure if it is EMS or Fire only. There was a discussion on how the best method of getting the correct information out to the voters. The Committee stated that 100% of calls answered 100% of the time is the goal of this levy. Chief Peters stated that you must show the need. The only ones who truly know are those that have called for an ambulance and haven't been able to get one. He stated that we may have to present hard facts, and nobody wants to look bad, but we must put those numbers out there. The Committee stated that an all-volunteer service cannot take care of a community the size of Laurel any longer. The possibility is that if you call for an ambulance one may not be able to come to you. Chief Peters cautioned the Committee against stating 100% of calls answered 100% of the time because there are always going to be times when the ambulances are all out. The Committee stated that is where the mutual aids come in. The Clerk/Treasurer stated that the Committee might want to invite the Mayor to the next meeting as he has been in communication with the County Commissioners as well. The Committee asked if the levy would include all individuals who lived inside the zip code 59044 and the answer is no. Not all the 59044 zip code is inside the City limits. Chief Peters stated that the attorney who created the districts for Columbus and Red Lodge is out of Bozeman. He may be a good resource for some of these questions. The Committee is waiting for answers to questions so it can move forward. The Committee talked about meetings being cancelled in November and December. The Chair stated that those meetings may have to be put back on in order to get this levy moved forward. The Chair stated that you first have to know when this election is going to take place and how much is it going to cost so he is waiting for answers to his questions so the Committee can move forward. The Committee asked if the decision to separate the ambulance from the fire department was final. Chief Peters stated that right now the two departments are separate. Chief Peters thinks the Mayor's wishes is to combine the two. He is unsure as he has tried to get ahold of the Mayor by sending emails to try to get clarification. Chief Peters has heard of a full-time Fire Chief and a full-time ambulance director, and full-time firefighter/EMTs. He is going to save that fight for when he gets down the road because he has a lot of concerns over that plan. Chief Peters feels that the City needs to hire a full-time EMS Director and EMTs, and that will fix the problem. Why fix something that isn't broken? If we go to a Class 2 City, we already meet the needs according to all the research the Fire Chief has done over the past nine years. The Fire Chief feels we need to fix the problem at hand and that is we don't have EMS staff. There is no problem on the fire side with response so why incur those costs of hiring a full-time Fire Chief. Lets just fix the problem and look at the future needs of the City as we go. The Committee stated that if the Mayor is not thinking like that the Committee needs to know. Chief Peters stated that the Mayor isn't, and the Chief will have packets for the Committee next meeting. The Chair stated that it is a challenge and he want to see this fixed. The Committee asked if the Council and Mayor want the same thing. The Chair stated that he felt the Council and Mayor strongly want to fix this issue. The Committee needs to form a plan and move forward with it. Chief Peters reminded the Committee that as they move forward with this levy to not forget that they have two other departments that have needs also. The Committee stated that they will promote for the other two departments needs as well. Chief Langve stated that his sole goal as the Chief of Laurel is to get his department ready for the future. The Community is growing, and we need to get it ready. The future is here, and we must promote it. What is your crime rate like, what is your fire rate, what is your EMS like?

**Other Items:**

Council Member Klose thanked both Chiefs for being a part of the 9/11 Ceremony.

**Announcements**

6. Next Emergency Services meeting will be held on October 28, 2019, at 6:00pm

Motion by Council Member Wilke to adjourn, seconded by Council Member Klose. A vote was taken on the motion. All five committee members present voted aye. Motion carried 5-0.

The Emergency Services Committee adjourned at 7:15 p.m.

Respectfully submitted,



Bethany Langve  
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.**

**Safety Committee Meeting – July 16, 2019 11:00 AM**  
**Council Conference Room**

**In Attendance:** Justin Baker, Thomas Henry, Karen Courtney, Kurt Markegard, Stan Langve, Brent Peters, Tim Reiter, Matt Wheeler


**Absent:** Nathan Herman, HP Nuerberger, Nancy Schmidt, Fran Schweigert

Meeting called to order @ 11:02 AM

- Approval of minutes – January 15, 2019 & April 16, 2019 meeting minutes
  - Motion to approve made by Stan Langve, seconded by Brent Peters, Committee voted unanimously to approve – motion passes.
- Old Business
  - Safety Policy has now been adopted by the City. Next task will be looking at Department Specific Safety Training.
- Review of Injury and Liability Claims
  - Work Comp – During training class felt a pop in pectoral muscle. Pain continued to get worse. Strain/Sprain incident.
    - Ensuring that prior to training classes that people are stretching out more.
  - Work Comp – While rolling up hoses, employee stepped over one that was being rolled by co-workers and tripped when it lifted off ground landing on shoulder.
    - Directed to be more aware of surroundings when at scene and what is being worked on to avoid tripping.
  - Property – Truck parked at construction site, City employee mowing grass and a rock flew out shattering the passenger side window.
    - These were tall weeds around the retention ponds and there is nothing made to prevent rocks from being hit.
    - Discussion about procedures when around people such as in parks. Workers are instructed to stop when people are approaching and ensure they are mowing with discharge chute pointed away from public (such as pool area)
- New Business
  - Safety Compliance Inspection – Public Works Shop – Violations have been addressed, we are waiting on electrician and lift inspector to schedule inspection and work.
  - A repeating violation that has been found is extension cords with frayed ends or damage – these should just be thrown out. The one that was found had been out back and wasn't used. It has been thrown away in trash.
  - The platform on the part of the shop owned by the Fire Association was discussed – having the engineer report showing PSF and offered to make sign to be posted for insurance purposes.
- Other Concerns or comments
  - Water Safety was discussed – What is policy for distances for City workers near water to have floatation devices worn? Fire Dept. policy is if they are within 15' of the water they are required to have floatation devices on.
    - When sandbagging all employees wore floatation devices.
    - When working with pipeline barriers were put up and if they had to go beyond barriers floatation devices were required.

- Water is rising and during rescue had cottonwood tree come floating down the river.
  - Feedback on the ice cleats have been very positive. Replacement sets are available through Safety Officer if needed.
  - Debriefing on gas leak that happened at park
    - PD has put into place a fallback dispatch location and a mobile dispatch unit if they are required to fall back.
    - Discussion on how City workers were notified at City Hall. Brent had come through and informed each office.
    - VFD was monitoring readings outside of building as well to evacuate if needed
    - Stan would like us to have a policy or system in place for possibly worse hazardous than natural gas.
      - Would like it to include when you shelter in place – what do you do, where do you go.
      - Accounting for people that were in the building
    - There is an evacuation plan that has been sent to Kurt that requires input from Department Heads to assign tasks during different case scenarios. Meeting points were discussed.
      - Karen had suggested meeting place to be behind City Hall in the parking lot near Altana Bank so not crossing streets.
  - Police call button has been installed on second floor.
    - This was installed for a violence scenario as when they receive call they are coming in tactically ready.
    - If just an irate citizen can still have someone call 911 to have them removed
    - Should be checked quarterly or monthly. Be sure to contact dispatch and let them know you are testing the button.
- Next Meeting Scheduled for October 8, 2019 @ 11:00
  - Send over any items you wish to have added to agenda to Karen to allow time to cover any specific items.

Meeting Adjourned at 11:45 AM

  
 Karen Courtney, Safety Officer

**MINUTES  
CITY OF LAUREL  
PARK BOARD  
THURSDAY, DECEMBER 5, 2019**

**BOARD MEMBERS PRESENT:**

Irv, Richard, Phyllis Bromgard,  
Jon Rutt, Evan Bruce  
Scot Stokes, \*Matt Wheeler

**Other Presents**

Matt Corcoran, KLJ Representative

**Public Input:**

No public present

**General Items**

**1. Approve Park Board Minutes of November 7, 2019.**

Irv motioned, Phyllis second, **Voted 6-0 in approval**

**New Business**

**2. Riverside Plan with KLJ**

- KLJ will present the plans next meeting, January 2, 2020. They had a base map ready for this meeting. The board was wanting the plans to include taking down all or most of the cottonwood trees.
- It was asked what the current work is on the Caretakers House and its tear down. It was still in limbo about whether the city staff will tear it down or a hired contractor. And, if there was asbestos in the building. Matt will go and get quotes for teardown.

**3. Leases**

- The Little League and American Legion split up the lease for the Baseball field. The Little League was not going to cover the concession stands anymore and the American Legion will do the concessions stands. A lease agreement was already reviewed by the City Council and will be voted on at the next City Council meeting.
- It was asked about the Horse Shoe Club's lease. It was thought they were done but possibly missing a signature.

**Old Business**

**4. Update from Matt**

- Trees are removed on E 6th Street by Thompson Park on the boulevard. Trees will be planted in the park in Spring.

**Other Items**

- None

**Announcements**

- The board wanted the tennis courts in Thompson park to be put on the next meeting agenda.
- A possible Levy discussion for the parks to be included on the next agenda.
- It was asked what our budget is and Matt went and got it from his office. It will be planned to be on the agenda next month.

**5. Next Park Board meeting January 2, 2020**







MINUTES  
CITY OF LAUREL  
CITY/COUNTY PLANNING BOARD  
WEDNESDAY, DECEMBER 11, 2019  
5:35 PM  
LAUREL 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.*

### General Items

#### 1. Roll Call

Chair called the meeting to order at 5:46PM.

Evan Bruce  
Roger Giese  
Jon Klasna  
Gavin Williams  
Judy Goldsby  
Nick Altonaga (City of Laurel)  
Richard Herr (Laurel City Council)

Gavin Williams provided a quick introduction. He left the Laurel area in 1993 and has recently moved back. He lived in Arizona for a few years after attending college. He runs sales for 360 Office Solutions and joined to board trying to get involved locally.

#### 2. Approve Meeting Minutes: October 30, 2019

Planning Board members review Minutes from October 30<sup>th</sup> and November 20<sup>th</sup>.

Jon motioned to approve the minutes from October 30<sup>th</sup> and November 20<sup>th</sup>.

Evan seconded.

Motion carried.

#### 3. Approve Meeting Minutes: November 20, 2019

### New Business

#### 4. Discussion: Growth Management Plan (Resources, Schedule, Assignments)

Nick presented the meeting schedule for the lifespan of the project and the notes drafted on the different topics to be discussed. Nick asked what topics do members think are important to discuss?

Members noted that they would like to see some documents and content to review.

Judy mentioned that it would be important to see a few more appointees with an interest in the work of the board and with relevant experience if possible. A wider variety of interests/experience such as bankers, realtors, business owners, etc. would provide better insight.

Roger brought up the Diefenderfer property along E. Railroad street and if the site/design issues were followed-up with. Nick reported that the design issues were handled and that there were a few minor issues still being addressed but this is with Public Works.

LARC center will be based out on the West End of Laurel.

January 7<sup>th</sup> - Present to City Council.

January 20, - Vue and Brew meeting.

Members reviewed and discussed the current Laurel Zoning Map and discussed the possibility of future growth near the West Laurel Interchange.

Richard Herr mentioned that some big things to discuss include:

- Yard office Subdivision (94 lots)
- West Laurel Interchange – commercial development (Motels, gas stations, etc.)
- LARC Center

Nick mentioned that the property south of the recent Yard Office annexation had signed a waiver for City Water Services. This might be a prospective annexation applicant.

Members discussed the difficulty in rehabilitating property due to buried gas tanks and other hidden costs.

Members asked whether any department heads have chimed in on the GMP update yet? Kurt recently brought up the possibility of a new water tank on the northern end of town and an estimated cost of a few million dollars to bring the project to reality.

Members discussed provision of service and how it can be a double-edged sword: Needing services to attract people to the area, but needing people present to utilize them.

Nick will be conducting outreach to agencies and inviting them to meetings of the Planning Board.

Jon – Discussed that there are multiple drain ditches near the West Laurel Interchange and how these ditches can complicate development.

Members had a general discussion of the road improvements near the West Laurel Interchange including turning lanes, the long development timeline for MDT and how we can plan to get things done, and the road network in the Laurel area.

## **Old Business**

## **Other Items**

## **Announcements**

5. Next Meeting: January 8, 2020

Roger motioned to adjourn the meeting.  
Jon seconded.  
Meeting adjourned at 6:44PM.

**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**

**Item Attachment Documents:**

11. Ordinance No. O20-01: An Ordinance Amending Certain Chapters Of Title 14 Of The Laurel Municipal Code Relating To The Adoption And Enforcement Of Building Codes For The City Of Laurel As Required By The State Of Montana.

**ORDINANCE NO O20-01**

**AN ORDINANCE AMENDING CERTAIN CHAPTERS OF TITLE 14 OF THE LAUREL MUNICIPAL CODE RELATING TO THE ADOPTION AND ENFORCEMENT OF BUILDING CODES FOR THE CITY OF LAUREL AS REQUIRED BY THE STATE OF MONTANA.**

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating chapters, sections and subsections to address situations and problems within the City and to remain in accordance with Montana law; and

WHEREAS, the City's Public Works Department Staff worked with Building Officials from the State of Montana to prepare the amendments to the Laurel Municipal Code to remain consistent and in accordance with the rules adopted by the State of Montana, Building Codes Bureau.

WHEREAS, City Staff prepared, reviewed, and approved the following amendments to the existing Title 14 as noted herein and hereby recommends the same to the City Council for their full approval.

**Title 14  
BUILDINGS AND CONSTRUCTION**

Chapters:

14.03 City Fees for Building, Remodel, ~~Plumbing~~ and Construction Projects

14.04 Construction Board of Appeals

14.12 International Building Code, ~~2003-2018~~ Edition

14.16 International Residential Building Code, ~~2003-2018~~ Edition

14.18 International Existing Building Code, ~~2003-2018~~ Edition

~~14.20 Uniform Plumbing Code~~

14.22 International Energy Conservation Code, ~~2012~~ Edition

14.23 International Swimming Pool and Spa Code, 201~~5~~8 Edition

**14.03.010 - City fees for building, remodel, plumbing and construction projects.**

The city council shall establish reasonable fees and/or charges for all building, remodel, plumbing and/or construction permits for projects within the city by annual resolution after a public hearing.

(Ord. 07-06 (part), 2007)

**14.12.010 - Adoption.**

~~The International Building Code, 2012 Edition, is adopted by and declared to be the building code of the city for the purpose of regulating the erection, construction, demolition, occupancy, equipment, use, height, area, remodeling and maintenance of all buildings and other structures within the municipality or within the city building inspector's jurisdictional area as may hereafter be established and approved by the state of Montana and adopted by the city.~~

The City of Laurel hereby adopts by reference, pursuant to MCA Section 50-60-301 (1)(a), the International Building Code, 2018 Edition as provided by the Administrative Rules of Montana (ARM) 24.301.131 (1) through (3) with Appendix Chapter C (Group U- Agricultural Buildings) and modified through ARM 24.301.146 (1) through (44), as required by to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau.

~~One full printed copy of the code shall be available in the offices of the city. The International Building Code, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "International Building Code" of the city.~~

**NEW SECTION: 14.12.020 - Updated References**

The International Building Code cited in this Chapter may be amended by resolution or administrative order of the Mayor as authorized by MCA Section 50-60-301 (1) (b).

(Ord. 05-15 (part), 2005)  
(Admin. Order AO-15-01 § 1, 2-24-2015)

**Chapter 14.16 - INTERNATIONAL RESIDENTIAL BUILDING CODE, 2012 EDITION**

**14.16.010 - Adoption.**

~~The International Residential Building Code, 2012 Edition, is adopted by and declared to be the International Residential Building Code of the city for the purpose of regulating the fabrication, erection, construction, enlargement, alteration, repair, location, use and remodeling of detached one- and two-family dwellings, their appurtenances and accessory structures within the municipality or within the city building inspector's jurisdictional area as may hereafter be established and approved by the state of Montana and adopted by the city.~~

The City of Laurel hereby adopts by reference pursuant to MCA Section 50-60-301 (1)(a), MCA the International Residential Code, 2018 Edition as modified by the Administrative Rules of Montana (ARM) 24.301.154 (1) through (24) with Appendix Q Tiny Houses as permitted by ARM 24.301.154 (2) (a), as required by to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau.

Ordinance No. O20-01 LMC Title 14 Building and Construction Amendments

One full printed copy of the code shall be available in the offices of the city. ~~The International Residential Building Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as "International Residential Building Code" of the city.~~

**NEW SECTION: 14.16.020 - Updated References**

The International Residential Building Code described in Section 14.16.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by MCA Section 50-60-301 (1) (b).

(Ord. 05-15 (part), 2005)  
(Admin. Order AO15-01, § 2, 2-24-2015)

**Chapter 14.18 - INTERNATIONAL EXISTING BUILDING CODE, 2012 EDITION**

**14.18.010 - Adoption.**

A. ~~The International Existing Building Code, 2012 Edition, is adopted by and declared to be the building conservation code of the city. The City of Laurel hereby adopts by reference pursuant to MCA Section 50-60-301 (1)(a), the International Existing Building Code, 2018 Edition as provided by the Administrative Rules of Montana (ARM) 24.301.171 (1) through (4), as required by to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau.~~

B. One full printed copy of the code shall be available in the offices of the city. ~~The International Existing Building Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "International Existing Building Code" of the city.~~

**NEW SECTION: 14.18.020 - Updated References**

The International Existing Building Code described in Section 14.18.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by MCA Section 50-60-301 (1) (b) MCA.

(Ord. 05-15 (part), 2005)  
(Admin. Order AO15-01, § 3, 2-24-2015)

~~**Chapter 14.20 - UNIFORM PLUMBING CODE**~~

~~**14.20.010 - Adoption.**~~

~~A. The Uniform Plumbing Code, 2012 Edition, is adopted by and declared to be the plumbing code of the city for the purpose of regulating the installation, alteration or repair of plumbing and drainage systems, and the inspection thereof. B. One full printed copy of the code shall be available in the offices of the city. The Uniform Plumbing Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "Uniform Plumbing Code" of the city.~~

~~(Ord. 05-15 (part), 2005)  
(Admin. Order AO15-01, § 4, 2-24-2015)~~

**Chapter 14.22 - INTERNATIONAL ENERGY CONSERVATION CODE**

**NEW SECTION:** 14.22.020 - Updated References

The International Energy Conservation Code described in Section 14.22.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by MCA Section 50-60-301 (1) (b).

**NEW SECTION: Chapter 14.23 – International Swimming Pool and Spa Code, 2018 Edition**

14.23.010 – Adoption.

A. The City of Laurel hereby adopts by reference pursuant to MCA Section 50-60-301 (1)(a), MCA and Administrative Rules of Montana (ARM) 24.301.175 (2) the Swimming Pool and Spa Code, 2018 Edition as modified by the Administrative Rules of Montana (ARM) 24.301.175 (1) through (6), as required to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau.

14.23.020 – Updated References.

The International Swimming Pool and Spa Code described in Section 14.23.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by MCA Section 50-60-301 (1) (b).

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This Ordinance shall become effective thirty (30) days after final passage by the City Council and approved by the Mayor.

Introduced and passed on first reading at a regular meeting of the City Council on January 14, 2020, by Council Member \_\_\_\_\_.

PASSED and ADOPTED by the Laurel City Council on second reading this 28<sup>th</sup> day of January 2020, upon motion of Council Member \_\_\_\_\_.

APPROVED BY THE MAYOR this 28<sup>th</sup> day of January 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Sam Painter, Civil City Attorney

Ordinance No. O20-01 LMC Title 14 Building and Construction Amendments



Title 14 - BUILDINGS AND CONSTRUCTION

**Chapters:**

Chapter 14.03 - CITY FEES FOR BUILDING, REMODEL, ~~PLUMBING~~ AND CONSTRUCTION PROJECTS

**Sections:**

14.03.010 - City fees for building, remodel, ~~plumbing~~ and construction projects.

The city council shall establish reasonable fees and/or charges for all building, remodel, ~~plumbing~~ and/or construction permits for projects within the city by annual resolution after a public hearing.

(Ord. 07-06 (part), 2007)

Chapter 14.04 - CONSTRUCTION BOARD OF APPEALS

**Sections:**

14.04.010 - Board created.

- A. There is created a board of appeals consisting of five qualified persons appointed by the mayor, who shall hold office for a two-year term.
- B. All board of appeals provided in any uniform code adopted by the city under this title or referenced elsewhere in this code, are replaced by the board described in subsection A of this section.

(Ord. 05-15 (part), 2005)

14.04.020 - Duties.

The board of appeals shall:

- A. Hear, make findings and decide all appeals arising out of the enforcement of the codes;
- B. Adopt rules and regulations for conducting its investigations;
- C. Render all decisions and findings in writing to the enforcing officer of the particular code with a duplicate copy to the appellant;
- D. Recommend to the mayor such new legislation as is consistent with its findings and decisions;
- E. Notify the appellant that failure to comply with the board's decision within ten days or within a reasonable time set by the board, will result in the filing of a complaint in the city court to compel compliance;
- F. Limitations of Authority. The board of appeals shall have no authority relative to interpretation of the administrative provisions of this code nor shall the board be empowered to waive requirements of this code.

(Ord. 05-15 (part), 2005)

14.04.030 - Ex officio members.

The official designated in the uniform code as an ex officio member of the board provided in said uniform code shall be an ex officio member of the board established under this title.

(Ord. 05-15 (part), 2005)

14.04.040 - Failure to comply.

Once the board of appeals has made its decision, the appellant shall comply with such decision. Upon failure to comply, a complaint may be filed with the enforcing official in the city court.

(Ord. 05-15 (part), 2005)

Chapter 14.12 - INTERNATIONAL BUILDING CODE, ~~2012 EDITION~~

Sections:

14.12.010 - Adoption.

~~The City of Laurel hereby adopts by reference per Section 50-60-301 (1)(a), MCA the International Building Code, 2018 Edition as provided by the Administrative Rules of Montana (ARM) 24.301.131 (1) through (3) with Appendix Chapter C (Group U- Agricultural Buildings) and modified through ARM 24.301.146 (1) through (44), as required to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau. The International Building Code, 2012 Edition, is adopted by and declared to be the building code of the city for the purpose of regulating the erection, construction, demolition, occupancy, equipment, use, height, area, remodeling and maintenance of all buildings and other structures within the municipality or within the city building inspector's jurisdictional area as may hereafter be established and approved by the state of Montana and adopted by the city.~~

~~One full printed copy of the code shall be available in the offices of the city. The International Building Code, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "International Building Code" of the city.~~

14.12.020 - Updated References

~~The International Building Code described in Section 14.12.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by Section 50-60-301 (1) (b), MCA.~~

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(Ord. 05-15 (part), 2005)

(Admin. Order AO-15-01 § 1, 2-24-2015)

Chapter 14.16 - INTERNATIONAL RESIDENTIAL BUILDING CODE, ~~2012 EDITION~~

Sections:

14.16.010 - Adoption.

~~The City of Laurel hereby adopts by reference per Section 50-60-301 (1)(a), MCA the International Residential Code, 2018 Edition as modified by the Administrative Rules of Montana (ARM) 24.301.154 (1) through (24) with Appendix Q Tiny Houses as permitted by ARM 24.301.154 (2) (a), as required to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau. The International Residential Building Code, 2012 Edition, is adopted by and declared to be the International Residential Building Code of the city for the purpose of regulating the fabrication, erection, construction, enlargement, alteration, repair, location, use and remodeling of detached one and two family dwellings, their appurtenances and accessory structures within the municipality or within the city building inspector's jurisdictional area as may hereafter be established and approved by the state of Montana and adopted by the city.~~

~~One full printed copy of the code shall be available in the offices of the city. The International Residential Building Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as "International Residential Building Code" of the city.~~

14.16.020 - Updated References

~~The International Residential Building Code described in Section 14.16.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by Section 50-60-301 (1) (b), MCA.~~

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(Ord. 05-15 (part), 2005)

(Admin. Order AO15-01, § 2, 2-24-2015)

Chapter 14.18 - INTERNATIONAL EXISTING BUILDING CODE, ~~2012 EDITION~~

**Sections:**

~~14.18.010 – Adoption.~~

- ~~A. The City of Laurel hereby adopts by reference per Section 50-60-301 (1)(a), MCA the International Existing Building Code, 2018 Edition as provided by the Administrative Rules of Montana (ARM) 24.301.171 (1) through (4), as required to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau. The International Existing Building Code, 2012 Edition, is adopted by and declared to be the building conservation code of the city.~~
- ~~B. One full printed copy of the code shall be available in the offices of the city. The International Existing Building Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "International Existing Building Code" of the city.~~

14.18.020 - Updated References

The International Existing Building Code described in Section 14.18.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by Section 50-60-301 (1) (b), MCA.

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(Ord. 05-15 (part), 2005)

(Admin. Order AO15-01, § 3, 2-24-2015)

~~Chapter 14.20 – UNIFORM PLUMBING CODE~~

**Sections:**

~~14.20.010 – Adoption.~~

- ~~A. The Uniform Plumbing Code, 2012 Edition, is adopted by and declared to be the plumbing code of the city for the purpose of regulating the installation, alteration or repair of plumbing and drainage systems, and the inspection thereof.~~
- ~~B. One full printed copy of the code shall be available in the offices of the city. The Uniform Plumbing Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "Uniform Plumbing Code" of the city.~~

(Ord. 05-15 (part), 2005)

(Admin. Order AO15-01, § 4, 2-24-2015)

Chapter 14.22 - INTERNATIONAL ENERGY CONSERVATION CODE

**Sections:**

14.22.010 - Adoption.

- A. The International Energy Conservation Code, 2012 Edition, is adopted by and declared to be the energy conservation code of the city for the purpose of providing minimum requirements for the design of new buildings and structures and additions to existing buildings, regulating their exterior envelopes and selection of their heating, ventilating, air conditioning, service water heating, electrical distribution and illuminating systems, and equipment for effective use of energy.
- B. One full printed copy of the code shall be available in the offices of the city. The International Energy Conservation Code, 2012 Edition, is adopted by reference and made a part of this chapter as fully, and for all

intents and purposes, as though set forth herein at length. It shall be known and designated as the "Energy Conservation Code" of the city.

(Ord. 07-04, 2007)

(Admin. Order, § 5, 2-24-2015)

14.22.020 - Updated References

The International Energy Conservation Code described in Section 14.22.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by Section 50-60-301 (1) (b), MCA.

Chapter 14.23 – International Swimming Pool and Spa Code, 2018 Edition

Sections:

14.23.010 – Adoption.

A. The City of Laurel hereby adopts by reference pursuant to MCA Section 50-60-301 (1)(a), MCA and Administrative Rules of Montana (ARM) 24.301.175 (2) the Swimming Pool and Spa Code, 2018 Edition as modified by the Administrative Rules of Montana (ARM) 24.301.175 (1) through (6), as required to be adopted by the Department of Labor and Industry, Building and Commercial Measurements Bureau.

14.23.020 – Updated References.

The International Swimming Pool and Spa Code described in Section 14.23.010 of this Chapter may be amended by resolution or administrative order of the Mayor as authorized by MCA Section 50-60-301 (1) (b).

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**Item Attachment Documents:**

12. Resolution No. R20-01: A Resolution Adopting An Amendment To The Personnel Policy Manual For The City Of Laurel Requiring Pre-employment Background and Driving Records Checks For Potential Employees And Annual Driving Record Checks For City Employees.

**RESOLUTION NO. R20-01**

**A RESOLUTION ADOPTING AN AMENDMENT TO THE PERSONNEL POLICY MANUAL FOR THE CITY OF LAUREL REQUIRING PREEMPLOYMENT BACKGROUND CHECKS FOR POTENTIAL EMPLOYEES AND ANNUAL DRIVING RECORD CHECKS FOR CITY EMPLOYEES.**

WHEREAS, the City Council previously adopted a Personnel Policy Manual for the City of Laurel through Council Resolution R16-15; and

WHEREAS, the Personnel Policy Manual requires updating from time to time when changes in circumstances require changes and modifications that are in the best interest of the City and its employees; and

WHEREAS, after consultation with the City's insurance coverage provider, the Mayor and Staff determined that the City's Policy Manual had no provisions regarding pre-employment background checks for potential employees and no ongoing driving record checks for current and existing employees to ensure such employees can be covered by the City's Policies of Insurance; and

WHEREAS, in order to protect the City it is currently in the best interest to adopt the attached Policy as a supplement to the existing Vehicle Usage Policy contained in the existing Policy Manual for the City of Laurel.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council hereby adopts the attached Policy entitled "Background and Motor Vehicle Record Checks" as a supplement to the existing Vehicle Usage Policy contained in the City of Laurel Personnel Policy Manual.

Introduced at a regular meeting of the City Council on January 14, 2020, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this 14<sup>th</sup> day of January 2020.

APPROVED by the Mayor this 14<sup>th</sup> day of January 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Sam Painter, Civil City Attorney



## CITY OF LAUREL MONTANA

### City Personnel Policy Manual

<b>Policy Name:</b>	Background and Motor Vehicle Record Checks A supplement to the Vehicle Usage Policy contained in the Personnel Policy Manual for the City of Laurel			
<b>Document Name:</b>	HR_Background and Motor Vehicle Record Checks_2019.07.01	<b>Page 1 of 3</b>		
<b>Effective Date:</b>	07/01/2019	<b>Date Revised:</b>		<b>Review Term:</b> Annual

**POLICY STATEMENT:** This policy is an addition to the currently adopted Vehicle Usage policy contained in the City’s Personnel Policy Manual and applies to all Employee Classifications listed in the City Personnel Policy Manual. The policy applies to all city employees except employees subject to a Collective Bargaining Agreement (“CBA”). If there is a conflict between this policy and a CBA, the CBA shall control for those employees employed pursuant to a CBA. It is the policy of the City of Laurel Montana to conduct background checks and motor vehicle record checks for city employees in accordance with this policy.

**PURPOSE:** This policy establishes the requirements for conducting background checks and motor vehicle record checks prior to employment with the City of Laurel Montana and the type of convictions that would typically bar an applicant from employment with the City of Laurel Montana. This policy also establishes the requirements for allowance of continued driving on behalf of the City of Laurel Montana.

**SCOPE:** Top candidates for all City of Laurel Montana positions will have a criminal background check and motor vehicle record check conducted prior to a formal offer of employment is made.

All City of Laurel Montana employees will be subject to an annual motor vehicle record check by the City of Laurel Montana vehicle liability insurance carrier. (See CBA exception above)

#### **Background Checks**

The following criminal convictions would typically bar a candidate from employment with the City of Laurel Montana. Each candidate will be considered on a case by case basis. The amount of time passed since the conviction, specifics around the conviction and any patterns of behavior may be taken into consideration.

Position	Conviction
All positions listed in the Personnel Policy Manual	Violent or Sexual Offender; insurance fraud; identity theft



## CITY OF LAUREL MONTANA

### City Personnel Policy Manual

<b>Policy Name:</b>	Background and Motor Vehicle Record Checks A supplement to the Vehicle Usage Policy contained in the Personnel Policy Manual for the City of Laurel			
<b>Document Name:</b>	HR_Background and Motor Vehicle Record Checks_2019.07.01	<b>Page 2 of 3</b>		
<b>Effective Date:</b>	07/01/2019	<b>Date Revised:</b>		<b>Review Term:</b> Annual

Finance department and claims positions	Crimes involving embezzlement or theft
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### **Motor Vehicle Record Checks**

#### *Pre-Employment Checks*

The City of Laurel Montana vehicle liability insurance carrier will conduct pre-hire motor vehicle record checks on all top candidates. Such checks will determine whether a candidate is insurable by the city's carrier.

In the event the carrier determines the risk is too high to cover the candidate, the follow action will be taken:

- 1) If the position requires driving as part of the essential duties, the candidate will not be hired.
- 2) If the position does NOT require driving as part of the essential duties, the candidate may be offered employment and arrangements for non-essential driving (such as conference attendance, mail and bank runs) may be made.

#### *Annual Checks*

The City of Laurel Montana vehicle liability insurance carrier will conduct annual motor vehicle record checks on all City of Laurel Montana employees who utilize or operate a City Vehicle. Such checks will determine whether an employee is insurable by the carrier.

In the event the carrier determines the risk is too high to cover an employee, the follow action will be taken:





## CITY OF LAUREL MONTANA

### City Personnel Policy Manual

<b>Policy Name:</b>	Background and Motor Vehicle Record Checks A supplement to the Vehicle Usage Policy contained in the Personnel Policy Manual for the City of Laurel			
<b>Document Name:</b>	HR_Background and Motor Vehicle Record Checks_2019.07.01	<b>Page 3 of 3</b>		
<b>Effective Date:</b>	07/01/2019	<b>Date Revised:</b>		<b>Review Term:</b> Annual

- 1) If the employee is in a position requiring driving as part of the essential duties, they will no longer be able to drive on behalf of the City of Laurel Montana. Under these circumstances, the employee may no longer be qualified to hold his/her current position.
- 2) If the employee is in a position that does NOT require driving as part of the essential duties, he/she will be instructed to no longer drive on behalf of the City of Laurel Montana and arrangements for non-essential driving (such as conference attendance, mail and bank runs) will be made.

Pursuant to the City of Laurel travel policy, employees are still required to report all moving violations or accidents that occur while performing work on behalf of the City of Laurel Montana.

**Item Attachment Documents:**

13. Resolution No. R20-02: A Resolution Authorizing The Mayor To Execute A Contract For The City's Prosecutor Duties Between The City Of Laurel And Thompson Painter Law, PC.

**RESOLUTION NO. R20-02**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A  
CONTRACT FOR THE CITY'S PROSECUTOR DUTIES BETWEEN THE  
CITY OF LAUREL AND THOMPSON PAINTER LAW, PC.**

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

Section 1: Approval. The contract negotiated between the City of Laurel and Thompson Painter Law, PC for the City Prosecutor duties is accepted and hereby approved. A copy is attached hereto for convenience.

Section 2: Execution. The Mayor and City Clerk/Treasurer of the City of Laurel are hereby given authority to accept and execute said agreement on behalf of the City.

Section 3: Effective date. The effective date for the attached contract is hereby approved effective January 1, 2020.

Introduced at a regular meeting of the City Council on January 14, 2020, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel, Montana, this 14<sup>th</sup> day of January 2020.

APPROVED by the Mayor this 14<sup>th</sup> day of January 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, City Clerk/Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney

## ATTORNEY CONTRACT

THIS AGREEMENT, made and entered into by and between the City of Laurel, hereinafter referred to as Client, and Thompson Painter Law, PC hereinafter referred to as “Attorney.”

**ATTORNEY CLIENT RELATIONSHIP:** Client hereby employs Attorney to exercise the criminal prosecutorial duties of the City Attorney for Client, which includes the provision of prosecution services for Client for matters assigned and directed by Client. Client’s Mayor shall be the primary contact for Attorney and shall assign and direct the Attorneys’ provision of criminal prosecution services in city court as well as all subsequent appeals. Attorney agrees to provide his/her own office, staff and equipment at no additional charge to Client. Client agrees to provide on-site workspace for Attorney immediately prior to and during any required court appearances. Client also agrees to provide copy paper upon request for services under this contract. Attorney agrees to spend a minimum of two (2) hours per week at Laurel City Hall in order to meet with pro se criminal defendants living in the Laurel area.

**FEES:** For services performed for Client by Attorney, Client agrees to pay Attorney the flat rate of \$5,600.00 for services performed for Client by Attorneys from January 1, 2020 to December 31, 2020. In addition to the fees provided above, Client agrees to reimburse Attorneys for costs incurred during the course of representation. Attorney agrees to provide Client an invoice each and every month itemizing services rendered and costs incurred each and every month. Client agrees to pay Attorney each and every month for services rendered and costs incurred. Client understands that Attorney billing schedule is monthly.

**COSTS:** Costs are defined as all filing fees, court costs, subpoena costs, certified driving records for defendants, mail costs, copies of video-taped or DVD evidence, depositions, court report charges, expert witness fees, expert reports, witness statements, and travel expenses except as set forth herein, and any other disbursements or expenses incurred by Attorneys while representing Client. Photocopies shall be reimbursed at \$.05 per page. These costs may be billed monthly by Attorneys and, if unpaid, shall bear interest at the rate of one percent (1%) per month.

Travel costs beyond local travel shall be undertaken only upon Client’s request. Client shall reimburse Attorney his/her actual costs of travel (other than local) and pay per diem at rates established by the State of Montana.

**DURATION:** This contract shall immediately commence on January 1, 2020 and continue until December 31, 2020. Attorney agrees to assist with the transition when a new Prosecutor is contracted.

**MODIFICATION AND TERMINATION:** This contract or any provision thereof may be modified at any time upon mutual consent expressed in a mutually signed writing. The contract may be terminated at any time by either party without cause.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas Nelson, Mayor

ATTEST.

\_\_\_\_\_  
Bethany Langve, Clerk/Treasurer

ATTORNEY:

\_\_\_\_\_  
Sam S. Painter, Thompson Painter Law, PC