

**MINUTES**  
**COUNCIL WORKSHOP**  
**JANUARY 27, 2015 6:30 P.M.**  
**COUNCIL CHAMBERS**

A Council Workshop was held in the Council Chambers and called to order by Mayor Mark Mace at 6:30 p.m. on January 27, 2015.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Doug Poehls
<input checked="" type="checkbox"/> Bruce McGee	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Chuck Dickerson	<input type="checkbox"/> Scot Stokes
<input type="checkbox"/> Tom Nelson	<input type="checkbox"/> Bill Mountsier

**OTHERS PRESENT:**

Heidi Jensen

**Public Input (three-minute limit):**

There was no public input.

**General Items:**

- Appointments
  - Laurel Ambulance Service: Sue Leuthold and Tommi Montana

The appointments will be on the February 3<sup>rd</sup> council agenda.

**Executive Review:**

- Resolution – Amendment No. 2 to Task Order No. 26

Heidi explained that the task order approves Great West Engineering to work on the design of the water intake. The city recently received the project worksheet from FEMA to move forward on the project, so the amendment is needed to make sure the city can pay the portion to Great West and then get reimbursed.

- Council Issues:
  - Update on 2011 Yellowstone River flooding event

Heidi spoke regarding today's call with FEMA. Her main concern on today's call was that there are \$400,000 worth of outstanding bills for which the city has not been reimbursed. When she asked regarding the status of the reimbursement, FEMA assured her that the money has gone to the State and the State has not reimbursed the city. Heidi held an additional conference call today with the State DES Office and was told that there was confusion about some of the information that was in the spreadsheets that were sent for reimbursement. Heidi will get that straightened out and hopefully get that money back to the city soon. She also wanted to make sure that invoices and information was being sent to the DES Office correctly, as the water intake project will be larger and more expensive than any other projects. Great West informed FEMA that they plan to have 60 percent plans for the new intake delivered by the first of May. That would keep the project on track for construction in the fall. Heidi spoke regarding the need to move some of the city's water rights, to apply for the necessary permits and to negotiate and acquire needed easements.

There was a question regarding when the State would reimburse the funds to the city.

Heidi explained that the project total was over \$1 million and \$800,000 worth of bills have been submitted. Until the final project closeout, the city can only receive 80 percent of the funds, with the final 20 percent released after the Feds have closed the funds out. The city could only get 80 percent of the \$400,000 at this time. Heidi will meet with the clerk/treasurer this week regarding the concerns of the State DES Office.

o Lease Agreements

Heidi recently met with the American Legion Baseball (Dodgers) and the Laurel Little League to discuss the leases and any changes they proposed. The clubs had some good input. The Little League asked for a breakdown of expenses the city would like to charge them. Heidi informed them that the cost the city proposed for the Dodgers' lease was much less than the actual cost of maintaining the fields and was just the cost for mowing the fields. Heidi is working with the clerk/treasurer to get a breakdown of the expenses incurred in the parks, not including water or garbage pickup. The Laurel Dodgers will meet in early February and the Little League will meet in early March. The Dodgers plan to vote on the lease at their meeting in early February, so the lease could be on the council workshop agenda on February 10<sup>th</sup> and the council agenda on February 17<sup>th</sup>. Zada Stamper hopes to get a joint concession stand committee to meet before March to discuss the lease for the concession stand. The Little League lease and the lease for the concession stand could be on the council workshop agenda on March 10<sup>th</sup> and the council agenda on March 17<sup>th</sup>.

There was discussion regarding the three leases, the need for the two entities to work out the use of the funds from the concession stand, how the clubs use their money for "maintenance" of the fields, and whether the concession stand needs a new roof. Heidi stated that the clubs and organizations, including the Laurel Chamber of Commerce, are aware that the city intends to contact and finalize leases with the groups that use city facilities.

Bruce stated that this council is ready to start establishing policy, which is the council's job according to the Laurel Municipal Code, that organizations will not be using city facilities without a proper and legal lease in place. The Park Board has realized its responsibility, both by State statute and local statute.

Chuck stated that it is important to have the leases in place legally and also as a method of having an income for repairs and maintenance of the buildings.

Mayor Mace stated that, when he was the president of the Little League, the city did an exit interview with the club at the end of each season to determine the condition of the buildings. He suggested that the requirement for an entrance interview and an exit interview be included in the lease agreements.

Chuck asked if the city could request an accounting of each club's income and expenses in order to determine what the clubs are spending for maintenance of the buildings and/or property.

Heidi stated that would be a reasonable request. Heidi and the city attorney will discuss the possibility of drafting language in the leases regarding this. She has heard comments from the clubs about the money and work they put into the buildings, but she has never seen a receipt.

Bruce stated that the premises are normally inspected before a lease is signed and after a lease is completed. A lease should also document responsibilities and obligations, so both parties know what is expected in the lease in order to protect both parties.

Other items

Emelie requested a report from the staff's recent trip to Helena.

Heidi and Kurt went to Helena to speak to the CTEP Committee regarding the city's request for funding for the sedimentation basin at the water treatment plant. They had five minutes to speak to the committee. Kurt presented a brief overview of the project, including the age of the sedimentation basins (1936), that it was a PWA Project, and that the city has done maintenance on the basins. Heidi presented a summary on the community of Laurel, the city's census data on the income level, and how the city hopes to do the project without a rate increase, as Laurel already has one of the most expensive rates in the state for a community of our size. She stated the importance of the project and that the city supports CTEP and the mission to provide communities with grants to help projects go forward. No decisions will be made until the bill is passed by the legislature.

Chuck asked regarding his request to raise the tables in order to push the chairs underneath the tables without damaging them.

Heidi will ask Kurt to see if there is a way to raise the tables.

Mayor Mace mentioned tonight's MDT meeting at the high school auditorium at 7:00 p.m. regarding the new overpass.

Review of draft council agenda for February 3, 2015

Chuck stated that he hoped the Library Board received the Mayor's directive regarding providing minutes in a timely manner, as the agenda included Library Board minutes from September, October and November 2014.

Attendance at the February 3, 2015 council meeting

All council members present will attend.

Announcements

Doug mentioned that the Emergency Services Committee met last night to discuss the safety mill levy.

The council workshop adjourned at 6:57 p.m.

Respectfully submitted,



Cindy Allen  
Council Secretary

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