



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, JANUARY 13, 2026
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 December 22, 2025.
2. Approval of Minutes of Special Meeting of January 6, 2026.

Correspondence

3. Beartooth RC&D Correspondence January 2026
4. Police Monthly Report - December 2025.

Council Disclosure of Ex Parte Communications

Public Hearing

5. Ordinance No. O25-02: An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency.
6. A Resolution Of The City Council Approving Annexation Of Approximately 10.31 Acres Of Property Adjacent To The City Of Laurel With An Initial Zoning Designation Of Laurel Highway Commercial (HC) For Concurrent Review.

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 January 9, 2026.
8. Approval of Payroll for PPE 12/20/2025 totaling \$254,389.89.
9. Approval of Payroll Register for PPE 1/4/2026 totaling \$286,180.77.

Ceremonial Calendar

Reports of Boards and Commissions

- [10.](#) Budget/Finance Committee Minutes of December 22, 2025.
- [11.](#) City/County Planning Board Minutes of December 18, 2025.

Audience Participation (Three-Minute Limit)

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

Scheduled Matters

12. Nominations and Vote for President and Vice President On January 13, 2026.
- [13.](#) Appointment of Tony Contreras to the Yellowstone Historic Preservation Board for the remainder of a two year term ending December 31, 2026.
- [14.](#) Ordinance O25-02: An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency.
- [15.](#) Resolution No. R26-01: A Resolution Of The City Council Approving Annexation Of Approximately 10.31 Acres Of Property Adjacent To The City Of Laurel With An Initial Zoning Designation Of Laurel Highway Commercial (HC) For Concurrent Review.
16. Closed Executive Session: Litigation

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 December 22, 2025.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

December 22, 2025

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on December 22, 2025.

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

COUNCIL MEMBERS ABSENT: Jessica Banks

OTHER STAFF PRESENT: Brittney Harakal, Administrative Assistant
Kurt Markegard, CAO
Susan Canape, Dispatcher
JW Hopper, Fire Chief
Sara Naylor, Council Member Elect
Brent Edmond, Council Member Elect
KC Bieber, Firefighter
Forrest Sanderson, LURA Coordinator
Jason Gonzales, Building Official

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 December 9, 2025, as presented, seconded by Council Member Mize. There was no public comment or Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

CORRESPONDENCE:

- Fire Monthly Report - November 2025
- Sparks' Resignation Letter from Beartooth RC&D.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS:

- **Claims entered through December 19, 2025.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Approval of Payroll Register for PPE 12/05/2025 totaling \$309,075.15.**
- **Council Workshop Minutes of December 2, 2025.**
- **Council Workshop Minutes of December 16, 2025.**

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

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

CEREMONIAL CALENDAR:

- Swearing in of newly Elected Officials.

DRAFT

Judge He Does It Swore in all the newly elected Council Members who take office in January.

- Arbor Day Proclamation 2026.

Mayor Waggoner read the 2026 Arbor Day Proclamation, proclaiming October 6, 2026, as Arbor Day.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee Minutes of December 9, 2025.
- Tree/Park Board Minutes of December 4, 2025.
- Laurel Urban Renewal Agency Minutes of December 8, 2025.
- Public Works Committee Minutes of November 17, 2025.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Appointment of Peggy Pollock to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2029.**

Motion by Council Member Mize to approve the Mayor's appointment of Peggy Pollock to the Laurel Urban Renewal Agency for a four-year term ending December 31, 2029, 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.

- **Appointment of Cheryl Hill to the Laurel Urban Renewal Agency - Advisory of a four-year term ending December 31, 2029.**

Motion by Council Member Sparks to approve the Mayor's appointment of Cheryl Hill to the Laurel Urban Renewal Agency – Advisory for a four-year term ending December 31, 2029, seconded by Council Member Wilke.

Council was reminded that, due to changes in state statutes, it is required to appoint Peggy to the voting member position and Cheryl to the advisory roll. After the ordinance is changed, Cheryl would like to server again as a voting member.

Cheryl Hill noted that she is excited to move this project forward.

There was no Council discussion. A vote was taken on the motion. All seven Council Members present voted aye. Motion carried 7-0.

- **Ordinance No. O25-02: An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency. (Second Reading)**

Motion by Council Member Mackay to adopt Ordinance No. O25-02, 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. R25-103: A Resolution Of The City Council Approving The Variance Requested By Love's Travel Stops & Country Stores To Allow Signage Exceeding The Maximum Signage Limit For On-Premises Signage In The Laurel Highway Commercial (HC) Zoning District.**

Motion by Council Member Canape to approve Resolution No. R25-103, seconded by Council Member Wilke. There was no public comment.

Council asked for clarification on this resolution as it had not been discussed at the Workshop. It was clarified (see Staff report) that the variance that came before Council should also have included the square-foot overage. The new zoning code has errors that need to be fixed and has not been codified. The new code indicated 300 square feet, whereas the old code used the linear feet of the property frontage to determine the maximum square footage of signage allowed.

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

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):

Council and Staff thanked both Council Member Sparks and Mize for their service on Council.

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

COUNCIL DISCUSSION: None.

MAYOR UPDATES:

Mayor Waggoner read the attached holiday statement.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

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

There being no further business to come before the Council at this time, the meeting was adjourned at 7:00 p.m.


Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 13th day of January 2025.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

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

City Of Laurel

P.O. Box 10
Laurel, Montana 59044



Office of the City Planner

VARIANCE REPORT VAR-25-03
Love's Travel Stops & Country Stores
Maximum Outdoor Advertising
December 19, 2025

BACKGROUND:

The City of Laurel has had zoning since the early 1970's as authorized by §76-2-301 et. seq MCA. These regulations set minimum and maximum standards for all lands located within the jurisdiction of the City of Laurel. These regulations establish standards for the height, bulk, and location of structures (including outdoor advertising signs).

The subject property was recently annexed into the City of Laurel and was assigned the initial zoning of Highway Commercial (HC). The HC District imposes a maximum signage allowance that was intended to mirror the maximum allocations under the prior zoning regulations via an easier to interpret and apply standard.

The owner submitted a comprehensive sign package that was believed to comply with the prevailing zoning regulations. Unfortunately, the submittal used the prior regulations formula rather than what is currently adopted. The difference between the two methodologies is 408.53 square feet. The advertising analysis done by the Building Inspector is attached to and incorporated into this report by reference.

LEGAL DESCRIPTION:

Westbrook Subdivision, Lot 7A1, Amended Tract 6A and 7A and a portion of Tract 5 less Highway right-of-way in Section 17, Township 02 South, Range 24 East, P.M.M., City of Laurel, Yellowstone County, Montana.

APPLICANT(S):

Love's Travel Stops & Community Stores, Corporate Office
10601 N Pennsylvania Ave
Oklahoma City, OK 73120

AGENT:

Effective Images, Inc
Kevin Keup
1027 5th Ave NW
Watertown, SD 57201

EXISTING CONDITION:

The subject property is a platted subdivision within the City of Laurel. The property is undeveloped and is intended to be served by public water, sewer, streets, and solid waste collection. The property is 34.239 acres in size.

PROCESS:

- The application for a Variance was submitted on November 25, 2025, and is scheduled for a public hearing on December 18, 2025 by the Laurel Zoning Commission.
- The Zoning Commission following the Public Hearing must adopt findings of fact and issue a formal recommendation to the City Council on the requested variance. The Zoning Commission may propose conditions or modifications to the request so long as the findings of fact support the condition(s).
- Those findings of fact and conclusions as well as the record minutes of the public hearing will be submitted to the City Council for consideration, hearing and final decision.
- The City Council will consider the Zoning Commission's Recommendation to approve the variance on December 22, 2025.

ZONES INVOLVED: Existing and Proposed

- HC – Highway Commercial District.
 - The maximum on premise advertising to exceed maximum by 408.53 square feet.

RATIONAL BASIS FOR VARIANCE:

“Variance” **means an adjustment in the application of the specific regulations of this title to a particular piece of property which property, because of special circumstances applicable to it, is deprived of privileges commonly enjoyed by other properties in the same vicinity or zone.**

Findings of Fact: Standard of Review

A recommendation for Approval or Conditional Approval of a Variance shall require the Board of Adjustment making each of the following Findings of Fact:

1. Special Conditions

There are special circumstances or conditions that are peculiar to the land or building for which the Variance is sought that do not apply generally to land or buildings in the neighborhood; and

2. Not Result of Applicant

The special circumstances or conditions have not resulted from an act of the applicant or been established to circumvent this Ordinance; and

3. Strict Application Unreasonable

Due to the special circumstances or conditions, the strict application of this Ordinance would deprive the applicant of reasonable use of the land or building or create an undue hardship on the landowner; and

4. Necessary to Provide Reasonable Use

Granting the Variance is necessary to provide a reasonable use of the land or building; and

5. Minimum Variance

The Variance is the minimum variance necessary to allow a reasonable use of the land or building; and

6. Not Injurious

Granting the Variance will not be injurious to the neighborhood or detrimental to the public welfare; and

7. Consistent with Ordinance

Granting the Variance is consistent with the purposes and intent of this Ordinance. A variance to the Allowed Uses of a zoning district is prohibited.

CONDITIONS

Conditions or restrictions may be placed on the approval of a Variance.

EXPIRATION

A Variance shall expire one (1) year from the date of approval if the next logical step in the development process is not commenced. The next step in the development process includes but is not limited to applying for a building permit, commencing the use, or applying for a Development Permit.

Findings of Fact:

RECOMMENDATION:

The Zoning Commission (on a 6-0 Vote) recommends that the City Council APPROVE the variance request to exceed the maximum outdoor signage in the Highway Commercial Zone for the Love's Travel Stops & Community Stores as presented in the sign permit application.

File Attachments for Item:

2. Approval of Minutes of Special Meeting of January 6, 2026.

DRAFT

MINUTES OF THE CITY COUNCIL OF LAUREL

January 6, 2026

A special 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 pm on January 6, 2026.

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

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Michele, Braukmann, Civil City Attorney
Brittney Harakal, Administrative Assistant
Kelly Strecker, Clerk/Treasurer
Kurt Markegard, CAO
Tony Conteraz, EMT

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

MINUTES: None.

CORRESPONDENCE: None.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING: None.

CONSENT ITEMS: None.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS: None.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Council Member Appointments for Committees**

Mayor Waggoner made the following recommendation.

- Budget/Finance Committee – Council Members Klose, Canape, Banks, and Wheeler
- Emergency Services Committee – Council Members Edmond, Wilke, Mackay, and Naylor
- Human Relations Committee – Council President, Council Vice President, and Council Member Wheeler
- Public Works Committee – Council Members Wilke, Banks, Mackay, and Naylor
- Cemetery Committee – Council Members Klose and Canape
- Tree/Park Board – Council Members Wilke, Edmond, Klose, and Canape
- Police Commission – Council Member Wilke
- City/County Planning Board – Council Members Canape and Klose
- Insurance Committee – Council Members Canape and Edmond
- Board of Health – Council Member Wheeler
- Beartooth RC&D – Council Member Mackay

Motion by Council Member Klose to approve the Mayor's committee appointments, seconded by Council Member Wilke. There was no public comment or Council discussion. A vote was taken on the motion. All eight Council Members present voted aye. Motion carried 8-0.

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ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):

On Friday at 9:00 am, the volunteers will pick up the wreaths at the Cemetery.

The Tree/Park Board will meet on Thursday at 5:30 pm in Council Chambers.

COUNCIL DISCUSSION: None.

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 eight Council Members present voted aye. Motion carried 8-0.

There being no further business to come before the Council at this time, the meeting was adjourned at 6:57 pm.


Brittney Harakal, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 13th day of January, 2026.

Dave Waggoner, Mayor

Attest:

Kelly Strecker, Clerk/Treasurer

File Attachments for Item:

3. Beartooth RC&D Correspondence January 2026

Beartooth RC&D Area, Inc.

Board of Directors Meeting Agenda

1:00 pm on Thursday, Jan. 15, 2026

Rock 31 Zoot Room Conference Room

201 N. Broadway, Billings, MT 59101



1:00 pm	<u>Meeting Called to Order</u> Pledge of Allegiance, Introduction of Members & Guests	Chair, All	Information
	Review November Board Minutes – p. 3-11	Chair, All	Action
	<u>Congressional Updates</u> <ul style="list-style-type: none"> • Tory Kolkhorst (Sen. Daines) • Zoey Stroop (Congressman Downing) • Celia Rigler (Sen. Sheehy) 		Information
	<u>Beartooth RC&D Executive Committee Nominations & Elections</u>	Chair, All	Action
	<u>Treasurer/Financial Reports</u> <ul style="list-style-type: none"> • Treasurer Update • RLF Financials – p. 12 • RC&D Financials – p. 13 • Approval of 2026 Budget 	Hauge / Knight	Action Action Action
	<u>Staff Reports – Program/Project Updates</u> <ol style="list-style-type: none"> 1. Food/Ag Program – p. 14 2. Project Mngmt – p. 14 3. REAP – p. 14-15 	Eik Lastusky Losleben	Information
	<u>Regional Roundup</u> <i>News & updates from regional members on projects & activities in key CEDS categories (see topics on next page)</i>	Roe, et al.	Information
	<u>Next Beartooth RC&D Board Meeting</u> March 19, 2026 – Big Horn County Courthouse		Information
2:30 pm	Adjourn		

Regional Roundup

CEDS SWOT (Comprehensive Economic Development Strategy: Strengths-Weaknesses-Opportunities-Threats)

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

Be thinking about Strengths, Weaknesses, Opportunities, & Threats of your community or our region. Thank you!

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

NOTES:

Beartooth RC&D Area, Inc.

Board of Directors Meeting Agenda

1:00 pm on Thursday, Nov. 20, 2025

Ace Stillwater County Civic Center

16 Sheep Dip Rd, Columbus, MT 59019



1:00 pm	<u>Meeting Called to Order</u> Pledge of Allegiance, Introduction of Members & Guests	Chair, All	Information
	Review September Board Minutes	Chair, All	Action
	<u>Congressional Updates</u> <ul style="list-style-type: none"> • Tory Kolkhorst (Sen. Daines) • Zoey Stroop (Congressman Downing) • Celia Rigler (Sen. Sheehy) 		Information
	<u>Treasurer/Financial Reports</u> <ul style="list-style-type: none"> • Treasurer Update • RC&D Financials – p. 9 • RLF Financials – p. 10 • Financial Update – p. 11 • Attorney Fee Schedule – p. 11 	Hauge / Knight	Action
	<ul style="list-style-type: none"> • Beartooth Employee Personnel Handbook (Approval of Updates) • Executive Director Responsibilities Review 	Chair	Action
	<u>Staff Reports – Program/Project Updates</u> <ol style="list-style-type: none"> 4. Food/Ag Program – p. 12 5. Project Mngmt– p. 12 6. REAP 	Eik Lastusky Losleben	Information
	<u>Regional Roundup</u> <i>News & updates from regional members on projects & activities in key CEDS categories (see topics on next page)</i>	Roe, et al.	Information
	<u>Next Beartooth RC&D Board Meeting</u> January 15, 2026 – Rock31 Zoot Room		Information
2:30 pm	Adjourn		

**Beartooth RC&D Board Meeting
November 20, 2025 – 1:00 pm
Ace Stillwater County Civic Center**

Present:

Brad Eik, Food & Ag Director
Nan Knight, Finance Director/Brownfields Coordinator
Sky Losleben, Rural Energy for America Program Manager
Myrna Lastusky, Project Manager
Ryan Van Ballegooyen, Dept. of Labor & Industry/Job Service
Commissioner Melanie Roe, Sweet Grass County
Tina Toyne, City of Hardin Economic Development Director
Lawrence Killsback, Big Horn County Economic Development Director
Zoey Stroop, Congressman Downing's Office
Tork Kolkhorst, Senator Daines' Office
Wes DeGuilio, Senator Sheehy's Office
Lorene Hintz, Big Sky EDA / SBDC
Martin DeWitt, SBA
Kevin Mitchum, Sibanye-Stillwater Mine

Via Zoom:

Holly Higgins, First Interstate Bank-Hardin

Guest:

Brandon Berger, Big Sky Economic Development Interim Executive Director

Meeting Called to Order: Ryan Van Ballegooyen called the meeting to order.

Pledge of Allegiance, Introduction of Members and Guests

Review September Board Minutes: Melanie Roe motioned to approve; Lorene Hintz seconded. Motion carried.

CONGRESSIONAL UPDATES

Tory Kolkhorst (Senator Daines)

- Longest shutdown in U.S. history, finally ended and happy to be back. Some of democratic colleagues came to the table to reopen it.
- Beef from Argentina – Sen. Daines does **not** support importing beef from anywhere.
- Senate recently confirmed Bill Mercer to be a district judge.
- Crow Revenue Act – Sen. Daines is proud of legislation to facilitate a land swap between Crow Tribe & Bull Mts Mine to make sure they can continue mining into the future.
- Epstein Files – Senator is supportive of releasing everything.

Zoey Stroop (Congressman Downing)

- Funding now provided until Jan. 31st. House passed 3 of 12 appropriations bills – Dept. of Ag, Dept. of VA, and Legislative branch will all receive funding through Sept. 2026.
- Congressman joined in opposition to Argentinian beef imports.

- Introduced Retirement Investment Choice Act to codify Trump’s Executive Order 14330.
- Congressman has hit all 41 counties he covers in his 11 months in office.
- Has introduced 17 bills and has co-sponsored 114.
- Secured \$2 million for the Red Lodge Fire Dept.
 - Funding is earmarked for different states each year, and if it isn’t used in MT, it goes to someone else.
 - Any community projects? Reach out to Zoey for CDS grants. Zoey will send the application. It’s a long process to get approved as it goes to D.C.
 - Water syphon at St. Mary’s, Red Lodge Fire Dept, etc. – some submit for \$100K, others for \$2M. Different categories.
 - Appropriations application opens in March of every year – can view it on Congressman Downing’s website.
- Also voted to release the Epstein Files.

Wes DeGuilio (Senator Sheehy)

- Sen. Sheehy also supports releasing Epstein Files and protecting MT beef. Senator has met with the president to discuss that.
- Earmarked congressional spending – a lot of money will be coming back to the State.
- Sen. Sheehy recently introduced 5 separate bills related to our Military. Right to Repair within the military: currently it costs a lot of money to do repairs and creates a huge backlog when there are many repairs military members can make themselves. That and other legislation will be wrapped into the National Defense Authorization Act.
- Dept of Interior and Ag are required to submit a wildfire response plan. Finally get some clarity with those procedures.
- Today the Senator introduced the Jail Act: Anyone violently harmed by a criminal who didn’t have to post bail and is awaiting a court date – that person is allowed to sue the judge who allowed the person to be out on bail.

TREASURER/FINANCIAL REPORTS: page 9

Beartooth Books: p. 9

- Sitting at \$149K coming in
- A little over \$91K in the account after the restricted cash in a couple working groups we manage.
- Contractual = a lot of our Brownfield funding that goes to our QEPs.

RLF Books: p. 10

- \$1.9 million loaned out at the moment.
- Have another \$1.9 million to loan out yet.
- 1 pending in Laurel for \$210,000.
- 1 delinquent loan we are working on with an attorney.

Financial Update – p. 11

- Audit cost \$26,000 this year.
- New phone system put in at Beartooth – the old one “retired.” New system is working great and we will be saving \$120/month – but there were some extra costs incurred during transition.
- Audit showed we need to track credit card payments more, so we had to upgrade to QuickBooks Enterprise. That has been a seamless transition.

Oct 2025 Beartooth Books			
2025 Income	2025		% of budgeted
	Budget	Actual	
AG-FOOD AND AG CENTER	60,000	52,420	87.37%
Specialty Crop Block	58,166	4,146	7.13%
FARM TO SCHOOL	1,200	3,335	277.92%
REAP	5,000	1,755	35.10%
BOARD - EDA SPONSOR DUES	56,979	43,136	75.71%
BOARD-INTEREST INCOME	450	239	53.04%
BOARD-FOUNDATION MONEY	3,300	3,610	109.40%
DEQ-EJ	36,500	4,280	11.73%
RLF-ORIG FEES	5,000	3,260	65.20%
RLF- RMAP	12,500	11,526	92.21%
BROWNFIELD	19,250	23,733	123.29%
CRDC	82,269	61,702	75.00%
EDA - GRANT	70,000	52,500	75.00%
RCAC	25,000	16,602	66.41%
RCDI(Hardin)	4,800	5,706	118.88%
RCDI (Red Lodge)	4,800	3,952	82.34%
Pass- Through		259,676	
Restricted SSBCI & Loan Interest		93,751	
	445,214	645,329	
Expenses for 2025			
TOTAL STAFF EXPENSE	275,000	232,313	84.48%
COMMUNICATIONS	12,000	11,460	95.50%
EQUIPMENT & VEHICLE	9,000	7,215	2.62%
CONTRACTUAL	15,000	261,024	1740.16%
SUPPLIES	10,000	18,019	180.19%
TRAVEL	20,000	16,129	80.65%
INSURANCES	8,000	8,015	100.19%
RENT/UTILITIES	12,500	6,590	52.72%
FY 24 Audit	28,000	26,100	93.21%
Restricted SSBCI & Loan Interest			
EXPENSE TOTAL	389,500	586,867	
	55,714	58,462	
Statement Ending: 10/31/2025			
Checking Account:	\$91,251.75	unrestricted cash	
Restricted cash in checking for CGWG & JOJ	\$8,542.93	\$82,708.82	
Savings Account:	\$77,735.41		
Building Account:	\$4,511.06		
* Defunded or fundingexhausted			

Revolving Loan Fund Books ending- October 31, 2025				
Loan Client Review				
County	# of loans	\$ Loan Balances		
Big Horn	2	\$	182,865.87	
Carbon	4	\$	440,336.09	
Stillwater	4	\$	367,738.28	
Sweet Grass	1	\$	56,467.99	
Yellowstone	14	\$	909,253.71	
Total:	25	\$	1,956,661.94	
* One new loan was approved in Yellowstone County in the amount of \$210,000. waiting for closing				
* RLF activity is extremely active				
* One delinquent loan in Yellowstone County - now working with attorney				
Bank Balances as of October 31, 2025 Total available for lending				
Bank of Joliet- RMAP	\$	164,932.43	\$	164,932.43
\$250,000 (still waiting to be drawn down)				
Bank of Joliet – RMAP LOAN LOSS	\$	8,030.08	\$	-
Bank of Joliet EDA	\$	23,337.19	\$	23,337.19
Bank of Joliet-CDBG	\$	201,480.68	\$	201,480.19
Bank of Joliet- IRP	\$	746,318.19	\$	706,318.19
Bank of Joliet-Fromberg	\$	52,815.00	\$	52,815.00
			Available:	\$ 1,148,883.00
(RMAP waiting to be drawn down)				\$ 250,000.00
(IRP and BSED waiting to be drawn down)			210k pending	\$ 511,250.00
				\$ 1,910,133.00
Restricted Accounts			Principal amounts paid back	
FIB – SSBCI 2.0	\$148,621.00		\$	10,551.90
BOJ- SSBCI 2.0	\$79,651.50		\$	18,728.70
Drawn down New funded:				
Loans amount:	\$750,000			
New IRP-	\$ 215,250.00	\$	71,500.00	
New IRP-	\$ 67,500.00	\$	22,500.00	
New IRP-	\$ 112,500.00	\$	39,250.00	
New IRP-	\$ 157,500.00	\$	52,500.00	

Attorney Fee Schedule – p. 11

- Original loan was for \$101,000.
- Beartooth doesn't take any money for admin on our loans – just put it back in to be loaned out.
- But there are 3 parties on the legal side of this defaulted loan (State, Prospera, Beartooth).
- Requesting that we can use some of the interest off these loans to pay the attorney and need to know what we are willing to spend for attorney fees.
 - Mel asked how to manage it in our books.
 - When we converted to Down Home Solutions software, we only converted over our active loans. So the interest is more than what shows on the spreadsheet. It would be a line item to pay the lawyer.

- Nan explained how we haven't previously used the interest "made" on the loans and haven't needed it, but now we need it.
- Personal Guarantor and did a UCC filing. At the time, Director of Commerce Paul Green wrote a letter backing the client, so the loan was broken up between the 3 – State, Prospera, and BRCD.
- Client emptied out his place of business.
- Ryan proposed a suggestion: we have a number of bankers here – Brandon Berger and Holly Higgins, who might have collections experience.
 - Brandon hasn't been involved in many collections but is familiar with this situation. Don't feel there will be much recovery, so attorney shouldn't have to do much and cost should be fairly low. Unsecured personal guarantee, so if he files bankruptcy, we get nothing. UCC Filing isn't going to provide anything.
 - Ryan: Can we get a number to go up to right now; if more needed, we would need more information to go higher.
 - Discussion about amount to cap, trying to regain on behalf of all Beartooth clients.

ACTION: Melanie Roe motioned to set the cap at \$10,000 to start with the Executive Committee having the ability to make other motions in the short term and the money can be taken out of the CDBG Interest fund. Lawrence KILLSBACK seconded the motion. Motion carried.

Action: Melanie Roe motioned to accept the Treasurer and Financial Updates as presented. Lorene Hintz seconded. Motion carried.

PERSONNEL HANDBOOK - Approval of Updates (Chair):

- Clarified Vacation Policy and holiday policies
- Clarified sick leave credits
- Added AI Policy
- **ACTION: Melanie Roe motioned to approve the handbook changes as updated except to add Indigenous People's Day / Columbus Day as the federal holiday. Holly Higgins seconded. Motion carried.**

EXECUTIVE DIRECTOR RESPONSIBILITIES REVIEW (Chair):

- Didn't have a good description of the responsibilities when Joel was ED, so this is the first draft of what we might expect of a new ED. Joel had a stipend on top of his Ag Director position.
- Comment: Not many hours for an ED
 - Nan explained that in many CRDCs our size the Economic Development Director is also the Executive Director. She stated that Myrna did and still does a lot of the ED stuff for Joel – editing MOUs, sending out board materials, etc.
 - Nan is preparing the budget for next year and it's in the negative b/c we lost over \$100K in funding from last year. Went from a standard audit to a single audit, and that is \$10K more alone besides inflation.
 - Martin mentioned some places incentivize the ED – if you generate revenue, your salary can go up.
 - Perhaps add "requirements" to the description. Lawrence said it is fairly informal.

STAFF REPORTS

Food and Ag Director (Brad Eik) – p. 14

- BAM –2 of 3 BAM applications were funded (Becky’s Berries SW, and Stone Soup Kitchen Y)
- Agritourism Grant - Applications were due at the end of October, Hailey Vine at MDA said all the FADC’s submitted 1 or 2 applications. Beartooth area submitted 6 very strong applications.
- Growth Through Ag (GTA) – Deadline for pre-apps was Monday, Oct. 10th. Brad reviewed 3 applications for applicants and was uncertain of how many others may have been submitted.
- REAP - Sky and Brad attended a REAP (Rural Energy for America Program) meeting in Bozeman Nov 6th
- Brad & Sky also attended the 2025 Ag Economics Conference Nov 7, also in Bozeman.
- “My FADC” – Marketing program put together with MDA and Northern Ag Network Broadcasting to allow current clients to voice their support for their local FADC and share something we have helped them do. This also gives our clients a little free advertising for them.
- Brad has contacted or been contacted by more than 40 new and existing clients in our area.

Project Manager Report (Myrna Lastusky)

USDA Rural Community Development Initiative (RCDI) with Red Lodge Area Community Foundation (RLACF/Angela Getchell, Workforce Housing Manager)

- Roberts (Schuyler Commons) – work has begun on the Phase 1 triplex.
- Bridger property (6 acres) – no longer an option due to lack of access. BUT we are working on housing with Bridger School District and a possible 8-acre site with Town of Bridger.
- Red Lodge Visioning Exercise - KSU TAB will present their final report to City personnel on Dec. 2nd and to the community in the spring.
- Selected firm to begin the CDBG Housing Study for Red Lodge (WSW / EPS).

RCAC (Rural Community Assistance Corporation) Grant in Columbus

- ROCE Reunion (Oct.14) – an evening with all the teams to discuss successes, challenges, and next steps. More projects in the works!
- Collaborated with Museum of the Beartooths Director Penny Redli and one of the ROCE Tourism members to write a Montana 250 grant application.
- Rallied the ROCE troops to help with Columbus public pool LOS.

Miscellaneous:

- Letters, phone calls, and emails with BSED to renew our partnership. Success!
- Discussions & meetings regarding the East Rosebud Armstrong Creek project with ERLA, SCD, CCD, & commissioners.
- Wrote a Sibanye-Stillwater Community Giving grant, and Roberts Fire District #6 was awarded \$20K for a Rapid Intervention Team rescue package.
- Preparing MOUs, 2025 project updates for annual MOU presentations (thankful for a little help from GT from afar!). Love working with our partners throughout the region!

Rural Energy for America Program (REAP) Program Manager Report (Sky Losleben)

- Originally from Flathead Valley but was working in Glasgow with ranchers and habitat leases. Many of them are still eligible for REAP grants.
- Thankful for a great team – everyone has been very friendly and supportive.
- Training in Bozeman

- Attended Ag Economics Conference with Brad
- Presented at Ag Summit in Baker
- Met with Reuben Stahl of Yellowstone Valley Farms yesterday to discuss a REAP application.

REGIONAL ROUNDUP:

Lawrence Killsback:

- Put in for the new site for the Women's Prison and would love to have it come to Hardin.
 - Could be in the industrial park or near the other detention facility they have.
- Put in a similar proposal for the State Behavioral Hospital, too. Meeting with MT BOI and others tomorrow to pitch it. In the running with Miles City and hope to get this economic boost. Big Horn is the largest coal-producing county in the state and these opportunities would provide an economic boost. We have given a lot in coal and haven't received much in return from the State.
- Data Center: Gayle Lammers keeps us in the loop and supports us.
- CRO project – one of the first counties to meet with them and confirm the 1:1 match for the long-term mortgage project. Looking at buying some land and putting 25 units on it.
- Have a housing work group to create a Housing Authority – consists of City of Hardin, Lodge Grass, Northern Cheyenne tribe, and Crow tribe.
 - Crow Tribe working on permanent supportive housing project with MTHCF.
- Commissioners want Beartooth to write a grant for an EDA Emergency Shelter.

Kevin Mitchum, Sibanye-Stillwater Mine

- Last year at this time we were struggling and laid off about 700 employees. Difficult time for the company and employees/families. Seeing relief in prices & working to bring costs down.
- Status quo with hiring. When someone leaves, we hire & 1st call back those who lost their jobs.
- Environmental permitting and other operations issues are ongoing.
- Wes: Trump admin put out another peace plan between Ukraine and Russia. There's no way president will ban imports of Russian precious metals until they get peace between the two.
- Drills for potential tailings failures in Stillwater and Sweet Grass and they went very well.

Brandon Berger, Big Sky Economic Development

- Brandon took over as Interim Executive Director in October. They started a search for a new Executive Director and are back to business as usual. Staffed as they were previously.
- Using the same firm as they did for the previous ED search.

Lorene Hintz, Small Business Development Center

- Everyone is working hard in their programs and working to get things back to normal.
- SBDC will be doing some trainings out here again.
- First goal is to meet our client needs.

Martin DeWitt, Small Business Administration

- Energized from 43 days of not working. ☺
- Finished fiscal year. SBA MT exceeded loan numbers from years before even with some staff changes. Have gotten more efficient.
- Priorities with the SBA
 - Made in America initiative – bring businesses back to U.S.
 - Creating opportunities through resources like SBDC, finance partners like BSED, etc.
 - Growing Make Onshoring Great Again Portal

- Way to find other businesses who manufacture items right here in US. Connected some who are very close to each other and used to be buying overseas.
- Martin can help businesses get certified in this.
- MARC (Manufacturers Access to Revolving Credit) program – came into effect on Oct. 1st. Falls under the 7A Guarantee program, so it is very similar.
 - Max \$5M loan amount
 - Guarantee for loans greater than \$150K is 75%; less than \$150K is 85%.
 - Working capital
 - Debt refinancing is an option but restricted to working capital purposes
 - 20-year loan – 10 years revolving, 10-year term
- SBA’s Office of Advocacy 800-827-5722, then press 3. Or email to redtape@sba.gov.
- National Small Business Week: May 3-9, 2026. Accepting applications until Dec. 8th
 - Small Business Person of the Year, Sm Biz Exporter of the Year, Sm Biz Manufacturer of the Year, and Veteran-owned Business of the Year
 - This is a great way to honor someone we do business with and recognize them

Tina Toyne, City of Hardin

- Working with funds of Tourism grant
 - Held public engagement event with Cushing Terrell re: the Welcome Center and attendees offered up great input.
 - Working on RFQ for General Contractor – hope to approve in December and start in Jan.
 - Destination IQ on Sustainable Tourism Management Plan. Regional brand to be Montana’s Big Horn Country. Winning brand = *Montana Starts Here*.
 - Submitted application for Wayfinding implementation through MT Main Street Program.
 - Hope to get first phase of funding through a MMS grant.
- Also applied for MT 250 Grant for Little Big Horn Days (Friends of the Depot).
- Banners by Ally – opened storefront in Sargeant Center.
- Downtown business was sold and they will continue the embroidery services.
- Community Events downtown:
 - Trunk or Treat celebration – feel it was the largest ever
 - Christmas Stroll and Parade of Lights – Nov. 29th (Tropical Christmas)
 - Dec. 5-6 – Holiday Bazaar

Holly Higgins, First Interstate Bank of Hardin

- Plenty Doors CDC got their approval from EDA to get going with construction of their incubator building in Crow Agency

Commissioner Melanie Roe, Sweet Grass County

- Sweet Grass lost their Chamber Director.
- West End development is not progressing very quickly.
- Putting together a joint port authority with City and County.

Ryan VanBallegooyen, Dept. of Labor / Billings Job Service

- Ryan will no longer be a voting member of our board after January elections. We will need a new Chairperson . . . ☹️

Next meeting is January 15th, 2026, at Rock31’s Zoot Room in Billings.

January 2026 Finance Director's Report

Revolving Loan Fund Books ending- December 31, 2025				
Loan Client Review				
<u>County</u>	<u># of loans</u>	<u>\$ Loan Balances</u>		
Big Horn	2	\$	180,799.49	
Carbon	4	\$	183,921.55	
Stillwater	4	\$	276,060.57	
Sweet Grass	1	\$	55,659.81	
Yellowstone	14	\$	987,696.89	
Total:	25	\$	1,684,138.31	
* One new loan was approved in Yellowstone County in the amount of \$210,000. waiting for closing				
* RLF activity is extremely active				
* One delinquent loan in Yellowstone County- now working with attorney				
Bank Balances as of December 31, 2025 Total available for lending				
Bank of Joliet- RMAP	\$	169,225.37	\$	164,167.87
\$250,000 (still waiting to be drawn down)				
Bank of Joliet – RMAP LOAN LOSS	\$	8,035.14	\$	-
Bank of Joliet EDA	\$	23,842.83	\$	23,842.83
Bank of Joliet-CDBG	\$	201,480.68	\$	201,480.19
Bank of Joliet- IRP	\$	729,871.20	\$	689,871.20
Bank of Joliet-Fromberg	\$	52,815.00	\$	52,874.91
			Available:	\$ 1,132,237.00
(RMAP waiting to be drawn down)				\$ 250,000.00
(IRP and BSED waiting to be drawn down)			210k pending	\$ 511,250.00
				\$ 1,893,487.00
Restricted Accounts			Principal amounts paid back	
FIB – SSBCI 2.0	\$148,621.00		\$	11,001.52
BOJ- SSBCI 2.0	\$79,651.50		\$	19,492.31
Drawn down New funded:				
Loans amount:		\$750,000		
New IRP-	\$	215,250.00	\$	71,500.00
New IRP-	\$	67,500.00	\$	22,500.00
New IRP-	\$	112,500.00	\$	39,250.00
New IRP-	\$	157,500.00	\$	52,500.00

[illegible]

2023 Income		2023		2024 Income		2024		2025 Income		2025		2026 Income		2026	
	Budget	Actual		Budget	Actual			Budget	Actual			Budget	Actual		
AG-FOOD AND AG CENTER	45,000	48,706	AG-FOOD AND AG CENTER	60,000	61,636	AG-FOOD AND AG CENTER		60,000	69,123	AG-FOOD AND AG CENTER		66,000		66,000	
Specialty Crop Block	35,000	31,286	Specialty Crop Block	58,166	56,000	Specialty Crop Block		58,166	4,197	REAP		85,000		85,000	
BOARD - EDA SPONSOR DUES	56,979	55,711	FARM TO SCHOOL	1,200	3,750	FARM TO SCHOOL		1,200	3,335	REAP TA		5,000		5,000	
BOARD-INTEREST INCOME	400	736	REAP	5,000	25,180	REAP		5,000	1,755	BOARD - EDA SPONSOR DUES		62,351		62,351	
BOARD-FOUNDATION MONEY	3,300	3,641	BOARD - EDA SPONSOR DUE	56,979	56,023	BOARD - EDA SPONSOR DUES		56,979	56,979	BOARD-INTEREST INCOME		700		700	
RLF-STAFF REIMBURSE	15,000	5,066	BOARD-INTEREST INCOME	750	450	BOARD-INTEREST INCOME		450	700	BOARD-FOUNDATION MONEY		3,500		3,500	
RLF-ORIG FEES	5,000	2,764	BOARD-FOUNDATION MONEY	3,300	3,676	BOARD-FOUNDATION MONEY		3,300	3,300	RLF-ORIG FEES		5,000		5,000	
CRDC	71,000	71,844	RLF-STAFF REIMBURSE	15,000		DEQ-EJ		36,500	4,280	RLF-RMAP		14,500		14,500	
EDA - GRANT	70,000	70,000	RLF-ORIG FEES	5,000	5,787	RLF-ORIG FEES		5,000	3,260	BROWNFIELD		19,500		19,500	
BSTF ADMIN \$	4,000		RLF-RMAP	12,500	15,572	RLF-RMAP		12,500	11,526	BROWNFIELD RLF		19,500		19,500	
RCDI (Big Horn)	2,500	2,444	BROWNFIELD	19,250	11,932	BROWNFIELD		19,250	26,001	EDA - GRANT		70,000		70,000	
RCDI (Red Lodge)	4,000	1,592	CRDC	50,000	79,663	CRDC		82,269	82,269	CRDC		82,269		82,269	
Pass Through		115,634	EDA - GRANT	70,000	70,000	EDA - GRANT		70,000	70,000	RCAC		25,000		25,000	
other Admin		2,500	BSTF ADMIN \$	1,950	1,950	RCAC		2,800	23,104						
			RCAC	25,000	7,465	RCDI (Big Horn)		2,800	13,945						
Total income	312,179	411,921	RCDI (Big Horn)	2,800	2,483	RCDI (Red Lodge)		2,800	5,706						
			RCDI (Red Lodge)	2,800	1,749	BEP		1,280							
			Pass-Through	86,881	Pass-Through				232,182						
			Restricted SSBCI & Loan Interest		60,420	Restricted SSBCI & Loan Interest			101,822	Pass-Through					
				389,695	550,623			441,214	714,724	Restricted SSBCI & Loan Interest		458,320		458,320	0
Expenses for 2023			Expenses for 2024			Expenses for 2025			Expenses for 2026						
TOTAL STAFF EXPENSE	244,441	241,301	TOTAL STAFF EXPENSE	245,441	263,548	TOTAL STAFF EXPENSE		275,000	264,225	TOTAL STAFF EXPENSE		332,504		332,504	
COMMUNICATIONS	7,000	7,300	COMMUNICATIONS	9,000	12,228	COMMUNICATIONS		12,000	12,414	COMMUNICATIONS		15,000		15,000	
EQUIPMENT & VEHICLE	6,000	5,370	EQUIPMENT & VEHICLE	7,000	7,403	EQUIPMENT & VEHICLE		9,000	7,446	EQUIPMENT & VEHICLE		10,000		10,000	
CONTRACTUAL	25,000	126,784	CONTRACTUAL	30,000	118,057	CONTRACTUAL		15,000	265,063	CONTRACTUAL		25,000		25,000	
SUPPLIES	7,000	14,853	SUPPLIES	8,000	19,484	SUPPLIES		10,000	18,035	SUPPLIES		15,000		15,000	
TRAVEL	5,500	9,838	TRAVEL	15,500	7,512	TRAVEL		20,000	17,122	TRAVEL		20,000		20,000	
OTHER	11,500	9,265	OTHER	13,500	12,207	INSURANCES		8,000	8,015	INSURANCES		9,000		9,000	
						RENT/UTILITIES		12,500	8,789	RENT/UTILITIES		9,000		9,000	
			Restricted SSBCI & Loan Interest		60,420	FY 24 Audit		28,000	26,100	FY 25 Audit		27,000		27,000	
Total Expense for the year						Restricted SSBCI & Loan Interest			101,822	Restricted SSBCI & Loan Interest					
EXPENSE TOTAL	306,441	414,711	EXPENSE TOTAL	328,441	500,859	EXPENSE TOTAL		389,500	729,031	EXPENSE TOTAL		462,504	0	462,504	0
Net Income															
	5,738	-2,789		61,254	49,764			51,714	-14,307			-4,184	0	-4,184	0

The above income figures currently include both "net income" and "pass-through" funds. We are working on the ability to state these amounts independently to provide a more accurate picture of the budget.				
				2026 Potential Funding:

[illegible][illegible]

										\$	34,000.00	X 2 yrs
										S Block Grant		
										(\$11-767.43)		

	\$	128,800.00
Statement Ending: December 31, 2025		

Checking Account: \$79,150.32

[illegible][illegible]

2026 Potential Funding:

AG Training	\$ 10,000.00	1 Year
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DEQ 1A	\$	10,000.00	X 2Y15
Armstrong project	\$	7,800.00	X 2-1-15

RCDI	\$ 5,000.00	X 3 yrs
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ORE- Tech upgrade	\$	60,000.00	one-time
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Block Grant	\$	34,000.00	X 2 yrs
PER	\$	3,000.00	1 Yr=22

	\$ 128,800.00
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STAFF REPORTS

Food and Ag Director Report (Brad Eik)

- GTA - First round of GTA's were ranked. We had 3 applicants, Rodi Farm, Yellowstone Drone Solutions, and Project Meats LLC (Ranch House Meats), we had one approved to move on to next round: Project Meats LLC in Billings
- VAPG - Working with applicants when they have questions: Yellowstone Valley Farms, Rodi Farm, and S Meats
- BEP – Had 8 approved, most are completed just wrapping up outcome reports, Becky's Berries will be done in the next couple months and Mountain View Colony still waiting on their new egg machine to complete their floor plan layout.
- Agritourism Grant Applications – 5 of 7 Beartooth clients were awarded funding (of 25 total awards in the State). Greycliff Creek Stables (SG), Sentinel Ranch Operations (C), 406 Greenhouse (BHC), Township Road Farm and Rodi Farm (Y).

Project Manager Report (Myrna Lastusky)

USDA Rural Community Development Initiative (RCDI) with Red Lodge Area Community Foundation (RLACF/Angela Getchell, Workforce Housing Manager)

- Dec. 31st marked the close of this grant. Q4 reporting and final closeout report have been submitted.
- CDBG Housing Study has kicked off for Red Lodge with WSW/EPS.
- Carbon County is working with HABCRO to select a site to build approximately 10 middle-income homes. Fromberg, Bridger, Belfry area is their priority.
- Roberts (Schuyler Commons) construction continues on the triplex for teacher housing.
- Roberts Birch Home: Repairs and reno are almost finished for school employee.

RCAC (Rural Community Assistance Corporation) Grant in Columbus

- Museum of the Beartooths historical mural – received \$12K from MT 250 Grant.
- RCAC & Beartooth are collaborating to submit a MT Development Tourism Grant application – due Jan. 22nd. Will focus on Hwy 78 Scenic Bypass to Yellowstone Park.

REAP Project Manager Report (Sky Losleben)

We are still awaiting guidance and updates from the USDA for REAP.

On February 5, I will give a virtual REAP presentation to the Ranchers Stewardship Alliance (RSA), a rancher-founded nonprofit based in Malta, Montana. RSA partners with numerous organizations across Eastern Montana, and this presentation may help connect with individuals and communities that may be interested in REAP.

Current work underway includes the following:

- Developing a tentative outreach plan; a solid rough outline has been completed.
- Creating a mailing list for the distribution of REAP flyer information.
- Contacting contractors who provide REAP-related services in Eastern Montana, including solar, HVAC, insulation, and lighting companies, etc.
- Reaching out to Regional Small Business Development Centers to inform them of ongoing REAP outreach and to request referrals for small businesses that may be interested in participating.
- Exploring a potential short-film project focused on one or two REAP clients and their projects as an educational tool to help inform and engage other prospective participants.
- Planning future collaboration with Jacob Cote, Planner with the Community Technical Assistance Program (CTAP) at the Montana Department of Commerce, on a collaborative project focused on helping communities understand and manage large-scale energy development through the creation of a statewide land-use resource plan.

Frequently Used Acronyms

BIA – Bureau of Indian Affairs
BLM – Bureau of Land Management
BRCD – Beartooth RC&D
BSEDA – Big Sky Economic Development Association
BSTF – Big Sky Trust Fund
CDBG – Community Development Block Grant
CRDC – Certified Regional Development Corporation
CEDS – Comprehensive Economic Development Strategy
CTEP – Community Transportation Endowment Program
EDA – Economic Development Administration
EDD – Economic Development District
FADC- Food and Ag Development Center
GIS – Geographic Information Systems
GPS – Global Positioning System
GTA- Growth Through Ag Grant and Loan
HOME – Montana Home Investment Partnerships Program
HUD – US Department of Housing and Urban Development
IRP – Intermediary Relending Program
LESA – Land Evaluation Site Assessment
MBOI – Montana Board of Investments
MDOA- Montana Department of Agriculture
MDOC – Montana Department of Commerce
MDOL – Montana Dept. of Labor
MDOT – Montana Dept. of Transportation
MDFWP – Montana Dept. of Fish, Wildlife and Parks
MEDA – Montana Economic Developers Association
MMEC- Montana Manufacturing Extension Center
NADO – National Association of Development Organizations
NHS – Neighborhood Housing Services
NRCS – Natural Resource Conservation Service
RBDG – Rural Business Development Grant
RC&D – Resource Conservation & Development
RCDI – Rural Community Development Initiative
RD – Rural Development (a division of USDA)
RCPP- Regional Conservation Partnership Program
REAP- Rural Energy for America Program
RLF – Revolving Loan Fund
RMAP- Rural Micro entrepreneur Assistance Program
SBA – Small Business Administration
SBDC – Small business Development Center
SSBCI- State Small Business Credit Initiative
TIFD – Tax Increment Finance District
TSEP - Treasure State Endowment Program
USDA – United States Department of Agriculture
USFS – United States Forest Service
LSL- Lead Service Lines

File Attachments for Item:

4. Police Monthly Report - December 2025.



Laurel Police Department

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

Total Calls City Council

Printed on January 1, 2026

[CFS Date/Time] is between '2025-10-27 12:00' and '2025-11-24 11:59' and

[Primary Incident Code->Code : Description] All

Code : Description

Totals

10-15 : With Prisoner	1	1
: Abandoned Vehicle	31	31
: Agency Assist	53	53
: Alarm - Burglary	22	22
: Alarm - Fire	0	0
AMB : Ambulance	95	95
: Animal Complaint	5	5
: Area Check	4	4
: Assault	0	0
: Bad Checks	0	0
: Barking Dog	1	1
: Bomb Threat	0	0
: Burglary	1	1
: Child Abuse/Neglect	2	2
: Civil Complaint	8	8
: Code Enforcement Violation	2	2
: Community Integrated Health	1	1

Code : Description	Totals	
: Counterfeiting	1	1
: Criminal Mischief	9	9
: Criminal Trespass	10	10
: Cruelty to Animals	0	0
: Curfew Violation	6	6
: Discharge Firearm	4	4
: Disorderly Conduct	5	5
: Dog at Large	17	17
: Dog Bite	5	5
DUI : DUI Driver	6	6
: Duplicate Call	3	3
: Escape	0	0
: Family Disturbance	18	18
: Fight	2	2
FIRE : Fire or Smoke	17	17
: Fireworks	0	0
: Forgery	0	0
: Found Property	5	5
: Fraud	6	6
: Harassment	3	3
: Hit & Run	2	2

Code : Description		Totals	
: ICAC	1	1	
: Identity Theft	2	2	
: Indecent Exposure	0	0	
: Insecure Premises	4	4	
: Intoxicated Pedestrian	2	2	
: Kidnapping	0	0	
: Littering	0	0	
: Loitering	1	1	
: Lost or Stray Animal	13	13	
: Lost Property	5	5	
: Mental Health	7	7	
: Missing Person	5	5	
: Noise Complaint	1	1	
: Open Container	0	0	
: Order of Protection Violation	2	2	
: Parking Complaint	8	8	
: Possession of Alcohol	0	0	
: Possession of Drugs	0	0	
: Possession of Tobacco	2	2	
: Privacy in Communications	0	0	
: Prowler	0	0	

Code : Description	Totals	
: Public Assist	44	44
: Public Safety Complaint	7	7
: Public Works Call	5	5
: Report Not Needed	3	3
: Robbery	0	0
: Runaway Juvenile	5	5
: Sexual Assault	5	5
: Suicide	0	0
: Suicide - Attempt	3	3
: Suicide - Threat	4	4
: Suspicious Activity	47	47
: Suspicious Person	12	12
: Theft	26	26
: Threats	6	6
: Tow Call	2	2
: Traffic Accident	15	15
: Traffic Hazard	4	4
: Traffic Incident	9	9
: TRO Violation	0	0
: Truancy	0	0
T/S : Traffic Stop	63	63

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	2	2
: Warrant	6	6
: Welfare Check	15	15
Totals	682	682

File Attachments for Item:

10. Budget/Finance Committee Minutes of December 22, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 22, 2025**

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

Others Present: Kelly Strecker, David 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 December 09, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of December 09, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of December 09, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Kelly presented a purchase requisition for Matt Wheeler as he could not be present at the meeting. The requisition is to purchase a new pickup street sander for the flatbed pickup. With the recent snow storm the older sander broke and is need of some expensive repairs. The city will purchase the sander from Kois Brothers. This street sander is all electronic which will make it very easy to spread sand on the icy spots after a storm. The cost of the new street sander is \$9260.00 which includes installation. Heidi Sparks moved to approve the purchase requisition for the new street sander. Michelle Mize seconded the motion. With no objection, the purchase requisition was approved. JW presented a purchase requisition for the purchase of extrication gear for the new fire truck. This will be paid for from the donation that they received from CHS. The cost of the extrication gear is \$32,995.00 and will be purchased from Fire Up Rescue. Heidi Sparks moved to approve the purchase requisition for the extrication gear. Michelle Mize seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through December 19, 2025. Michelle Mize moved to approve the claims and check register for claims entered through December 19, 2025. Casey Wheeler seconded the motion. With no objection, the claims and check register of December 19, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending December 07, 2025, totaling \$309,075.15. Heidi Sparks motioned to approve the payroll register for the pay period ending December 07, 2025, totaling \$309,075.15. Casey Wheeler seconded the motion. With no objection, the payroll register for December 07, 2025, was approved. There was no public comment.

New Business – None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending December 07, 2025.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated that he wanted to remind everyone of the special meeting that will be held on January 06, 2026. Since we are nearing the end of the year the mayor will have to appoint the new Budget Finance Committee at that special meeting.

Announcements –

1. The next Budget and Finance Committee meeting will be held on January 13, 2025, at 5:30 pm.
2. If reappointed Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:03 p.m.

Respectfully submitted,



Kelly Strecker

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. City/County Planning Board Minutes of December 18, 2025.

**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
THURSDAY, DECEMBER 18, 2025**

A City/County Planning board meeting was held in Council Chambers and called to order by County chair Judy Goldsby at 6:00 pm on December 18, 2025.

Board Members Present:

<u> X </u> Tom Canape	<u> X </u> Richard Herr	<u> X </u> Paul Thomae
<u> X </u> Ron Benner	<u> X </u> Richard Klose	
<u> X </u> Judy Goldsby	<u> X </u> Jonathan Klasna (left at 6:30)	

Others Present:

Amber Hatton – Deputy Clerk Treasurer
Kurt Markegard – CAO
Kevin Keup – Effective Image Inc
Jason Gonzales – Building Official
Shawn Baker
Charlie Severs

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

Disclosure of Ex Parte Communication - None

Public Hearing

-Love's Annexation and Zoning

Chair Goldsby opened the public hearing, and Kurt presented the item provided by JSA CIVIL LLC.

Kurt Markegard explained that the land was one parcel at one time. When the highway Department of Transportation went through the property, they acquired easements or a right away through one parcel. At the beginning of this summer, Loves Country Stores annexed a portion of everything east of the interchange and left out this land on the other side. They went through the annexation process, and they've extended water and sewer out the old highway to

that property. They wanted to bring in the other portion of the land on the other side of the highway severed when they put in that land. When we annexed last summer we annexed a portion of their lot, not the entire lot. Loves is now requesting the other part that is on the other side of the lot that is towards the interstate to be annexed.

Chair Goldsby opened the floor for public comment.

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

Chair Goldsby asked three (3) times if there were any opponents who would like to speak. There were no opponents.

Love's Travel Stops & Country Store maximum signage variance request

Chair Goldsby opened the public hearing for Loves Travel Stops & Country Store Signage variance request.

Kurt Markegard presented for the public hearing the Loves Travel Stop and Country Stores variance request.

There was some confusion last summer when they were discussing the height of the sign, they didn't discuss the overall signage of the entire site according to the new zoning code that was adopted by zoning commission in 2024. That zoning code allowed a 300 square foot area for any site within the zoning district within the city. With having that change from the old code to adopting the new code, there were 16 pages of signed code that we eliminated the entryway zoning the overlay district for S 4th district and realized that most large facilities, large land would never be able to meet the 300 square footage.

The city is asking the zoning commission to review the criteria for variance to see if it is in the best interest to essentially give them a variance from the code, the 300 square foot code that was adopted for the entire city and allows them to go and build essentially what has normally been allowed in the past.

Kurt presented the Variance Report VAR-25-02 to the board.

Staff Recommends that Zoning Commission consider each of the 7 criteria individually adopt findings related to each criterion then based on the findings issue a recommendation to the City council for final action.

Chair Goldsby opened the floor for public comment.

Chair Goldsby asked two (2) times if there were any proponents who would like to speak to the issue.

Kevin Keup with Effective Images was present on behalf of Loves to help answer any questions.

Chair Goldsby asked again if there were any proponents who would like to speak, which there were none.

Chair Goldsby asked if there were any opponents who would like to speak.

Gloria Allwin, 185 Golf Course Rd, asked "What do you mean by 300 square feet." How high are you still talking about this sign. What size are you looking for?" Staff responded 700 square feet. Gloria asked what the height of the sign was. Staff responded that the height of the pole was already established and approved by City Council. Gloria was concerned that there was now a precedence for anybody else to come into the area and decide to raise their signs. Staff explained that there wasn't a precedence they would have to go through the variance process so there would still be potential for a public hearing and council approval. That's a process for anyone that wants to do land development.

Chair Goldsby asked if there were any opponents who would like to speak.

Bill Tiefenthaler, 2331 Highway 10 W, voiced his concern for signs lower in the sky verses the ones that are on the banner area, they seem quite large. He had concerns for the safety of people who see it and distractions for the drivers.

Chair Goldsby asked if there were any other opponents who would like to see. There were none.

Chair Goldsby closed the public hearing.

General Items

1. Minutes from October 15, 2025 –
Motion by Richard Klose to approve October 15, 2025, minutes, seconded by Ron Benner. There was no public comment. Motion passed 6-0.

New Business

2. Loves Annexation & Zoning Request

CAO Markegard is asking the Planning board to evaluate if the highway commercial is appropriate zoning. Right now, it was County highway zoning. Prior to the county adopting zoning, it was highway commercial City of Laurel extraterritorial. The county commissioners extended zoning around us and disallowed the City to do it. They're requesting the same zoning that has been on the books for 20-30 years, so it's the same code we previously had.

Loves originally annexed the portion of land that they were going to develop on due to tax implications. At the time that they were annexing, there was no discussion about what they were going to do with the land across from the other side of the highway, so they divided up

the lot. There were other discussions with the developer that they wanted to consider if they wanted a pole sign on the other property.

CAO Markegard asked if the staff provided enough information for the board to recommend the application of annexation to the City council. If the Council does choose to annex them, they would then come to an annexation agreement, development agreement, and move through the process of how they were going to serve water and sewer.

Motion by Ronald Benner to approved to present to the City council Loves Annexation & Highway Commercial Zoning Request, seconded by Richard Klose. There was no public comment. Motion passed 6-0.

3. Love's Sign Package

CAO Markegard is asking the Zoning commission to consider looking through the sign package to see if the current zoning code is appropriate for this applicant. Our current zoning code is so restrictive that it doesn't allow what other is for highway coming with the limitations of not to exceed 300 square feet. Building Official Jason Gonzales brought up his evaluation is the current code is the total amount of sign area allowed in the non-residential zoning district shall not exceed 300 square feet, total signage and sign area is calculated by measuring the surface area of one side of the face of the sign. The report also states, per the old zoning code, that highway commercial signs located on the property shall not exceed 2 square feet in sign area for each lineal foot of local street frontage and it doesn't include interstate. It is adjacent to the interstate so we can't count on that frontage but if you count the frontage coming up the side of it, it's 1200 square feet of frontage that would allow if you did two square feet per street frontage 2400 square feet of signage that was the prior code. Loves is only asking for half of that and original code, they were looking at on our website. When they were developing this sign package they could see 2000 feet, they thought they were 100% in compliance.

The board mentioned their concerns over the updating of the City's websites when codes are updated. The current code is very vague. CAO Markegard mentioned they will work on correcting the website and found there were multiple issues with the old code and new code and that they had to get the city attorney to get an ordinance change.

Motion made by Ronald Benner to approve to present to the City council, Love's Sign package Variance. seconded by Richard Klose. There was no public comment. Motion passed 6-0.

Chair asked if there was any other public comment. – there was none.

Old Business - none

Other Items - none

Announcements

4: Next Meeting: January 21, 2026, at 6:00 pm

As of December 5, 2025, KLJ and Forrest Sanderson is no longer representing the City for planning items.

Adjournment:

Motion by Richard Klose to adjourn the meeting, seconded by Ronald Benner. There was no public comment. Motion passed 6-0.

There being no further business to come before the Board at this time, the meeting was adjourned at 7:16 PM.



Amber Hatton

Deputy Clerk Treasurer

File Attachments for Item:

13. Appointment of Tony Contreras to the Yellowstone Historic Preservation Board for the remainder of a two year term ending December 31, 2026.

NOV 07 2025

BOARD APPLICATION FORM YELLOWSTONE COUNTY, MONTANA

NAME ANTHONY (TONY) CONTRERAS PHONE: 406-672-5530
ADDRESS: 909 12th AVE WORK PHONE: _____
CITY: LAUREL STATE: MT ZIP 59014
EMAIL ADDRESS tony.contreras1177@gmail.com

BUSINESS OR JOB: _____

BOARD OR COMMISSION APPLIED FOR: Yellowstone Historic Preservation Board

Please describe your experience or background that you believe qualifies you for service on this Board or Commission (attach additional sheets if needed):

PLEASE SEE THE ATTACHED DOCUMENT EXPLAINING BOTH MY EXPERIENCE AND BACKGROUND, AS WELL AS WHY I WANT TO SERVE AS A REPRESENTATIVE -
WHY DO YOU WISH TO SERVE ON THIS BOARD OR COMMISSION?
- WITH THE YELLOWSTONE HISTORIC PRESERVATION BOARD. I ALSO INCLUDED TWO LETTERS OF RECOMMENDATION.

Additional information that you feel is pertinent (attach additional sheets if needed):

Signature: 

Return application to: Board of County Commissioners
P.O. Box 35000
Billings, MT 59107-5000

OFFICE USE ONLY:

APPOINTED: YES ☐

NO ☐

DATE

TERM EXPIRATION DATE:

To: Yellowstone Historic Preservation Board

My name is Anthony (Tony) Contreras. Please accept this document, the attached application, and two letters of recommendation as my request to be considered for selection as a representative and team member for the Laurel area with the Yellowstone Historic Preservation Board.

Experience or background that qualifies me for service on the Board

I have lived in Laurel for over 35 years, giving me a deep appreciation for the heritage and character of our community. My lifelong connection to Laurel has fostered a strong commitment to preserving its history and unique identity.

My professional and volunteer experiences also reflect my dedication to community service and historic preservation. I currently serve as a full-time member of Laurel EMS for the City of Laurel and as co-chair of the Billings Mexican Fiesta, one of the longest-running cultural events in Montana.

Last year, my co-chair and I collaborated with the Western Heritage Center to archive and display the history of the Fiesta. We gathered more than 100 newspaper articles and over 400 photographs, spending many hours interviewing and recording oral histories. We used these items, stories, and materials to help curate a public exhibit highlighting the event's long-term impact on the region. This work deepened my understanding of how historical documentation and storytelling strengthen community connections. This also led to a secondary project where we participated in the Western Heritage Center's "High Noon" program, where we gave a in person presentation showcasing the Fiesta and the historical histories and impacts of the Hispanic culture on Billings and the surrounding area.

My familiarity with local historic sites reflects not only my interest in preservation but also my desire to share the lesser-known pieces of our history. These experiences have equipped me with a strong foundation in research and public engagement—essential skills for serving effectively on the Yellowstone Historic Preservation Board.

Why I wish to serve on the Board

Laurel's history is one of resilience, collaboration, and cultural diversity. I want to contribute to preserving that legacy by ensuring that both our early landmarks and more recent community stories are documented and celebrated. My passion lies not just in preserving history but in sharing how our town's roots have shaped the community and area we know today.

Serving on the Yellowstone Historic Preservation Board would allow me to continue my commitment to education, preservation, and community engagement. My goal is to ensure that Laurel's and the surrounding areas stories—both well-known and hidden—remain protected, accessible, and relevant for generations to come.

Please let me know if you have any questions or would like to meet in person.

Thank you for your consideration.



Tony Contreras
(406)672-8550
tony.contreras1177@gmail.com

October 29, 2025

Yellowstone Historic Preservation Board

Re: Tony Contreras

Dear Members of the Yellowstone Historic Preservation Board,

I am honored to write this letter in enthusiastic support of Tony Contreras's application to serve as a representative on the Yellowstone Historic Preservation Board. I have known Tony personally and professionally for approximately twenty years, and during that time I have come to know him as a person of integrity, dedication, and genuine commitment to preserving the character and history of our communities.

On a personal level, Tony and his wife have been pillars of the Laurel community. Their family's active involvement in local initiatives and their consistent willingness to give their time and talents speak to the deep values that drive Tony's community service. His sense of responsibility and follow-through are qualities that would greatly benefit the board's mission to protect and promote Yellowstone County's historical and cultural assets.

Professionally, I have had the privilege of working alongside Tony for ten years on the Billings Mexican Fiesta planning committee, where he served in multiple capacities ranging from kid activity coordinator, vendor coordinator and most recently co-chair. With the efforts of our current leadership, the event not only strengthened cultural engagement but also preserved the historical authenticity that makes the Fiesta the region's longest-running cultural celebration. His ability to collaborate, problem-solve, and inspire others ensured that the event remained both historically grounded and community-driven.

Tony's commitment to preservation extends beyond events. I had the opportunity to witness his and Dallas's (Tony's co-chair) archival project collaboration with the Western Heritage Center, which showcased historical artifacts and personal narratives tied to our local heritage. That project left a lasting impression on me because of the care and respect they bring to storytelling through history. The resulting display sparked thoughtful community conversations and renewed appreciation for the area's cultural legacy-exactly the kind of public engagement that aligns with the board's goals.

Through his leadership, partnership-building skills, and authentic enthusiasm for Montana's history, Tony has consistently demonstrated the qualities necessary for effective service on the Yellowstone Historic Preservation Board. He brings not only experience but also an understanding of how history connects today's communities with their shared past.

I wholeheartedly recommend Tony Contreras for appointment to the Yellowstone Historic Preservation Board. His integrity, work ethic, and deep-rooted commitment to preservation make him an outstanding candidate for this role.

Sincerely,


Mary J. Alvarez
Mexican Fiesta Ladies Booth Coordinator

618 Clarks River Road
Laurel, MT 59044

maryjalvarez@mac.com

714-334-9452

Retired in 2008, worked 35 years securitizing Mortgage Backed Securities in the Secondary Markets for FNMA, FHLMC and GNMA for Wall Street monthly settlements

October 27, 2025

To Whom It May Concern,

I am writing to recommend Anthony Contreras for appointment as representative to the Yellowstone Historic Preservation Board. I am the EMS Chief for Laurel Ambulance service and the Education Coordinator for Big Sky EMS Education.

I have had the privilege of supervising Tony for approximately two years in his role as a volunteer and full-time EMT for the City of Laurel. During this time, I have come to know him as a highly dependable, engaged and community minded professional who goes above and beyond in every aspect of his work.

Tony consistently demonstrates exceptional dedication to both his profession and the people he serves. In addition to his full-time responsibilities, he volunteers as an instructor for Big Sky EMS Education, sharing his knowledge and experience to train and mentor others in emergency medical care. Tony also devotes his personal time to community education programs and outreach efforts through Laurel EMS, often taking the lead to help strengthen our city's connection with its residents. Tony's deep passion for Laurel and the surrounding area is very apparent, as seen in our "station" trips where Tony is constantly educating our department on various parts of Laurel, historical points of interest and his exceptional knowledge of the surrounding area.

Outside of his professional role, Tony's leadership as co-chair of the Billings Mexican Fiesta has shown his strong commitment to preserving local culture and history. His work with the Western Heritage Center to document the Fiesta's legacy stands as an example of his drive to protect the traditions that make our communities unique. Tony brings the same passion, responsibility and positive attitude to every project he undertakes.

I have no doubt that Tony would contribute meaningful perspective and energy to the Yellowstone Historic Preservation Board. His combination of professional discipline, community involvement and historical appreciation makes him an outstanding candidate. I offer my highest recommendation and full support. Please don't hesitate to reach out to me with any questions.

Sincerely,



Lyndy Gurchiek
406-670-5021
lyndygurchiek@yahoo.com

File Attachments for Item:

14. Ordinance O25-02: An Ordinance Amending Title 20, Chapter 02 Of The Laurel Municipal Code Related To The Laurel Urban Renewal Agency.

ORDINANCE NO. 025-02

AN ORDINANCE AMENDING TITLE 20, CHAPTER 02 OF THE LAUREL MUNICIPAL CODE RELATED TO THE LAUREL URBAN RENEWAL AGENCY.

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating Titles, Chapters, Sections, and Subsections to address situations and problems within the City and to remain in accordance with Montana law;

WHEREAS, City Staff prepared, reviewed, and approved the following amendments to the existing LMC Title 20, Chapter 02, as noted herein and on the attached, and hereby recommends the same to the City Council for its full approval; and

WHEREAS, the proposed changes to the existing LMC are attached hereto and hereby fully incorporated herein. *See* attached revised LMC Title 20, Chapter 02.

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

Introduced and passed on first reading at a regular meeting of the City Council on the 22nd day of December, 2025, upon Motion by Council Member Mackay.

PASSED and ADOPTED by the Laurel City Council on second reading on the _____ day of _____, 2025, upon Motion by Council Member _____.

APPROVED BY THE MAYOR on the _____ day of _____, 2025.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

20.02.020 Agency composition and term of offices.

The board shall constitute ~~seven~~ **five** voting commissioners, all of whom, **with the exception of the Yellowstone County and Laurel Schools commissioners**, must maintain residency in the city limits. For purposes of this chapter, residency is defined as either owning property, a business, or maintaining permanent employment within the city limits. The initial voting membership shall consist of one member appointed for one year, one member for two years, one member for three years, and two members for four years. Each appointment thereafter shall be for four years. In addition to the ~~seven~~ **five** commissioners, the mayor, with approval of the city council, shall appoint four advisory members, as provided herein, who shall not vote but shall provide advice and counsel to the voting commissioners.

(Ord. No. O09-04, 4-21-09; Ord. No. O12-01, 3-6-12; Ord. No. O13-01, 8-20-2013)

20.02.030 Commissioners.

A. Each commissioner shall hold office until his/her successor is appointed and has qualified.

B. A commissioner shall receive no compensation for his/her service but is entitled to authorized necessary expenses, including traveling expenses, incurred in the discharge of his/her duties.

C. **With the exception of the Yellowstone County and Laurel Schools commissioners**, any person may be appointed as a commissioner if he/she maintains residency within the city limits. If possible, the preferred composition of the agency should include two residents of the district, two city resident business owners in the district, and one member city resident at large.

D. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. Misconduct in office is defined by MCA § 7-15-4240.

E. A majority of the commissioners shall not hold any other public office under the city other than their membership or office with respect to the agency.

F. The powers and responsibilities of the agency shall be exercised by the commissioners according to adopted bylaws approved by the city council. A majority of the commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers and responsibilities of the agency and for all other purposes. Action may be taken by the agency upon a vote of a majority of the commissioners (**four** ~~three~~) unless the bylaws shall require a larger number.

(Ord. No. O09-04, 4-21-09; Ord. No. O13-01, 8-20-2013)

20.02.040 Advisory members.

A. In addition to the ~~seven~~ five voting commissioners, the agency shall include a non-voting advisory membership of not more than four individuals. The initial membership shall consist of one member appointed for one year, one for two years, one for three years, and one for four years. Each appointment thereafter shall be for four years. Advisory members must possess a demonstrated interest in the district, specific expertise and/or other qualifications necessary to help the agency implement the renewal plan.

1. Each advisory member shall hold office until his/her successor has been appointed and has qualified.

2. An advisory member shall receive no compensation for his/her services but may be entitled to authorized necessary expenses, including traveling expenses, incurred in the discharge of his/her duties in the discretion of the mayor.

3. An advisory member may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. Misconduct in office is defined by MCA § 7-15-4240.

B. City staff shall perform the agency's administrative duties as assigned, until other funding becomes available from alternate sources to hire and pay for permanent staff, if requested by the Agency and approved by the city council.

(Ord. No. O09-04, 4-21-09; Ord. No. O13-01, 8-20-2013)

File Attachments for Item:

15. Resolution No. R26-01: A Resolution Of The City Council Approving Annexation Of Approximately 10.31 Acres Of Property Adjacent To The City Of Laurel With An Initial Zoning Designation Of Laurel Highway Commercial (HC) For Concurrent Review.

RESOLUTION NO. R26-01

A RESOLUTION OF THE CITY COUNCIL APPROVING ANNEXATION OF APPROXIMATELY 10.31 ACRES OF PROPERTY ADJACENT TO THE CITY OF LAUREL WITH AN INITIAL ZONING DESIGNATION OF LAUREL HIGHWAY COMMERCIAL (HC) FOR CONCURRENT REVIEW.

WHEREAS, a Petition for Annexation was submitted on December 5, 2025 to the City of Laurel by Love's Travel Stops & Country Stores (hereinafter "Petitioner") of certain real property situated in Yellowstone County, Montana;

WHEREAS, the real property is generally described as follows:

Tract 7A-1 of Westbrook's Subdivision, located in Section 17, Township 2 South, Range 24 East (property address is 415 19th Avenue West, Laurel, MT).

The real property is generally reflected on the Exhibit attached hereto, which is incorporated by reference herein, and it includes all contiguous roadways and rights-of-way.

WHEREAS, Petitioner sought annexation of the property into the City of Laurel in order to access and utilize City of Laurel services, including, but not limited to, water, sewer, police, and fire;

WHEREAS, the property is situated such that street rights-of-way will need to be dedicated to the City, and Yellowstone County GIS provided a map detailing the adjacent rights-of-way that will be need to be annexed, and this map is incorporated into the required annexation exhibits;

WHEREAS, the Laurel City-County Planning Board and Zoning Commission held a duly advertised public hearing on Petitioner's Petition for Annexation and Concurrent Initial Zoning Designation on December 18, 2025 at 6:00 p.m.;

WHEREAS, at the conclusion of the hearing, the Planning Board and Zoning Commission voted to recommend approval to the City Council of the annexation request and concurrent initial zoning designation;

WHEREAS, the City Council held a duly advertised public hearing regarding Petition for Annexation and Concurrent Initial Zoning Designation on the 13th day of January, 2026;

WHEREAS, the City Council is not required to submit the question of annexation to the qualified electors of the property to be annexed as the Petition is signed by 100% of the owners;

WHEREAS, the subject property was included as “future growth area” in the Growth Policy adopted by the City of Laurel, the property has been identified on the Laurel Future Land Use Map portion of the Growth Policy as commercial, and as such, the requested zoning is consistent with the Laurel Growth Policy;

WHEREAS, the proposed assignment of HC meets all of the statutory requirements of Part 46 annexation and zoning assignment;

WHEREAS, the extension of City services will be at the owners’ expense (R08-22) and in accordance with the Annexation Agreement as approved by City Council;

WHEREAS, the City has the ability to provide services to the property, both existing and proposed; and

WHEREAS, at the conclusion of the hearing, the City Council determined that approval of the Petition for Annexation and Concurrent Initial Zoning Designation was in the best interests of the City and meets the twelve-point test for zoning.

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

1. The owner of record of the territory annexed to the City of Laurel has executed a Petition of Annexation.
2. Pursuant to Mont. Code Ann. § 7-2-46, the incorporated boundaries of the City of Laurel shall be and the same hereby is extended and/or expanded to include the territory described herein.
3. The following described territory is hereby annexed to the City of Laurel:

Lot 7A-1, of the Amended Plat of Tracts 6A and 7A, of the Amended Plat of Tracts 6 and 7, of Westbrooks Subdivision, Yellowstone County, Montana, according to the Official Plat on File in the Office of the Clerk and Recorder of Yellowstone County, Under Document No. 1684287.

Excepting therefrom that portion granted under the State of Montana by virtue of Bargain and Sale Deed Recorded January 25, 1965, Book 807, Under Document No. 747048; and

Excepting therefrom that portion granted unto the Montana Department of Transportation by virtue of Bargain and Sale Deeds Recorded September 13, 2017 Under Document Nos. 3827294 and 382729; and

Excepting therefrom that portion granted unto the Montana Department of Transportation by virtue of Warranty Deeds Recorded September 13, 2017 Under Document Nos. 3827296 and 3827297.

4. This Resolution shall be incorporated into the official minutes of the City Council, and upon said incorporation, the City Clerk-Treasurer shall file a true and correct certified copy of this Resolution and Meeting Minutes with the Yellowstone County Clerk and Recorder.
5. From and after the date that the City Clerk-Treasurer files such certified copy of this Resolution and of the City Council Meeting Minutes with the Yellowstone County Clerk and Recorder, this Annexation of the above-described territory to the City of Laurel shall be deemed complete and final.
6. Annexation and the City's responsibility for providing service to the property shall become null and void upon Petitioner's failure to satisfy the conditions imposed by the City Council by and through this Resolution, the Petition for Annexation, and the Late Comer's and Development Agreement by and between the City of Laurel and the Petitioner.

Introduced at a regular meeting of the City Council on the 13th day of January, 2026, by Council Member _____.

PASSED and APPROVED by the City Council of the City of Laurel the 13th day of January, 2026.

APPROVED by the Mayor the 13th day of January, 2026.

CITY OF LAUREL

Dave Waggoner, Mayor

ATTEST:

Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

Michele L. Braukmann, Civil City Attorney

STAFF REPORT
LOVE’S TRAVEL STOPS & COUNTRY STORES
Annexation and Initial Zoning
December 5, 2025

Applicant:

Love’s Travel Stops & Country Stores, Corporate Office
10601 N Pennsylvania Ave
Oklahoma City, OK 73120

Love’s Travel Stops and Country Stores represent 100% of the land ownership. Annexation pursuant to §7-2-4601 et. seq. MCA. (Annexation by Petition).

Request:

Love’s Travel Stops & Country Stores, representing 100% of the ownership of lands involved, has Petitioned the City of Laurel for Annexation of approximately 10.31 acres of property adjacent to the City of Laurel with an initial Zoning Designation of Laurel Highway Commercial (HC) for concurrent review.

The subject property is generally described as described as Tract 7A-1 of Westbrook’s Subdivision located in Section 17, Township 2 South, Range 24 East, into the City of Laurel, Yellowstone County, Montana. (The property address is 415 19th Ave West). An annexation Exhibit, which is incorporated into this report by reference, has been submitted in support of the Petition and Requested Initial Zoning.

Process:

The annexation petition and requested initial zoning has been scheduled for consideration and a public hearing by the Laurel – Yellowstone City County Planning Board and Zoning Commission for 6:00 p.m. on Thursday December 18, 2025. Though not yet scheduled the matter will be considered by the Laurel City Council at a Work Session and Public Hearing/Action in early 2026.

Analysis of the Request

- Love’s Travel Stops & Country Stores represents 100% of the land ownership involved in the petition.
- The Laurel Growth Policy designates the property as a ‘growth area’ of the city.
- The current use of the property is vacant.
- The requested zone City Laurel Highway Commercial (HC) provides for a variety of uses and is consistent with the requirements of R-08-22 that lands embraced by the city be assigned R-7500 or greater.
- The subject property currently is zoned County Highway Commercial.

- Part 46 annexation requires that the land use designation be ‘consistent with the prevailing use of the property, consistent with the prevailing County Zoning Assignment, and/or consistent with the current growth policy’.
- In addition to the extension of urban scale services the City Zoning provides options for development that are not available to rural properties. These options include but are not limited to Planned Unit Developments
- The initial zoning must be considered under City Resolution R-08-22 (Annexation), the Laurel Municipal Code Title 17 (Zoning).
- The question of annexation and initial zoning must be heard by the Laurel – Yellowstone City County Planning Board and Zoning Commission.
- Is the requested annexation and initial zoning in the best interest of the City and Citizens of the City of Laurel.
- The property is situated such that street rights-of-way will need to be dedicated to the City. Yellowstone County GIS has provided a map detailing the adjacent rights-of-way that will need to be annexed as well. This map is incorporated into the required annexation exhibits.

Findings:

- ✓ The subject property is adjacent to the City of Laurel.
- ✓ The City Council is not required to submit the question of annexation to the qualified electors of the area to be annexed as the petition is signed by 100% of the owners.
- ✓ The city may annex the property as 100% of the ownership of same has petitioned the city for annexation.
- ✓ The driver for the annexation request is the desire of Love’s Travel Stops & Country Stores to construct a facility that is accessory to their travel stop and store. The only way the conceptual development plan works is to extend the City water and sewer systems to the proposed development.
- ✓ The subject property was included as ‘future growth area’ in the Growth Policy adopted by the City of Laurel. Additionally, the property has been identified on the Laurel Future Land Use Map portion of the Growth Policy as Commercial. As such, the requested zoning is consistent with the Laurel Growth Policy.
- ✓ The proposed assignment of HC meets all the statutory requirements of Part 46 annexation and zoning assignment.
- ✓ The Laurel HC Zone is listed along with other Commercial generally applicable land use assignments and is therefore determined to be a “greater than” R-7500 classification.
- ✓ The extension of city services will be at the owner’s expense (R-08-22) and in accordance with the Annexation Agreement as approved by the City Council.
- ✓ The City Zoning provides options for development that are not available to rural properties. These options include but are not limited to Planned Unit Developments. These options and the exactions of infrastructure are most beneficial to the Owner, the City of Laurel, and all surrounding properties in conjunction with the proposed development of the property in the future.
- ✓ The city has the ability to provide services to the property both existing and proposed.

12 Point Test for Zoning:

- I. Is the zoning in accordance with the growth policy;
- The proposed zoning is consistent with the prevailing County zoning on the property.
 - The Growth Policy identifies all of the property proposed for annexation as Multi-Family.
 - Resolution R-08-22 requires zoning assignment at annexation at R-7500 or greater.
 - The Highway Commercial Zone meets the definition as ‘greater than’ R-7500.

Finding:

The requested zoning is in accordance with the Growth Policy.

- II. Is the zoning designed to lessen congestion in the streets;
- The proposed zoning is consistent with the prevailing County zoning on the property.
 - The proposed zoning along with the annexation agreement will allow development of the property consistent with surrounding uses of property.
 - Proposed development that would potentially impact roads and streets would require a traffic impact analysis and associated improvements.

Finding:

The requested zoning will not have a material impact on congestion in the streets.

- III. Is the zoning designed to secure safety from fire, panic, and other dangers;
- The proposed zoning is consistent with the prevailing County zoning on the property.
 - The Growth Policy identifies the property as Commercial.
 - All commercial development must be constructed in accordance with the prevailing International Code Council standards.
 - Adequate public infrastructure exists or can be readily extended/expanded to serve the development at HC densities and uses.

Finding:

The requested zoning will not have an adverse impact on safety from fire, panic, or other dangers.

- IV. Is the zoning designed to promote health and the general welfare;
- The proposed zoning is consistent with the prevailing County zoning on the property.
 - The Growth Policy identifies the property as Commercial as a future land use.
 - The connection of the facilities and properties at the time of development to the Laurel municipal water and wastewater systems will have positive impacts to public health and general welfare.

Finding:

The requested zoning will promote the public health and the general welfare.

- V. Is the zoning designed to provide adequate light and air;
- The existing zoning imposes building setbacks, height limits, limits on the number of buildings on a single parcel, and reasonable area limits on new development.
 - The proposed HC, provides restrictions on structure height, setbacks, lot coverage. These standards exist to provide open spaces and adequate light and air.
 - The existing development has more than adequate separation from surrounding uses.

Finding

The requested zoning will provide adequate light and air.

- VI. Is the zoning designed to prevent the overcrowding of land;
- The existing zoning imposes building setbacks, height limits, limits on the number of buildings on a single parcel, and reasonable area limits on new development.
 - The HC proposal, has density and development controls that are designed to prevent the overcrowding of land.

Finding:

The proposed zoning will prevent the overcrowding of land.

- VII. Is the zoning designed to avoid undue concentration of population;
- The existing zoning imposes building setbacks, height limits, limits on the number of buildings on a single parcel, and reasonable area limits on new development.
 - The HC proposal, has density and development controls that are designed to prevent the overcrowding of land.
 - The subject property is large enough to provide adequate separation from surrounding uses.

Finding:

The proposed zoning will prevent the undue concentration of population.

- VIII. Is the zoning designed to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;
- The requested zoning, without some overlay or modification, will not necessitate the installation of new or additional infrastructure.
 - It is anticipated that a significant portion of the property being annexed will be further developed. It is at that point the additional infrastructure as well as capacities will be evaluated.
 - Some of the public duties, such as police, will shift from Yellowstone County to the City of Laurel but the net effect is minimal.

Finding:

The requested zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. Additionally, as the uses of the property change and the intensity of development changes, the city will be able to plan for and be prepared for the anticipated increased demands on their public systems.

- IX. Does the zoning give reasonable consideration to the character of the district and its peculiar suitability for particular uses;
- The requested zoning is consistent with the Growth Policy.
 - The property is compatible with surrounding development which is, for the most part, vacant, residential or commercial.
 - The requested city zoning is substantially similar to the prevailing county zoning on the property.
 - The water and sewer infrastructure proposed with the annexation is adequate for the intended use of the property.

Finding:

The requested zoning is consistent with surrounding uses, the Growth Policy and provides for opportunities for additional development with suitable uses.

- X. Does the zoning give reasonable consideration to the peculiar suitability of the property for its particular uses;
- The requested zoning is consistent with the Growth Policy.
 - The property is compatible with surrounding development which is, for the most part, vacant, residential or commercial.
 - The water and sewer infrastructure proposed with the annexation is adequate for development of the property that is consistent with the requested HC zoning.

Finding:

The requested zoning is in keeping with the character of the development in the area. It also provides for opportunities for additional development with suitable uses.

- XI. Will the zoning conserve the value of buildings;
- The extension and availability of public water and sewer resultant from annexation and initial zoning will add value to buildings as the proposed use is substantially similar to or complementary to surrounding buildings and uses.
 - The requested zoning is consistent with the Growth Policy.
 - The proposed zoning is a logical transition/replacement of County for City, it is not anticipated that there would be any adverse effect on the value of surrounding buildings or lands.

Finding:

The value of existing buildings both on and adjacent to the requested zone will either be enhanced or not affected by the proposed zoning.

- XII. Will the zoning encourage the most appropriate use of land throughout the municipality?
- The requested zoning is consistent with the Growth Policy.
 - The requested zoning is consistent with the prevailing land uses and zoning surrounding the property.
 - A healthy mix of land uses encourages growth and development in the community as a whole. The addition of HC at this location will benefit not only the housing in Laurel by providing the need for essential services.

Finding:

The requested zoning provides for the most appropriate use of land in the municipality. It also provides for a significant amount of flexibility for a mixture of uses as contemplated by the District Regulations.

Conclusion:

The petition for annexation into the City of Laurel with the initial zoning assignment of Laurel Highway Commercial (HC) appears to be consistent with the requirements of Part 46 Annexation and City Council Resolution R-08-22. Additionally, the annexation, extension of services, and

initial zoning assignment are in the best interest of both the City of Laurel and Love's Travel Stopes & Country Stores.

**AFFIDAVIT OF WAIVER OF PROTEST
BEFORE THE CITY COUNCIL
OF THE CITY OF LAUREL, MONTANA**

**FOR THE ANNEXATION OF THE HEREIN DESCRIBED PROPERTY AND CREATION OF
ANY FUTURE SPECIAL IMPROVEMENT DISTRICT**

The undersigned hereby waives protest to the annexation of the property described below by the City of Laurel. Undersigned also waives their right to seek judicial review under M.C.A. § 7-2-4741 (2007), subsequent to the City's annexation of the below described property.

The undersigned hereby additionally waives protest to the creation of future Special Improvement District(s) created and/or formed for future street improvements including, but not limited to, paving, curb, gutter, sidewalk and storm drainage or any other lawful purpose.

This Affidavit is submitted pursuant to and as a part of the Annexation Agreement and future contemplated Subdivision Improvement Agreement (SIA) with the City of Laurel.

This Affidavit of Waiver shall run with the land and shall forever be binding upon the Grantee, their transferees, successors and assigns.

LEGAL DESCRIPTION OF THE PROPERTY:

LOT 7A-1, OF THE AMENDED PLAT OF TRACTS 6A AND 7A, OF THE AMENDED PLAT OF TRACTS 6 AND 7, OF WESTBROOKS SUBDIVISION, YELLOWSTONE COUNTY, MONTANA, ACCORDING TO THE OFFICIAL PLAT ON FILE IN THE OFFICE OF THE CLERK AND RECORDER OF SAID COUNTY, UNDER DOCUMENT 1684287.

EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE STATE OF MONTANA BY VIRTUE OF BARGAIN AND SALE DEED

RECORDED JANUARY 25, 1965, BOOK 807, UNDER DOCUMENT NO. 747048: AND

EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE MONTANA DEPARTMENT OF TRANSPORTATION BY VIRTUE OF

BARGAIN AND SALE DEEDS RECORDED SEPTEMBER 13, 2017 UNDER DOCUMENT NO. 3827294 AND 382729; AND

EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE MONTANA DEPARTMENT OF TRANSPORTATION BY VIRTUE OF WARRANTY DEEDS RECORDED SEPTEMBER 13, 2017 UNDER DOCUMENT NO. 3827296 AND 3827297.

DATED this 21st day of November, 2025.

LOVE'S:

LOVE'S TRAVEL STOPS & COUNTRY STORES, INC.,
An Oklahoma Corporation

By: [Signature]
TIM DOTY, Vice President

STATE OF OKLAHOMA)
)
COUNTY OF OKLAHOMA)

SS:

This instrument was acknowledged before me this 21st day of November, 2025, by TIM DOTY as Vice President of LOVE'S TRAVEL STOPS & COUNTRY STORES, INC., an Oklahoma corporation.

[Signature]
Notary Public; Commission No. 18012541

My Commission Expires:
12/19/26
(SEAL)



Technical Memorandum

To: City of Laurel

From: JSA Civil, LLC

Date: November 17, 2025

Subject: Annexation Request – Project Narrative

Project: Laurel, MT Love’s Travel Stop

Annexation Overview:

Love’s Travel Stops & Country Stores, Inc. (Love’s) is requesting the annexation of approximately 10.31 acres into the City of Laurel, Montana city limits as shown on the enclosed Annexation Map. The subject site is a portion of Yellowstone County Tax Parcel Number 0382117207010000, legally described as Tract 7A-1 of Westbrook’s Subdivision.

The area to be annexed includes the southwest limits of the tax lot, located to the west of 19th Avenue W. The site is located west of the Laurel city limits. The property is currently assigned a zoning designation of HC – Highway Commercial; we are requesting annexation into the Laurel city limits under the City’s HC zoning designation.

Utilities:

Upon annexation, City of Laurel (City) public water and sanitary sewer services will be extended to parcel area via private utility extensions that were installed with the Love’s Travel Stops project. Approach, Encroachment, and UPAS approvals and permits will need to be issued by MDOT.

Submittal Fees:

A non-refundable application fee of \$300 + \$25.00 per acre (80 acres or less) must accompany the annexation application submission. The area to be annexed is approximately 10.31 acres. As a result, the application fee is \$557.75.

CITY OF LAUREL, MONTANA

REQUEST FOR ANNEXATION

AND PLAN OF ANNEXATION

Applicant is required to meet with the City Planner prior to filling out this application. All blanks of this application are to be filled in with explanation by the applicant. Incomplete applications will not be accepted.

1. Only parcels of land adjacent to the City of Laurel municipal limits will be considered for annexation. "Adjacent to" also includes being across a public right of way. If the parcel to be annexed is smaller than one city block in size (2.06 acres), the city council must approve consideration of the request; the applicant must make a separate written request to the city council stating their wish to annex a parcel of land less than one city block in. Once the council approves the request, the applicant can apply for annexation.
2. Applicant landowner's name: Love's Travel Stops & Country Stores, Inc.
Address: 10601 N Pennsylvania Avenue, Oklahoma City, OK 73120
Phone: 1-800-655-6837
3. Parcel to be annexed: (If it is not surveyed or of public record, it must be of public record PRIOR to applying for annexation.)
Legal description: LOT 7A-1, OF THE AMENDED PLAT OF TRACTS 6A AND 7A, OF THE AMENDED PLAT OF TRACTS 6 AND 7, OF WESTBROOKS SUBDIVISION, YELLOWSTONE COUNTY, MONTANA, ACCORDING TO THE OFFICIAL PLAT ON FILE IN THE OFFICE OF THE CLERK AND RECORDER OF SAID COUNTY, UNDER DOCUMENT 1684287.

EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE STATE OF MONTANA BY VIRTUE OF BARGAIN AND SALE DEED RECORDED JANUARY 25, 1965, BOOK 807, UNDER DOCUMENT NO. 747048: AND

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EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE MONTANA DEPARTMENT OF TRANSPORTATION BY VIRTUE OF WARRANTY DEEDS RECORDED SEPTEMBER 13, 2017 UNDER DOCUMENT NO. 3827296 AND 3827297.

Lot size: +/-10.31 acres

Present use: Vacant/undeveloped

Planned use: HC – Highway Commercial

Present zoning: HC – Highway Commercial

(Land which is being annexed automatically becomes zoned R-7500 when it is officially annexed [City ordinance 17.12.220])

4. City services: The extension of needed city services shall be at the cost of the applicant after annexation by the city has been approved. As part of the application process, each of the following city services must be addressed with an explanation:

Water Service:

Location of existing main: 8” private water main already on-site. Internal water main extension to annexed area proposed

Cost of extension of approved service: N/A – private service

How cost determined: N/A

Timeframe for installation: 2026

Sewer Service:

Location of existing main: 8” private sewer main already on-site. Internal sewer main extension to annexed area proposed.

Cost of extension of approved service: N/A – private service

How cost determined: N/A

Timeframe for installation: 2026

How financed: Privately funded

Streets:

Is there any adjoining County ROW to the proposed annexation: The site fronts 19th Avenue W

Location of existing paved access: There are currently no paved access points.

Cost of paving: N/A

How cost determined: N/A

Timeframe for construction: N/A

Other required improvements: Provide above information on attached pages.

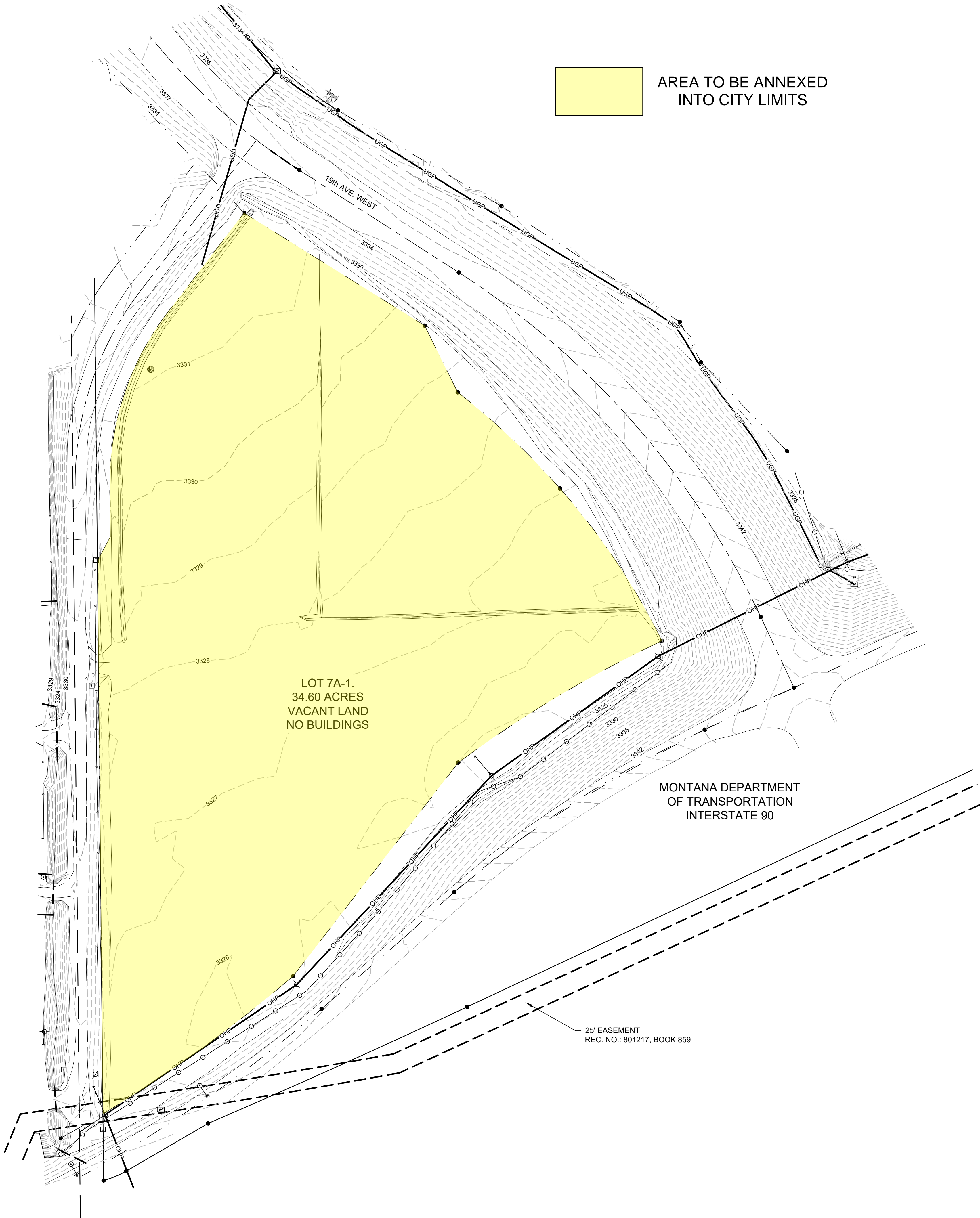
5. A map suitable for review of this application of the proposed area to be annexed must be submitted with this application.
6. A written Waive of Protest must accompany this application, suitable for recording and containing a covenant to run with the land to be annexed, waiving all right of protest to the creation by the city of any needed improvement district for construction or

maintenance of municipal services. This Waiver of Protest must be signed by the applicant **prior** to annexation by the city.

7. Requests for annexations are referred to the City-County Planning Board for recommendation to the City Council. Within 30 days after receiving the properly filled out application with all required accompaniments and after conducting a duly advertised public hearing, the City-County Planning Board shall make recommendation to the City Council as to this Request for Annexation. If more information is needed from the applicant during the review of the application, such application shall be deemed incomplete and the timeframe for reporting to the City Council extended accordingly, in needed.
8. A **non-refundable** application fee of \$300 + \$25.00 per acre (80 acres or less); \$300 + \$35.00 per acres (81 acres or more) must accompany the submission of this application.

The City Council of the City of Laurel, Montana, after review and consideration of this Application for Annexation, found such to be in the best interest of the City, that it complied with state code, and approved this request at its City Council meeting of _____.

Form revised by City Attorney April 2008



AREA TO BE ANNEXED
INTO CITY LIMITS

- NOTES:
1. No observable evidence of earth moving work, building construction or building additions within recent months west of 19th Ave. West.
 2. No observable evidence of changes in street right of way lines completed, and available from the controlling jurisdiction and no observable evidence of recent street or sidewalk construction or repairs.
 3. Property has physical access to 19th Avenue West, a public road.
 4. All statements within the certification, and other references located elsewhere hereon, related to: utilities, improvements, structures, buildings, party walls, parking, easements, servitudes, and encroachments; are based solely on above ground, visible evidence, unless another source of information is specifically referenced hereon.
 5. At the time of survey, there was no observable evidence of the subject property being used as a solid waste dump, sump or sanitary landfill.
 6. At the time of survey, no wetland markers were observed, however, a potential wetland area is on site.
 7. At the time of the survey, utilities had not yet been marked.
 8. Gross land area equals 34.60 acres.
 9. All bearings and distances are as measured at the site.
 10. Date of survey 10-23-25
 11. At time of survey, utility locates were not completed.

LEGEND	
●	FOUND PIPE 1.5" PIPE FOR CORNER
○	FOUND MDOT RIGHT-OF-WAY MONUMENT
⊙	FOUND 3/8" REBAR
⊙	FOUND PLASTIC CAP PLS5157S ON REBAR
⊙	SET 1.5" ALUMINUM CAP ON 24" REBAR THIS SURVEY INSCRIBED "PELS 31093"
•	CORNER - NOTHING FOUND NOTHING SET
⊕	POWER POLE
→	GUY WIRE
⊙	STORM SEWER MANHOLE
⊕	TELEPHONE / FIBER PEDESTAL OR VAULT
⊕	ELECTRICAL PEDESTAL
⊕	ELECTRICAL PULLBOX
*—○	LIGHT POLE
⊙	MONITORING WELL
—	MEASURED PROPERTY BOUNDARY
—+—+—+—	BARBED WIRE FENCE
—○—○—○—○—○—○—	CHAINLINK FENCE
— COMM —	UNDERGROUND FIBER
— SAN —	STORM SEWER
— OH — OH — OH —	OVERHEAD POWER
— UGP —	UNDERGROUND POWER
---	CULVERT
---	CENTERLINE ROAD / DITCH
---	TYPICAL UTILITY & ACCESS EASEMENT
---	CENTERLINE DITCH
---	CONTOUR

THE LAND REFERRED TO HEREON AND IS DESCRIBED AS FOLLOWS:

LOT 7A-1, OF THE AMENDED PLAT OF TRACTS 6A AND 7A, OF THE AMENDED PLAT OF TRACTS 6 AND 7, OF WESTBROOKS SUBDIVISION, YELLOWSTONE COUNTY, MONTANA, ACCORDING TO THE OFFICIAL PLAT ON FILE IN THE OFFICE OF THE CLERK AND RECORDER OF SAID COUNTY, UNDER DOCUMENT NO. 1684287.

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EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE MONTANA DEPARTMENT OF TRANSPORTATION BY VIRTUE OF BARGAIN AND SALE DEEDS RECORDED SEPTEMBER 13, 2017 UNDER DOCUMENT NO.

3827294 AND 3827295; AND

EXCEPTING THEREFROM THAT PORTION GRANTED UNTO THE MONTANA DEPARTMENT OF TRANSPORTATION BY VIRTUE OF WARRANTY DEEDS RECORDED SEPTEMBER 13, 2017 UNDER DOCUMENT NO. 3827296 AND 3827297.

THE LAND SHOWN IN THIS SURVEY IS THE SAME AS THAT DESCRIBED IN CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NUMBER 00500816 / 3523230535 WITH AN EFFECTIVE DATE OF AUGUST 3, 2023 AT 8:00 AM

CERTIFICATE OF SURVEYOR

I, DAVID A. FEHRINGER, OF LANDER, WYOMING DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MONTANA, THAT THIS RECORD OF SURVEY IS A TRUE, COMPLETE, AND CORRECT REPRESENTATION OF THE PARCEL OF LAND.

SHEET
1 of 1

LOVES TRUCK STOPS
TRACT 7A-1
WESTBROOK'S SUBDIVISION
SECTION 17, T2S, R24E, PMM
YELLOWSTONE COUNTY, MT

DRAWN BY: VAN
DATE: 10-31-2025
JOB #: S25-107
REVISION:
DATE:
EXPLANATION:

155 N 1ST ST., STE A
LANDER, WY 82520
307.206.1007 | FREMONTSURVEYING.COM