



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 25, 2025  
6:30 PM  
COUNCIL CHAMBERS**

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

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

**Pledge of Allegiance**

**Roll Call of the Council**

**Approval of Minutes**

- [1.](#) Approval of Minutes of January 28, 2025.
- [2.](#) Approval of Minutes of February 11, 2025.

**Correspondence**

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

**Consent Items**

**NOTICE TO THE PUBLIC**

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

- [3.](#) Claims entered through February 21, 2025.
- [4.](#) Approval of Payroll Register for PPE 2/21/2025 totaling \$255,231.46.
- [5.](#) Council Workshop Minutes 1.21.2025 - Revised
- [6.](#) Council Workshop Minutes of February 4, 2025.

**Ceremonial Calendar**

**Reports of Boards and Commissions**

- [7.](#) Budget/Finance Committee Minutes of February 11, 2025.
- [8.](#) Cemetery Commission Minutes of January 21, 2025.
- [9.](#) Public Works Committee Minutes of January 21, 2025.
- [10.](#) Emergency Services Committee Minutes of January 27, 2025.
- [11.](#) Park Board Minutes of February 6, 2025.

### **Audience Participation (Three-Minute Limit)**

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

### **Scheduled Matters**

- [12.](#) Appointment of Austin Gearhart to the Laurel Police Department.
- [13.](#) Appointment of Gaurav Thakur to the Laurel Urban Renewal Agency - Advisory for the remainder of a four-year term ending December 31, 2027.
- [14.](#) Resolution No. R25-17: Resolution Of The City Council Of Intent To Adopt An Official Schedule Of Fees And Charges For The City Of Laurel And Repealing All Previous Resolutions That Set Fees Or Charges That Conflict With The Schedule Attached Hereto Upon Its Effective Date.

### **Items Removed From the Consent Agenda**

#### **Community Announcements (One-Minute Limit)**

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

#### **Council Discussion**

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

#### **Mayor Updates**

#### **Unscheduled Matters**

#### **Adjournment**

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

**File Attachments for Item:**

1. Approval of Minutes of January 28, 2025.

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# MINUTES OF THE CITY COUNCIL OF LAUREL

January 28, 2025

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on January 28, 2025.

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

COUNCIL MEMBERS ABSENT:        None

OTHER STAFF PRESENT:            Michele, Braukmann, Civil City Attorney  
   Brittney Harakal, Administrative Assistant  
   Kurt Markegard, Planning Director/Interim CAO  
   JW Hopper, Fire Chief  
   Kelly Strecker, Clerk/Treasurer

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

## MINUTES:

Motion by Council Member Wilke to approve the minutes of the regular meeting of January 14, 2025, as presented, seconded by Council Member Mize.

Council Member Canape read the attached letter.

With no objection, the minutes of the regular meeting of January 14, 2025, as presented, were approved. There was no public comment or Council discussion.

**CORRESPONDENCE:** None.

## COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:

Council Member Mackay stated she has a few constituents reach out to her regarding the CAO issue.

**PUBLIC HEARING:** None.

## CONSENT ITEMS:

- **Claims entered through January 24, 2025.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the month of December 2024.**
- **Approval of Payroll Register for PPE 1/19/2025 totaling \$250,361.49.**
- **Council Workshop Minutes of January 7, 2025.**
- **Council Workshop Minutes of January 21, 2025.**

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

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

**CEREMONIAL CALENDAR:** None.

## REPORTS OF BOARDS AND COMMISSIONS:



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Council Minutes of January 28, 2025

- Budget/Finance Committee Minutes of January 14, 2025.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Resolution No. R25-10: A Resolution Of The City Council Authorizing The Mayor To Execute An Agreement For Provision Of Fire Services For The Laurel Urban Fire Service Area (“LUFSA”).**

Motion by Council Member Sparks to approve Resolution No. R25-10, seconded by Council Member Wilker. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R25-11: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Ace Electric, Inc.**

Motion by Council Member Banks to approve Resolution No. R25-11, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R25-12: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Interstate Power Systems.**

Motion by Council Member Wheeler to approve Resolution No. R25-12, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R25-13: A Resolution Of The City Council Authorizing The Mayor To Execute An Employment Agreement For The Position Of Chief Administrative Officer.**

Motion by Council Member Canape to approve Resolution No. R25-13, seconded by Council Member Wilke.

Denise Hammer, 508 6<sup>th</sup> Avenue, made a public statement about retention of a CAO. A copy of the statement was not provided to Council in written form.”

The attached letter from Josh Bickle was read into the record.

Council Member Mackay read the attached statement into the record.

A Council Member asked that Council votes separately on the two year terms and the five-year terms. The City Attorney clarified that it is not possible to separate out a Resolution by way of two different contracts subject to the same Resolution, as proposed by the Council Member, because Council Members vote on Resolutions and cannot negotiate and/or amend contracts.

Motion by Council Member Wilke to table Resolution No. R25-13. Motion was not seconded. Therefore, Motion died.

Council returned to the main motion. Mayor Waggoner took a roll call vote. Council Members Canape, Wheeler, Klose, Mackay, and Banks voted aye. Council Members Mize, Wilke, and Sparks voted no. Motion carried 5-3. Because the subsidiary Motion died without a second motion, the effect of the main motion carried.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

A Council Member applauded this body for their willingness to speak their minds in reference to the CAO resolution.

MAYOR UPDATES: None.

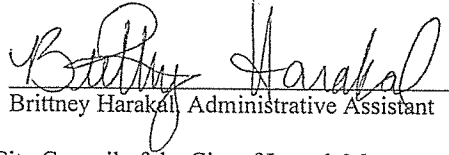
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Council Minutes of January 28, 2025  
UNSCHEDULED MATTERS: None.

ADJOURNMENT:

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

There being no further business to come before the council at this time, the meeting was adjourned at 6:53 p.m.

  
Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 25<sup>th</sup> day of February 2025.

\_\_\_\_\_  
Dave Waggoner, Mayor

Attest:

\_\_\_\_\_  
Kelly Strecker, Clerk/Treasurer

Tom Canape

102 6<sup>th</sup> Avenue

Laurel, MT 59044

406-861-2400

Ward 1B Council Member

Thank you for giving me the time to speak.

At last week's workshop meeting on 1/21/2025, we had an open discussion on the position of CAO Chief Administrative Officer. At this time, I would like to thank Council Member Mize for her questions. Also, Council Member Jodi McKay, thanks as well. There was a lot of time and research to come up with these questions. And as we know, there are no wrong questions. They need to be asked. Again, thank you both.

Also, I would like to say that the responses Mr. Markegard gave to us, with no hesitation, was spot-on. He had answers to all the questions with explanations. That shows his comprehensive knowledge and convictions to this position as well as his present position with the City. Thank you, Kurt. Thank you, Mayor

A handwritten signature in black ink that reads "Tom Canape". The signature is written in a cursive style with a long horizontal stroke at the beginning.

## Brittney Harakal

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**From:** Ward 1A  
**Sent:** Tuesday, January 28, 2025 6:23 PM  
**To:** Brittney Harakal  
**Cc:** Ward 1B  
**Subject:** FW: Please read into the record

Brittney-

I will read this into the record under public comment for Resolution R25-13

Thank you!

Heidi Sparks- Council Member  
City of Laurel- Ward 1  
406-671-0911  
Ward1a@laurel.mt.gov

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**From:** Josh <josh@montezumagardens.com>  
**Sent:** Tuesday, January 28, 2025 10:07 AM  
**To:** Ward 1B <ward1b@laurel.mt.gov>; Ward 1A <ward1a@laurel.mt.gov>  
**Subject:** Please read into the record

Dear Councilman Canape, Councilwoman Sparks

I am writing you regarding the proposed contract to hire a CAO for Laurel. I have been living in Laurel as a renter for a while, but I just closed on a house here in December, and I look forward to the next chapter of my life as a permanent resident of this city. As someone hoping that this city will embrace a sustainable and prosperous future, my concerns are threefold:

- I understand there is some question if the budget can handle payments for new services, such as the firetruck. I do think that having strong emergency services is vital for this community, but I would like to know that the city has income and expenditures well in hand. I understand that the intent of wrapping in the duties of the current city planner with a higher paid CAO position is to save money, but we all know from doing our personal budgets that \$100 short is \$100 short. If the CAO position is to take the administrative workload off of our elected officials, we should probably look at reducing the compensation accordingly.
- I am concerned that combining a heavy administrative workload with the duties of the current city planner will lead to a "swiss army knife situation," that is, good in a pinch but not really sufficient to get the job done right. As a homeowner, I want to see Laurel grow responsibly by taking advantage of the trends for growth that are very apparent. Well thought out city services to a growing tax base would go a long way towards sustainability for a CAO position.
- My final concern is based on my knowledge of best HR practices. Merging an existing position with new HR responsibilities as a CAO does create conflict when addressing hiring/labor concerns. The best HR practice is to have a department that is completely separate from leadership and supervisory roles. I am not sure that the current plan will provide that.

Thank you for your consideration and the reading of my concerns into the record,

Joshua D Bickle  
111 Yellowstone Ave,  
Laurel, MT

I've a had a lot of reservations regarding this resolution. Not necessarily about Kurt and what he brings to the table, but about the path we took to get here. As I mentioned in ex parte, several constituents reached out to me regarding this appointment and whether or not it was financially smart, whether or not it was necessary and if it was a wise move for the city. Many asked about the process as it was disjointed, unprofessional and messy. I agree with their summation. I was extremely bothered by the way questions were responded to and the incredibly dismissive and disrespectful tone that was taken with certain council members. It is our duty to weigh decisions that effect our city and to ask tough questions. It is my hope that if this appointment goes through it will bring civility and more respectful discourse from the executive branch of our city government.

Jodi Mackay

**File Attachments for Item:**

2. Approval of Minutes of February 11, 2025.

# MINUTES OF THE CITY COUNCIL OF LAUREL

February 11, 2025

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on February 11, 2025.

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

COUNCIL MEMBERS ABSENT:      Jessica Banks

OTHER STAFF PRESENT:              Michele, Braukmann, Civil City Attorney  
    Brittney Harakal, Administrative Assistant  
    Kelly Strecker, Clerk/Treasurer  
    Forrest Sanderson, Contract Planner

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

MINUTES: None.

**CORRESPONDENCE:**

- Fire Monthly Report January 2025
- Police Monthly Report January 2025

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

**PUBLIC HEARING:**

- **To Approve Zone Change And Zoning Map Amendment. (Old Middle School)**

Mayor Waggoner opened the public hearing and asked Staff to present the item.

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

Mayor Waggoner opened the floor for public comment and stated that copies of the rules governing the public hearing were posted in the council chambers.

Mayor Waggoner asked if there were any proponents.

John Wettendorf, the architect on the project, stated the developer plans to honor the heritage of the building and work with the residents nearby.

It was questioned if there were plans for the gym. It was stated at this time the focus is on the change in zoning. All units will be within the middle school itself.

Mayor Waggoner asked again if there were any proponents.

Karl Dan Koch, 320 Colorado Avenue, states his backdoor faces the gym. This development would be an improvement as the school is not maintaining the property. His main concern was with off-street parking in the area, water, and storm sewer.

Mayor Waggoner asked again if there were any proponents.

Brittney Hunter, the School Board Chair, stated that if the school district is unable to sell the building then they will have to let it sit. There are multiple scenarios, one is that the building is left vacant and unmaintained. The next option is for another developer to come in and build single-family homes on the property. In this scenario, the Council knows what the buyers' intentions are.

Mayor Waggoner asked three (3) times if there were any opponents. There were none.



Mayor Waggoner stated that he would not have Staff respond to questions.

Staff clarified a few issues for the Council. The first is that both water and sewer already exist in the right of way. Streets and storm sewers are public infrastructure and the City's responsibility. If those lots were subdivided, then the water and sewer could be negotiated as part of that process.

Council questioned if they were allowed to build 45 units with this zoning type. It was clarified that RMF only allows for 36 units based on the square footage of the property.

Council questioned if they approve this zone change if the developer can scrap this project. It was clarified that, yes, this is only a zone change.

Council questioned if there would be congestion with parking in the area. It was clarified that parking will be onsite. It was also noted that the 40 units that can be built now vs 36 is less traffic in the area.

Council questioned what types of other developments are zoned RMF. Council was given the example of the Laurel Depot. It was noted that all City departments are supplied with the information prior to it going before the Zoning Commission. City Staff did not have any concerns.

**CONSENT ITEMS:**

- **Claims entered through February 7, 2025.**  
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 2/2/2025 totaling \$274,683.20.**
- **Clerk/Treasurer Financial Statements for the month of January 2025.**

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

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

**CEREMONIAL CALENDAR:** None.

**REPORTS OF BOARDS AND COMMISSIONS:**

- Budget/Finance Committee Minutes of January 28, 2025.
- Public Works Committee Minutes of December 16, 2024.

**AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):** None.

**SCHEDULED MATTERS:**

- **Appointment of Richard Herr to the Public Works Committee.**

Motion by Council Member Wilke to approve the Mayor's appointment of Richard Herr to the Public Works Committee, seconded by Council Member Mize. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Appointment of Craig Baumgartner to the Police Commission for the remainder of a three-year term ending April 30, 2027.**

Motion by Council Member Canape to approve the Mayor's appointment of Craig Baumgartner to the Police Commission for the remainder of a three-year term ending April 30, 2027, seconded by Council Member Wilke.

Mr. Baumgartner introduced himself to the Council. He stated his son is a Police Officer with the Laurel Police Department.

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It was questioned if there was a conflict of interest, given that Mr. Baumgartner's son was in the department. It was clarified that due to the scope of the Police Commission, there was no conflict of interest.

A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Resolution No. R25-14: Resolution To Approve Zone Change And Zoning Map Amendment.**

Motion by Council Member Sparks to approve Resolution No. R25-14, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Resolution No. R25-15: Resolution Awarding The Bid And Authorizing The Mayor To Execute All Contract And Related Documents For The Purchase Of A Mini Excavator From Bobcat Of Big Sky, Inc.**

Motion by Council Member Mize to approve Resolution No. R25-15, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Resolution No. R25-16: A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With True North Contracting.**

Motion by Council Member Wheeler to approve Resolution No. R25-16, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

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

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

**COUNCIL DISCUSSION:**

The next Public Works Committee meeting is next Tuesday at 6:00 p.m. in Council Chambers. The meeting was moved to Tuesday due to the holiday on Monday.

The Laurel Urban Renewal Agency has moved its meetings to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month so that there is time for Staff to get things before the next Council meeting.

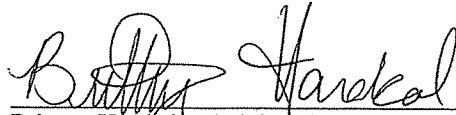
**MAYOR UPDATES:**

**UNSCHEDULED MATTERS:** None.

**ADJOURNMENT:**

Motion by Council Member Mackay 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 seven Council Members present voted aye. Motion carried 7-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 7:04 p.m.

  
 Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 25<sup>th</sup> day of February 2025.

\_\_\_\_\_  
Dave Waggoner, Mayor

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Attest:

\_\_\_\_\_  
Kelly Strecker, Clerk/Treasurer

**ZONING COMMISSION RECOMMENDATION - ZC-24-01**  
**Laurel Schools – Paul Nelson Zone Change Request**  
**December 20, 2024**

**R-6000 to RMF**

**BACKGROUND:**

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

From Montana Cadastral, the property has been used for school purposes since at least 1910, it is divided into 20 approximately 4,500 square foot lots (all of which are non-conforming but as preexisting non-conforming uses each lot could be developed with a single-family dwelling plus an accessory dwelling for a total of 40 dwelling units. The lots could be redesigned into 15 conforming 6,000 square foot lots and developed with 30 conforming duplex structures. Commercial and industrial uses are by and large not allowed in the R-6000 or the RMF. The appraisal value of the land and structures is \$5,537,546.00. The buildings by themselves are valued at \$5,195,480. Where the structure and uses of the property are governmental in nature, property taxes are not due or collected.

The proposal is to convert the buildings into condominium development with up to 45, studio, one- and two-bedroom units, related amenities and off-street parking in accordance with current zoning regulations. It would appear that the maximum development of the property with an RMF designation would be 36 units but that is a question for the Zoning Administrator and the question here is the proposed zoning consistent with the rational nexus for the adoption of zoning in the City of Laurel.

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

**LEGAL DESCRIPTION:**

Lots 1-20 Block 19 Laurel Realty 2nd Subdivision, located in Section 9 Township 2 South Range 24 East P.M.M. City of Laurel, Yellowstone County, Montana. Commonly known as the “Old Laurel Middle School” 410 Colorado Avenue.

**APPLICANT(S):**

Paul Nelson  
20450 Highway 10 E  
Clinton MT 59825

School District #7  
Matt Torix  
410 Colorado Ave  
Laurel MT 59044

EXISTING CONDITION:

The subject property has been used as a Public School or for School District purposes since 1910. The property is served by public water, sewer, streets, solid waste, is wholly surrounded by R-6,000 Zoning Designation, and is approximately 2.07 acres in size.

PROCESS:

- The application for a Zoning Map Amendment (Zone Change) was submitted on November 8, 2024, and a public hearing was conducted on December 18, 2024 by the Laurel Zoning Commission.
- The City Council following the Public Hearing may not make changes to or conditional modifications to the zoning and map. The change may only be recommended for approval or denial. In either case, the decision must be supported by findings of fact and conclusions related to the rational nexus for the adoption of zoning or zoning amendments.
- Those findings of fact and conclusions as well as the record minutes of the public hearing will be submitted to the City Council for consideration, hearing and final decision.
- The City Council will conduct a duly noticed Public Hearing on the Zoning Commission recommendation and an Ordinance of the City Council on First Reading.
  - Should the Zoning Commission recommendation for approval be disapproved on First Reading the request is deemed to have been denied.
  - Should the Zoning Commission recommendation for approval pass on First Reading, another public hearing and Second Reading and adoption will be scheduled.
- If passed on Second Reading, the new zoning map assignment would become effective 30-days post Second Reading.

ZONES INVOLVED: Existing and Proposed

- R-6000 - Residential 6000 District.
  - The residential-6000 zone is intended to promote an area for a high, urban-density, duplex residential environment on lots that are usually served by a public water and sewer system.
- RMF – Residential Multifamily District.
  - The residential multifamily zone is intended to provide a suitable residential environment for medium to high density residential dwellings; and to establish, where possible, a buffer between residential and commercial zones.

## RATIONAL BASIS OF ZONING:

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

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

#### Findings of Fact:

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

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

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

#### Findings of Fact:

- The proposed zoning encourages compact walkable development as well as expanded opportunities for new uses.

- The property is located less than 700 feet from the Central Business District and residents would be able to walk or bicycle to essential services which would by default reduce the vehicular traffic on the streets.
- The proposed zoning encourages compact urban development as such the need for vehicular travel is limited.
- The property is located where all the necessary public infrastructure exists. Development or redevelopment in areas currently
- The proposed zoning in conjunction with the development standards adopted with the Subdivision Regulations will provide for flow through development, logical extension of the gridded infrastructure network, and encourage pedestrian-friendly growth.

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

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

**Findings of Fact:**

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

**Conclusion:** The requested zoning will provide safety for residents and visitors to the city from fire, panic and other dangers.

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

**Findings of Fact:**

- The proposed zoning imposes setbacks, height limits and building restrictions.
- The proposed zoning groups together like and consistent uses within existing neighborhoods.
- The overall development standards of the RMF do not convey a significant benefit to the subject property that is not available in the R-6000.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.

- The current zoning regulations restrict development in hazardous areas.

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

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

**Findings of Fact:**

- The proposed zoning imposes building setbacks, height limits, limits on the number of buildings on a single parcel, and reasonable area limits on new development.
- The only difference between the existing and proposed zoning is the building height limit and lot coverage.
- The issue of lot coverage was diminished, in part, by the passage of legislation in the 2023 session.
- Where the existing building is being repurposed, the height limit question is moot where the structure being repurposed has existed for over 100 years.
- The proposed zoning implements the concept that the City of Laurel was developed historically on a gridded network. The draft zoning requires the perpetuation of this pattern. In doing so as the City plans for growth, the spacing and layout of new development will facilitate provision of light and air to new development.

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

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

**Findings of Fact:**

- The proposed zoning imposes minimum lot size, use regulations and other limitations on development.
- The maximum potential development difference between the existing and proposed zoning is 6 dwelling units.
- The amenities and parking associated with the proposed development can be contained within the subject property.
- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.
- The deeded property is 2.066 acres but when one includes the dedicated streets that were platted with the parent subdivision as being associated with the deeded ownership the 2.07-acre threshold has been met.



**Conclusion:** The existing standards of the requested zoning will prevent overcrowding of land.

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

**Findings of Fact:**

- The requested zoning is one of the generally applicable Laurel residential districts that represents a holistic approach to land use regulation for the entirety of the City of Laurel and is not focused on any single special interest.
- The overall maximum development densities are substantially similar between the R-600 and RMF.
- The requested zoning is one of four residential zoning districts that provide a continuum of residential densities and manage development to create land use compatibility.
- The requested zoning imposes minimum lot sizes, maximum number of residences on a single parcel and setback standards.
- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.
- The deeded property is 2.066 acres but when one includes the dedicated streets that were plated with the parent subdivision as being associated with the deeded ownership the 2.07-acre threshold has been met.

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

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

**Findings of Fact:**

- The requested zoning establishes minimum standards for the provision of infrastructure such as roads, sidewalks, water sewer, wire utilities and storm water management.
- The requested zoning encourages compact urban scale development and groups together similar uses that will not detract from the quality of life expected in Laurel while providing the economies of scale to extend water, sewer, streets, parks, quality schools and other public requirements.
- The requested zoning allows for the repurposing of an existing public building and takes advantage of the existing roads, water, sewer, schools, parks and other public services.

**Conclusion:** The standards of the requested zoning will insure the adequate provision of transportation, water, sewerage, school, parks, and other public requirements.

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

Findings of Fact:

- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.
- The deeded property is 2.066 acres but when one includes the dedicated streets that were platted with the parent subdivision as being associated with the deeded ownership the 2.07-acre threshold has been met.
- The requested zoning is one of the generally applicable Laurel residential districts that represents a holistic approach to land use regulation for the entirety of the City of Laurel and is not focused on any single special interest.
- The overall maximum development densities are substantially similar between the R-600 and RMF.
- The overall development standards of the RMF do not convey a significant benefit to the subject property that is not available in the R-6000.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.

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

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

Findings of Fact:

- The RMF is a generally applicable zoning district within the City of Laurel with a minimum district size of 2.07 acres.
- The requested zoning is one of the generally applicable Laurel residential districts that represents a holistic approach to land use regulation for the entirety of the City of Laurel and is not focused on any single special interest.
- The overall maximum development densities are substantially similar between the R-600 and RMF.
- The overall development standards of the RMF do not convey a significant benefit to the subject property that is not available in the R-6000.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.
- Both the R-6000 and RMF have provisions for the creation of a Planned Unit Development (PUD). The proposed development could be proposed in the R-6000 via the PUD process.

- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.

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

XI. Will the zoning conserve the value of buildings;

Findings of Fact:

- The requested zone groups together like and consistent uses and is consistent with the existing zoning in the various neighborhoods of the City of Laurel.
- The RMF and R-6000 are compatible residential districts. In fact, the RMF and R-6000 are adjacent to one another in multiple examples within the City of Laurel.
- Both the R-6000 and RMF have provisions for the creation of a Planned Unit Development (PUD). The proposed development could be proposed in the R-6000 via the PUD process.
- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.
- The proposed zoning reinforces that residential buildings will continue to be used for equal or greater potential residential purposes.
- The proposed zoning recognizes that buildings that are located in transitional areas have options either to remain as they are or to be converted to uses that reflect the highest and best use, in the owner's opinion, for the subject property.
- The renovation and repurposing of the existing building with an RMF zone will have a beneficial impact on surrounding properties compared to allowing the structure to become vacant, attractive nuisance having negative impacts on surrounding property values.

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

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

Findings of Fact:

- The proposed zoning will allow for the renovation and repurposing of an existing public building within the City of Laurel.
- The proposed zoning and zoning map provide for transitional areas between uses that may be incompatible.
- The requested zoning creates a new mixed-use district that is specifically intended to ease the transition between residential and commercial uses.
- The requested zoning is consistent with the type of development that exists and is occurring in the surrounding neighborhood.
- The proposed zoning recognizes that existing buildings have options, either to remain as they are or to be converted to uses that reflect the highest and best use, in the owner's opinion, for the subject property while maintaining continuity in the neighborhood.
- The renovation and repurposing of the existing building with an RMF zone will have a beneficial impact on surrounding properties compared to allowing the structure to become vacant, attractive nuisance having negative impacts on surrounding property values.
- The requested zoning accomplishes several residential neighborhood goals and strategies are implemented. Diversity of Neighborhoods, historic to modern; accommodation of a diverse population both age and economic condition; Creation of zones where expansion of non-motorized routes and access to the core of the community. Residential districts protected from excessive noise and commercial impacts and the conversion of structures to new uses is encouraged.
- RMF is and has been assigned adjacent to both the R-7500 and R-6000 zoning assignments. With all but one of the current assignments being adjacent to R-6000.
- 

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

OTHER NOTABLE FACTORS:

- In order to proceed with the project, subdivision review will be required. The aggregation of 20 existing lots into one lot, is a subdivision subject to review 76-3-207(2)(a) MCA.
- The conversion of the property from public to private ownership will increase the taxable valuation of the City of Laurel and Yellowstone County.
- The mandates associated with SB 382 and other legislation passed during the 2023 Legislative Session requiring communities with greater than 5,000 population to increase opportunities and options for housing within the community.

ATTACHMENTS:

- ✓ List of Uses and Dimensional Standards R-6000
- ✓ List of Uses and Dimensional Standards RMF
- ✓ Reduced Laurel Zoning Map 2023

NOTE:

The findings of fact and conclusions contained in this report which reference acceptable or reduction of cumulative impacts are predicated on the maximum potential development of the subject property, the existing conditions and the prevailing and proposed zoning regulations.

RECOMMENDATION:

Zoning Commission Recommends that the City Council find that the requested zoning is consistent with the Laurel-Yellowstone Growth Policy; that the rational nexus for the adoption of zoning has been met or exceeded; and that the citizens of Laurel have participated in the creation of the proposed rezoning process. Further, that the Zoning Commission recommend that the City Council adopt the Zoning Classification of RMF on Lots 1 – 20 Block 19 Laurel Realty 2nd Subdivision, located in Section 9 Township 2 South Range 24 East P.M.M. City of Laurel, Yellowstone County, Montana.

SUGGESTED FORM OF MOTION:

1. I move to adopt Zoning Commission Report ZC-24-01 as findings of fact and conclusions of law.
2. I move to recommend that the City Council adopt the requested zoning of Lots 1 – 20 Block 19 Laurel Realty 2nd Subdivision, located in Section 9 Township 2 South Range 24 East P.M.M. City of Laurel, Yellowstone County, Montana from R-6000 to RMF.

**File Attachments for Item:**

5. Council Workshop Minutes 1.21.2025 - Revised

**MINUTES - REVISED  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, JANUARY 21, 2025**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on January 21, 2025.

**COUNCIL MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Brittney Harakal, Council Administrative Assistant  
Kurt Markegard, Planning Director/Interim CAO  
Kelly Strecker, Clerk/Treasurer  
JW Hopper, Fire Chief

**Public Input:**

There were none.

**General Items**

**Executive Review**

- 1. Fire:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Agreement For Provision Of Fire Services For The Laurel Urban Fire Service Area ("LUFSA").

The only change made to this contract is the verbiage of fire district to urban fire service area. Without making this change, the City would have lost the grass contract. That contract is worth approximately 20k.

- 2. Public Works:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Ace Electric, Inc.

The work on this has already been done. This is part of the In Controls project for the Sewer Plant.

- 3. Public Works:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Interstate Power Systems.

This small service contract is done every three years. Interstate Power Systems maintains all the generators throughout the City, which includes maintenance and power load testing.

It was questioned if this was budgeted for. It was clarified that it is budgeted.

4. **Mayor:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Employment Agreement For The Position Of Chief Administrative Officer.

The Interim CAO read the attached letter into the record.

Mayor Waggoner gave a brief overview of the interview process. Three candidates were interviewed. There were no city personnel on the interview panel. Each candidate was given the same amount of time. The interview panel and the Mayor both recommended Kurt Markegard to fill the position of CAO.

Council asked for clarification on the length of the contract. It was clarified that this is a five-year contract that can be extended. Council requested more more straightforward language be included.

Council noted that in the Charter section 3.1 states that the CAO shall have a two-year contract unless agreed upon by the majority of the Council. Council questioned if it could be a separate resolution to approve the three years in addition to the two years. It was clarified that the Council can approve a contract longer than two years. It would not be a separate resolution.

Council questioned if Mr. Markegard would stay as the Planner as well. It was clarified that, at this time the plan is to have Mr. Markegard continue in the role as Planner.

Council asked for more information on how SB 382 will affect Planning and the time Mr. Markegard will need to devote to the Land Use Plan. It was clarified that there is a bill to fix the funding issues with the Land Use Plan this legislative session. The goal of this Land Use Plan is that Cities would utilize consultants for various parts of the plan, not to do the entire plan in-house. The State just received a 7 million dollar grant to help fund this project. Eventually, the City will need a planner; however, right now, the plan is to have Mr. Markegard fill both roles.

Council noted that the Mayor's position received a 240% wage increase; see the attached Laurel Outlook article. It was further questioned if the CAO would be taking on Mayoral duties. It was further questioned if the Mayor intended to keep his current wage. It was clarified that the Mayor puts in 20 hours each week, the same as the Judge, and he makes considerably less than that role. He is making the wage as was listed when he ran for Mayor. The CAO will be taking on working with the State and County. In response to the issues raised regarding the Judge's compensation, Council clarified that they were not seeking information or feedback about the Judge's compensation in comparison to the Mayor's compensation.

The Clerk/Treasurer stated that the CAO wages are paid out of various funds, not just the General Fund. This year that is a change of approximately 19k. The Water/Sewer funds have had



cost savings by not filling a few positions. The fire truck will be funded out of the General Fund only. The CAO wage is only a small percentage funded from the General Fund.

It was questioned if the enterprise funds could cover all of the CAO's wages. It was clarified that all funds will be used. The CAO's budget is located in the General Fund. However, will use interdepartmental transfers to cover those wages. As for the fire truck, Staff are still working on understanding the MCA rules governing the loan. Council was reminded that every legislative session, new bills come out that can affect local government funding; see attached email.

Council noted that the City did not get the grant for the reservoir. How will that affect the Water Fund? It was clarified that the grant was just for the planning portion of the project. They funded shovel-ready projects. The City planned accordingly with the rate structure to be able to afford the project.

Council asked for clarification on the severance pay. Would one year of pay and benefits be paid if the contract is not renewed? It was clarified that as a contracted employee, they do not receive the same protections as a regular employee, such as wrongful termination. If the CAO chooses to retire or resign, the City will not pay a severance. Council asked for clarification on the non-renewal of the contract before next week.

Council noted that being on-call is not listed in the job description. A Council Member asked that on-call be added to the job description. It was clarified that the CAO needs to be available to Department Heads in the event of an urgent matter.

Council noted that the contract requires the City to provide a car. It was clarified that the City will provide a vehicle for him to use and if one is not available, then the City would pay mileage.

Council asked for clarification on what professional development would look like. It was clarified that professional development will be budgeted for future budgets. There is nothing planned for the remainder of this FY.

Council noted that the job description included all departments. Does this include the Library since it has a Board? It was clarified that the Library does have union employees and there is a relationship between the City and the Library.

Council noted that there will be a performance evaluation. It was questioned if that performance evaluation would be provided to the Council for renewal of this contract. It was clarified that the Council would receive that evaluation during the renewal process.

Council questioned how the CAO position will remain impartial when dealing with HR issues. Mr. Markegard clarified that he has always treated everyone fairly. He has seen more than 400 employees come and go during his time in the City. Many of them were employed in Public Works. He has had to make difficult recommendations for termination. Mayor Waggoner noted that when he was an employee under the Public Works Director he did deal with Kurt with a few grievances. He felt that he was always treated fairly, even when things got heated.

It was questioned how the presented compensation package compares with those around the State in similar roles. It was clarified that this compensation package is in the middle of the range.

**Council Issues**

Both members of the Tree Board and Park Board noted that they would like to merge the two.

**Other Items**

The next Emergency Services Committee meeting will be the following Monday at 6:00 p.m. in Council Chambers.

**Attendance at Upcoming Council Meeting**

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

**Announcements**

Next week the City should be getting its new bus. Staff have to meet someone from the State in Bozeman to pick up the bus.

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

Respectfully submitted,



Brittney Harakal  
Administrative Assistant

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

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CITY HALL  
115 W. 1<sup>ST</sup> ST.  
PUB. WORKS: 628-4796  
WATER OFC.: 628-7431  
COURT: 628-1964  
FAX 628-2241

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



January 21, 2025

Laurel City Council,

The role of a Chief Administrative Officer is to provide the necessary organizational guidance to the Mayor and City Council as well as to all the employees and the citizens of Laurel. Selecting a CAO who understands Laurel's history as well as an eye for what the future holds is paramount as this city continues to grow. Working for four Mayors, three CAOs, and one Administrative Assistant allowed me to gain the knowledge to understand local government regulations and a keen understanding about how to conduct myself as a public servant. All the mayors that I have worked with have always had the best intentions for this city. I have disagreed with mayors on the decisions they were contemplating or decisions they made, but I accepted their decisions once they were made. In the past 20 years of employment with the city, I have been involved with decision-making processes not only in my departments but in the other departments in the city government. I have worked closely with two civil city attorneys to make sure that city council ordinances and resolutions were prepared and ready for adoption over the last 20 years and I would like to keep helping the current city attorney to guide the legislative, judicial, and executive branches of this city.

When the city had no building inspectors, I volunteered to step in, studied, and I passed the commercial building inspector test within a few short weeks. When the city had no city planners, I stepped in and trained how to become a city planner and to recommend hiring permanent planners that applied for that position. I am a person that wants to understand and comprehend complex issues and then help apply the knowledge gained from my investigations so that others may have the necessary resources to formulate their own opinions.

I have been a certified playground inspector, a certified weed applicator, and I will continue to maintain my building inspector certificate. I have a commercial driver's license, and I will continue to keep that driver's license endorsement if the city needs me to drive a truck.

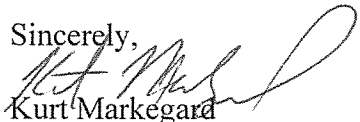
The time now has come that the current Mayor recognized that he wanted to have help in the administration of the executive branch of this city. I was appointed Interim CAO due to what I believed was the mayor's desire to have me help solve some of the issues this city is facing. After the Mayor made the decision to appoint me as an interim CAO, I asked for an explanation, and I was satisfied with his answer. I did not agree with the decision to appoint me, but I must recognize that he was asking for help at a time that he believed was important. I cannot change the mayor's decision, but I did apply for the full-time CAO position due to his confidence in my abilities.

I have never considered my employment with the city as a “job” and believe that being a public servant, taking care of the needs of others, is what I was meant to do with my life. On the weekends you may see me mowing the weeds and grass south of East Main Street, or on an atv with a plow clearing snow from the downtown sidewalks like I have done in the last few weeks. If I am not working on city issues, I am volunteering my time for my family, my neighbors, and close friends. I am a person that values being helpful.

If this city council approves of my appointment to CAO, I will take the job duties serious, I will work with my co-workers to find solutions to issues, be open and sincere with Laurel residents and continue to be humble, considerate, and only wanting the best for Laurel and the people that call this city their home.

I will share a few life lessons that I learned from my father and grandfather. Working on the farm when I was around 19 years old, my father told me “Do no harm”. About the same time my grandfather told me that the only thing certain that was going to happen was “Change.” I will always try to “Do no harm” and prepare for “Change.”

Sincerely,

  
Kurt Markegard



## Candidates fill slots for every city race

By KATHLEEN GILLULY  
*Outlook editor*

With the final day to file to run for office in Laurel this past Monday, there is a full slate of candidates. Every city ward has one candidate, including three incumbent candidates and in Ward 2, a new face, Michelle Mize got her name on the ballot.

In Ward 1, Heidi Sparks is running for re-election; in Ward 3, Irv Wilke is running for re-election; and in Ward 4, Richard Klose is running for re-election. As long as no one decides to enter as a write-in candidate for any of those seats, all the candidates will be elected.

The competitive races are for Mayor and City Court Judge.

The competition for the mayor has heated up with another candidate filing since last week. The slate now includes incumbent Mayor Tom Nelson, City Councilors Bruce McGee and Scot Stokes, and former city employee and candidate for the mayoral seat, Dave Waggoner, who withdrew after winning the popular vote in 2017 and then being informed he would have to resign from his city position. Second-place winner in that race was Nelson, who did accept the position.

One reason Waggoner gave for withdrawing was that he couldn't afford to live on the mayor's salary alone. Renumeration for the position has changed. Mayor Nelson budgeted a raise for the position, raising the salary to \$27,846, about three times what it had been. The raise was made after the termination of City Administrative Officer Matt Lurker, when Nelson planned to take a more active role in the office.

The City Court Judge race is between two candidates, incumbent City Court Judge Jean Kerr, and Laurel City Prosecutor Juliane Lore. Because of the release of information in last week's Outlook regarding complaints brought against Lore by the union representative of Court Clerks Sheri Phillips and Monica Salo, which were subsequently dismissed as unfounded, this race has the potential to get ugly.

## Brittney Harakal

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**From:** The League <info@mtleague.org>  
**Sent:** Tuesday, January 21, 2025 4:46 PM  
**To:** Brittney Harakal  
**Subject:** 📢 Take Action Now!

[View this email in your browser](#)



## TAKE ACTION ON SB 117 NOW

**This bill would cut your property tax revenues.**

SB 117 will drastically reduce your general fund revenue. Some municipalities could experience over a 30% reduction in tax revenue as the caps in this bill compound over time.

**Please join us in Helena tomorrow morning or [sign up to testify remotely](#) for the 8:00 a.m. [Senate Taxation hearing in Room 405](#).**

If testifying remotely, be sure to [register to testify](#) no later than 2 hours before the hearing is scheduled to start.

Whether you can testify or not, please contact members of the [Senate Taxation Committee](#) to ask them to **VOTE NO on SB 117**.

**This bill will reduce your general fund revenue impacting how you provide public safety, infrastructure, and other services.** At a time when Montana's population is growing, **this bill would reduce funding for essential services** like police, fire, schools, roads, sewer and water, and others that local governments

need to provide. Our communities cannot afford to have a bill like this enacted.

Click on the names below for contact information:

<b>Name</b>	<b>Role</b>
<a href="#"><u>Becky Beard</u></a>	Vice Chair
<a href="#"><u>Mike Yakawich</u></a>	Member
<a href="#"><u>Greg Hertz</u></a>	Chair
<a href="#"><u>Dave Fern</u></a>	Vice Chair
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<a href="#"><u>Wyllie Galt</u></a>	Member
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**File Attachments for Item:**

6. Council Workshop Minutes of February 4, 2025.

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, FEBRUARY 04, 2025**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on February 4, 2025.

**COUNCIL MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Brittney Harakal, Council Administrative Assistant  
Kurt Markegard, Chief Administrative Officer  
Michele Braukmann, City Attorney (via phone)  
Matt Wheeler, Public Works Director

**Public Input:**

There were none.

**General Items**

1. Appointment of Richard Herr to the Public Works Committee.

There was no Council discussion on the item.

2. Appointment of Craig Baumgartner to the Police Commission for the remainder of a three-year term ending April 30, 2027.

There was no Council discussion on the item.

**Executive Review**

3. **Planning:** Resolution - Resolution To Approve Zone Change And Zoning Map Amendment.

There will be a public hearing at next week's meeting, which has been publicly noticed. There has also been an article in the Outlook. The applicant has been working to communicate with people in the area about what they intend to do with the property. The Council was asked to keep an open mind until after the public hearing.

4. **Public Works:** Resolution - Resolution Awarding The Bid And Authorizing The Mayor To Execute All Contract And Related Documents For The Purchase Of A Mini Excavator From Bobcat Of Big Sky, Inc.

The City went out to bid for a new mini excavator. It is replacing an older machine. This machine is larger and does have an extendable boom that will allow crews to dig deeper. The current one is going to the Cemetery to dig graves.

It was questioned when the City uses mini excavators. It was clarified that the City uses them for curb box repairs/replacements, water line breaks, graves, etc. Anytime they need to dig a hole, especially in smaller locations.

It was questioned if this was a budgeted purchase. It was clarified that the City budgeted \$150k for the mini excavator, and the bid came in at \$108k. This has been planned for a few years now.

5. **Public Works:** Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With True North Contracting.

This small service contract is for the patching of the road after a water break. This bid includes three separate areas that need to be repaired due to water breaks. The Public Works Director tried to get them repaired last fall. However, the asphalt plant has shut down for the year. We are now one of the first ones scheduled for the spring.

### **Council Issues**

A Council Member asked when in LMC does it states Council needs a super majority to table. It was clarified that it is not in LMC but in Robert's Rules of Order. The Council Member continued that Robert's Rules state a simple majority to table; see page 74 attached. They asserted that the tabling from last week stands. This Council Member also spoke to Dan Clark with the Local Government Center, see attached email, he also believed it to be a simple majority.

The City Attorney stated she would look into this.

A Council Member asked for a link to the City's YouTube be placed on the City's Facebook page. They also noted that it would be helpful to remind people to click on the Live tab to view Council meetings. Staff will work on getting that added to the City's Facebook page.

### **Other Items**

There were none.

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

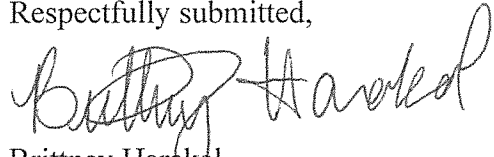
All Council Members present plan to be in attendance at next week's meeting.

## Announcements

The next Park Board will be Thursday at 5:30 p.m. in Council Chambers.

The council workshop adjourned at 6:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brittney Harakal". The signature is written in a cursive, flowing style.

Brittney Harakal  
Administrative Assistant

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

Michelle,

According to Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition (2020) on page t18-t19, it says a motion to lay on the table is a subsidiary motion, it is not in order when someone else has the floor, it must be seconded, it is not debatable or amendable, requires a majority vote and can be reconsidered under certain circumstances.

I hope this is helpful.

Dan

\*\*\*\*\*

Dan Clark  
Director  
MSU Local Government Center  
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Bozeman, MT 59717  
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Cell: 406-570-4259  
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Website: [msulocalgov.org](http://msulocalgov.org)  
\*\*\*\*\*

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According to the Laurel Municipal Code **2.08.220 - Meetings—Robert's Rules of Order.**

Except when in conflict with the foregoing provisions, Robert's Rules of Order shall govern the deliberations of the council....

So, perhaps this is a question for the City Attorney, Is there a place in the LMC where it states that in order to table a resolution it must have a 2/3 vote?

If not, then according to Roberts Rules of orders, tabling is done by a majority of the council. In our case, 5 people is a majority.

In "Roberts Rules of Order" (1993) it states (pg 74)

"The motion to lay on the table.... require(s) only a majority vote"

I reached out to Dan Clark, the director of the Local Gov't center, whom we have had here for trainings to confirm with him if I was reading this correctly. He responded to me in an email that tabling "requires a majority vote". (He sited the 2020 edition of Roberts Rules of Order).

We were told last week that the CAO position had to be tabled by a 2/3 majority. This doesn't appear to be the case. I believe our motion to table Resolution R25-13: A Resolution Of The City Council Authorizing The Mayor To Execute An Employment Agreement For The Position Of Chief Administrative Office should stand as tabled- voted 5 to 3. And it needs to return to the table.

(the only other thing I found in the LMC regarding tabling an item did not include language on who is needed to pass it)

2.10.070 - Presentation to the council....

G. The council may, upon a proper motion and second, vote on the matter at hand or table the matter until a date certain.

THE NEW  
ROBERT'S  
RULES  
OF  
ORDER

THE CLASSIC MANUAL OF  
PARLIAMENTARY PROCEDURE

REVISED AND UPDATED EDITION  
EDITED BY JOHN SHERMAN

BARNES & NOBLE BOOKS  
NEW YORK

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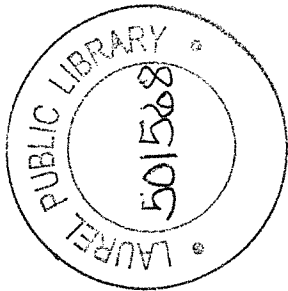
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## PART I. Rules of Order

### Article I: How Business is Conducted in Deliberative Assemblies.

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The *Object*<sup>1</sup> of this motion is to enable the assembly to attend to more urgent business, in laying aside the pending question in a way that permits the assembly to resume consideration of it as easily as if it were a new question and in preference to new questions competing with it for consideration. It is in the assembly's interest that this object should be reached instantly by a majority vote. This motion must therefore either apply to or take precedence over every debatable motion whatever its rank. It is undebatable, and requires only a majority vote, regardless of the fact that the question is suppressed if not taken from the table. These dangerous privileges are given to no other motion whose adoption would result in final action on a main motion. It can be tempting to make improper use of them and lay questions on the table for the purpose of instantly suppressing them by a majority vote instead of using the previous question, the legitimate motion to bring the assembly to an immediate vote. The fundamental principles of parliamentary law require a two-thirds vote for every motion that suppresses a main question for the session without free debate. The motion to lay on the table, being undebatable, requiring only a majority vote, and having the highest rank of all subsidiary motions, is in direct conflict with these principles when used to suppress a question. If habitually used in this way, it should, like any other motion to suppress without debate, require a two-thirds vote.

The minority has no remedy for the unfair use of this motion, but its abuse can be contained. The person who introduces a resolution is sometimes cut off from speaking by the motion to lay the question on the table being made as soon as the chair states the question, or even before. In such cases the introducer of the resolution should always claim the floor, to which he or she is entitled. Members often make this motion so hastily that they neglect to address the chair and obtain the floor. In such instances one of the minority should quickly address the chair. If not given the floor, this member can make the point of order that he or she was first to address the chair, and that the other member, not having the floor, was not entitled to make a motion [3].

Because motions laid on the table are merely temporarily laid aside, the majority should remember that the minority may all stay to the moment of final adjournment and then be in the majority and take up and pass the resolutions laid on the table. They may also take the question from the table at the next meeting in societies having regular meetings as frequently as quarterly. The safer and fairer method is to object to the consideration of the question if it is so objectionable that it is not desired even to allow its introducer to speak on it. Alternatively, if there has been debate so it cannot be objected to, the previous question can be moved. If adopted, this immediately brings the assembly to a vote. These are legitimate motions for

### Quick Reference

	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

**File Attachments for Item:**

7. Budget/Finance Committee Minutes of February 11, 2025.



**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, February 11, 2025**

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

**Others Present:** Kelly Strecker, Kelly Gauslow

The meeting was called to order by the Committee Chair at 5:30 pm.

**Public Input:** There was no public comment.

**General Items –**

1. Review and approve January 28, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of January 28, 2025. Michelle Mize seconded the motion. With no objection, the minutes of January 28, 2025, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. Kurt presented a purchase requisition to the committee for repairs on a garbage truck at the last meeting. After thoroughly going through the repairs the truck needed, it was noted that the Arm tie rod was also in need of repair. The original cost of the repairs was \$11,166.12. With the Arm tie rod repair it added an additional cost of \$666.11. The revised purchase requisition cost is \$11,832.23 Heidi Sparks moved to approve the revised purchase requisition. Michelle Mize seconded the motion. With no objection, the revised purchase requisition was approved. There was no public comment or Committee discussion.
3. Review and recommend approval to Council; claims entered through February 7, 2025. Casey Wheeler moved to approve the claims and check the register for claims entered through February 7, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of February 7, 2025, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending February 2, 2025, totaling \$274,683.20. Heidi Sparks motioned to approve the payroll register for the pay period ending February 2, 2025, totaling \$274,683.20. Michelle Mize seconded the motion. With no objection, the payroll register for February 2, 2025, was approved. There was no public comment or Committee discussion.
5. Review and approve the 2025 January Utility Billing Adjustments, Casey Wheeler moved to approve the 2025 January Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2025 January Utility Billing Adjustments were approved. There was no public comment or Committee discussion.
6. Review and approve January 2025 monthly financial statement. Heidi Sparks moved to approve the January 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the January 2025 monthly financial statement was approved. There was no public comment or Committee discussion.

**New Business –**

**Old Business – None**

**Other Items –**

1. Review Comp/OT reports for the pay period ending February 2, 2025.
2. Mayor Update – The mayor was not present at the meeting.

3. Clerk/Treasurer Financial Update-Kelly stated that Matt Wheeler went to Bozeman to pick up the new bus. Kelly said they are hoping to have it in service soon. The bus does not have any decals on it at this time and she wants to wait until the weather is warmer before having the decals added. Kelly stated that the new shades have been installed in the council chambers. This was part of the air conditioning project through HB 355. The CD from Altana has matured and Kelly did some shopping for interest rates. If the city chose to just roll the current CD over to another two years, the interest rate would be 2.3%. Kelly stated that they have cashed the old CD out and reopened an eleven-month CD with an interest rate of 4.11%.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on February 25, 2025, at 5:30 pm.
2. Michelle Mize is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:02 p.m.

Respectfully submitted,



Kelly Strecker  
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.**



**File Attachments for Item:**

8. Cemetery Commission Minutes of January 21, 2025.

MINUTES  
CITY OF LAUREL  
CEMETERY COMMISSION

January 21,2025

PUBLIC IMPUT; none

General Items;

1. Approve Minutes of October 15, 2024 minutes; motion by Wally 2<sup>nd</sup> by Tom, motion pass

OLD BUISNESS;

1. Eagle Scout Project; fire pit installed , we need keys to the locks on the fire pit
2. Eagle Scouts have a flag collection box by the shop

NEW BUISNESS;

1. Motion by Wally 2<sup>nd</sup> by Ken to buy one new Nelson SR100 BIG GUN LESS Nozzle and rebuild one Nelson SR100 BIG GUN.
2. In the spring some asphalt millings on some of the cemetery streets.

Meeting started at 5pm adjurned at 5:44 pm motion by Wally 2<sup>nd</sup> by David

Members present; Tom Canape, Wally Hall, David Gaslow,, Richard Klose, Ken Olson, also present Kurt Markrguard

NEXT MEETING APRIL 15,2025

**File Attachments for Item:**

9. Public Works Committee Minutes of January 21, 2025.



MINUTES  
CITY OF LAUREL  
PUBLIC WORKS COMMITTEE  
TUESDAY, JANUARY 21, 2025

The Public Works Committee meeting was called to order at 6:00pm on Tuesday, January 21, 2025, by Committee Chair, Heidi Sparks.

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

**Others Present:** Kurt Markegard- Interim Chief Admin Officer

**Public Input:**

**General Items:**

1. Approval of Minutes from December 16, 2024. Jodi made a motion to approve the minutes of December 16, 2024. Motion was seconded by Irv. Motion carried 5-0 to approve the minutes.
2. Emergency Call Out Report- Report attached
  - i. Jan 7- Fire Department was training by the Middle School, and noticed the fire hydrant they would be training on was broken and leaking. Bolts in the top of the valve were broken, and pressure forced the top off. Fire hydrant is ordered for replacement.
  - ii. Jan 12- Trailer on Lakawanna was leaking, flooded a few trailers and created a leak. Water lines ruptured.
3. KLJ Report- Report attached
  - i. Water Tank Funding Project- The grant we were applying for had more entities apply for the grant than they had money to disperse. Laurel was not selected for the grant funding. Matt is ordering an inspection of the existing water tank to get an updated assessment on the rust and necessary repair. Will start looking to see if we could qualify for a loan to handle this project. Also looking at other options to handle the recoating of the existing water tank without have the redundant water tank built and online.
  - ii. Love's Annexation- Cattails on the property, which indicates wetland. Plans being updated around this area.

**New Business:**

**Old Business:**

4. Update on West Railroad Project- Has been pushed to a 2028 project with the state
5. Update on Stop Signs- Carry this over to the next meeting

**Other Items:**

6. February Meeting- Jodi made a motion to move the February meeting to Tuesday, Feb 18, 2025, at 6:00pm before the council workshop. Irv seconded. Motion carried 5-0.

**Announcements**

Next Meeting will be Tuesday, February 18, 2025, at 6:00pm in Council Chambers

Meeting adjourned at 6:26pm



## ***Laurel Water Tank Funding Project***

***(KLJ # 2304-01608)***

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

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

### *Current Status:*

- Task Order Signed by City on 12/13/23
- Met with EDA to discuss Funding on 1/9/24
- Letter of Support from CHS Received
- Letter of Support from Wood's Powergrip
- Submittal uploaded to EDA on 7.11.24.
- Multiple calls back/forth with EDA to clarify information including need for the project, priority for the city, provision of procurement documents, and verification of budget.
- EDA reviewed mid October and are waiting for notice of award - All grants must be awarded (or declined) and contracted/obligated by 12/31/2024.
- As of 12/13/24, EDA is still telling us they don't have an update.
- Notified of EDA denial of funding on 1/7/2025
- KLJ reviewing other opportunities for funding
- Meeting between City and KLJ reviewing denial and other funding sources on 1/16/2025
- As of January 2025 City has spent \$16,917.76 of the \$56,000 budget for funding applications.
- City reviewing other opportunities and deciding on how to proceed.

## ***5<sup>th</sup> to 7<sup>th</sup> Sewer Line Replacement***

***(KLJ # 2304-01231)***

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

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



## City of Laurel Project Status Update January 17<sup>th</sup>, 2025



### *Current Status:*

- Work Order Signed by City in September 2023
- Survey scheduled for week of October 16<sup>th</sup>, 2023
- Base Drawing created and Working on preliminary design
- Preliminary Plans and EEOC sent to City on 12.14.23
- DEQ Approval received on 2.20.24
- Project began advertising on 3/14/24 and bid open will be 3.28.24
- Project awarded to Western Municipal Construction
- Construction started on June 10<sup>th</sup> 2024
- Sewer Line fully installed and accepted on 7/10/24
- Change Order Requested by City personal put together with cost estimate and submitted to City on 7/10/24
- City reviewed CO#1 cost and elected not to pursue
- Contractor achieved Substantial Completion on 8/1/24
- Contractor achieved Final Completion on 8/20/24
- Release of Retainage request submitted along with reconciliation Change Order
- Warranty walkthrough to occur in August of 2025

### ***Laurel Planning Services (KLJ #1804-00554)***

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

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

### *Current Status:*

- Zoning Regulations Update.
  - Draft regulations sent to City April 11<sup>th</sup>, 2023
  - Zoning Map approved by Commission on August 16<sup>th</sup>, 2023
  - Staff Recommendation to Zoning Commission to occur on December 20<sup>th</sup>, 2023
  - Back to Planning Board Meeting on 1/17/23
  - City to publish advertisement for Public Hearing
  - To be presented at Workshop on 5/7/24
  - Adoption occurred at Council on 5/14/24
  - 2<sup>nd</sup> Reading and Public Hearing on 5/28/24.
  - Regulations adopted by Council. Minor wording and numbering corrections needed.
  - Wording and numbering corrections made and submitted to Kurt 7/3/24
  - Waiting on final comments from Kurt
- Love's Annexation
  - Annexation Application received 3/25/24
  - Revised Package received by City on 5/2/24
  - City requested KLJ to review on 7/12/24



*City of Laurel Project Status Update  
January 17<sup>th</sup>, 2025*



- KLJ's review sent back to City on 7/18/24
- Loves's submitted design for review on 12.10.2024
- Engineering review and comments sent back on 1.10.25
- Love's addressing comments

***Other Notes and Information***

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

Anticipated FY24 Projects

- Bulk Water Sales Station
  - Project task order to be started in early 2025
- West 7<sup>th</sup> Street Water and Valve Replacement
  - Pushed back until Town Pump renovations are completed.



## Emergency Call Out for January 21, 2025, Public Works Committee Meeting

January 7, 2025, Fire hydrant leak and repair

January 12, 2025, Water leak under a trailer

January 18, 2025, sand streets

January 20, 2025, a call for a sewer backup and another call for frozen service line.

**File Attachments for Item:**

10. Emergency Services Committee Minutes of January 27, 2025.



MINUTES  
CITY OF LAUREL  
EMERGENCY SERVICES COMMITTEE  
MONDAY, JANUARY 27, 2025

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, January 27, 2025 by Chair- Heidi Sparks

**Members Present:** Heidi Sparks- Chair, Jodi Mackay- Vice Chair, Richard Klose, Irv Wilke, Jamie Swecker, Bruce McGee

**Others Present:** Police Chief Stan Langve, Ambulance Chief Lyndy Gurchiek, Fire Chief JW Hopper, Cheryl Hill- Laurel Chamber, Cami Story- Laurel Chamber, Amy Mullaney- Laurel MT Community Foundation

**Public Input:**

1. Cheryl, Cami and Amy spoke to the committee. The Chamber of Commerce put on a Leadership Laurel class recently. The group took a tour through the FAP building. One takeaway from the group is the needs within the FAP building. It was shocking to see the lack of space, older equipment, and other needs within the building and space. Would like to look at opportunities for fundraising and a project that the Community Foundation and Laurel Chamber could take on to help with the needs. Jodi added that this was also brought up at the Small Business Alliance group that she is involved in. Jodi invited the group (Chiefs as well as the Chamber and the Community Foundation) to come to the Small Business Alliance to get the ball rolling. They are start a punch list of items to address and then present to council on project idea.

**General Items:**

2. Approval of Emergency Services Committee minutes of November 25, 2024. Irv moved to approve the minutes; Richard seconded- Motion carried 6-0.
3. Update from Emergency Departments
  - a. Police Chief Langve- Report attached
    - i. Reports include:
      1. All of 2024
      2. Nov 25-Dec 23, 2024 timeframe
      3. Dec 24, 2024-Jan 27, 2025
    - ii. Sergeant Booth has had less deployments due to the change in marijuana laws
    - iii. Increase in mental health related calls
  - b. Ambulance Chief Gurchiek- Report attached
    - i. Calls increased again in 2024 to 1363. This has been an increase of nearly 400 calls a year since 2020!
    - ii. Roughly half of the staff is up for recertification end of March

- iii. Working on interdepartmental training for the Ambulance, Fire and Police. This will help build collaboration across the teams as well. There is a series of 3 trainings over the next few months
- iv. Having some major maintenance issues with 2 of the vehicles and need to start looking at replacement of these vehicles
- v. Recognition program has been launched for the teams
- c. Fire Chief Hopper- Report attached
  - i. Molt has a new Fire Chief and they are training with our team on vehicle extrication and structure fire
  - ii. DNRC training is taking place Fri-Sun until the end of March. Several individuals are involved in this training
  - iii. Restructuring the department due to having a young/new department. This will allow for some growth opportunity and succession planning
  - iv. Time clock installation to start tracking the hours the fire department is working on the vehicles, which is a cost savings to the city. This is also saving the down time of these vehicles since they are being worked on in-house instead of being sent out
  - v. Irv brought up the past mill levy and stated that the departments should not have to do fundraising to get the equipment and vehicles they need. Jodi stated the city has a good playbook that can be utilized in the future to help with community education on the needs of the city and the departments should a mill levy be sought in the future.

**New Business:**

**Old Business:**

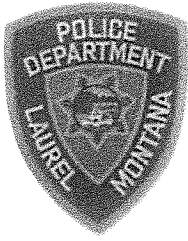
**Other Items:**

- 4. Richard brought up making a 4-way stop at Maryland and N 1<sup>st</sup> Ave. This was mentioned at City County Planning. Chief Langve stated this needs to go through the state. Irv asked is Chief Langve had any statistics on accidents at that intersection.

**Announcements:**

- 5. Next Meeting will be Monday, February 24, 2025, at 6:00pm in Council Chambers

Meeting adjourned at 6:56pm



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 • Phone 406-628-8737 • Fax 406-628-4641

Chief of Police Stanley J Langve

## Emergency Services Report December and End of Year 2024 January 2025

2024 ended with 9,662 Calls for Service to the F.A.P. with 1,244 crimes reported. This is consistent with the last couple of years even with 2021's record breaking year. This trend is consistent for the reporting period in December of 2024.

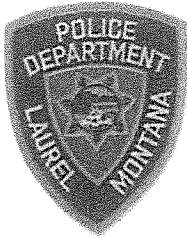
2025 has seen 644 calls for Serve to the FAP with 79 Crimes Reported. This is down a little from the three-year average, but statistically similar.

Staff remain busy. Aside from normal duties and responsibilities many Officers engage in other duty assignments and roles both professionally and community oriented. Officer Baumgartner reported 11 SWAT activations. Sergeant Booth had fifteen deployments with sixty-six pounds of Methamphetamine, two kilos of Cocaine, approximately five thousand Fentanyl pills, and thirty-four illegal firearms seized in 2024. Sergeant Swan is assigned with the Internet Crimes Against Children's (I.C.A.C.) task force along with the DUI taskforce, and the newest representative on S.T.E.E.R. Court. Both Sergeants co-coordinate the Laurel Police Reserve program. These are a few examples of how many staff continue to perform extra duties and perform them expertly and professionally.

2025 will hold its own unique set of challenges and changes. The members of the Laurel Police Department, Dispatch, and Animal Control/Code Enforcement look forward to providing the best possible service to the Community of Laurel.

Respectfully,

Chief Langve



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, MT 59044 • Phone 406-628-8737 • Fax 406-628-4641

To Whom it May Concern,

2024 was another successful year for the department's K9 program. To give a brief overview of Sergeant Booth and K9 Colt; they are a narcotic detection team that specializes in locating dangerous drugs inside of vehicles, rooms, and in open areas both inside and outside. They also specialize as a tracking team, helping locate lost and missing endangered people.

Sergeant Booth was promoted to the rank of Sergeant in December of 2023. This was his first year in the position as a first line supervisor. Sergeant Booth oversaw A Team for the majority of 2024.

Sergeant Booth is our department's Field Training supervisor. He oversees new hires as they begin field training. He monitors their daily observation reports and reports to Captain Anglin with any recommendations. Sergeant Booth was a lead Field Training Officer for all three of our new hires in 2024.

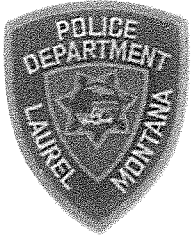
With Sergeant Booth's busy schedule, he has also continued to be proactive, being involved in just under 800 calls for service for 2024. Sergeant Booth was deputized by Sheriff Linder, giving him the opportunity to help more with our department's drug detective as well as Montana Highway Patrol. Sergeant Booth and Detective Brew have worked hand in hand with MHP's Interdiction Team. This works has helped remove numerous amounts of illegal drugs off Montana roads. In 2024 Sergeant Booth and K9 Colt had 15 deployments where they removed:

- 66 pounds of methamphetamine
- Two kilos of cocaine
- Approximately 5,000 Fentanyl pills
- 34 illegal firearms
- Numerous other illegal items and drug paraphernalia

Sergeant Booth and K9 Colt's deployments have decreased from previous years, but the number of seized items continues to increase. All these deployments have led to several felony arrests.

K9 Colt and Sergeant Booth also helped with locating a missing nonverbal juvenal female who wandered away from home late at night. The team was able to successfully track the female and return her home safely to her family.

Sergeant Booth is also the President of the states K9 Association. He oversees organizing and running the states K9 certification. This event usually occurs in June and brings an influx of law enforcement to the City of Laurel. The K9 program has continued to be an asset to the City of Laurel.



# Laurel Police Department

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

Officer Steven Baumgartner  
Laurel Police Department  
Badge #105

Re: End of Year Activity Report

Dear Emergency Services Committee,

Another year has passed with being a team member for the Yellowstone County TRT. 2024 had a total of 11\* callouts. These calls ranged from Drug High Risk Search Warrant, Search Warrant, Barricades. Yellowstone County TRT worked jointly with several agencies including Billing Police Department, DEA, US Marshalls, and HIDTA(Drug Enforcement).

The range for the team is anywhere withing driving distance. This display of a wide-reaching arm was shown as the team deployed to Bozeman, MT. The team was prepped in February to cross state lines and assist in the situation that involved the murder of Sgt. Krinkee of Sheridan, Wyoming. The 11 activations show only the full deployment of the team. It does not include the dozens of stand-bye activations where team members must get geared up, canceling plans or events to wait for the full activation.

Being on the team for nearly three years now has shown me the time and dedication it takes to keep the area a safer one so that others may live in relative safety.

Sincerely,

Steve Baumgartner

A handwritten signature in black ink that reads "Steve Baumgartner".



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 • Phone 406-628-8737 • Fax 406-628-4641

Total Calls

Printed on January 27, 2025

[CFS Date/Time] is between '2024-01-01 00:00:00' and '2024-12-31 23:59:59' and

[Primary Incident Code->Code : Description] All

---

Code : Description	Totals	
10-15 : With Prisoner	1	1
: Abandoned Vehicle	244	244
: Agency Assist	583	583
: Alarm - Burglary	161	161
: Alarm - Fire	59	59
AMB : Ambulance	1087	1087
: Animal Complaint	96	96
: Area Check	59	59
: Assault	71	71
: Bad Checks	0	0
: Barking Dog	60	60
: Bomb Threat	1	1
: Burglary	10	10
: Child Abuse/Neglect	39	39
: Civil Complaint	117	117
: Code Enforcment Violation	93	93
: Community Integrated Health	107	107

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Code : Description	Totals	
: Counterfeiting	5	5
: Criminal Mischief	72	72
: Criminal Trespass	63	63
: Cruelty to Animals	46	46
: Curfew Violation	89	89
: Discharge Firearm	14	14
: Disorderly Conduct	62	62
: Dog at Large	263	263
: Dog Bite	27	27
DUI : DUI Driver	83	83
: Duplicate Call	35	35
: Escape	0	0
: Family Disturbance	169	169
: Fight	30	30
FIRE : Fire or Smoke	231	231
: Fireworks	26	26
: Forgery	0	0
: Found Property	98	98
: Fraud	42	42
: Harassment	48	48
: Hit & Run	35	35

Code : Description	Totals	
: ICAC	3	3
: Identity Theft	16	16
: Indecent Exposure	5	5
: Insecure Premises	18	18
: Intoxicated Pedestrian	19	19
: Kidnapping	1	1
: Littering	1	1
: Loitering	18	18
: Lost or Stray Animal	105	105
: Lost Property	53	53
: Mental Health	56	56
: Missing Person	26	26
: Noise Complaint	24	24
: Open Container	0	0
: Order of Protection Violation	18	18
: Parking Complaint	158	158
: Possession of Alcohol	1	1
: Possession of Drugs	14	14
: Possession of Tobacco	14	14
: Privacy in Communications	12	12
: Prowler	5	5

Code : Description	Totals	
: Public Assist	639	639
: Public Safety Complaint	92	92
: Public Works Call	107	107
: Report Not Needed	65	65
: Robbery	1	1
: Runaway Juvenile	38	38
: Sexual Assault	19	19
: Suicide	3	3
: Suicide - Attempt	11	11
: Suicide - Threat	45	45
: Suspicious Activity	715	715
: Suspicious Person	162	162
: Theft	336	336
: Threats	60	60
: Tow Call	8	8
: Traffic Accident	208	208
: Traffic Hazard	77	77
: Traffic Incident	224	224
: TRO Violation	4	4
: Truancy	1	1
T/S : Traffic Stop	1616	1616

<b>Code : Description</b>	<b>Totals</b>	
: Unattended Death	10	10
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	6	6
: Vicious Dog	36	36
: Warrant	161	161
: Welfare Check	225	225
<b>Totals</b>	<b>9662</b>	<b>9662</b>



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 • Phone 406-628-8737 • Fax 406-628-4641

Total Calls

Printed on January 27, 2025

[CFS Date/Time] is between '2024-11-25 10:23' and '2024-12-23 23:59' and

[Primary Incident Code->Code : Description] All

---

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	34	34
: Agency Assist	43	43
: Alarm - Burglary	9	9
: Alarm - Fire	1	1
AMB : Ambulance	92	92
: Animal Complaint	5	5
: Area Check	2	2
: Assault	4	4
: Bad Checks	0	0
: Barking Dog	3	3
: Bomb Threat	0	0
: Burglary	0	0
: Child Abuse/Neglect	4	4
: Civil Complaint	6	6
: Code Enforcment Violation	1	1
: Community Integrated Health	1	1

<b>Code : Description</b>	<b>Totals</b>	
: Counterfeiting	1	1
: Criminal Mischief	3	3
: Criminal Trespass	1	1
: Cruelty to Animals	0	0
: Curfew Violation	4	4
: Discharge Firearm	0	0
: Disorderly Conduct	6	6
: Dog at Large	11	11
: Dog Bite	1	1
DUI : DUI Driver	11	11
: Duplicate Call	4	4
: Escape	0	0
: Family Disturbance	6	6
: Fight	4	4
FIRE : Fire or Smoke	10	10
: Fireworks	0	0
: Forgery	0	0
: Found Property	4	4
: Fraud	0	0
: Harassment	1	1
: Hit & Run	3	3

Code : Description	Totals	
: ICAC	0	0
: Identity Theft	1	1
: Indecent Exposure	0	0
: Insecure Premises	0	0
: Intoxicated Pedestrian	0	0
: Kidnapping	0	0
: Littering	0	0
: Loitering	0	0
: Lost or Stray Animal	7	7
: Lost Property	3	3
: Mental Health	6	6
: Missing Person	5	5
: Noise Complaint	3	3
: Open Container	0	0
: Order of Protection Violation	0	0
: Parking Complaint	16	16
: Possession of Alcohol	0	0
: Possession of Drugs	2	2
: Possession of Tobacco	2	2
: Privacy in Communications	0	0
: Prowler	0	0

Code : Description	Totals	
: Public Assist	45	45
: Public Safety Complaint	3	3
: Public Works Call	1	1
: Report Not Needed	4	4
: Robbery	0	0
: Runaway Juvenile	2	2
: Sexual Assault	0	0
: Suicide	0	0
: Suicide - Attempt	0	0
: Suicide - Threat	10	10
: Suspicious Activity	59	59
: Suspicious Person	16	16
: Theft	17	17
: Threats	2	2
: Tow Call	1	1
: Traffic Accident	9	9
: Traffic Hazard	3	3
: Traffic Incident	19	19
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	146	146



<b>Code : Description</b>	<b>Totals</b>	
: Unattended Death	2	2
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	2	2
: Warrant	8	8
: Welfare Check	17	17
<b>Totals</b>	<b>686</b>	<b>686</b>



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 • Phone 406-628-8737 • Fax 406-628-4641

Total Calls

Printed on January 27, 2025

[CFS Date/Time] is between '2024-12-24 00:00' and '2025-01-27 23:59' and

[Primary Incident Code->Code : Description] All

---

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	12	12
: Agency Assist	50	50
: Alarm - Burglary	15	15
: Alarm - Fire	5	5
AMB : Ambulance	108	108
: Animal Complaint	6	6
: Area Check	4	4
: Assault	1	1
: Bad Checks	0	0
: Barking Dog	1	1
: Bomb Threat	0	0
: Burglary	2	2
: Child Abuse/Neglect	2	2
: Civil Complaint	13	13
: Code Enforcment Violation	2	2
: Community Integrated Health	4	4

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Code : Description	Totals	
: Counterfeiting	1	1
: Criminal Mischief	7	7
: Criminal Trespass	6	6
: Cruelty to Animals	3	3
: Curfew Violation	5	5
: Discharge Firearm	0	0
: Disorderly Conduct	3	3
: Dog at Large	17	17
: Dog Bite	0	0
DUI : DUI Driver	2	2
: Duplicate Call	1	1
: Escape	0	0
: Family Disturbance	12	12
: Fight	1	1
FIRE : Fire or Smoke	15	15
: Fireworks	2	2
: Forgery	0	0
: Found Property	5	5
: Fraud	1	1
: Harassment	3	3
: Hit & Run	5	5

Code : Description	Totals	
: ICAC	0	0
: Identity Theft	2	2
: Indecent Exposure	0	0
: Insecure Premises	3	3
: Intoxicated Pedestrian	2	2
: Kidnapping	0	0
: Littering	0	0
: Loitering	0	0
: Lost or Stray Animal	10	10
: Lost Property	3	3
: Mental Health	7	7
: Missing Person	4	4
: Noise Complaint	3	3
: Open Container	0	0
: Order of Protection Violation	1	1
: Parking Complaint	9	9
: Possession of Alcohol	1	1
: Possession of Drugs	0	0
: Possession of Tobacco	0	0
: Privacy in Communications	2	2
: Prowler	0	0

Code : Description	Totals	
: Public Assist	63	63
: Public Safety Complaint	6	6
: Public Works Call	11	11
: Report Not Needed	6	6
: Robbery	0	0
: Runaway Juvenile	5	5
: Sexual Assault	4	4
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	6	6
: Suspicious Activity	60	60
: Suspicious Person	10	10
: Theft	21	21
: Threats	7	7
: Tow Call	5	5
: Traffic Accident	17	17
: Traffic Hazard	3	3
: Traffic Incident	23	23
: TRO Violation	1	1
: Truancy	1	1
T/S : Traffic Stop	174	174

<b>Code : Description</b>	<b>Totals</b>	
: Unattended Death	0	0
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	1	1
: Warrant	10	10
: Welfare Check	26	26
<b>Totals</b>	<b>822</b>	<b>822</b>



# LAUREL FIRE DEPARTMENT

215 West 1st Street • Laurel, Mt • 59044 • Office 406.628.4911 • Fax 406.628.2185

## *Emergency Services Meeting 11/25/2024 – 1/27/2025*

### Calls-

- Responded to 61 Total Calls for 11/25/2024 – 1/27/2025.
- Ambulance driver calls- 2
- Total Hours on Calls-
  - Firefighters – 710
  - Officers – 345
  - Combined Hours – 1055
  - Training Hours - 281 YTD

### 2024 Calls and Hours –

- 459 Calls
- Total Hours on Calls –
  - Firefighters – 3,791
  - Officers – 2,415
  - Combined Hours – 6,206
  - Training – 3,530

### Training-

- Vehicle Extrication
- Structure Fire
- Firefighters attending Industrial Fire Training with CHS.
- DNRC Training will continue over the next three months.

### Rookie School Training-

- Vehicle Extrication
  - Hands on and Practical
- Structure Fires
  - Hands on and Practical

### Department News-

- Current Numbers
  - 35 Members
    - 9 firefighters currently in various stages of rookie school.
- Restructure of the Department
  - Chief
    - Reports to Mayor
  - Assistant Chief
    - Reports to Chief
  - 2 – Battalion Chiefs
    - Reports to Assistant Chief and Chief
  - 2 – Operations Captain
    - Reports to Battalion Chiefs
  - 2 – Lieutenants
    - Reports to Captains and Battalion Chiefs
  - Safety Captain position will be eliminated, and Operation Captains will take this over.
    - Safety Captains siphon will split between the two Operation Captains and two Lieutenants will make what the Operation Captains made previously.

- Misc.-
  - Winter Safety
  - Maintenance on Trucks.
  - Received all wildland pants and shirts from grant.
  - New radios and pagers are on order.
  - Time Clock to track hours.



Laurel Emergency Services Report created 1/17/25:

<b>2020</b>	1090 requests for service	<b>2021</b>	1228 requests for service	<b>2022</b>	1238 requests for service	<b>2023</b>	1300 requests for service
159 times LEMS was unavailable		135 times LEMS was unavailable		177 times LEMS was unavailable		171 times LEMS was unavailable	
72 times AMR was unavailable		34 times AMR was unavailable		48 times AMR was unavailable		23 times AMR was unavailable	
288 responses in Ward 5=27% of calls outside of the city of Laurel		318 responses in Ward 5=26% of calls outside of the city of Laurel		351 responses in Ward 5=29% of calls outside of the city of Laurel		351 responses in Ward 5=27% of calls outside of the city of Laurel	

Recent Month Summary:

December 2024:

Requests	113
Missed Calls	3 = 3%
Shortest Delay	21 minutes
Longest Delay	34 minutes
Average Delay	28 minutes
Fire Driver Available	0 times
City Driver Available	0 times
QRU Response With 1 Provider	1 time **
On A Previous Call	3 times
2 Units On A Call	0 times
No Crew / Provider Available	0 time
AMR Transported or Responded	3 times*
Red Lodge Transported	0 times
HELP Flight Transported	0 times
HELP Amb Transported or Responded	0 time
Columbus Transported or Responded	0 times
Joliet Transported	0 times
Park City Transported	0 times
PD Assisted Pt or Transported	0 time
FD Assisted Pt no transport	0 times
POV Transport	0 times
Refusal or no transport	0 time
YCSO Transported	0 times
MHP Transported	0 times

\*\*0 times the QRU responded and the patient refused / no transport to hospital or no patient found.

\*1 time AMR responded ant the patient refused – they were cancelled enroute

26 responses in Ward 5 = 23% of calls outside of the city of Laurel

1 LEMS response for mutual aid. None of these responses resulted in LEMS not being available for another call.



2024 Running Totals

	January	February	March	April	May	June	July	August	September	October	November	December	Total 2024
Requests	124	114	95	99	114*	117*	134	127	99	118	109	113	1363
Missed Calls	9	7	5	9	6	7	10	9	2	4	2	3	73
Shortest Delay (minutes)	22	11	17	19	8	18	15	13	20	27	14	21	8
Longest Delay (minutes)	45	40	24	51	38	37	53	35	33	70	27	34	70
Average Delay (minutes)	32	27	21	30	26	28	28	22	27	40	21	28	28
Fire Driver Available	20	15	4	16	17	12	2	3	2	2	0	0	94
City Driver Available	3	1	0	3	0	0	2	0	0	1	2	0	12
QRU Response w/ 1 Provider	6*	3	0	4	1	1	3	2	0	1	1	1	23
On A Previous Call	1	5	2	3	4	5	8	5	2	4	6	3	76
2 Units On A Call													11
No Crew / Provider Available	2	0	3	2	1	0	0	0	0	0	0	0	8
AMR Transported or Responded	6	5	3	4	3	5	4	6	2	2	2	3	43
Columbus Transported or Responded	0	0	0	0	0	1	0	0	0	1	0	0	2
Joliet Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
Park City Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
Red Lodge Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
HELP Flight Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
HELP Amb Transported or Responded	0	0	0	1	0	1	1	0	0	0	0	0	3
POV Transport	3	2	2	3	1	0	2	2	0	0	0	0	15
PD Assisted Pt or transported	0	0	0	0	0	0	1	0	0	0	0	0	1
FD Assisted Pt no transport	0	0	0	0	0	0	0	0	0	0	0	0	0
YCSO Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
MHP Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
QRU/AMR, Refusal or No Patient	0	0	0	1	1	0	2	1	0	2	0	1	8
Responses in Ward 5	43	20	29	24	37	30	35	43	21	39	26	26	373
LEMS response for mutual aid	8	2	6	1	4	3	5	4	4	4	1	1	43

\*correction made after report given

Other Reporting Information

-staffing – 1 FT employee out on light duty with anticipated return the first part of February. 2 FT staff still in the training process for the patient care side. 1 seasonal employee still training on the driving side. Once they are all done we will re evaluate where we are sitting for volunteer numbers.

-recertification for licensure is March 31<sup>st</sup>. We are working on ensuring everyone has the necessary CE hours for recertification.

-Working with the other emergency services departments to complete some interdepartmental training. Our first one will be January 29<sup>th</sup> at 6pm with 2 more scheduled over the next 2 months.

-The Laurel Chamber of Commerce attended a show and tell at our station on the 23<sup>rd</sup>.

-We have a car seat education with parents class on February 8<sup>th</sup>.

-We have had some significant vehicle issues with our 2 older ambulances and some maintenance expenses with our main one as well. We do need to start looking at how we can go about planning for a new one as it typically takes a significant of time for production

-We have implemented the Laurel Emergency Services certificate of recognition and have awarded for 2 incidents to all departments awards and I have awarded for 4 incidents within LEMS.

-For 2024 outreach education/injury prevention we conducted a total of 4 CPR classes with 12 students / 15 car seat checks with a total of 70 car seats evaluated / 1 Stop the Bleed demonstration with 100 people impacted / 17 bike helmets and 50 life vests distributed

2024 was really a great year for us. Having the opportunity to implement the Mill Levy for staffing is beyond amazing. We are really proud of the staff that we have and all that we have accomplished to move this service forward. We cannot thank the ESC, City Council, Fire & PD, the Mayor and city staff and most of all the citizens of Laurel for all of the support! We are very grateful and excited for the future.

**File Attachments for Item:**

11. Park Board Minutes of February 6, 2025.

Laurel Park Board Minutes for February 6, 2025.

In attendance were Richard Klose, Phyllis Bromgard, Irv Wilke, Tom Canape, Paul Kober and Jon Rutt. Matt Wheeler was in attendance for the city.

The meeting was called to order at 5:32 and Michelle Mize was in attendance for the Tree Board.

Public Comment: None

1. **Minutes from January 2nd meeting** - Phyllis Bromgard made a motion and Richard Klose seconded, motion passed.

#### **New Business**

2. **Merging with the Tree Board** – Waiting on the City Attorney for a decision. Park Board and the three members of the Tree Board (Tom Canape, Michelle Mize, and Phyllis Bromgard) support this move. Richard made a motion to approve merger, Phyllis seconded, and the motion passed.
3. **Community Garden Group** - No one was in attendance; Phyllis supports this project as a way to help feed the community. Some discussion followed on a Community Food Bank. Not in the scope of the Park Board.
4. **Bathrooms at Billie Riddle Splash Park** – Some discussion on options, whether a new building or the possibility of remodeling the old building. Jon is getting some ideas to discuss at the next meeting.

#### **Old Business**

5. **Other Parks** – Shower building is demo' ed at Riverside Park and stumps are being cleaned up.
6. **Riverside Campground/other items** – Campground is closed, but some rvs have been abandoned and the city has hauled them off.
7. **American Legion Building at Riverside Park** – Tile is the last item left to finish but will wait for warmer weather.
8. **Riverside Hall/Lions Club** – The hall is being rented more.
9. **Riverside Park/Lead Cleanup** – Moving slowly and waiting for the Health Department to complete inspection.

#### **Other Items**

Nothing to report

March 6 is the next meeting.

Meeting adjourned at 6:19

**File Attachments for Item:**

12. Appointment of Austin Gearhart to the Laurel Police Department.



# Laurel Police Department

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

February 5th, 2025

To: Mayor Dave Waggoner  
Re: Patrol Officer Hiring

Dear Sir,

In August of 2024, the Laurel Police Department began a hiring cycle to fill the vacant 15<sup>th</sup> Officer's position. We received no internal bids and proceeded with the public notification. We received a total of 16 applications, of which three qualified or continued to interviews. All three applicants moved on to backgrounds and successfully completed their background investigations forming a hiring pool. The Police Commission reviewed the three applicants and agreed that all three applicants met the statutory requirements for a Police Officer. Of those candidates Austin Gearhart was the top candidate.

Austin Gearhart has committed himself to a career in public service. He obtained his B.A. of Science/Criminal Justice in May of 2020. He has served honorably for the Hardin Police Department since May of 2022.

Austin is enthusiastic to serve the citizens of Laurel. He brings experience and professionalism to the department.

Given the above consideration, it is my recommendation and request that Austin Gearhart be appointed as a Laurel Police Officer

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Langve".

Chief Stanley J. Langve

**File Attachments for Item:**

13. Appointment of Gaurav Thakur to the Laurel Urban Renewal Agency - Advisory for the remainder of a four-year term ending December 31, 2027.



# BEARTOOTH

RESOURCE CONSERVATION AND DEVELOPMENT AREA, INC.

February 03, 2025

Dear Members of the LURA Board,

**Subject: Official appointment of Gaurav Thakur to serve in an Advisory Role/Ex Officio capacity on the LURA Board**

On behalf of Beartooth Resource Conservation & Development (RC&D), I am pleased to submit this letter of support to formally assign Mr. Gaurav Thakur, our Economic Development Director, to participate in the Laurel Urban Renewal Agency (LURA) Board in an advisory role/ex officio capacity.


For over 55 years, Beartooth RC&D has provided business technical assistance and community development services throughout South Central Montana. As a Regional Economic Development organization, our mission aligns closely with LURA's objectives of fostering economic growth and revitalization within the Laurel Downtown Tax Increment Finance (TIF) District.

The LURA Board's administration of the Facade, Signage, Technical Assistance, and General Large and Small Grant Programs plays a vital role in supporting projects that enhance the economic and aesthetic vitality of Laurel's downtown core. By having Mr. Thakur actively involved in an advisory capacity, Beartooth RC&D aims to strengthen our collaboration with LURA, offering a wealth of expertise and technical assistance on a range of programs and funding opportunities available through both Federal and State sources.

Mr. Thakur brings extensive experience in economic development, project management, and business support services. His participation on the LURA Board will enhance the board's ability to access critical resources, identify funding opportunities, and deliver comprehensive assistance to projects within the TIF District.

We are confident that this partnership will further the shared goals of promoting sustainable economic development, supporting local businesses, and enhancing the overall quality of life in Laurel. We look forward to the opportunity to contribute meaningfully to LURA's ongoing efforts.

Thank you for considering this appointment. Should you have any questions or require additional information, please do not hesitate to contact me directly.



Joel Bertolino  
Executive Director



128 So. Main St.  
P. O. Box 180  
Joliet, MT 59041

PHONE 406-962-3914  
FAX 406-962-3647  
WEBSITE [www.beartooth.org](http://www.beartooth.org)



**File Attachments for Item:**

14. Resolution No. R25-17: Resolution Of The City Council Of Intent To Adopt An Official Schedule Of Fees And Charges For The City Of Laurel And Repealing All Previous Resolutions That Set Fees Or Charges That Conflict With The Schedule Attached Hereto Upon Its Effective Date.

**RESOLUTION NO. R25-17**

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

WHEREAS, the City Council previously adopted Resolution No. R24-14 establishing the City of Laurel's fees and charges for various services into a Schedule of Fees and Charges, to enable citizens to have immediate access to the various fees and charges levied by the City for various services, in a format that is easy to obtain and simple to understand;

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

WHEREAS, at the direction of the City Council, City Staff prepared the attached Schedule of Fees and Charges for the City Council's consideration;

WHEREAS, the City Council desires to have at least one public hearing to gather public input and comments prior to adopting the Resolution approving the proposed Schedule of Fees and Charges; and

WHEREAS, a public hearing is set to gather public input and comments prior to adopting a Resolution approving the proposed Schedule of Fees and Charges.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves the Resolution of Intent to adopt the Schedule of Fees and Charges attached hereto and incorporated by reference herein; and

THEREFORE BE IT RESOLVED that a public hearing is set on the 11<sup>th</sup> day of March 2025 at 6:30 p.m.

Introduced at a regular meeting of the City Council on the 25<sup>th</sup> day of February 2025 by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 25<sup>th</sup> day of February 2025.

APPROVED by the Mayor on the 25<sup>th</sup> day of February 2025.

CITY OF LAUREL

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Dave Waggoner, Mayor

ATTEST:

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Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

---

Michele L. Braukmann, Civil City Attorney

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

# City Of Laurel

P.O. Box 10  
Laurel, Montana 59044



Office of Chief Administrative  
Officer

**TO:** City Council

**FROM:** Chief Administrative Officer

**DATE:** February 18, 2025

**SUBJECT:** Schedule of Fees and Charges Changes

- Administrative, City Attorney, and Court Fees and Charges(except Library): No changes.
- Police Department Fees and Charges: No changes.
- Library Fees and Charges: Added “Fees and Charges” to the header.
- Fire Department Fees and Charges: No changes.
- Emergency Medical Services Fees and Charges: Changed Ambulance to Emergency Medical Services.
- Public Works: Added “Public Works” to all headers.
  - Water Rates & Charges: Updated the Water Rate Resolution
  - Wastewater Rates & Charges: Updated the Wastewater Rate Resolution
  - Park and Recreations Fees and Charges: Removed Riverside Park Building reservation rows.
  - Cemetery Fees and Charges: Graves increased by \$100. Cremations increased by \$50. Set Cremation Urn increased by \$35. Private sale of any plot increased by \$30. Disinterment full burial increased by \$200. Disinterment cremation increased by \$175.
- Planning Fees and Charges: Added “Fees and Charges” to the header.
- Subdivision Fees and Charges: Added “Fees and Charges” to the header.
- Building Permit Fees and Charges:
  - Added “Fees and Charges” to the header.
  - Removed Solar permits
  - Added on-site prebuilding inspection (new and additions). Fee set at \$30.

**CITY OF LAUREL  
SCHEDULE OF FEES AND CHARGES  
AS OF TUESDAY, ~~MARCH 12, 2024~~ / RESOLUTION NO. R254-14**

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

<u>Item</u>	<u>Fee</u>
Returned Check	\$50.00
Document Photocopying	
First three pages	No Charge
Copies in excess of three pages per page	\$0.25
Discovery Fee	
Fee for production of discovery documents – Flat fee for USB Drive	\$10.00
Additional Discovery Fee for Mailed Documents	\$10.00
Public Records Request/FOIA Request	
Research City Records (Per Hour)	\$50.00
Research by Contracted Staff (Per Hour)	\$150.00- \$250.00
Research by City Attorney (Per Hour)	\$250.00
Dog License Fees and Renewals before April 1 (Must be renewed each year)	
Spayed Female/Neutered Male	\$20.00
Un-spayed Female/Un-neutered Male	\$30.00
Dog License Renewals after April 1	
Spayed Female/Neutered Male	\$30.00
Un-spayed Female/Un-neutered Male	\$40.00
Dog Kennel before April 1 (Must be renewed each year)	
Non-Commercial	\$50.00
Commercial	\$75.00
Chicken License Fee – Flat Fee	\$25.00
Business License	
General	\$100.00
Beer and/or Wine	\$400.00
Three Apartments	\$50.00
Four Apartments	\$60.00
Five or more Apartments	\$95.00
Pawn Shop	\$200.00
Utilities	\$400.00
Amusement Machines	\$100.00
Live Music	\$100.00
Junk	\$100.00
Liquor	\$500.00
Franchises	\$400.00
Sexually Oriented Business	\$750.00

**Police Department Fees and Charges**

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

**Library Fees and Charges**

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

**Fire Department Fees and Charges**

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

**Emergency Medical Ambulance Service Fees and Charges**

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



**Public Works: Water Rates and Charges**

<b><u>Item</u></b>	<b><u>Fee</u></b>
See Current Resolution (Resolution No. R <del>24-100-1-110</del> )	
System Development Fees (Based on Line Size) - Water	
¾ Inch	\$2,500.00
1 Inch	\$4,475.00
1 ¼ Inch	\$6,950.00
1 ½ Inch	\$10,000.00
2 Inch	\$17,850.00
3 Inch	\$40,000.00
4 Inch	\$71,425.00
Connections to the water system with meters larger than 4 inches or when the unique usage characteristics of a large water user may require, the City will determine the system development fee at that time if the City can provide the services as requested.	
Curb Box Repair Insurance Fee – Per Month Per Water Account	\$1.00
Utility Hook-Up Fees	
Water Tapping – Two Inches or Less	\$250.00
Water Tapping – Greater Than Two Inches	Fee x 1.25
Labor/Operator Rate Per Hour	\$60.00
Heavy Equipment Rate Per Hour	\$100.00
Other Fees for Repairs, etc.	
Frozen or Damaged Meter	
Replacement Meter or Meter Parts	Cost + 25%
Plus the Labor/Operator Rate Per Hour	\$60.00
OR Overtime Hourly Rate if Called Out After Hours	\$90.00
Hydrant Meter Rental – Per Month (Prorated Plus the Total Usage)	\$476.00
Utility Billing Fees and Deposits	
New Accounts or Re-Establishing an Account	\$35.00
Restoring Service to a Delinquent Account	\$75.00
Deposit for New Meter Accounts, No Service in Previous Year	\$170.00
Charge for Check Returned by Bank as Unpaid	\$50.00

**Public Works: Wastewater Rates and Charges**

<u>Item</u>	<u>Fee</u>
See Current Resolution (Resolution No. R <del>24-100-1-110</del> )	
Septic Dump Fee -	\$60.00 Minimum up to 1,000 Gallons plus \$0.06 per gallon thereafter
Septic Clean-up Fee for Spillage (Resolution No. R15-96)	\$40.00
System Development Fees (Based on Line Size) – Sewer	
Residential – Each Housing Unit (Duplex=2 units; Triplex=3 units; Four-plex=4 units; etc.	\$2,700.00
Commercial – Based on Water Meter Size; Includes Subdivision for Rent or Lease	
¾ Inch	\$2,700.00
1 Inch	\$4,833.00
1 ¼ Inch	\$7,506.00
1 ½ Inch	\$10,800.00
2 Inch	\$19,278.00
3 Inch	\$43,200.00
4 Inch	\$77,139.00
Connections to the wastewater system with water meters larger than 4 inches or when the unique usage characteristics of a large water user may require, the City will determine the system development fee at that time if the City can provide the service as requested.	

**Public Works: Solid Waste Fees and Charges**

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

**Park and Recreation Fees and Charges**

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

**Cemetery Fees and Charges**

<b><u>Item</u></b>	<b><u>Fee</u></b>
Please Note: Cemetery Caretaker must be present at all interments. Please Note: Burials are not permitted on Sundays, holidays, or Saturday afternoons.	
<b>City Residents</b>	
Full Grave	<del>\$65</del> 50.00
Baby Grave	<del>\$45</del> 00.00
<b>Non-Residents</b>	
Full Grave	<del>\$87</del> 00.00
Baby Grave	<del>\$45</del> 50.00
<b>Opening and Closing</b>	
Full Grave	<del>\$43</del> 80.00
Full Grave on Saturday mornings	<del>\$45</del> 80.00
Baby Grave	<del>\$43</del> 00.00
Baby Grave on Saturday mornings	<del>\$34</del> 50.00
Cremation	<del>\$302</del> 50.00
Cremation on Saturday mornings	<del>\$305</del> 0.00
Two Cremations on single plot	<del>\$37</del> 25.00
Two Cremations on single plot on Saturday mornings	<del>\$40</del> 50.00
Set Cremation Urn at existing Headstones	<del>\$75</del> 40.00
Private Sale of any plot – Transfer Processing Fee	<del>\$47</del> 5.00
Disinterment Fee for full burial	<del>\$64</del> 00.00
Disinterment Fee for cremains	<del>\$5003</del> 25.00

**Planning Fees and Charges**

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

**Subdivision Fees and Charges**

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

**Building Permit Fees and Charges**

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

**APPENDIX A: BUILDING PERMIT FEES and Charges**

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

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



\$ 17,001.00	\$ 18,000.00	\$ 439.50	\$ 219.75	\$ 285.68
\$ 18,001.00	\$ 19,000.00	\$ 460.50	\$ 230.25	\$ 299.33
\$ 19,001.00	\$ 20,000.00	\$ 481.50	\$ 240.75	\$ 312.98
\$ 20,001.00	\$ 21,000.00	\$ 502.50	\$ 251.25	\$ 326.63
\$ 21,001.00	\$ 22,000.00	\$ 523.50	\$ 261.75	\$ 340.28
\$ 22,001.00	\$ 23,000.00	\$ 544.50	\$ 272.25	\$ 353.93
\$ 23,001.00	\$ 24,000.00	\$ 565.50	\$ 282.75	\$ 367.58
\$ 24,001.00	\$ 25,000.00	\$ 586.50	\$ 293.25	\$ 381.23
\$ 25,001.00	\$ 26,000.00	\$ 601.50	\$ 300.75	\$ 390.98
\$ 26,001.00	\$ 27,000.00	\$ 616.50	\$ 308.25	\$ 400.73
\$ 27,001.00	\$ 28,000.00	\$ 633.00	\$ 316.50	\$ 411.45
\$ 28,001.00	\$ 29,000.00	\$ 648.00	\$ 324.00	\$ 421.20
\$ 29,001.00	\$ 30,000.00	\$ 663.00	\$ 331.50	\$ 430.95
\$ 30,001.00	\$ 31,000.00	\$ 678.00	\$ 339.00	\$ 440.70
\$ 31,001.00	\$ 32,000.00	\$ 693.00	\$ 346.50	\$ 450.45
\$ 32,001.00	\$ 33,000.00	\$ 708.00	\$ 354.00	\$ 460.20
\$ 33,001.00	\$ 34,000.00	\$ 723.00	\$ 361.50	\$ 469.95
\$ 34,001.00	\$ 35,000.00	\$ 738.00	\$ 369.00	\$ 479.70
\$ 35,001.00	\$ 36,000.00	\$ 753.00	\$ 376.50	\$ 489.45
\$ 36,001.00	\$ 37,000.00	\$ 768.00	\$ 384.00	\$ 499.20
\$ 37,001.00	\$ 38,000.00	\$ 784.50	\$ 392.25	\$ 509.93
\$ 38,001.00	\$ 39,000.00	\$ 799.50	\$ 399.75	\$ 519.68
\$ 39,001.00	\$ 40,000.00	\$ 814.50	\$ 407.25	\$ 529.43
\$ 40,001.00	\$ 41,000.00	\$ 829.50	\$ 414.75	\$ 539.18
\$ 41,001.00	\$ 42,000.00	\$ 844.50	\$ 422.25	\$ 548.93
\$ 42,001.00	\$ 43,000.00	\$ 859.50	\$ 429.75	\$ 558.68
\$ 43,001.00	\$ 44,000.00	\$ 874.50	\$ 437.25	\$ 568.43
\$ 44,001.00	\$ 45,000.00	\$ 889.50	\$ 444.75	\$ 578.18
\$ 45,001.00	\$ 46,000.00	\$ 904.50	\$ 452.25	\$ 587.93
\$ 46,001.00	\$ 47,000.00	\$ 919.50	\$ 459.75	\$ 597.68
\$ 47,001.00	\$ 48,000.00	\$ 934.50	\$ 467.25	\$ 607.43
\$ 48,001.00	\$ 49,000.00	\$ 949.50	\$ 474.75	\$ 617.18
\$ 49,001.00	\$ 50,000.00	\$ 964.50	\$ 482.25	\$ 626.93
\$ 50,001.00	\$ 51,000.00	\$ 976.50	\$ 488.25	\$ 634.73
\$ 51,001.00	\$ 52,000.00	\$ 987.00	\$ 493.50	\$ 641.55
\$ 52,001.00	\$ 53,000.00	\$ 997.50	\$ 498.75	\$ 648.38
\$ 53,001.00	\$ 54,000.00	\$ 1,008.00	\$ 504.00	\$ 655.20
\$ 54,001.00	\$ 55,000.00	\$ 1,018.50	\$ 509.25	\$ 662.03
\$ 55,001.00	\$ 56,000.00	\$ 1,029.00	\$ 514.50	\$ 668.85
\$ 56,001.00	\$ 57,000.00	\$ 1,039.50	\$ 519.75	\$ 675.68
\$ 57,001.00	\$ 58,000.00	\$ 1,050.00	\$ 525.00	\$ 682.50

\$ 58,001.00	\$ 59,000.00	\$ 1,060.50	\$ 530.25	\$ 689.33
\$ 59,001.00	\$ 60,000.00	\$ 1,071.00	\$ 535.50	\$ 696.15
\$ 60,001.00	\$ 61,000.00	\$ 1,081.50	\$ 540.75	\$ 702.98
\$ 61,001.00	\$ 62,000.00	\$ 1,092.00	\$ 546.00	\$ 709.80
\$ 62,001.00	\$ 63,000.00	\$ 1,102.50	\$ 551.25	\$ 716.63
\$ 63,001.00	\$ 64,000.00	\$ 1,113.00	\$ 556.50	\$ 723.45
\$ 64,001.00	\$ 65,000.00	\$ 1,123.50	\$ 561.75	\$ 730.28
\$ 65,001.00	\$ 66,000.00	\$ 1,134.00	\$ 567.00	\$ 737.10
\$ 66,001.00	\$ 67,000.00	\$ 1,144.50	\$ 572.25	\$ 743.93
\$ 67,001.00	\$ 68,000.00	\$ 1,155.00	\$ 577.50	\$ 750.75
\$ 68,001.00	\$ 69,000.00	\$ 1,165.50	\$ 582.75	\$ 757.58
\$ 69,001.00	\$ 70,000.00	\$ 1,176.00	\$ 588.00	\$ 764.40
\$ 70,001.00	\$ 71,000.00	\$ 1,186.50	\$ 593.25	\$ 771.23
\$ 71,001.00	\$ 72,000.00	\$ 1,197.00	\$ 598.50	\$ 778.05
\$ 72,001.00	\$ 73,000.00	\$ 1,207.50	\$ 603.75	\$ 784.88
\$ 73,001.00	\$ 74,000.00	\$ 1,218.00	\$ 609.00	\$ 791.70
\$ 74,001.00	\$ 75,000.00	\$ 1,228.50	\$ 614.25	\$ 798.53
\$ 75,001.00	\$ 76,000.00	\$ 1,239.00	\$ 619.50	\$ 805.35
\$ 76,001.00	\$ 77,000.00	\$ 1,249.50	\$ 624.75	\$ 812.18
\$ 77,001.00	\$ 78,000.00	\$ 1,260.00	\$ 630.00	\$ 819.00
\$ 78,001.00	\$ 79,000.00	\$ 1,270.50	\$ 635.25	\$ 825.83
\$ 79,001.00	\$ 80,000.00	\$ 1,281.00	\$ 640.50	\$ 832.65
\$ 80,001.00	\$ 81,000.00	\$ 1,291.50	\$ 645.75	\$ 839.48
\$ 81,001.00	\$ 82,000.00	\$ 1,302.00	\$ 651.00	\$ 846.30
\$ 82,001.00	\$ 83,000.00	\$ 1,312.50	\$ 656.25	\$ 853.13
\$ 83,001.00	\$ 84,000.00	\$ 1,323.00	\$ 661.50	\$ 859.95
\$ 84,001.00	\$ 85,000.00	\$ 1,333.50	\$ 666.75	\$ 866.78
\$ 85,001.00	\$ 86,000.00	\$ 1,344.00	\$ 672.00	\$ 873.60
\$ 86,001.00	\$ 87,000.00	\$ 1,354.50	\$ 677.25	\$ 880.43
\$ 87,001.00	\$ 88,000.00	\$ 1,365.00	\$ 682.50	\$ 887.25
\$ 88,001.00	\$ 89,000.00	\$ 1,375.50	\$ 687.75	\$ 894.08
\$ 89,001.00	\$ 90,000.00	\$ 1,386.00	\$ 693.00	\$ 900.90
\$ 90,001.00	\$ 91,000.00	\$ 1,396.50	\$ 698.25	\$ 907.73
\$ 91,001.00	\$ 92,000.00	\$ 1,407.00	\$ 703.50	\$ 914.55
\$ 92,001.00	\$ 93,000.00	\$ 1,417.50	\$ 708.75	\$ 921.38
\$ 93,001.00	\$ 94,000.00	\$ 1,428.00	\$ 714.00	\$ 928.20
\$ 94,001.00	\$ 95,000.00	\$ 1,438.50	\$ 719.25	\$ 935.03
\$ 95,001.00	\$ 96,000.00	\$ 1,449.00	\$ 724.50	\$ 941.85
\$ 96,001.00	\$ 97,000.00	\$ 1,459.50	\$ 729.75	\$ 948.68
\$ 97,001.00	\$ 98,000.00	\$ 1,470.00	\$ 735.00	\$ 955.50
\$ 98,001.00	\$ 99,000.00	\$ 1,480.50	\$ 740.25	\$ 962.33

\$ 99,001.00	\$ 100,000.00	\$ 1,491.00	\$ 745.50	\$ 969.15
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- \$100,001 - \$500,000: \$1491.00 for the first \$100,000, plus \$6.40 for each additional \$1,000 or portion thereof.
- \$500,001 - \$1,000,000: \$4,051.00 for the first \$500,000 plus \$5.47 for each additional \$1,000 or portion thereof.
- \$1,000,000 and up: \$6,239.00 for the first \$1,000,000 plus \$4.58 for each additional \$1,000 or portion thereof.
- Residential Plan Review = 50% of Permit Fee
- Commercial Plan Review = 65% of Permit Fee
- If work has started prior to issuance of a permit, the Building Permit Fee will double.
- Basements
  - Finished - \$50 per sq.ft.
  - Unfinished – refer to the most recent ICC Building Valuation Table