

**MINUTES
COUNCIL WORKSHOP
FEBRUARY 23, 2016 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 February 23, 2016.

COUNCIL MEMBERS PRESENT:

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

OTHERS PRESENT:

Shirley Ewan, Clerk/Treasurer
Sue Taylor, Beartooth RC&D
Joel Bertolino, Beartooth RC&D

Public Input

Irv Wilke, 1017 7th Avenue, reported on the Laurel Rod and Gun Club's recent turkey shoot event.

General items

Mayor Mace introduced Jonathan Herr, who is here to get an award.

Richard Herr stated that his grandson, Jonathan, attended to observe a council meeting as part of his merit badge work.

Mayor Mace welcomed Jonathan and encouraged him to ask questions.

Executive Review:

- Resolution - Board of Investments STIP Account # CI LRLESC for the City of Laurel
- Resolution - Board of Investments STIP Account # CI LAUREL for the City of Laurel

Shirley Ewan explained the STIP Program's new rule that requires the city council to approve a resolution acknowledging the people that can trade or invest money in STIP. The first resolution is for the City of Laurel Escrow Account. The city has two accounts at STIP, one for \$5 million and one for \$3 million. In order for anybody to withdraw from or invest in the STIP Program, their name must be listed on the resolutions. As the clerk/treasurer, Shirley is the executive or authorized representative that can choose who can be on the list. The other people that can deal with STIP are Heidi Jensen, Mark Mace and Kelly Strecker, the Deputy Treasurer. If changes need to be made to the authorized delegates, the council must approve another resolution acknowledging the different authorized representatives.

Shirley stated that there could be a new rule with STIP next year. This requirement came from the Board, which is the same thing as the Board of Investments, INTERCAP, and the Short Term Investment Pool.

There was a brief discussion regarding the requirement and how to change the authorized representatives.

Shirley mentioned that, at this point, the STIP has the highest interest rate at 4.2 percent. The City of Laurel has two accounts, as the city was required to set up a separate escrow account for the city's portion of the 8th Avenue Project to assure the State of Montana that the city had enough money to pay its share. The city used \$200,000 but had other money available and did not use it all. STIP is a short-term investing pool, but the city can keep money there as long as the interest rate stays high enough.

- Presentation - Beartooth RC&D, Earl Atwood

Sue Taylor, Economic Development Director, and Joel Bertolino, Food and Ag Program Director, gave a presentation to the council.

Sue distributed copies of their presentation to the council, and a copy is attached to these council workshop minutes. Copies of the 2015 Success Stories were also distributed, and a copy is attached to these minutes.

- Resolution - MOU with Beartooth RC&D

The resolution for the MOU with Beartooth RC&D will be on the March 1st council agenda. The City of Laurel's assessment is \$1,645.26 for 2016.

- Resolution - Adopt Laurel Transit Coordination Plan

Mayor Mace stated that there are no changes in the Laurel Transit Coordination Plan. The resolution will be on the March 1st council agenda.

- Resolution - Amendment to Task Order No. 35 for Southeast 4th Street improvements

Mayor Mace stated that the amendment is to paint road stripes and install crosswalks.

A memo submitted by Kurt Markegard, Public Works Director, is attached to these minutes.

- Council Issues:

- Rental registration ordinance (Bruce McGee)

Bruce knows that this is going to be a continuation for discussion, but he offered to answer questions anyone had after reading the information he presented at the previous workshop. He asked people to continue to read the copies of the ordinance that exists in Moorcroft, Minnesota, and Fargo, North Dakota, and then questions can be answered as they arise.

Tom stated that he intends to reread the information and actually talk to some people who are lessees and lessors to get some opinions outside of his own.

- Lease Task Force update

There was no discussion.

- Update on 2011 Yellowstone River flooding event
There was no discussion.

Other items

- Resolution - Authorize the Mayor to sign a contract with Christison's Roofing for roof replacement at the city pool and fire and police building.

A memo submitted by Kurt Markegard, Public Works Director, is attached to these minutes. The resolution will be on the March 1st council agenda.

Review of draft council agenda for March 1, 2016

- Public Hearing:
 - Ordinance No. O16-03: An ordinance amending Title 14 of the Laurel Municipal Code to adopt the International Swimming Pool and Spa Code, 2015 Edition (1st reading - 02/16/2016; PH and 2nd reading - 03/01/2016)

Attendance at the March 1, 2016 council meeting

All council members present will attend.

Announcements

Mayor Mace spoke regarding last night's Emergency Services Committee meeting. At the meeting, there was discussion about the Disaster & Emergency Services (DES) and the County's action to drop it. The County was bombarded with people that felt it was still needed, due to local hazards from the river, the refineries, the railroad, etc. Mayor Mace hopes that the Local Emergency Planning Committee (LEPC) and the DES continue.

The council workshop adjourned at 7:02 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.

CITY HALL
115 W. 1ST ST.
PUB. WORKS: 628-7496
WATER OFC.: 628-7431
COURT: 628-1964
FAX 628-2241

City Of Laurel

P.O. Box 10
Laurel, Montana 59044



Office of the Public Works
Director

February 23, 2016

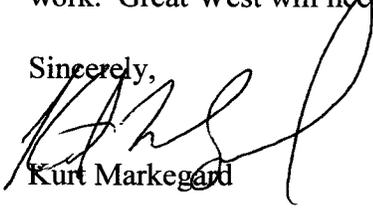
Mayor Mace,

Subject: Amendment #1 for Task Order 35 to Great West Engineering- S.E. 4th Street Imp.

Sir,

I have asked for Great West Engineering to rebid the S.E. 4th street improvements so that a contractor can be selected to paint road stripes, and install crosswalks. The City did not receive any bids last year when we solicited bids. I waited until this winter before I asked to rebid this project in order to hopefully have contractors that were willing to give the city a bid to do the work. Great West will need additional funds in order to help with the new bidding process.

Sincerely,


Kurt Markegard

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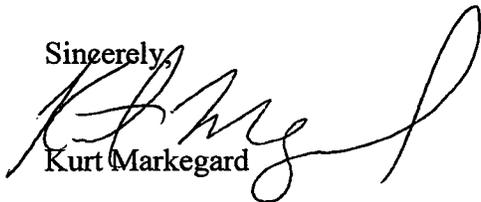
Subject: Roof repair for the FAP Building, Pool Building, and the Concession Stand in Thomson Park

Sir,

Last year winds damaged the roofs on the FAP, Pool Building, and the Concession Stand. This small service agreement is to hire a roofer to fix the damage. The City will only be responsible for the deductible of \$2,500.00 and MMIA with reimburse the balance to the City. I have received two quotes and Christison's Roofing will match what the insurance appraiser determined the damage for the repairs will cost. The other contractor wanted more money and MMIA would not have covered the higher quote.

The quote has an error that indicated repairs are for the Bathhouse and Pool House but in reality the Bathhouse is the Concessions Stand/ Bathrooms for Thomson Park. The Pool House is the Pool Building/ Changing Room.

Sincerely,


Kurt Markegard

City of Laurel

2016 Memorandum of Understanding with Beartooth RC&D

February 23, 2016



Faces of Beartooth RC&D!



Sue Taylor,
Economic Development Director



Joel Bertolino,
Food & Ag Program Director



Jillann Knutson,
RLF Manager/Bookkeeper



Earl Atwood,
Office Manager



Dick Rath,
Forester, Fuels Program

Who we are...



- Established in 1969, Beartooth RC&D serves as a regional entity for the cooperative efforts of 5 counties in South Central Montana in rural and economic development.
- The leadership of this non-profit corporation is comprised of elected officials and community leaders from the counties, incorporated towns and cities, conservation districts, tribal reservations, and private industry.
- In February of 1996 the Economic Development Administration of the US Department of Commerce designated Beartooth RC&D as the Economic Development District for the region.

3

What we do....



- For economic development, our primary services include needs assessment, planning and development of business projects.

We deliver:

- business development and financial planning assistance
- direct business lending through the Revolving Loan Fund (RLF)
- specialized agricultural business planning and development
- regional and local economic development planning and facilitation

4

What we do....



In providing these services we serve the region as:

- The federally recognized ***Economic Development District (EDD)***
- A Montana ***Certified Regional Development District (CRDC)***
- A state designated ***Food and Ag Development Center (FADC)***
- ***Montana Cooperative Development Center (MCDC)***

5

How do our services benefit the City of Laurel?



CEDS (Comprehensive Economic Development Strategy)

- Existing planning document to leverage as a qualifier for funding opportunities.
- Establishing priorities for each area and identifying regional trends/needs.
- Annual update and input.
 - Top two projects for Laurel in 2016?

6

***How do our services benefit
the City of Laurel?***



Beartooth as a CRDC, continues to be a gateway to grant funding and grant administration:

- Big Sky Trust Fund Planning Grants (exclusive)
- CRDC - Dept. of Commerce
- Dept. of Agriculture, FADC and Growth Through Ag
- DNRC and BLM (wild land urban interface fire assistance)
- EDA

7

Our Laurel projects...



Economic Development Program:

- Laurel TIFD Master Plan (with BSEDA): Adopted by City of Laurel in early 2015
- Early stages of working with LARC
- Coal Impact Study (with BSEDA and others): Secured Big Sky Trust Fund grant commitment and awaiting EDA grant submission decision. The study will look at a 15 county area and report on economic impact and workforce transferability skills.
- BillingsWorks Master Plan (with BSEDA): Funding and strategic partner.

8

Our Laurel projects...



Food and Ag Program:

- Miller Coors Project: 3-county project in cooperation with NRCS and Conservation Districts. To develop best management practices with a primary focus on water conservation.
- Yellowstone Valley Farms: Growth through Ag program project.
- Story Mill: Facility upgrade and equipment for seed processing.

Beartooth Revolving Loan Fund

- 4 active loans in Yellowstone County - ~\$416,000 outstanding
- 25 jobs retained!

2016 MOU



- Primary Purpose of the MOU is to provide matching funds for federal EDA grant which establishes our five-county Economic Development District, assessed annually.
- In Yellowstone County, per a negotiated agreement, the annual assessment is allocated as shown below:

Calculation of 2016 EDA dues:

	Est Census (as of 1/2016)	% share	Per Capita Assessment	Base Assessment	Total Assessment	Share % of County Assessment
Big Horn	13,752		\$2,041.44	\$1,190.00	\$3,791.44	
Big Horn County		1/3	\$680.48	\$583.33		\$1,263.81
City of Fernle		1/3	\$680.48	\$583.33		\$1,263.81
Two Rivers Authority		1/3	\$680.48	\$583.33		\$1,263.81
Capitan	10,295		\$1,596.93	\$1,750.00	\$3,346.93	
Billings	9,290		\$1,422.87	\$1,750.00	\$3,172.87	
Sweet Grass	3,665		\$563.31	\$1,750.00	\$2,313.31	
Yellowstone	155,634		\$23,920.95	\$3,500.00	\$27,420.95	
Big Sky EDA		34.00%	\$ 8,133.12	\$1,190.00		\$9,323.12
City of Billings		36.00%	\$ 8,611.54	\$1,260.00		\$9,871.54
City of Laurel		6.00%	\$ 1,435.26	\$210.00		\$1,645.26
Yellowstone County		24.00%	\$ 5,741.03	\$840.00		\$6,581.03
Total					\$40,051.90	\$40,051.90

(Est Census Population x .1537% Base Assessment Fee) = Base Assessment Membership = Total Dues to County

Thank You!



We sincerely appreciate your time, and we value this opportunity to update the City of Laurel on our activities.

Please contact any member of our team if you would like more information about our programs or projects in the area.

**Beartooth RC&D Area, Inc.
Ph. 406-962-3914
<http://www.Beartooth.org>**

Beartooth Resource Conservation and Development, Inc.

Joliet, Montana

2015 Success Stories

Brief 2015 Project Summaries are included here to recap our efforts in 2015:

Crow Agency Rest Area: Beartooth RC&D is fulfilling the role of liaison for this project, which has now moved beyond the site selection and preliminary site layout phases. This is a collaborative development project including the Crow Tribe, MT Dept. of Transportation, and National Park Service. Participating parties are working towards the potential co-location of a Crow tribal museum, State of MT Rest Area, and Little Big Horn Battlefield Visitor's Center.

BillingsWorks Workforce Council: As reported earlier in this annual update, a full-time workforce coordinator has been hired to implement the strategic goals of this project that was initiated during 2014. Big Sky Economic Development is the lead agency in this effort and they have also launched a recruitment website similar to the state of Montana's site to further encourage employee relocation to the region. This is an initiative we are looking forward to be involved with since it has such a big impact on underemployment issues in the Billings area.

Red Lodge's Old Roosevelt School: Beartooth RC&D had received a \$15,750 Big Sky Trust Fund planning grant to assist with the hiring of a consultant to conduct a feasibility study for Red Lodge's Old Roosevelt School. The consultant delivered his final report to the committee in December of 2015 and the Red Lodge School District is now better able to make a determination as to the potential reuse of Old Roosevelt. Beartooth continues to assist with this project as a member of the Advisory Committee.

Big Timber Resource Team Assessment – One Year Celebration: On a particularly blustery night and following day in early December, key members of the community along with two of the original assessment team members, Beartooth's economic development director, and several State of Montana employees came together in Big Timber to celebrate the one-year anniversary of their community assessment. The event was intended to recap milestones achieved during 2015 and reinvigorate efforts to move forward with various priorities identified by the community. It was a well-attended and upbeat event that will likely initiate a few new projects during 2016.

Montana Main Street Project: Beartooth staff attended the Governor's Workforce Summit in Bozeman to learn more about activities happening throughout the state and networking with workforce sector resources. As a result of attending the summit, we are exploring the possibility

of encouraging the creation of industry sector groups in our service region, including specialty manufacturing and potentially an ag-based sector group.

C&K Meats: This is a family owned and operated state inspected meat processing facility in Forsythe, MT. Beartooth FADC staff continues to work with them and assist this business in developing a Growth Through Ag grant for a business expansion. They made a successful presentation to the Growth Through Ag committee on November 17th. The business secured funding to purchase \$50,000.00 in equipment to assist their business growth.

Story Mill: Dan Story in Laurel works for safflower technologies buying and sourcing specialty crops and oilseeds for producers in Montana. He and his wife have decided to start their own business milling some specialty grains and pressing oil seeds for sale locally. They have been working on the upgrading their facilities and installing their equipment for seed processing. The business was awarded \$8,000.00 from the Growth Through Ag program.

One Montana: This Company, headquartered in Bozeman completed a feasibility study for a new multi-species (primarily beef and bison) meat processing facility to be located in Montana and they needed assistance to apply for grant funding to develop a business prospectus for the proposed project. Beartooth was able to assist in grant preparation to fund this phase of the project in the amount of \$6,500 from Big Sky Trust Fund.

Stillwater County Branding: Marissa Hauge, with Stillwater County Economic Development approached Beartooth late in the year to request assistance with the facilitation of two branding workshops. These were held in November and December and we are looking forward to further involvement in this project during 2016. By developing a cohesive brand they will be able to better market and promote the County to visitors and potential new residents and businesses while being able to make better decisions as to where and why to spend their limited marketing dollars to ensure better results.

Rocky Fork Food Hub: Rocky Fork Food Hub based in Red Lodge, MT is a small business that provides a service marketing locally produced foods to consumers seeking local foods via a website that is constantly updated. In 2014 we assisted the group in securing grant funding through USDA to assist them in marketing to both their producers and consumers for their business. The consultant delivered a new logo, Facebook page and marketing materials for the project in 2015.

Coal Country Coalition: Early in the 2015, our region began to take action to address potential impacts caused by pending changes in the regulation of coal mining and generation in Montana. The Corette Plant in Billings was mothballed in February and taken down at the end of the year. As a result of this closure and other indicators from our region and surrounding areas, we made a decision to become a partner in a Coal Country Coalition in order to take proactive steps to gain a better understanding of just what could potentially happen that would negatively impact our region, especially in terms of job outmigration. Beartooth was the lead agency in securing half of the funding needed to commission an impact study to look at the economic footprint of coal, assess workforce skill sets and develop strategies to minimize potential negative impacts. We were able to secure \$50,000 in funding from The Big Sky Trust Fund and have submitted an

application to EDA for the balance of the project funding. We hope to have this project underway in the second quarter of 2016.

Infrastructure Working Group: During the Fall Montana Economic Development Association (MEDA) conference held in Billings, an afternoon session “Call to Action” was devoted to a discussion on infrastructure deficiencies and sources of funding and what we might be able to do to increase infrastructure investment throughout the state. Beartooth’s economic development director is part of the working group that continues to address this vital issue.

Lockwood TEDD: Beartooth partnered with Big Sky EDA on this project to address the need for planned industrial space in the Lockwood neighborhood east of Billings. During 2015, we assisted in securing the funding package to hire a consultant to prepare planning documents for the Commissioners’ consideration. Early in the project it became evident that additional funding would be necessary in order to complete the scope of work. This was accomplished and the Steering Committee was able to come to a decision as to which firm to hire for the project. Contract documents were completed at the very end of the year and the work is scheduled to be completed during the first half of 2016.

Custer-Gallatin Working Group: Beartooth continues to provide support services to this collaborative working group in the form of meeting facilitation and coordination, website maintenance, fiscal management and planning. The members of the working group represent a total of nine counties and the monthly meetings are generally held in Bozeman. During the course of 2015, the group worked towards the development of a more cohesive effort and realized the importance of ongoing communication.

The Pub at Billings Central Catholic High School: Beartooth was contacted by the Montana Department of Commerce to take part in a “Shark Tank” type review of a student run business located in the school. The enterprise is an ongoing initiative, but the students graduate out of the business each year. Near the beginning of the school year, the students have to make a presentation worthy of receiving seed money for the academic year. Beartooth’s economic development director took part in the presentation this fall and it was a good experience for all parties. As economic developers we don’t always have the opportunity to cultivate student entrepreneurship, but this was a refreshing exception.