



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, DECEMBER 10, 2024
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 November 12, 2024.
2. Approval of Minutes of November 26, 2024.

Correspondence

3. Resignation Letter From Dennis Eaton
4. Resignation Letter From Emelie Eaton
5. Police Monthly Report - November 2024.
6. Fire Monthly Report - November 2024.

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.*

7. Claims entered through December 6, 2024.
8. Approval of Payroll Register for PPE 11/24/2024 totaling \$154,278.41.
9. Council Workshop Minutes of November 19, 2024.
10. Council Workshop Minutes of December 3, 2024.

Ceremonial Calendar

Reports of Boards and Commissions

11. Budget/Finance Committee Minutes of November 26, 2024.

- [12.](#) Emergency Services Committee Minutes of October 28, 2024.
- [13.](#) Tree Board Minutes of November 7, 2024.
- [14.](#) Emergency Services Committee Minutes of November 25, 2024.

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

- [15.](#) Resolution No. R24-96: Resolution Approving A Memorandum Of Understanding By And Between The City Of Laurel And Beartooth Resource Conservation & Development Area, Inc.
- [16.](#) Resolution No. R24-97: A Resolution Of The City Council Approving A Memorandum Of Understanding For The 2024-2026 Collective Bargaining Agreement Between The City Of Laurel And Local Union 316, American Federation Of State, County, And Municipal Employees, AFSCME Regarding Work Days And Shifts.
- [17.](#) Resolution No. R24-98: A Resolution To Modify The Previously Approved Compensation Levels For The Volunteer Ambulance Service.

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 November 12, 2024.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

November 12, 2024

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 6:29 p.m. on November 12, 2024.

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

COUNCIL MEMBERS ABSENT: Heidi Sparks Jessica Banks

OTHER STAFF PRESENT: Brittney Harakal, Administrative Assistant

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 October 22, 2024, as presented, seconded by Council Member Mize. With no objection, the minutes of the regular meeting of October 22, 2024, as presented, were approved. There was no public comment or Council discussion.

CORRESPONDENCE:

- Fire Monthly Report – October 2024
- Police Monthly Report – October 2024
- Resignation Letter from LuAnne Engh on Tree Board

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through November 8, 2024.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 10/27/2024 totaling \$272,978.86.**
- **Clerk/Treasurer Financial Statements for the month of September 2024.**
- **Clerk/Treasurer Financial Statements for the month of October 2024.**
- **Council Workshop Minutes of November 4, 2024.**

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. With no objection, the Consent Agenda of November 12, 2024, as presented, were approved. There was no public comment or Council discussion.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of October 22, 2024.
- Emergency Services Committee Minutes of September 23, 2024.
- Laurel Urban Renewal Agency Minutes of October 21, 2024.

DRAFT

Council Minutes of November 12, 2024

- Cemetery Commission Minutes of October 15, 2024.
- Library Board Minutes of April 9, 2024.
- Library Board Minutes of May 21, 2024.
- Library Board Minutes of June 11, 2024.
- Library Board Minutes of July 9, 2024.
- Library Board Minutes of August 13, 2024.
- Library Board Minutes of September 13, 2024.
- Laurel Urban Renewal Agency Minutes of November 4, 2024.
- Public Works Committee Minutes of October 21, 2024.
- Tree Board Minutes of October 3, 2024.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):

- Tom Becker, 1009 US Highway 10 W, thanked the Public Works Department for fixing the culvert that was causing flooding on his property.

SCHEDULED MATTERS: None.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

Council Member Mackay noted that she will be absent from the December 10th meeting and would like to be present for the vote regarding the CAO.

Council Member Mize read the attached statement into the record.

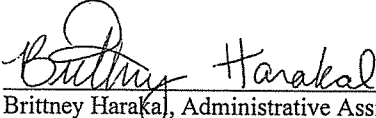
MAYOR UPDATES: None.

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 six Council Members present voted aye. Motion carried 6-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:41 p.m.


Brittney Haraka, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 10th day of December 2024.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

Brittney Harakal

From: Ward 2B
Sent: Tuesday, November 12, 2024 6:57 PM
To: Brittney Harakal
Subject: tonight's comment for the record

I want to state for the record tonight my concerns regarding the appointment of an acting CAO without consulting with the Council. It happened abruptly. We were not given a chance to discuss IF the city even wants a CAO. How are we supposed to have a discussion next week and weigh our concerns when the decision has already been made. It presupposes an outcome from us. It is UNACCEPTABLE to treat City Council like a rubber stamp. Allowing someone to act in a role that has not been approved is confusing and I worry His time served will be used against us when we are finally allowed to vote on this issue- which will be at minimum 4 weeks after he was instated.

Did Something happen that required this to be pushed through? If so, past practice is that in the event of an emergency the chain of command is to have the City Council President fill that role until a permanent replacement can be installed. When Mayor Tom Nelson was hospitalized then Council President Emilee Eaton was appointed as acting mayor. – President Sparks is not here tonight, but she did not indicate that she was given the option to fill the role as is proper and, as stated before, past practice.

To call this position interim gives the impression that we were already planning to hire someone but hadn't decided WHO. This is not the case. The role of CAO has been vacant for 8 years. The last time the city decided not to rehire a CAO the mayor absorbed many of the job's duties, and the CAO salary was removed from the city budget. The mayor at that time got a major raise because he was taking on these duties. Is the mayor now prepared to give back that money?

I have major financial concerns. It is the Council's job to set the budget . We did so in August. At that time no one mentioned recreating this position or budgeting for it. The email we received did not give any details regarding promised compensation, but we have to assume it was discussed, and we were not a part of it. The City Council has always held the power of the purse. To assume otherwise is to attempt to steal power from a COEQUAL branch of government. Now that this 'situation' has landed in our laps, how is the city of laurel supposed to come up with the money? I know I don't need to remind the council and citizens of Laurel that we are already struggling to fund a fire engine, water infrastructure, and as always our street maintenance. Furthermore, we have critical and long vacant positions going unfilled under this administration, that need addressing long before we need a CAO.

File Attachments for Item:

2. Approval of Minutes of November 26, 2024.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

November 26, 2024

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 November 26, 2024.

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

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

MINUTES: None.

CORRESPONDENCE:

- Beartooth RC&D Correspondence.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS:

Council Member Mize stated she called the City's auditors, Olness & Associates, regarding paying for the fire truck. She stated she was told any contracts will reduce what the City can borrow.

Council Member Mize also stated that she spoke to an employee who thought they should have had the opportunity to apply for the Chief Administrative Officer position.

PUBLIC HEARING:

- Budget Amendment

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

Kelly Strecker, Clerk/Treasurer, briefly reviewed the budget amendment. This amendment is for the unexpected increase in revenue from the donations from the Splash Park.

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 three (3) times if there were any proponents. There were none.

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 as there were none.

CONSENT ITEMS:

- **Claims entered through November 22, 2024.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 11/10/2024 totaling \$255,111.77.**

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

DRAFT

Council Minutes of November 26, 2024

Motion by Council Member Klose to approve the consent items as presented, seconded by Council Member Wilke. With no objection, the Consent Agenda of November 26, 2024, as presented, were approved. There was no public comment or Council discussion.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of November 12, 2024.
- Park Board Minutes of November 7, 2024.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT):

Dennise Hammer, 508 6th Avenue, stated that she spent some time at the Library Book Sale recently. The library is understaffed. She has concerns about adding a CAO when the library is understaffed.

SCHEDULED MATTERS:

- **Appointment of Doug Myers to the Laurel Airport Authority for the remainder of a 5-year term ending 6/30/2026.**

Motion by Council Member Canape to approve the Mayor's appointment of Doug Myers to the Laurel Airport Authority for the remainder of a 5-year term ending 6/30/2026, 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. R24-93: A Resolution Of The City Council Approving Amendments To Appropriations And Revenues For The City Of Laurel's Fiscal Year 2023-2024 Budget.**

Motion by Council Member Wilke to approve Resolution No. R24-93, seconded by Council Member Sparks. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Resolution No. R24-94: A Resolution Of Intent To Increase The City Of Laurel's Water And Sanitary Sewer Rates And Charges To Become Effective On January 10, 2025, And Setting A Date And Time For A Public Rate Hearing.**

Motion by Council Member Mize to approve Resolution No. R24-94, seconded by Council Member Wilke. There was no public comment or Council discussion. A roll call vote was taken on the motion. Council Members Sparks, Wilke, Mackay, Klose, Wheeler, Mize, and Canape voted aye. Motion carried 7-0.

- **Resolution No. R24-95: A Resolution Of The City Council Directing The City Of Laurel Mayor To Recommend Appointment Of A Chief Administrative Officer And To Negotiate A Written Contract For Approval By The City Council.**

Mayor Waggoner stated he was pulling this resolution from the agenda. The job will be posted internally, and an applicant will be brought forward to the Council. The corresponding compensation package will be brought forward as well.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

This Saturday is Small Business Saturday. Sunday is the Christmas Stroll.

It was questioned if the City would move forward with an interim CAO while posting the job internally. It was clarified that this was correct.

Happy Thanksgiving

MAYOR UPDATES: None.

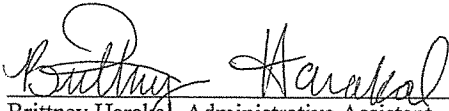
DRAFT

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 6:44 p.m.


Brittney Haraka, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 10th day of December 2024.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

3. Resignation Letter From Dennis Eaton

Brittney Harakal

From: Ward 1A
Sent: Monday, November 18, 2024 5:58 PM
To: Brittney Harakal
Cc: Ward 4A; City Mayor
Subject: FW: Public Works

Please see the below resignation of Dennis Eaton from the Public Works Committee. Can we have this vacancy advertised ASAP, please?

Thank you!

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

From: Dennis Eaton <dscotteaton@gmail.com>
Sent: Wednesday, November 6, 2024 10:17 AM
To: Ward 1A <ward1a@laurel.mt.gov>
Subject: Public Works

I will need to jump off the committee as I thought I would have more time to dedicate to it but in reality I do not.

Thanks

File Attachments for Item:

4. Resignation Letter From Emelie Eaton

Brittney Harakal

From: Ward 1A
Sent: Monday, November 18, 2024 5:58 PM
To: Brittney Harakal
Cc: Ward 4A; City Mayor
Subject: FW: Public Works

Please see the below resignation of Emelie from the Public Works Committee. Can we also have this vacancy advertised ASAP, please?

Thank you!

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

From: Eaton <deaton4626@aol.com>
Sent: Wednesday, November 6, 2024 10:20 AM
To: dscotteaton@gmail.com; Ward 1A <ward1a@laurel.mt.gov>
Cc: deaton4626@aol.com
Subject: Re: Public Works

I also will no longer be on this committee.
Emelie Eaton

Sent from AOL on Android

On Wed, Nov 6, 2024 at 10:17 AM, Dennis Eaton
<dscotteaton@gmail.com> wrote:

I will need to jump off the committee as I thought I would have more time to dedicate to it but in reality I do not.

Thanks

File Attachments for Item:

5. Police Monthly Report - November 2024.



Laurel Police Department

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

Total Calls

Printed on December 1, 2024

[CFS Date/Time] is between '2024-11-01 00:00:00' and '2024-11-30 23:59:59' and

[Primary Incident Code->Code : Description] All

Code : Description

Totals

10-15 : With Prisoner	0	0
: Abandoned Vehicle	12	12
: Agency Assist	37	37
: Alarm - Burglary	13	13
: Alarm - Fire	3	3
AMB : Ambulance	83	83
: Animal Complaint	9	9
: Area Check	1	1
: Assault	5	5
: Bad Checks	0	0
: Barking Dog	5	5
: Bomb Threat	0	0
: Burglary	2	2
: Child Abuse/Neglect	2	2
: Civil Complaint	7	7
: Code Enforcment Violation	3	3
: Community Integrated Health	2	2

Code : Description	Totals	
: Counterfeiting	0	0
: Criminal Mischief	4	4
: Criminal Trespass	2	2
: Cruelty to Animals	2	2
: Curfew Violation	9	9
: Discharge Firearm	1	1
: Disorderly Conduct	4	4
: Dog at Large	14	14
: Dog Bite	4	4
DUI : DUI Driver	8	8
: Duplicate Call	1	1
: Escape	0	0
: Family Disturbance	13	13
: Fight	6	6
FIRE : Fire or Smoke	11	11
: Fireworks	0	0
: Forgery	0	0
: Found Property	7	7
: Fraud	3	3
: Harassment	2	2
: Hit & Run	3	3

Code : Description	Totals	
: ICAC	1	1
: Identity Theft	0	0
: Indecent Exposure	1	1
: Insecure Premises	5	5
: Intoxicated Pedestrian	0	0
: Kidnapping	0	0
: Littering	0	0
: Loitering	1	1
: Lost or Stray Animal	5	5
: Lost Property	3	3
: Mental Health	6	6
: Missing Person	3	3
: Noise Complaint	0	0
: Open Container	0	0
: Order of Protection Violation	1	1
: Parking Complaint	6	6
: Possession of Alcohol	0	0
: Possession of Drugs	2	2
: Possession of Tobacco	4	4
: Privacy in Communications	0	0
: Prowler	2	2

Code : Description	Totals	
: Public Assist	42	42
: Public Safety Complaint	6	6
: Public Works Call	8	8
: Report Not Needed	3	3
: Robbery	1	1
: Runaway Juvenile	3	3
: Sexual Assault	2	2
: Suicide	0	0
: Suicide - Attempt	0	0
: Suicide - Threat	6	6
: Suspicious Activity	66	66
: Suspicious Person	12	12
: Theft	23	23
: Threats	9	9
: Tow Call	0	0
: Traffic Accident	16	16
: Traffic Hazard	8	8
: Traffic Incident	27	27
: TRO Violation	0	0
: Truancy	1	1
T/S : Traffic Stop	179	179

Code : Description	Totals	
: Unattended Death	1	1
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	1	1
: Warrant	11	11
: Welfare Check	17	17
Totals	760	760

File Attachments for Item:

6. Fire Monthly Report - November 2024.



Laurel Fire Department

For the Month of:

November

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

Number of Calls
6
1
11
1
3
6
7
2
0

Number of Hours

Total

37

803

Other Activities

Training
Total Training Hours

204

Total Training/Service Hours for the Month

1007

Responded to 3 large structure fires. Assisted Yellowstone County Sheriff's Office with Search for 2 missing hunters. Number of calls is up from last year at this time.

DEFINITIONS

Structure Firefighting

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

Wildland Firefighting

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

Extrications

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

Other Rescues

Rope Rescue, Water Rescue, Ice Rescue.

Alarms

Respond to any false alarms or malfunctions.

Other Calls

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

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

File Attachments for Item:

9. Council Workshop Minutes of November 19, 2024.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, NOVEMBER 19, 2024**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:31 p.m. on November 19, 2024.

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
Michele Braukmann, Civil City Attorney
Kelly Strecker, Clerk/Treasurer
Kelly Gauslow, Accounts Payable
Amber Hatton, Payroll

Public Input:

There were none.

General Items

1. Appointment of Doug Myers to the Laurel Airport Authority for the remainder of a 5-year term ending 6/30/2026.

Doug Myers, 1915 Waterwood Drive, introduced himself to the Council.

Jim Wise, 2202 Avalon Road, spoke in support of the nomination to the board.

Executive Review

2. Resolution - A Resolution Of The City Council Approving Amendments To Appropriations And Revenues For The City Of Laurel's Fiscal Year 2023-2024 Budget.

The Clerk/Treasurer stated this budget amendment is for the last budget year. During the audit, it was noted that there was unanticipated revenue for the Splash Park. There was 180k donated for the Splash Park.

Council noted that it is an amazing amount donated by the Community.

3. Resolution - A Resolution Of Intent To Increase The City Of Laurel's Water And Sanitary Sewer Rates And Charges To Become Effective On January 10, 2025, And Setting A Date And Time For A Public Rate Hearing.

The Clerk/Treasurer asked the Council to review the draft letter that will be sent to residents.

Council asked that the letter include a statement stating that the City has not changed our billing software, just the rates will be changing.

Council asked for a graphic to explain the usage. It was clarified that sewer usage is the same as water usage during the winter. In the summer, residents are on an average from their winter consumption. Sewer is not metered, just water. Sewer rates are based on actual usage and are not tiered like the water rates.

This resolution is just a resolution of intent setting a public hearing.

4. Resolution - A Resolution Of The City Council Directing The City Of Laurel Mayor To Recommend Appointment Of A Chief Administrative Officer And To Negotiate A Written Contract For Approval By The City Council.

Mayor Waggoner read the attached letter into the record.

Council thanked Staff for the information included in the packet. Council noted that other positions have not been filled throughout the City.

It was noted that the person who is being considered for this role is not a new employee. There will be a little more added to the budget. He will be taking on additional job duties in addition to his current job duties.

Council questioned why the urgency. They questioned if moving the existing employee into the CAO role would create another vacancy. It was clarified that he would be doing both his current job duties as well as those of the CAO for awhile.

Council asked for a while to be defined. It was clarified that has not been decided yet.

A Council Member asked that this discussion be directed solely to the role and not the person filling the interim role.

Council asked what the compensation would be and would the Mayor be reducing his pay. The Mayor clarified that he would not be giving away any of his current job duties.

A Council Member noted that historically others have come in from outside the City and used this position as a stepping stone into a bigger City. They would like not to see this happen again.

Mayor Waggoner stated that the CAO will be handling personnel issues and lawsuit issues.

Council was given a copy of the resolution from 2008 approving the job description for the Chief Administrative Officer, see attached.

The Clerk/Treasurer read the attached statement into the record.

Council asked why the Court Clerk position had not been filled yet.

The Civil Attorney stated that LMC requirements only contemplate one full-time Court Clerk.

It was questioned if that information had been conveyed to Staff.

Mayor Waggoner added that as long as there is an active lawsuit involving the Court, that position will not be filled until those lawsuits have been resolved. Emails have been sent communicating that with the Judge.

Council noted during the budget, Departments were asked to make cuts to their budgets. It was questioned what impact this position would have on everyone's budget.

The Clerk/Treasurer clarified that the General Fund does not pay administration fees. Currently, the City is pulling 311k in administrative fees to help the General Fund.

Council questioned why the job was not posted. They also questioned if this person would be a contracted employee.

It was clarified that the City is not required to post the job. It was further clarified that this position is a contracted position and will have a 2-year contract. That contract would come before the Council on the next Council cycle. The job of a CAO is to provide continuity during the change between elected officials. The Civil Attorney put together the attached memo regarding the benefits of having a CAO. Currently, the City does not have an HR Department. The CAO's job is to absorb the gaps that exist within the City.

Council asked for more clarification regarding the HR needs of the City. It was clarified that the Union Collective Bargaining Agreement has multiple levels of grievance. The first step in that process should be to HR personnel. The last step of the grievance process should be the Mayor. Currently, the Mayor is included in the personnel issues very early on in the process. The Mayor needs to remain unbiased in this process. This has caused issues in the past.

It was questioned how an existing employee would be able to do their current role as well as the role of CAO.

Council noted that previous CAOs were considerably less. It was questioned whether the intent was to keep the compensation the same. It was clarified if Mr. Lurker was still with the City his wage with all the raises would have been 95k with 10 years less experience.

A Council Member noted that there was an article where Mayor Nelson stated he received his wage increase because there was no CAO. The Clerk/Treasurer noted that Staff spent a lot of time trying to find any information regarding that pay increase. It was not included in the budget memo to the Council the year it was enacted. Staff asked for the article to be provided. It was noted that the Council also received a substantial raise as well the same year.

It was questioned if the CAO would need to make a certain percentage over other employees. It was clarified that historically the CAO is the highest-paid employee within the City. That is the case across the State as well.

It was questioned if this resolution is to approve having a CAO with the next cycle approving the applicant. It was clarified that legally the Mayor has the right to recommend to fill this position. This resolution is not legally required.

Council Member Mackay noted that she will be absent from the December 10th meeting and would like to be here for the vote.

A Council Member noted that past Mayor's have not put in the number of hours like our current Mayor puts in.

A Council Member noted that past CAOs have abused this position. They would like to see a CAO that does not put words in the Mayor's mouth.

Council noted that the City is raising rates for both Water and Sewer. They find that it might be hard to sell an increase in Water and Sewer rates while also increasing administrative fees to these funds. It was clarified that the City has not increased its rates since 2015. Most Cities raise a certain percentage annually.

Council Issues

There were none.

Other Items

There were none.

Attendance at Upcoming Council Meeting

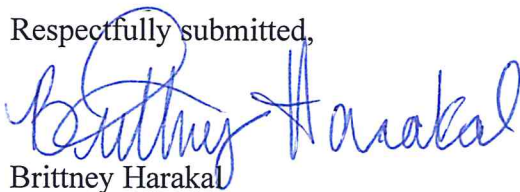
Council Member Banks will be absent from next week's meeting.

Announcements

There were none.

The council workshop adjourned at 7:39 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.



DRAFT

Dear Customer,

We are reaching out to inform you about important updates to the City of Laurel's water and wastewater rates, based on a recent comprehensive rate study. Our rates need to be updated to address several key issues, including:

-  Increasing operational costs
-  Urgent maintenance and upgrades for our aging infrastructure
-  Ensuring every customer covers the cost of their water and sewer service

The City Council carefully considered these changes. A public hearing to share more information about these rates is scheduled for December 17, 2024, with a vote on the proposed rates within 30 days.

The results of the rate study recommended a change to how we charge for water. The water rates structure will change to prioritize affordable and equitable rates, and encourage water efficiency. We're moving to a tiered water rate structure. Under this model, the cost per gallon increases as usage rises, which encourages conservation and ensures that high water users contribute more to support the system's additional capacity needs. Many customers may find themselves in the higher tiers during the summer months and in the lower tier during the winter months.

These rate changes are a necessary step towards achieving a balanced and efficient rates structure and will ensure we can continue providing safe and reliable water and sewer services for generations to come.

We appreciate your support as we continue to work to be a stronger and more resilient water utility and community. The following page includes details of the new rates structure. If you have any questions about these new rates or would like assistance with understanding your bill, please contact our customer service team at (406) 628-4796.

Sincerely,

XX

OUR PRIORITIES

-  Minimized Customer Impacts
-  Affordability
-  Revenue Stability
-  Fairness
-  Long-Term Planning

EXAMPLES OF THREE RESIDENTIAL CUSTOMERS WITH 3/4" METERS WITH DIFFERENT WATER AND WASTEWATER USAGE AND ANTICIPATED IMPACTS ON THEIR BILLS

Indoor Use 4,000 Gallons of Water 3,000 Gallons of Wastewater	Average Use 6,000 Gallons of Water 3,000 Gallons of Wastewater	Summer Use 15,000 Gallons of Water 3,000 Gallons of Wastewater
Water: Monthly Increase of \$0.10 Sewer: Monthly Increase of \$9.54 Total Change: \$9.64	Water: Monthly Decrease of \$0.74 Sewer: Monthly Increase of \$9.54 Total Change: \$8.80	Water: Monthly Increase of \$0.94 Sewer: Monthly Increase of \$9.54 Total Change: \$10.20

Water Rates Structure

Water

Monthly Minimum Charge/Base Charge, \$ per Bill

Meter Size	Existing	Proposed
<i>Inches</i>		
3/4"	\$32.61	\$32.61
1"	\$56.11	\$56.11
1.25"	\$85.57	\$85.57
1.5"	\$121.86	\$121.86
2"	\$215.28	\$215.28
3"	\$478.86	\$478.86
4"	\$852.82	\$852.82
6"	\$1,915.49	\$1,915.49
10"	\$5,291.82	\$5,291.82

Includes capital charge of \$8 per EDU

Volume Rate

\$ per 1,000 gallons

Threshold	Existing	Proposed
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Residential

0 - 1,000	\$0.00	\$2.17
1,001 - 5,000	\$2.86	\$2.17
5,001 - 10,000	\$2.86	\$2.71
10,001 - 20,000	\$2.86	\$3.26
Over 20,000	\$2.86	\$4.34

Commercial

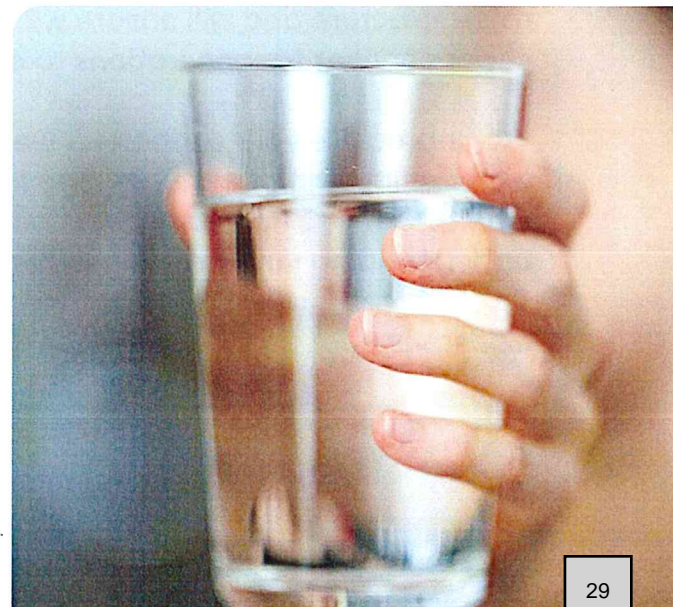
0 - 1,000	\$0.00	\$3.27
Over 1,000	\$2.86	\$3.27

Industrial

0 - 1,000	\$0.00	\$4.02
Over 1,000	\$2.86	\$4.02

Sewer Rates Structure

Meter Size	Existing	Proposed
<i>Inches</i>		
3/4"	\$29.24	\$29.24
1"	\$52.34	\$52.34
1.25"	\$81.29	\$81.29
1.5"	\$116.96	\$116.96
2"	\$208.77	\$208.77
3"	\$467.84	\$467.84
4"	\$835.39	\$835.39
6"	\$1,879.84	\$1,879.84
Multi	\$29.27	\$29.27
All Usage	Rate, \$ per Kgal	Rate, \$ per Kgal
	\$5.27	\$8.45



Mayor's appointment for the CAO Position

After serving as Mayor for almost three years, I have determined that having a CAO tend to the affairs of the city is needed. The City Council passed an ordinance in 2007 to gauge what type of government the citizens of Laurel wanted, and 744 citizens went and voted to change our charter and the way the City Government was to be conducted. The role of a CAO was placed into the Charter to help the mayor carry out the duties that the citizens expect. The previous 4 Mayors had full-time employment and had to rely on phone calls and emails to communicate with City Staff.

I have won two elections for the mayor's position, and I could not fill the first as I could not work for the city and be its mayor and I still needed an income greater than what the Mayor's position paid. The second time I won the mayor's race, I retired from city employment so that I could comply with the ordinance that the City Council passed disqualifying city employees from being Mayor and a city employee. I ran the second time for Mayor because I believed that with my city employment, I had insight on issues that I wanted to improve upon. Since being sworn into office I have not prepared a budget with any increase to the mayor's stipend. The stipend I received was prepared by a previous Mayor and approved by the city council when the yearly budget is finalized. I am the only recent Mayor that walked away from a good paying job to take the position, and I feel that I have a lot to offer this community. I am human and I have made mistakes, hiring a CAO will help me and any other Mayor carry out the responsibilities of the executive branch. The Laurel residents wanted change when they voted to change the charter to allow for that position to help the mayor. I believe that the person I have asked to fill the position will not only help me as he has done for the last three years but will help me better communicate with the department heads. Having a CAO in the office on a regular schedule will allow better discussions between all employees in the city. The City of Laurel is a great community, and we need to continue to employ great people to help manage the citizens' needs and expectations.

I believe the CAO position should be filled, and I would ask you all to support this effort. I hope that I can be elected to another term to work with the CAO to better the city.

RESOLUTION NO. R08-58

RESOLUTION OF THE CITY COUNCIL TO CREATE A POSITION CALLED THE CHIEF ADMINISTRATIVE OFFICER (CAO) FOR THE CITY OF LAUREL, TO ADOPT A JOB DESCRIPTION AND APPROVE THE MAYOR'S DELEGATED DUTIES AND SUPERVISORY AUTHORITY CONTAINED IN THE JOB DESCRIPTION.

WHEREAS, the City Council has determined that it is in the best interest of the City of Laurel to create a new administrative position within the City Government to assist the mayor in his/her duties and supervisory authority consistent with Section 3.10 of the City's Charter; and

WHEREAS, Sections 3.10(2) and 3.10(3) of the Charter authorize the Mayor to delegate his/her duties and supervisory authority to the Chief Administrative Officer, in writing upon approval by resolution of the City Council; and

WHEREAS, the Mayor specifically intends to delegate and hereby delegates all the duties and supervisory authority contained in the attached Job Description for the Chief Administrative Officer and has requested the City Council's approval of his official delegation by the approval of the Job Description; and

WHEREAS, the City Council desires to approve the Mayor's official delegation of duties and supervisory authority, as required by Sections 3.10(2) and 3.10(3) of the Charter; and

WHEREAS, by approving this resolution and adopting the job description attached hereto, the City Council intends to approve the Mayor's delegation of duties and supervisory authority as required by the City's Charter.

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

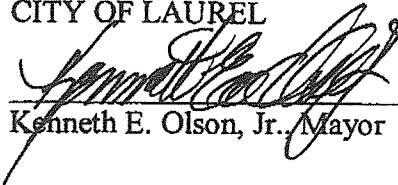
1. That the job description of Chief Administrative Officer, a copy attached hereto, is approved and adopted as the official job description for the position of the Chief Administrative Officer (CAO) for the City of Laurel.
2. That the City Council hereby approves all of the delegated duties and supervisory authority authorized and delegated by the Mayor contained in the attached job description as required by Sections 3.10(2) and 3.10(3) of the City's Charter.
3. That this job description may be amended, altered, modified, or deleted as the Mayor, with City Council approval, may deem in its best interest, or as required in the future.
4. The Mayor is authorized to commence recruitment, in accordance with the Transition Plan previously adopted by the City Council through Resolution No. R08-07, for a qualified candidate immediately upon the adoption of this Resolution.

Introduced at a regular meeting of the City Council on June 3, 2008 by Council Member
Mace

PASSED and APPROVED by the City Council of the City of Laurel this 3rd day of June, 2008.

APPROVED by the Mayor this 3rd day of June, 2008.

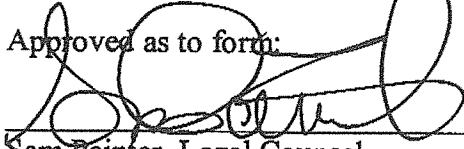
CITY OF LAUREL


Kenneth E. Olson, Jr., Mayor

ATTEST:


Mary K. Embleton, Clerk-Treasurer

Approved as to form:


Sam Painter, Legal Counsel
Elk River Law Office, P.L.L.P.



City of Laurel	Job Description
Job Description Title: Chief Administrative Officer	FLSA Status: Exempt / Non Union
Accountable To: Mayor	Position Status: Regular Full-Time

Job Summary:

As defined by the City of Laurel Charter, Article III, Section 3.10, the Chief Administrative Officer, directs and coordinates administration of the City government in accordance with policies promulgated and approved by the Mayor and City Council. The Chief Administrative Officer shall directly oversee the operations and provision of services to citizens within each department of the City. He/she shall regularly perform complex work requiring significant interpretive judgment in analyzing, recommending and implementing City policy concerning fiscal matters and personnel matters. The Chief Administrative Officer shall coordinate day-to-day operational matters of all departments through the respective Department Heads. He/she shall recommend alternative courses of action and policies to the Mayor and Council for their consideration and approval.

Scope of Responsibility:

This position reports directly to the Mayor. This position directly manages and supervises the City's employees including, but not limited to, Department Heads of Public Works, Planning, Clerk/Treasurer, Police, Library, Fire, and Ambulance in accordance with policy.

Essential Duties and Responsibilities:

1. Duties Specific to Administration
 - 1.1. Confers with Department Heads in the proposed development and implementation of policies and programs.
 - 1.2. Manages and supervises Department Heads by providing sufficient direction and guidance to Department Heads, including coaching, documentation, performance evaluation and/or assessment and discipline.
 - 1.3. In association with Department Heads, manages and supervises all City employees including but not limited to development, coaching, performance evaluation and/or assessment and discipline.
 - 1.4. Makes recommendations to the Mayor regarding the termination of City employees and Department Heads.
 - 1.5. Facilitates the coordination and communication between departments and Department Heads.
 - 1.6. Works with Department Heads to ensure department goals and operations are within the City's overall mission and goals.

2. Duties Specifically Assigned by the Mayor
 - 2.1. Directs and coordinates the administration of the City government in accordance with approved policy; keeps Mayor/Council informed of all pertinent information.
 - 2.2. Assist Mayor in enforcing laws, ordinances, and resolutions as adopted by City.
 - 2.3. Reports to the Mayor on the affairs and operations of the City government.
 - 2.4. Reports to the Council as the Mayor requires.
 - 2.5. Assist Mayor in Council meetings and take part in discussion.
 - 2.6. Carry out all approved City policies.
 - 2.7. Recommend measures and actions that are in the City's best interest to the Mayor.

- 2.8. At the Mayor's direction, reviews and negotiates the terms and conditions of contracts, bonds, notes and other obligations of the City. Recommends to the Mayor for his/her approval prior to the City Council's consideration of the same.
 - 2.9. Oversees the preparation of the budget in consultation with the Clerk/Treasurer, other Department Heads, Mayor, and Council.
 - 2.10. Under the Mayor's direction, executes the budget adopted by the Council.
 - 2.11. Perform duties required by law, charter, ordinance or resolution.
3. Performs other related duties as assigned by the Mayor.

Minimum Qualifications:

- Bachelor's degree (B. A.) or equivalent in Public Administration, Business Administration, Business Management, Accounting or Finance; and/or four to ten years' related experience in City, County or local government management, business and/or operational management in the private sector, financial management in the government or private sectors required; or a combination thereof.
- Must possess a valid Montana Driver's license.
- Must be bondable.

Personal Attributes/Skills Required or Preferred:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Keeps the Mayor and City Council promptly informed of all matters of major importance and recommends actions with respect to such matters as may be required; Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Deals with the public in a manner that effectively promotes the image of the City and handles complaints tactfully but thoroughly.

Financial Analysis - Ability to read, analyze, and interpret financial reports, and legal documents.

Physical Demands & Working Conditions:

The position requires the ability to communicate orally and in writing. Duties require some limited physical movement of lifting up to 30 pounds (greater with assistance), bending, prolonged sitting, and stooping; work is performed in an office and is controllable; must be bondable; must possess a valid Montana Driver's license. Work conditions require high attention to detail and frequent deadlines with frequent interruptions.

MEMO

Council & Mayor,

As you are aware the mayor would like to place Kurt Markegard in the interim CAO position. After listening to last week's council meeting as I was not present, several questions arose. I can speak about the impacts of budget in moving a current employee into this position. Currently, Mr. Markegard receives a wage of \$98,822.54. He is currently funded out water, sewer, garbage, planning, gas tax, streets and the general fund. The mayor is currently proposing a wage for the CAO position at \$115,000. With Mr. Markegard being an already budgeted employee the impact on the budget is minimal. Since we are nearing December and almost 6 months into the budget the impact on the budget is less than \$12,000. With the budget savings that have already occurred this fiscal year we will not have to use reserves to fund this position or the wage increase. The current general fund cash balance is 1,015,726.54. Keep in mind that we have not received any tax payments for this fiscal year. I expect to see a very large tax payment on or around the first week of December. A Budget Amendment will have to occur to give us the budget authority to charge wages and benefits out of the CAO budget since there is nothing budgeted at this time, and there will not be any reserves used to fund this position at this time.

Over the last few days, I have a couple of you asked me for prior wages for the CAO and the Mayor. They are as follows:

Administrative Assistant - Mr. Asher: \$55,000.00, Mayor Olson \$10,600.00.

CAO – Mr. Sheridan \$75,000, Mayor Olson \$10,600.00

CAO – Mrs. Jenson \$80,000, Mayor Mace \$10,811.00

CAO- Mr. Lurker \$78,000, Mayor Nelson \$11,140.00

In FY 2019-2020 Mayor Nelson's set his wage at \$27,846.00. When Mayor Waggoner was elected as mayor, he assumed the wage that was set by the previous mayor and has not received an increase in pay since. When council members are elected, they assume the same wage as the previous council members.

Since the City has not had a CAO in the last 5 years, there has been cost savings of more than \$500,000.00.

When looking forward to the next fiscal year, the impact on the budget and the reserves is less than 2% to fund this position. While the auditors were here doing our annual audit, I spent a lot of time meeting with them regarding the best way to fund this position. They stated that when adding the CAO position to our budget next year we are able to charge each department administrative fees like we do for all administrative positions besides the

funding to each designated department. This will lessen the impact on the general fund. With this position being an administrative position we are able to do this.

As I look back onto the conversations that were had by the city council in May regarding the fire truck, there were none. I presented a memo regarding the health of the general fund, as I was very concerned as to how we were going to fund this large purchase. I asked the question more than once as to “How are we were going to fund it”. It was silent and no suggestions were to be had. This purchase is going to have a huge impact on the general fund in the upcoming fiscal year and years to come, whereas adding a CAO position with a current already funded employee with 20 years as a city employee and an incredible amount of history and knowledge behind him will not.

Sincerely,



Kelly Strecker
Clerk Treasurer

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

City of Laurel

P.O. Box 10
Laurel, Montana 59044



Mayor's Office

DEPARTMENT

MEMORANDUM REGARDING BENEFITS OF EMPLOYING A CHIEF ADMINISTRATIVE OFFICER

A Chief Administrative Officer (CAO) is an important role in many cities and municipalities. The CAO is typically a senior executive who manages the day-to-day operations of the City's government, reporting directly to the Mayor.

Below are some of the significant benefits of a City having a Chief Administrative Officer:

1. Streamlined Governance and Decision-Making

Centralized Leadership: The CAO acts as the central point of contact for all administrative operations within the City government. This centralized leadership helps streamline decision-making and ensures that policies and directives are consistently implemented across departments.

Consistency and Efficiency: By having a single individual overseeing the daily operations of the City, the CAO can reduce duplication of efforts, resolve inter-departmental conflicts, and ensure a unified vision is executed across various City functions.

2. Professional Management of City Operations

Executive Expertise: The CAO typically has extensive management experience and expertise. This professional background helps ensure that the City is run efficiently and that public services are delivered in a manner that is both effective and accountable.

Operational Focus: While elected officials, such as the Mayor or City council, are responsible for setting policy and strategic direction, the CAO focuses on implementing those policies. This professional management helps ensure that the City's operations run smoothly and that daily governance is not bogged down by political cycles or micromanagement.

3. Improved Accountability and Transparency

Clear Reporting Structure: The CAO acts as a key figure who provides transparent reporting on the City's operations, fiscal health, and performance metrics. The CAO is typically responsible for preparing reports and updates for the City Council and Mayor, making it easier to track progress and identify issues in real time.

Accountability to Elected Officials: The CAO helps ensure that the City's administration is accountable to elected officials (e.g., Mayor, City council). They report to these elected leaders about operational outcomes, ensuring that decisions are based on accurate data and effective performance metrics.

4. Improved Fiscal Management

Budget Oversight: One of the critical responsibilities of the CAO is overseeing the City's budget. By managing the budget preparation process, ensuring cost-effective allocation of resources, and identifying areas for financial improvement, the CAO helps ensure that the City's financial resources are used efficiently and in accordance with strategic priorities.

Long-Term Financial Planning: The CAO is also responsible for ensuring long-term fiscal health, including planning for future capital projects, managing City debt, and working on sustainable revenue generation strategies.

5. Crisis Management and Risk Mitigation

Crisis Leadership: In times of emergency or crisis (natural disasters, economic downturns, public health issues), the CAO plays a crucial role in coordinating responses across City departments, allocating resources effectively, and ensuring that the City can respond to emergencies quickly and efficiently.

Proactive Risk Management: By overseeing all departments and operations, the CAO can help identify potential risks to the City, such as financial mismanagement, security threats, or operational inefficiencies, and implement strategies to mitigate these risks.

6. Strategic Planning and Long-Term Vision

Implementing Policy Goals: While elected officials set the policy agenda, the CAO is responsible for translating these goals into actionable plans. The CAO works with various departments to align operational efforts with the City's long-term strategic objectives, ensuring that policy initiatives are carried out effectively.

Fostering Innovation: The CAO's role often involves driving innovation within City operations. This could mean improving service delivery, implementing new technologies, or finding creative solutions to problems like housing shortages, infrastructure issues, or environmental sustainability.

7. Improved Service Delivery and Public Satisfaction

Better Public Services: With a CAO managing the day-to-day operations, City services (e.g., public safety, parks, public health) are better coordinated, and the focus is on customer satisfaction. The CAO ensures that services are not only delivered efficiently but also with a focus on responsiveness and quality.

Citizen-Centric Approach: The CAO can help establish systems that focus on continuous improvement of service delivery based on community feedback, thereby increasing citizen satisfaction.

8. Personnel and Organizational Development

Human Resources Oversight: The CAO plays a significant role in managing the City's workforce, overseeing hiring practices, employee training, development, and retention. Effective human resources management helps ensure that the City employs qualified professionals who are aligned with the City's values and objectives.

Cultural Leadership: The CAO helps set the tone for the culture of the City government, emphasizing values such as transparency, efficiency, accountability, and responsiveness. They work to create an organizational culture that supports these values, ultimately improving the effectiveness of the City government.

9. Improved Collaboration and Coordination Across Departments

Cross-Departmental Collaboration: Many City functions (e.g., planning, public works, emergency response services, transportation, library services) require coordination between different departments. The CAO plays an important role in fostering inter-departmental collaboration and resolving conflicts that may arise between departments.

Breaking Down Silos: The CAO's oversight can help eliminate silos between departments, ensuring that all City services are aligned towards common goals, such as improving quality of life or addressing challenges for citizens.

10. Political Stability and Continuity

Buffer Between Politics and Administration: The CAO can act as a buffer between political leadership and administrative functions. This is especially important in cities where political leadership changes frequently (e.g., through elections), as the CAO provides continuity in governance and ensures that long-term City operations are not disrupted by political transitions.

Stability in Government: The CAO ensures that the day-to-day functioning of the City remains stable, even as elected officials change or policy priorities shift. This provides stability for employees, residents, and stakeholders who rely on consistent governance.

11. Enhanced Public-Private Partnerships

Engagement with the Private Sector: The CAO can help foster productive relationships between the City government and private companies, non-profits, and other external stakeholders. These partnerships can lead to more innovative solutions, better resource allocation, and enhanced service delivery in areas like infrastructure, development, or economic growth.

Leveraging Resources: With a CAO in place, a City can more effectively identify opportunities for collaboration with the private sector to fund and execute large-scale public projects, such as public transportation, affordable housing, or urban renewal.

Conclusion

In summary, a Chief Administrative Officer (CAO) brings significant benefits to a City by providing professional, efficient, and coordinated management of day-to-day operations. This role enables better decision-making, improved service delivery, financial oversight, crisis management, and long-term strategic planning. By overseeing the implementation of policies, managing resources effectively, and fostering collaboration across departments, the CAO helps ensure that the City functions smoothly, remains financially sustainable, and is able to meet the needs of its citizens.

File Attachments for Item:

10. Council Workshop Minutes of December 3, 2024.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, DECEMBER 03, 2024**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on December 3, 2024.

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 Gauslow

Public Input:

There were none.

General Items

Executive Review

1. Resolution - Resolution Approving A Memorandum Of Understanding By And Between The City Of Laurel And Beartooth Resource Conservation & Development Area, Inc.

The Interim CAO stated that Beartooth RC&D will be here at next week's meeting to give their annual report to the Council. He noted that there will be an increase in payment for next year. This is the annual MOU that the Council approves.

It was questioned how much the City benefits from participating in this program. It was clarified that the Interim CAO was unsure of exactly the impact it has on the City. They do offer services to small businesses within the City. This payment is the local match for Beartooth RC&D to be able to apply for grant funds.

2. Resolution - A Resolution Of The City Council Approving A Memorandum Of Understanding For The 2024-2026 Collective Bargaining Agreement Between The City Of Laurel And Local Union 316, American Federation Of State, County, And Municipal Employees, AFSCME Regarding Work Days And Shifts.

The Interim CAO stated that in the Collective Bargaining Agreement, the Court Clerk III position had specified hours of 8 to 5, Monday to Friday. This MOU allows for an alternate 4 10s

schedule. Holiday pay is still only 8 hours. An employee working an alternate schedule would need to supplement with their time off or work two additional hours on another day. The plan is to hire a part-time person to fill in the gaps as needed.

3. Resolution - A Resolution To Modify The Previously Approved Compensation Levels For The Volunteer Ambulance Service.

The Interim CAO stated that earlier this year Council approved R24-50. That resolution increased the Volunteer compensation levels. The EMS Chief did not add in having full-time personnel who are available in an on-call capacity. This was included in the EMS Mill Levy that was passed last year. The on-call is to help cover for call-ins and sick calls. This will allow for increased coverage.

Council Issues

Council noted that there has been discussion regarding the changes in Street Maintenance Assessments. They asked that that be brought forward in the next few months.

The Small Business Alliance is doing a food drive for Laurel Middle School and Laurel High School. Both schools have pantries for students to come and get food from no questions asked. They need meals and hygiene products. There are six drop-off locations within the community at Molly & Friends, Redneck Pizza, Sunlight Property Management, The Front Porch, Laurel Outlook, and Montana Sweet Peas.

Park Board will be meeting on Thursday at 5:30 p.m. in Council Chambers.

This Saturday is Pearl Harbor Day. There will be a ceremony at the City Cemetery at 10 a.m. There will be a ceremony at the National Ceremony at noon. The public is welcome.

Other Items

Kurt Markegard took a moment to thank the Yellowstone County Sheriff's Department, Laurel Volunteer Fire Department, and Laurel Dispatch for their assistance in searching for missing hunters last week. Unfortunately, the missing hunters were found deceased. To the families so sorry for your loss.

Attendance at Upcoming Council Meeting

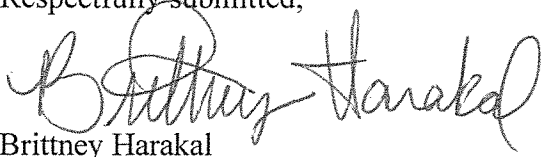
Council Members Mackay and Banks will be absent from next week's meeting.

Announcements

No additional announcements.

The council workshop adjourned at 6:47 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brittney Harakal". The signature is written in black ink and is positioned above the printed name.

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.

File Attachments for Item:

11. Budget/Finance Committee Minutes of November 26, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 26, 2024**

Members Present: Richard Klose, Casey Wheeler, Michelle Mize, Heidi Sparks (5:50 p.m.)

Others Present: Kelly Strecker, Mayor Dave Waggoner,

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 November 12, 2024, Budget and Finance Committee meeting minutes. Casey Wheeler moved to approve the minutes of November 12, 2024. Michelle Mize seconded the motion. With no objection, the minutes of November 12, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through November 22, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through November 22, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of November 22, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending November 10, 2024, totaling \$225,111.77. The committee noticed a discrepancy between the payroll register and the agenda. Heidi Sparks motioned to approve the payroll register as amended for the pay period ending November 10, 2024, totaling \$255,111.77. Casey Wheeler seconded the motion. With no objection, the payroll register for November 10, 2024, was approved. There was no public comment or Committee discussion.

New Business –None

Old Business – None

Other Items –

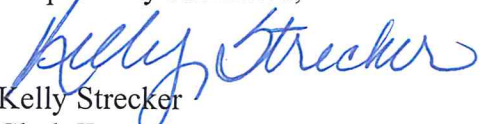
1. Review Comp/OT reports for the pay period ending November 10, 2024.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated she has been busy finishing up the first quarter reports for the bus transit. Kelly has been busy finishing up the last-minute changes to the rate study letter and is now doing responses for the audit findings.

Announcements –

1. The next Budget and Finance Committee meeting will be held on December 10, 2024, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:10 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:

12. Emergency Services Committee Minutes of October 28, 2024.



**MINUTES
CITY OF LAUREL
EMERGENCY SERVICES COMMITTEE
MONDAY, OCTOBER 28, 2024**

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, October 28, 2024 by Chair- Heidi Sparks

Members Present: Heidi Sparks- Chair, Jodi Mackay- Vice Chair, Richard Klose, Irv Wilke, Jim Irvin, Bruce McGee

Others Present: Police Chief Stan Langve, Ambulance Chief Lyndy Gurchiek, Fire Chief JW Hopper, Lisa Perry- Northwestern Energy

Public Input:

- Lisa Perry Community Relations Manager with Northwestern Energy- Putting together a first responders training for responding to a natural gas breach fire. The training will be taking place on November 13 at 6:00pm at First on First. Community Partners are invited to attend and participate. This includes residents as well.

General Items:

1. Approval of Emergency Services Committee minutes of September 23, 2024. Irv moved to approve the minutes; Jodi seconded- Motion carried 6-0.
2. Update from Emergency Departments
 - a. Police Chief Stan Langve- Report attached
 - i. Year to Date calls is at 8,083 which is a 3% decrease on the 3-year average
 - ii. There has been an increase in high-end fraud utilizing banking information
 - iii. End of November losing another reserve officer and will be down to 6
 - iv. Jodi asked about the posts on Facebook regarding the robberies at Walmart. This seems like a huge strain on resources. Chief Langve stated there are protocols in place at the corporate level that they are required to follow. Cameras at Walmart on the west end have been upgraded and most likely will be upgraded at this location.
 - b. Ambulance Chief Gurchiek- Report attached
 - i. Missed Calls- Only 2 missed calls in the month of September!
 - ii. One individual out on medical. 2 seasonal are in training. 2 new full time have been cut loose on driving
 - iii. Care 1 is currently out of service as there are no parts available for repair. Working with a mechanic to try to get this fixed, but concerns that we may not be able to repair
 - iv. Need to start looking at options to replace 2 old ambulances due to the continued issues with mechanics

- v. EMS Symposium in Billings that several of the staff will be attending. There will be national speakers and this will be a great education opportunity
- c. Fire Chief Hopper- Report attached
 - i. 402 calls year to date
 - ii. Fire prevention month has wrapped up
 - iii. Tabletop exercise being put on by Silvertip Crude pipeline and this is simulating a pipeline burst
 - iv. DNRC Grant was enough to get all DRNC responders 2 sets of wildland pants
 - v. Fireman's Park- Will put in a pad and gazebo for Christmas. This is funded from a fundraiser that took place last Christmas
 - vi. Chief Hopper was effected with the Stillwater Mine layoffs and will be at the station a lot more

New Business:

Old Business:

Other Items:

Announcements:

- 3. Next Meeting will be Monday, November 25, 2024, at 6:00pm in Council Chambers

Meeting adjourned at 6:33pm

Handwritten text, possibly a signature or name, located in the top left corner of the page.



LAUREL FIRE DEPARTMENT

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

Emergency Services Meeting 9/23/2024 – 10/28/2024

Calls-

- Responded to 47 **Total** Calls for 9/23/2024 – 10/28/2024.
- Total Calls YTD - **402**
- Ambulance driver calls- 1
- Total Hours on Calls-
 - Firefighters – **411**
 - Officers – **214**
 - Combined Hours – **625**
 - Training Hours - **2368 YTD**

Training-

- Fire Prevention
- Business Tours
- Captains' Choice – Stop the Bleed
- National Tactical Officer Training
- Par Rocky Mountain Western Pipeline (Silvertip Crude Pipeline) – Tabletop

Rookie School Training-

- Engine Operations
 - Structure Fires

Department News-

- Current Numbers
 - 35 Members
 - All firefighters are off leave of absence.
 - 10 firefighters currently in various stages of rookie school.
 - Brent Peters is retiring on 10/31/2024.
- Misc.-
 - New Truck
 - In the build process.
 - DNRC Staffing
 - DNRC will be offering training through the winter in preparation for next wildland season.
 - DNRC Grant
 - Wildland Pants and Shirts.
 - Maintenance on Apparatus
 - Winterize Trucks
 - New light-bars on trucks
 - Conex
 - The storage room will be moved into Conex. This will allow ambulance to build another crew room.
 - Fireman's Park
 - Pad
 - Gazebo
 - New Signs for Fire Danger

Laurel Emergency Services Report created 9/23/24:

2020	2021	2022	2023
1090 requests for service	1228 requests for service	1238 requests for service	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:

September 2024:

Requests	99
Missed Calls	2 = 2%
Shortest Delay	20 minutes
Longest Delay	33 minutes
Average Delay	27 minutes
Fire Driver Available	2 times
City Driver Available	0 times
QRU Response With 1 Provider	0 times **
On A Previous Call	2 times
2 Units On A Call	4 times
No Crew / Provider Available	0 time
AMR Transported or Responded	2 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.

21 responses in Ward 5 = 21% of calls outside of the city of Laurel

4 LEMS responses 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	Tot
Requests	124	114	95	99	114*	117*	134	127	99				924
Missed Calls	9	7	5	9	6	7	10	9	2				64
Shortest Delay (minutes)	22	11	17	19	8	18	15	13	20				8
Longest Delay (minutes)	45	40	24	51	38	37	53	35	33				53
Average Delay (minutes)	32	27	21	30	26	28	28	22	27				26
Fire Driver Available	20	15	4	16	17	12	2	3	2				92
City Driver Available	3	1	0	3	0	0	2	0	0				9
QRU Response w 1 Provider	6*	3	0	4	1	1	3	2	0				20
On A Previous Call	1	5	2	3	4	5	8	5	2				63
2 Units On A Call								1	4				5
No Crew / Provider Available	2	0	3	2	1	0	0	0	0				8
AMR Transported or Responded	6	5	3	4	3	5	4	6	2				36
Columbus Transported or Responded	0	0	0	0	0	1	0	0	0				1
Joliet Transported	0	0	0	0	0	0	0	0	0				0
Park City Transported	0	0	0	0	0	0	0	0	0				0
Red Lodge Transported	0	0	0	0	0	0	0	0	0				0
HELP Flight Transported	0	0	0	0	0	0	0	0	0				0
HELP Amb Transported or Responded	0	0	0	1	0	1	1	0	0				3
POV Transport	3	2	2	3	1	0	2	2	0				15
PD Assisted Pt or transported	0	0	0	0	0	0	1	0	0				1
FD Assisted Pt no transport	0	0	0	0	0	0	0	0	0				0
YCSO Transported	0	0	0	0	0	0	0	0	0				0
MHP Transported	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				5
Responses in Ward 5	43	20	29	24	37	30	35	43	21				282
LEMS response for mutual aid	8	2	6	1	4	3	5	4	4				37

*correction made after report given

Other Reporting Information
 -Staffing – 2 seasonal volunteers still in training. 1 will be cut loose to work as a partner after this weekend and will start working on patient care. 2 new full timers in training – both are cut loose to work as a partner and are working on the patient care side.

-Care 1, is out of service due to the hydraulic lift, there is limited resources for working on this issue. The mechanic from ID that evaluated initially said that there is not a part to fix it. He can do a work around for now but there is some concern that the circuit that the issue is on will start having other issues and if that occurs there may not be a fix.

-We were not awarded the MDT grant for an ambulance. We do need to start looking at what we can do to replace our 2 old ambulances as mechanical issues that arise are expensive and the availability of parts can be an issue. Care 2 is a 1999 ambulance and Care 1 is a 2004 ambulance.

-We have been busy with PR events. There has been a car seat check as well as several show and tell events that we have been able to be involved with.
 -There is an EMS symposium this weekend in Billings that several crew members will be attending. It is a great opportunity for education from national level speakers.



Laurel Police Department

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

Chief of Police Stanley J Langve

Emergency Services Report October 28th, 2024

For the reporting period of October, the FAP had a combined 1039 calls for service. This is an 11% increase from the three-year average of 933. Year to Date calls for service are 8,083 which represents a 3% decrease on the three-year average of 8,344. Total year to date crimes reported are 1052, which is less than a 1% increase with the 3-year average of 1,044. For the reporting period, 116 crimes reported or charged represents a 7% increase from the three-year average of 108. Recently, there has been a major increase in fraud in the area. They are involving the fraudulent use of people's banking information.

Officer Collins is set to graduate from the academy on the 8th of November, and we look forward to having him back and continuing his Field Training. We conducted interviews and have three candidates in backgrounds for the remaining open position.

We are losing another Reserve Officer and are only testing four this weekend. This will leave us with only six Reserve Officers.

Respectfully,

Chief Langve



Laurel Police Department

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

Total Calls

Printed on October 28, 2024

[CFS Date/Time] is between '2024-09-23 09:02' and '2024-10-28 11:04' and

[Primary Incident Code->Code : Description] All

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	24	24
: Agency Assist	58	58
: Alarm - Burglary	28	28
: Alarm - Fire	7	7
AMB : Ambulance	102	102
: Animal Complaint	14	14
: Area Check	1	1
: Assault	6	6
: Bad Checks	0	0
: Barking Dog	6	6
: Bomb Threat	0	0
: Burglary	2	2
: Child Abuse/Neglect	14	14
: Civil Complaint	12	12
: Code Enforcement Violation	14	14
: Community Integrated Health	4	4

Code : Description	Totals	
: Counterfeiting	0	0
: Criminal Mischief	6	6
: Criminal Trespass	8	8
: Cruelty to Animals	1	1
: Curfew Violation	11	11
: Discharge Firearm	0	0
: Disorderly Conduct	12	12
: Dog at Large	41	41
: Dog Bite	8	8
DUI : DUI Driver	11	11
: Duplicate Call	1	1
: Escape	0	0
: Family Disturbance	18	18
: Fight	2	2
FIRE : Fire or Smoke	23	23
: Fireworks	0	0
: Forgery	0	0
: Found Property	10	10
: Fraud	5	5
: Harassment	6	6
: Hit & Run	4	4

Code : Description	Totals	
: ICAC	0	0
: Identity Theft	2	2
: Indecent Exposure	0	0
: Insecure Premises	1	1
: Intoxicated Pedestrian	2	2
: Kidnapping	0	0
: Littering	0	0
: Loitering	5	5
: Lost or Stray Animal	9	9
: Lost Property	10	10
: Mental Health	10	10
: Missing Person	1	1
: Noise Complaint	2	2
: Open Container	0	0
: Order of Protection Violation	4	4
: Parking Complaint	9	9
: Possession of Alcohol	0	0
: Possession of Drugs	1	1
: Possession of Tobacco	0	0
: Privacy in Communications	1	1
: Prowler	1	1

Code : Description	Totals	
: Public Assist	64	64
: Public Safety Complaint	11	11
: Public Works Call	7	7
: Report Not Needed	4	4
: Robbery	0	0
: Runaway Juvenile	2	2
: Sexual Assault	4	4
: Suicide	0	0
: Suicide - Attempt	1	1
: Suicide - Threat	6	6
: Suspicious Activity	64	64
: Suspicious Person	17	17
: Theft	29	29
: Threats	6	6
: Tow Call	0	0
: Traffic Accident	20	20
: Traffic Hazard	5	5
: Traffic Incident	15	15
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	219	219

Code : Description	Totals	
: Unattended Death	0	0
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	5	5
: Warrant	19	19
: Welfare Check	24	24
Totals	1039	1039

File Attachments for Item:

13. Tree Board Minutes of November 7, 2024.

Laurel Tree Board Meeting
Minutes
11-7-24
Council Conference room

Attendance: Tom Canape, LuAnne Engh, Michelle Mize,

1. Public Input
2. General Items.
 - a. October minutes
 - b. Members – LuAnne Engh has sent in her resignation letter to the mayor and Matt. She has served on the Tree Board since 2012. Council has dropped the required membership of Tree Board to a minimum of three people. Currently we have Michelle Mize and Tom Canape, as board representative and Bridget Coleman as member. Aaron Christensen and Dan Fevold will remain as advisors.
 - c. Trees on public lands/boulevards - City Attorney – Michelle Braukman – she will notify us by email of the results of her research.
 - d. Arbor Day 2025 – Using the Fall for Arbor Day seems like the best plan. If it will be held again, we should ask for October 7, 2025, the first Tuesday of the month.
 - e. DNRC – report-Tree Inventory. Since two wards still need to be finished, we decided to attempt this next Spring when the trees leaf out in May
 - f. Jean Carol Library Tree – the plaque from Bright n Beautiful has been installed.
 - g. Tree maintenance – Matt had Patrick trim the Thomson Park trees for \$7,000.
 - h. Arbor Day Accounts – City \$100 – Foundation - \$2014 –

Old Business

1. Grants for the future
2. Volunteer hours – please fill sheets out and return to Michelle by December.

Meeting Adjourned at 5:05

Next Meeting: No meeting in December. The next meeting will be January 2nd at 4:30

File Attachments for Item:

14. Emergency Services Committee Minutes of November 25, 2024.



MINUTES
CITY OF LAUREL
EMERGENCY SERVICES COMMITTEE
MONDAY, NOVEMBER 25, 2024

The Emergency Services Committee meeting was called to order at 6:00pm on Monday, October 28, 2024 by Chair- Heidi Sparks

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

Others Present: Police Chief Stan Langve, Fire Maintenance Captain Bridger Fournier, Paramedic Troy Charbonneau- Ambulance, Fire Chief JW Hopper,

Public Input:

General Items:

1. Approval of Emergency Services Committee minutes of October 28, 2024. Irv moved to approve the minutes; Richard seconded- Motion carried 5-0.
2. Update from Emergency Departments
 - a. Fire Chief Hopper- Report attached
 - i. SCBA Dodgeball and Basketball- Getting the team in bunker gear including air packs and then play either game. This gets the team proficient in getting in their gear as well as helps them learn how to maneuver in it.
 - ii. Attending Industrial Fire Training with CHS- This is at not cost to the department or the city. Rotating through the roster and everyone should be completed by end of March 2025
 - iii. Homewood Park fire, located end of Grand. This fire involved several law enforcement agencies as well as Billings and Park City fire departments.
 - iv. Bunker Gear is good for 10 years- have given the outdated bunker gear to the Ambulance to use on their rigs
 - v. New Fire Truck- Chief Hopper met with CHS regarding funding. Will also be meeting with Northwest Energy regarding funding assistance as well
 - vi. Firemen's Park Gazebo is in
 - vii. Irv mentioned the Northwest Energy meeting regarding what would happen if the plant had a fire. Irv was disappointed that they did not go into how the fire would be stooped and put out
 1. Chief Hopper stated that he and Bridger attended a table top exercise put on by Northwest Energy which simulated a fire breaking out and what to do. Additionally, Chief Hopper and others with the department have completed a walkthrough of the plant to understand layout and how to fight a fire should one breakout

- viii. Irv mentioned the statue that the fire department wanted to move to Fireman's Park
 - 1. Chief Hopper stated this is the memorial behind the station under the large pine tree. The pine tree will eventually need to be removed due to it's size. Irv thinks it is okay to move the memorial over to Fireman's Park
- b. Police Chief Langve- Report attached
 - i. Yellowstone County DUI Task Force Angel Tree ceremony- Officer Siebert is receiving an Award of Merit at the ceremony
 - 1. Angel's added to the tree when there is successful prosecution of a DUI fatality case
 - ii. Losing a few of our Reserve Officers that will be retiring
 - iii. Srgt Booth received a \$6,000 donation from Scheel's
- c. Troy- Ambulance Report attached
 - i. No holes in the schedule in October! Staffed at all times. 0 times that a call came in with no crew available.
 - ii. No changes in staffing- still have a few individuals completing training
 - iii. Care 1- this has been repaired with a workaround. Concern that the circuit will continue to have issues, but as of right now this unit is up and running
 - iv. Crew is playing Bingo- cards are completed based on the types of calls received. This is to fund the department Christmas party.

New Business:

Old Business:

Other Items:

- 3. December meeting is conflicting with the council meeting due to Christmas Eve. Irv moved to cancel the December meeting. Jodi seconded. Motion carried 5-0

Announcements:

- 4. Next Meeting will be Monday, January 27, 2025, at 6:00pm in Council Chambers

Meeting adjourned at 6:35pm

Laurel Emergency Services Report created 9/23/24:

2020	2021	2022	2023
1090 requests for service	1228 requests for service	1238 requests for service	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:

October 2024:

Requests	118
Missed Calls	4 = 3%
Shortest Delay	27 minutes
Longest Delay	70 minutes
Average Delay	40 minutes
Fire Driver Available	2 times
City Driver Available	1 times
QRU Response With 1 Provider	1 time **
On A Previous Call	4 times
2 Units On A Call	2 times
No Crew / Provider Available	0 time
AMR Transported or Responded	2 times*
Red Lodge Transported	0 times
HELP Flight Transported	0 times
HELP Amb Transported or Responded	0 time
Columbus Transported or Responded	1 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



**1 time the QRU responded and the patient refused / no transport to hospital or no patient found.

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

39 responses in Ward 5 = 33% of calls outside of the city of Laurel

4 LEMS responses 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
Requests	124	114	95	99	114*	117*	134	127	99	118			1141
Missed Calls	9	7	5	9	6	7	10	9	2	4			68
Shortest Delay (minutes)	22	11	17	19	8	18	15	13	20	27			8
Longest Delay (minutes)	45	40	24	51	38	37	53	35	33	70			70
Average Delay (minutes)	32	27	21	30	26	28	28	22	27	40			33
Fire Driver Available	20	15	4	16	17	12	2	3	2	2			94
City Driver Available	3	1	0	3	0	0	2	0	0	1			10
QRU Response w 1 Provider	6*	3	0	4	1	1	3	2	0	1			21
On A Previous Call	1	5	2	3	4	5	8	5	2	4			67
2 Units On A Call								1	4	2			7
No Crew / Provider Available	2	0	3	2	1	0	0	0	0	0			8
AMR Transported or Responded	6	5	3	4	3	5	4	6	2	2			38
Columbus Transported or Responded	0	0	0	0	0	1	0	0	0	1			2
Joliet Transported	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
Red Lodge Transported	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
HELP Amb Transported or Responded	0	0	0	1	0	1	1	0	0	0			3
POV Transport	3	2	2	3	1	0	2	2	0	0			15
PD Assisted Pt or transported	0	0	0	0	0	0	1	0	0	0			1
FD Assisted Pt no transport	0	0	0	0	0	0	0	0	0	0			0
YCSO Transported	0	0	0	0	0	0	0	0	0	0			0
MHP Transported	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			7
Responses in Ward 5	43	20	29	24	37	30	35	43	21	39			321
LEMS response for mutual aid	8	2	6	1	4	3	5	4	4	4			41

*correction made after report given

Other Reporting Information

- Staffing – no changes in training of new personnel since last report.
- Care 1 – we did the work around for the hydraulic system so we can use the truck safely, there is some concern that the circuit that the issue is on will start having other issues but we will deal with that as we are able.
- Recertification season is upon us, many crew members have to renew their license in March. This involves ensuring they have enough continuing education credits. 7 attended a local EMS symposium at the beginning of November. Much of this is done in house and then they will attend a refresher course in Billings in February.



LAUREL FIRE DEPARTMENT

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

Emergency Services Meeting 10/28/2024 – 11/25/2024

Calls-

- Responded to 28 Total Calls for 10/28/2024 – 11/25/2024.
- Total Calls YTD - 430
- Ambulance driver calls- 1
- Total Hours on Calls-
 - Firefighters – 370
 - Officers – 147
 - Combined Hours – 517
 - Training Hours - 3086 YTD

Training-

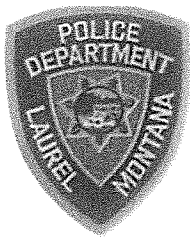
- SCBA Dodge Ball
- NEW Pipeline/Power Plant
- Firefighters attending Industrial Fire Training with CHS.

Rookie School Training-

- Engine Operations
 - Structure Fires

Department News-

- Current Numbers
 - 35 Members
 - 10 firefighters currently in various stages of rookie school.
- Misc.-
 - Structure Fires
 - 2 in Homewood Park and 1 King Ave West.
 - Winter Safety
 - News clip with KULR 8.
 - Outdated Bunker Gear
 - To EMS
 - New Truck
 - In the build process.
 - DNRC Staffing
 - DNRC will be offering training through the winter in preparation for the next wildland season.
 - Maintenance on Apparatus
 - Winterize Trucks
 - Conex
 - Delivered and we have moved out of storage room.
 - Fireman's Park
 - Gazebo



Laurel Police Department

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

Chief of Police Stanley J Langve

Emergency Services Report November 25th, 2024

For the reporting period of November, the FAP had a combined 710 calls for service. This is a 3.1% decrease from the three-year average of 724. Year to Date calls for service are 8793 which represents a 2.7% decrease on the three-year average of 9,075. Total year to date crimes reported are 1,136, which is a 2.7% decrease from the 3-year average of 1,167. These percentages are somewhat influenced by the relatively high numbers in 2021.

Thefts and scams remain prevalent. Despite clear roads in the middle of the month, there has been a recent uptick in traffic collisions. The Yellowstone County DUI Task Force Angel Tree ceremony is December 19th at noon at the Courthouse. Officer Gabe Seibert is this year's recipient of the Award of Merit for the Laurel Police Department. He had 19 DUI arrests. They are adding 1 angel to the tree.

Staffing issues are a continued concern not only with our department but with surrounding agencies. We had a Reserve Officer receive minor injuries while assisting our lone patrol Officer on an arrest of a resistive suspect with a felony warrant. We are further lucky that two Reserve Officers were just clearing the football game and were able to transport. Our sole applicant for the Reserve Officer program did not make backgrounds. In three of the last four years, we have not been able to graduate anyone from the reserve program. We are going to have great difficulty in staffing many requests with Reserve Officers or full-time Officers for that matter.

Respectfully,

Chief Langve



Laurel Police Department

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

Total Calls

Printed on November 25, 2024

[CFS Date/Time] is between '2024-10-28 11:04' and '2024-11-25 10:23' and

[Primary Incident Code->Code : Description] All

Code : Description	Totals	
10-15 : With Prisoner	0	0
: Abandoned Vehicle	8	8
: Agency Assist	36	36
: Alarm - Burglary	13	13
: Alarm - Fire	3	3
AMB : Ambulance	71	71
: Animal Complaint	9	9
: Area Check	1	1
: Assault	4	4
: Bad Checks	0	0
: Barking Dog	6	6
: Bomb Threat	0	0
: Burglary	2	2
: Child Abuse/Neglect	2	2
: Civil Complaint	7	7
: Code Enforcement Violation	3	3
: Community Integrated Health	2	2

Code : Description	Totals	
: Counterfeiting	0	0
: Criminal Mischief	5	5
: Criminal Trespass	1	1
: Cruelty to Animals	2	2
: Curfew Violation	10	10
: Discharge Firearm	1	1
: Disorderly Conduct	3	3
: Dog at Large	15	15
: Dog Bite	4	4
DUI : DUI Driver	6	6
: Duplicate Call	1	1
: Escape	0	0
: Family Disturbance	13	13
: Fight	5	5
FIRE : Fire or Smoke	11	11
: Fireworks	0	0
: Forgery	0	0
: Found Property	9	9
: Fraud	3	3
: Harassment	3	3
: Hit & Run	2	2

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

Code : Description	Totals	
: Public Assist	43	43
: Public Safety Complaint	6	6
: Public Works Call	7	7
: Report Not Needed	2	2
: Robbery	1	1
: Runaway Juvenile	2	2
: Sexual Assault	2	2
: Suicide	0	0
: Suicide - Attempt	0	0
: Suicide - Threat	4	4
: Suspicious Activity	60	60
: Suspicious Person	14	14
: Theft	18	18
: Threats	8	8
: Tow Call	0	0
: Traffic Accident	16	16
: Traffic Hazard	9	9
: Traffic Incident	25	25
: TRO Violation	0	0
: Truancy	1	1
T/S : Traffic Stop	168	168

Code : Description	Totals	
: Unattended Death	0	0
: Unknown - Converted	0	0
: Unlawful Transactions w/Minors	0	0
: Unlawful Use of Motor Vehicle	0	0
: Vicious Dog	0	0
: Warrant	15	15
: Welfare Check	12	12
Totals	710	710

File Attachments for Item:

15. Resolution No. R24-96: Resolution Approving A Memorandum Of Understanding By And Between The City Of Laurel And Beartooth Resource Conservation & Development Area, Inc.

RESOLUTION NO. R24-96

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF LAUREL AND BEARTOOTH RESOURCE CONSERVATION & DEVELOPMENT AREA, INC.

WHEREAS, the Beartooth Resource Conservation & Development Area, Inc. (hereinafter “the Beartooth RC&D”) has been formally recognized by the U.S. Department of Commerce, Economic Development Administration (hereinafter “EDA”) as a designated Economic Development District (hereinafter “EDD”), and as a District, the Beartooth RC&D has been awarded funding to carry out its Comprehensive Economic Development Strategy (hereinafter “CEDS”);

WHEREAS, the City of Laurel, as a participating entity in the District, is required to execute a Memorandum of Understanding by and between the Beartooth RC&D and the Yellowstone County Commissioners, in cooperation with the City of Billings, the City of Laurel, and Big Sky EDA; and

WHEREAS, the attached Memorandum of Understanding will be, upon approval by the City of Laurel, effective through December 31, 2025.

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

Section 1: Approval. The MOU by and between the City of Laurel and Beartooth Resource Conservation, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the MOU on behalf of the City.

Introduced at a regular meeting of the City Council on the 10th day of December 2024 by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel, Montana on the 10th day of December 2024.

APPROVED by the Mayor on the 10th day of December 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney



2024 City of Laurel Project Review December 10, 2023 – 6:30 pm

Thank you for being a great partner as we work together to help the businesses and residents of our 5-county region!

Some of our activities in support of the City of Laurel this year:

- Revolving Loan Fund
 - 6 loans in the City of Laurel for \$427,746. Total investment of \$1.4 million.
- HB 819 collaborative housing efforts/meetings
- Bozeman Trail mapping/website development/heritage tourism efforts in cooperation with Our Montana, Ralph Saunders, Rocky Mountain College & other partners
- Montana Business Attraction efforts with Ultimate Defense Technologies and other manufacturers to bring businesses to Montana
- Collaboration with SBDC and Big Sky Economic Development support to bring Wealth Management seminar and other trainings to Laurel
 - Experts Week Tradeshow & Booth
 - Regional training programs
 - Technical Assistance (TA) and referrals to each other regarding urban/rural clients
- Collaboration with Montana Manufacturing Extension Center to provide TA to small businesses
- 2 potential Brownfield sites for assessment
- Small Business Assistance
 - Mindi's Burgers
 - Molly and Friends
 - Montana Bin Busters
 - Rodi Farm
 - Yellowstone Valley Farms

Grants & Programs Beartooth Operates to Benefit your County:

- Brownfields Community-wide Assessment Grant (plus recent application of a Brownfields Revolving Loan Fund grant that, if awarded, will assist with cleanup activities)
- DEQ Environmental Justice Government to Government grant
- Montana Business Attraction: Beartooth RC&D is collaborating with MBA to bring in out-of-state investors and businesses to utilize our manufacturers/businesses and/or relocate their businesses.

- REAP (Rural Energy for America Program) Technical Assistance
- RMAP (Rural Microentrepreneur Assistance Program) – microloans for small businesses plus TA and training
- BSED and IRP loan funds – loans of up to \$400,000 available now!
- SSBCI loan assistance program
- USDA Farm to School Grant

Please Spread the Word to all your businesses! FinCEN (Financial Crimes Enforcement Network) launched the BOI E-Filing website for reporting beneficial ownership information (<https://boiefiling.fincen.gov>) on January 1, 2024. This is a required filing that is due by Dec. 31, 2024, and there are stiff fines for businesses who don't comply.

Please utilize our regional [5-year CEDS](#) (Comprehensive Economic Development Strategy) document (updated in Fall 2022) for your planning and grant writing needs.

Thank you again! Refer to your digital copy of this to access hyperlinks. You can also find most info posted on our website at www.beartooth.org. Don't hesitate to reach out to us if you have questions or need our assistance.

**What are your
priorities in the
coming year and how
can Beartooth help?**

Beartooth Staff:

Joel Bertolino, Executive Director/Food & Ag Director: jbortolino@beartooth.org

Gaurav Thakur, Economic Development Director: gthakur@beartooth.org

Nan Knight, Finance Director/Brownfields Coordinator: nknight@beartooth.org

Myrna Lastusky, Project Manager: mlastusky@beartooth.org

Beartooth Office Phone: 406-962-3914

BEARTOOTH

RESOURCE CONSERVATION AND DEVELOPMENT AREA, INC.

November 8, 2024

RE: Beartooth RC&D MOU Proposed COLA increase

Dear Mayor Waggoner and City of Laurel Councilmembers:

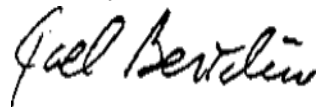
Due to increased costs of doing business, Beartooth RC&D Board of Directors has recommended raising the amount charged for providing Economic Development services to our regional partners from 19 cents per capita to 29 cents, totaling an increase of 10 cents per capita for the 2026 MOU.

However, due to Yellowstone's much larger population, we are recommending only a 7 cents per capita increase, bringing Yellowstone County's 2026 MOU to 26 cents per capita.

Beartooth RC&D feels this will allow us to offset some of the expenses we have incurred in the last seven years since last raising our MOU amounts. Expansions to our loan and grant portfolios have caused our annual audit costs to increase substantially. Additional burdens include increases to our insurances and costly requirements for new software needed to stay in compliance with our auditors.

Beartooth RC&D has been able to take advantage of funding opportunities that have benefited our entire five-county region and have resulted in meeting the needs of our communities. We will continue to conduct our work as efficiently as possible, and we hope that you will favorably consider this proposal for an increase. If you should have any questions, please contact us at 406-962-3914.

Sincerely,



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

A
MEMORANDUM OF UNDERSTANDING

Between

Yellowstone County Commissioners, Big Sky Economic Development Authority,
City of Billings, City of Laurel

And

Beartooth Resource Conservation & Development Area, Inc.

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this ____ day of _____, 202__, by and between **Beartooth Resource Conservation & Development Area, Inc.**, whose principal business address is P.O. Box 180, Joliet, Montana 59041, hereinafter referred to as **“Beartooth RC&D”** and **Yellowstone County Commissioners (in cooperation with the City of Billings, City of Laurel, and Big Sky EDA)**, and hereinafter referred to as **“the Entity.”**

WHEREAS, The Beartooth RC&D has been formally recognized by the U.S. Department of Commerce, Economic Development Administration (EDA) as a designated Economic Development District (EDD), and as a District, the Beartooth RC&D has been awarded funding to carry out its Comprehensive Economic Development Strategy (CEDS). This funding will provide a staff person, administrative support and operating costs. This is a continual grant, renewable based on successful program operation and availability of federal funds. Local match is required.

WHEREAS, Each entity participating in the District will designate a representative and an alternate to the regional Beartooth RC&D Board. This individual will convey the needs and economic development goals of the community to the Beartooth RC&D board meetings. Regular board meetings will be held every two months to assess project status and evaluate regional economic development needs.

NOW THEREFORE IT IS UNDERSTOOD AS FOLLOWS:

ARTICLE 1: SCOPE OF WORK:

Beartooth RC&D employs an Economic Development Director to assist in the completion of the Comprehensive Economic Development Strategy for the five-county region. The Director's time will be allocated consistent with the goals in the CEDS by the Beartooth RC&D board of directors. The board is composed of one representative and an alternate from business partners, county and local elected officials and local economic development partners from our five-county region. Input from this board is essential for meeting the needs of the communities in our region.

Priority will be assigned projects of regional scope or projects with strong local leadership. Grant funding for this position is from EDA; therefore, emphasis will be on regional economic development planning and projects which have a correlation to job creation, economic diversification and increased tax base. Matching funds are from participating entities and emphasis will be placed on their specified projects.

Annual Evaluation:

The performance of the Economic Development District will be evaluated annually by local entities participating on the regional Beartooth RC&D Board. Progress and/or accomplishments on each program/project will be reported and evaluated to ensure resources are being utilized in the most effective and efficient manner possible. Annual Comprehensive Economic Development Strategy updates and an annual plan of work will be developed with input from the Beartooth RC&D staff and board. Annual reports on projects and economic development activities will be provided to the board and participating entities along with the renewal of the Memorandum of Understanding.

ARTICLE 2: PERIOD OF PERFORMANCE:

The term of this Memorandum of Understanding shall be from the date it is signed through **December 31, 2025**, unless extended by mutual agreement by both parties. Such extension must be in writing, signed by authorized representatives of both parties, and made a part of the original Memorandum of Understanding by modification reference. This Memorandum of Understanding supersedes the prior Memorandum for participation in the Economic Development District.

ARTICLE 3: PAYMENT:

The Entity's annual contribution will be **\$4,500.00** as a "Membership" fee plus a per capita assessment of **.19** cents per person. These funds will provide the necessary match to obtain the \$70,000.00 in federal funds. Entities who do not participate financially in the match requirement will not receive services from the Economic Development Coordinator. The calculated fee for **the Entity** is **\$36,960.17**. This figure is a total of the **\$4,500.00** fee plus **\$32,460.17** per capita formula using a population of **170,843** as per the 2023 Census data. The Entity's full payment will be separated into a four-way payment system. Each entity within the county will pay a percentage (%) similar to the previous year. Big Sky EDA- 34% or **\$12,566.46**, City of Billings- 36% or **\$13,305.66**, City of Laurel- 6% or **\$2,217.61**, and Yellowstone County- 24% or **\$8,870.40**.

Annually, the Beartooth RC&D/EDD staff will provide a comprehensive report of the past year's activity. A new Memorandum of Understanding will be prepared and a request for the following year's match submitted. Entities will be billed for match funds after January 1, 2025, for the current year's assessment.

Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment, and incidentals necessary to complete the work.

ARTICLE 4: EXAMINATION OF RC&D RECORDS:

The Entity or its representatives shall have the right to examine any books, records, or other documents of the Beartooth RC&D, directly relating to costs when such costs are the basis of compensation hereunder.

ARTICLE 5: OWNERSHIP AND USE OF DOCUMENTS:

Reproducible copies of all documents and other materials produced by the Beartooth RC&D in connection with the services rendered under this Memorandum of Understanding shall be provided to the Entity for the Entity's use whether the project for which they are made is executed or not. The Beartooth RC&D shall be permitted to retain originals, including reproducible originals, of drawings and specifications for information, reference and use in connection with Beartooth RC&D endeavors.

ARTICLE 6: WARRANTY:

The Beartooth RC&D warrants that all services performed herein shall be performed using that degree of skill and care ordinarily exercised in and consistent with generally accepted practices for the nature of the services and shall conform to all requirements of this Memorandum of Understanding.

ARTICLE 7: SAFETY:

The Beartooth RC&D agrees to fully comply with the Occupational Safety and Health Act of 1970, all regulations issued thereunder and all state laws and regulations enacted and adopted pursuant thereto. The Beartooth RC&D shall take all necessary precautions in performing the services hereunder to prevent injury to persons or damage to property.

ARTICLE 8: CONFIDENTIALITY AND CONFLICTS OF INTEREST:

The Beartooth RC&D agrees to hold in strict confidence any proprietary or other data, findings, results, or recommendations deemed to be confidential by the Entity and obtained or developed by the Beartooth RC&D in connection with the work under this Memorandum of Understanding. The Beartooth RC&D warrants and agrees they do not and will not have any conflicts of interest regarding the performance of services hereunder.

ARTICLE 9: APPLICABLE LAW:

This Memorandum of Understanding shall be governed in all respects by the laws of the State of Montana. No changes, amendments or modifications of any of the terms and conditions hereof shall be valid unless agreed to in writing. Venue of any proceeding arising hereunder shall be the Twenty-second Judicial District.

ARTICLE 10: COMPLIANCE WITH LAWS:

The Beartooth RC&D shall in performing the services contemplated by this Memorandum of Understanding, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Memorandum of Understanding.

ARTICLE 11: CHANGES:

The parties, by mutual agreement, may, at any time during the term of this Memorandum of Understanding and without invalidating the Memorandum of Understanding, make changes within the general scope of the Memorandum of Understanding. The Beartooth RC&D to perform such changed services. The Entity's priority list for project work within their area can be changed at any time. In such case, the District will be informed of this change at the Entity's earliest convenience.

ARTICLE 12: TERMINATION:

This Memorandum of Understanding may be terminated in whole or in part, in writing, by either party in the event of substantial failure by the other party to fulfill its obligations under this Memorandum of Understanding through no fault of the terminating party, provided that no termination may be effected unless the other party is given: (1) not less than ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party prior to termination.

Upon such termination the Entity shall pay the Beartooth RC&D amounts due and unpaid for services rendered as of the effective date of termination, and the Beartooth RC&D shall provide to the Entity all materials, surveys, reports, data, and other information performed or prepared as of such date.

ARTICLE 13: INDEMNIFICATION:

The Beartooth RC&D agrees to and does hereby indemnify and save the Entity, its officers, officials and employees, harmless against and from:

1. Any and all claims and liabilities, including but not limited to costs, expenses, and attorney fees arising from injury to, or death of, persons (including claims and liabilities for care or loss of services in connection with any bodily injury or death) and including injuries, sickness, disease, or death to Beartooth RC&D employees occasioned by a negligent act, omission, or failure of the Beartooth RC&D;
2. Any and all claims and liabilities, including costs and expenses, for loss or destruction of or damage to any property belonging to the Beartooth RC&D or the Entity caused by a negligent act, omission, or failure of the Beartooth RC&D; and
3. Any fines, penalties, or other amounts assessed against the Entity by reason of the Beartooth RC&D failure to comply with all health, safety, and environmental laws and regulations applicable to the services; resulting directly or indirectly from, or occurring in the course of the Beartooth RC&D performance of the services. However, this indemnity shall not extend to claims and liabilities for (i) injury or death to persons or (ii) loss of or damage to property to the extent that these claims and liabilities result directly from the Entity's negligence or willful misconduct.

ARTICLE 14: INSURANCE:

The Beartooth RC&D shall maintain and demonstrate the following types of insurance:

1. The Beartooth RC&D agrees that its employees and particularly the employees designated to work on this Memorandum of Understanding are covered by applicable Worker's Compensation provisions. The Beartooth RC&D further agrees that if the Entity should legally incur any costs whatsoever under the Worker's Compensation laws by reason of the Beartooth RC&D employees' injury or death while engaged in the contract work, the Beartooth RC&D will indemnify and hold harmless the Entity for such costs which the Entity may legally be required to pay to employees of the Beartooth RC&D.
2. Comprehensive general liability insurance for bodily injury, death, or loss of or damage to property of third persons or other liability due to the negligent acts of the Beartooth RC&D in the minimum amounts of \$500,000 per occurrence and \$1,000,000 aggregate for personal injury; and \$500,000 per occurrence/aggregate for property damage. Upon request, proof of coverage as required by this section shall be delivered to the Entity within fifteen (15) days of execution of this Agreement.
3. Professional liability errors and omissions insurance in a minimum amount of \$100,000.00.

ARTICLE 15: NONDISCRIMINATION:

The Beartooth RC&D will not discriminate against any employee or applicant for employment relating to this project on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin. All hiring associated with any project shall be on the basis of merit and qualifications related to the requirements of the particular position being filled.

ARTICLE 16: INDEPENDENT CONTRACTOR:

The Beartooth RC&D and the Entity agree that the Beartooth RC&D is an independent contractor with respect to the services provided pursuant to this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Beartooth RC&D, nor any employee of the Beartooth RC&D, shall be entitled to any benefits accorded Entity's employees by virtue of the services provided under this Memorandum of Understanding. The Entity shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state Worker's Compensation program, nor shall the Entity be deemed in any way to assume the duties of an employer with respect to the Beartooth RC&D, or any employee of the Beartooth RC&D.

ARTICLE 17: ASSIGNMENT:

The Beartooth RC&D shall not sublet or assign any of the services covered by this Memorandum of Understanding without the express written consent of the Entity.

ARTICLE 18: NON-WAIVER:

Waiver by the Entity of any provision of this Memorandum of Understanding or any time limitation provided for in this Memorandum of Understanding shall not constitute a waiver of any other provision.

ARTICLE 19: NOTICES:

Any Notice to be served hereunder may be served upon the parties personally or served by certified mail, return receipt. Notice served by mail shall be deemed complete upon deposit of said notice in any United States Post Office, postage prepaid, directed to the party to be served, at the following addresses:

ENTITY: City of Laurel
 P.O. Box 10
 Laurel, MT 59044

RC&D: Beartooth RC&D
 P.O. Box 180
 Joliet, MT 59041

ARTICLE 20: INTEGRATED AGREEMENT:

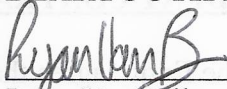
This Memorandum of Understanding together with attachments or addenda represents the entire and integrated Agreement between the Entity and the Beartooth RC&D and supersedes all prior negotiations, representations, or agreements, written or oral. This Memorandum of Understanding may be amended only by written instrument signed by both the Entity and the Beartooth RC&D.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals to this Memorandum of Understanding the day and year in this instrument first above written.

CITY OF LAUREL

BEARTOOTH RC&D/EDD

Dave Waggoner
Mayor



Ryan Van Ballegooyen
Chairman

ATTEST: _____

Date: _____

File Attachments for Item:

16. Resolution No. R24-97: A Resolution Of The City Council Approving A Memorandum Of Understanding For The 2024-2026 Collective Bargaining Agreement Between The City Of Laurel And Local Union 316, American Federation Of State, County, And Municipal Employees, AFSCME Regarding Work Days And Shifts.

RESOLUTION NO. R24-97

A RESOLUTION OF THE CITY COUNCIL APPROVING A MEMORANDUM OF UNDERSTANDING FOR THE 2024-2026 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF LAUREL AND LOCAL UNION 316, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFSCME REGARDING WORK DAYS AND SHIFTS.

WHEREAS, the City of Laurel and Local Union 316, American Federation of State, County, and Municipal Employees, AFSCME (hereinafter “the Union”) have negotiated a Collective Bargaining Agreement for Years 2024-2026 (hereinafter “the CBA”), which has already been approved by the City and the Union;

WHEREAS, the City and the Union have agreed to memorialize certain additional provisions of the Union employees’ employment by way of a Memorandum of Understanding, attached hereto and fully incorporated herein (hereinafter “the MOU”), and formalize them in the MOU;

WHEREAS, these terms specifically apply to Work Days and Shifts for Union Members and do not modify any other terms and conditions of the CBA or other MOUs entered into between the City and the Union; and

WHEREAS, City personnel and Union personnel have agreed that the MOU is in the best interests of both parties.

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

Section 1: Approval. The MOU between the Union and the City is hereby approved and effective upon the date written herein.

Section 2: Execution. The Mayor is hereby given authority to execute the MOU on behalf of the City.

Introduced at a regular meeting of the City Council on the 10th day of December 2024, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 10th day of December 2024.

APPROVED by the Mayor the 10th day of December 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

**MEMORANDUM OF UNDERSTANDING
REGARDING WORK SCHEDULE AND RELATED ISSUES**

By and Between the CITY OF LAUREL and LOCAL 316 UNION OF AMERICAN FEDERATION OF
STATE COUNTY & MUNICIPAL EMPLOYEES MONTANA STATE COUNCIL 9 AFL-CIO
REPRESENTING THE EMPLOYEES OF THE CITY OF LAUREL, MONTANA

Date: Effective the date of approval by the City Council for the City of Laurel

Regarding: Work Schedule and Related Issues

This Memorandum of Understanding (hereinafter “MOU”) was prepared to allow for the Court Clerk III to take advantage of an alternate work schedule as was previously negotiated in Article VIII, Section 3, item h. “The work week, work day, and work schedule set out above may be changed by mutual agreement between the Union and Employer”. The Court Clerk III position had a set work schedule, and this MOU is establishing an alternate schedule that would allow employees working for the City Court to request a four-day work week consisting of ten hours with an unpaid hour for a lunch break. This MOU also clarifies that shift differential and overtime pay are not applicable when employees wish to use an alternate work schedule. Employees that are on the alternate work schedule will only receive eight (8) hours of holiday pay for any recognized holiday and are not required to work the holiday.

The terms of this MOU shall be considered for incorporation into the complete Collective Bargaining Agreement during the next negotiation session.

ARTICLE VIII -HOURS OF WORK

Section 1. **Workweek:** A standard workweek shall consist of forty (40) hours, composed of any five (5) consecutive workdays immediately followed by two (2) days off, unless an alternative schedule is mutually agreed upon by the City and the employee. An employee’s workweek is a fixed and regular recurring consecutive five (5) day period, beginning on the same day of each seven (7) day period. If the 2 (two) days off provision conflicts with the needed Library schedule, the librarians have agreed to document an exception upon request by the Library Director.

The workweek hereunder shall begin at 7 a.m. Monday and shall terminate at 6:59 a.m. on the Monday following.

In Public Works, there shall be a shift schedule for Tuesday through Saturday, from 7:00 a.m. to 3:30 p.m., with a lunch period of 11:00 a.m. to 11:30 a.m. Any change in shift must be agreed upon pursuant to Section 3g (1) herein.

The work schedule for Court Clerk III shall be 8:00 a.m. to 5:00 p.m. or four (4) consecutive days from 6:00 a.m. until 5:00 p.m., with a one (1) hour unpaid lunch. A normal lunch period shall be from 12:00 p.m. to 1:00 p.m. unless court runs late; in this case, lunch will start at the end of court session and last one (1) hour. The work schedule for Court Clerk I and Court Clerk II will be determined by the City based upon an assessment of the Court Clerk office’s workload.

The work schedule for the Library will be determined by the Library Director.

Any employees working ten (10) hours per day receive no shift differential for a day shift, and do not receive overtime pay for working more than eight (8) hours as specified in section 2 defining the workday. Holiday pay shall be for eight (8) hours only.

This MOU does not modify any portions of the Collective Bargaining Agreement unless specifically noted above; and all provisions remain in effect as negotiated.

ATTEST:

Dated this _____ day of _____, 2024:

City Mayor

Dated this _____ day of _____, 2024:

Union President

File Attachments for Item:

17. Resolution No. R24-98: A Resolution To Modify The Previously Approved Compensation Levels For The Volunteer Ambulance Service.

RESOLUTION NO. 24-98

**A RESOLUTION TO MODIFY THE PREVIOUSLY APPROVED
COMPENSATION LEVELS FOR THE VOLUNTEER AMBULANCE SERVICE.**

WHEREAS, the City Council previously established and approved compensation levels for the Volunteer Ambulance Service through the adoption of Resolution No. R24-50; and

WHEREAS, the Ambulance Director recently reviewed the previous compensation levels and is requesting and recommending revisions to the compensation levels.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that Resolution No. R24-50 is modified to reset the compensation of the members of the Volunteer Ambulance Service as follows:

On-Call Rates: All non-probationary volunteers shall be compensated at a rate of \$4.00 per hour for EMT and \$6.00 per hour for Paramedic/Registered Nurse. Volunteers shall be probationary for six months at a rate of \$1.00 less per hour. In addition, full-time personnel shall receive \$50 on-call pay per day (which constitutes a 24-hour period) that they act in an on-call capacity.

Standby: \$10.00 per hour – for each attendant working standby for a special event. The special event needs to pay the Ambulance Service in advance for working the event.

Transport Call: \$20.00 per/call

Non-Transport Call with Treatment: \$15.00 per/call

Non-Transport no Treatment: \$7.50 per/call

Long Distance Transport: \$10.00 per/hour

Call out stipends will be doubled during certain times of the years listed below:

From 5 pm, December 24 to Midnight, December 25

From 5 pm, December 31 to Midnight, January 1

From Midnight to Midnight on the following holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

No member of the Volunteer Ambulance Service shall receive other compensation from the City except as provided by this Resolution.

BE IT FURTHER RESOLVED, the Officers of the Volunteer Ambulance Service shall receive, in addition to the compensation above, the compensation as follows:

Assistant Director: \$4,000 per year
Billing: \$3,600 per year

No officer of the Volunteer Ambulance Service shall receive other compensation from the City except as provided for by this resolution.

BE IT FURTHER RESOLVED that the City grants the Ambulance Director discretion to adjust the billed rates for compensation for the Volunteer Ambulance Service, based upon various contractual arrangements made with parties that the Ambulance Service contracts with, pursuant to the Mayor's prior approval of such adjustments.

Introduced at a regular meeting of the City Council on the 10th day of December 2024, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 10th day of December 2024.

APPROVED by the Mayor the 10th day of December 2024.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney