

MINUTES OF THE CITY COUNCIL OF LAUREL

JANUARY 16 2018

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 Tom Nelson at 6:33 p.m. on January 16, 2018.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Bruce McGee Richard Herr
 Scot Stokes Irv Wilke
 Richard Klose Bill Mountsier

COUNCIL MEMBERS ABSENT: None

OTHER STAFF PRESENT: Noel Eaton, City Planner

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

Mayor Nelson asked the council to observe a moment of silence.

MINUTES:

Motion by Council Member McGee to approve the minutes of the regular meeting of January 2, 2018, as presented, seconded by Council Member Eaton. 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.

CORRESPONDENCE.

- Laurel Chamber of Commerce minutes of December 14, 2017; Laurel Chamber of Commerce agenda of January 14, 2018.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None

Mayor Nelson explained to those new on Council what Ex Parte Communications are. Ex Parte Communications is any knowledge regarding an item on tonight's agenda that only that Council Member would know and need to disclose to the rest of Council. Mayor Nelson stated that Council Members should typically not accept information of this nature, but request to have those individuals attend to present information to all of Council during that agenda item.

PUBLIC HEARING:

- Riverside Park Master Plan

Mayor Nelson stated this is the time and place set for the public hearing on the City of Laurel's Riverside Park Master Plan.

Mayor Nelson opened the public hearing and asked Staff to present the item prior to hearing the public comments.

Noel Eaton, City Planner, attempted to give a PowerPoint presentation on the Riverside Park Master Plan. Due to technical difficulties, she gave a verbal presentation. The slides of the presentation she would have given are attached to these minutes. Noel worked with Jerry Gerbenc from Great West Engineering to create this plan. There is a section of the plan for public comment. Noel explained the process of creating this plan, items within the plan, and how to implement the plan.

The purpose of the project was to provide a comprehensive vision and framework for the Park's use and redevelopment. The flood in 2011 put the Park in a dormant state. The Park Board had worked on ideas on possible improvements to the Park but did not have an organized plan on how to implement those ideas. Funding was available sporadically, but a comprehensive plan for the Park was not. This plan is based on the input given by residents at the Open House held in August of 2017. These results allow for the setting of realistic goals for the Park.

The City was awarded a grant from Big Sky Trust Fund and the Department of Commerce. The City partnered with Great West Engineering, specifically Jerry, to create the Master Plan. The process to create the Riverside Park Master Plan kicked off in April, and an Advisory Committee was established. The Advisory Committee consisted of members of the Park Board, City Council, Residents, and Member-at-large, they met from April to November. Great West Engineering



performed site visits in April and July with infrastructure and facility analysis from April through June. The Open House was held in August 2017. The plan was drafted in October and November and was reviewed in December 2017. The two critical steps in the process were the appointment of the Advisory Committee and the Open House held at Jaycee Hall. The open house provided an opportunity for residents and Park advocates to weigh in on the Park's future. Over 100 people attended the Open House. Attendees were asked to look over posters showing improvements and identify their priorities.

The top priorities identified were water and restroom facilities, restore historic buildings, RV Park and camping, and continuation of shooting sports in the park. The Plan provides a consensus about the future of the Park, identifies the City's priorities for the property, facilitates a significant redesign of the Park to accommodate multiple uses and activities, and helps identify partners to help implement the plan. The Plan creates facilities to serve residents and travelers including; recreation, picnicking, camping, and a center for the City's civic organizations. The Plan provides a basis for pursuing funding options such as Exxon-Mobil settlement monies. Some challenges encountered was the amount of work required to restore the buildings, resolution of shooting activities in the Park, the time required to implement the Plan, and the costs related to proposed improvements.

The plan created a project priority and implementation list. A conceptual layout for the Park has been developed. All identified projects have been given a priority, some are listed as low now but may become a more significant priority in the future such as garbage disposal. A timeframe for each potential improvement has been listed in order to complete the plan within ten years. The Plan lists potential improvements in a logical order of completion and potential funding opportunities. The Plan is to be reviewed by Park Board and Council each year.

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

Mayor Nelson asked if there were any proponents.

John Smith, 600 Roundhouse, suggested that Riverside Park become its own authority like the Airport is. The authority would then know what money it would receive each year and not be run out of the General Fund. He stated that he felt the park was a diamond in the rough and that those buildings had been here since he was young.

Mayor Nelson asked again if there were any other proponents.

Steve Krum, 249 24th Avenue West, reminded Council of the shooting heritage of the Park. H stated that he had participated in activities within the Park and has been part of shooting clubs. He is grateful that shooting sports are being considered. He gave a few examples of those who have shot down at the Park. Such as Patty Spurgeon, an Olympic Athlete, and a young woman who participated in small bore team shooting who received a full ride scholarship to Texas A&M, who was an average shooter before becoming part of the team. The Rifle Club is the only indoor 50-yard range in the Northwest; it is a unique building and range. He stated he did not know how far into shooting the plan went but strongly recommended the Council keep it as part of the heritage down there.

Mayor Nelson asked again if there were any other proponents.

Mathew Ray, from Joliet, stated that his kids are members of 4-H and he is the Shooting Sports leader. The kids have used the Park for archery and pellet rifle in the past. It was a great option to shoot indoors, especially during the winter. They currently have no place to shoot during the winter. He stated there are 30 kids involved in the program and would like shooting sports to be included in the plan.

Mayor Nelson asked again if there were any other proponents.

Todd McKeiver, 1702 East Main Street, stated he is a proponent of shooting sports in the Park. He is the Air Rifle leader for the young 4-H kids; they were taught how to handle a rifle. The Park was a great central location. He stated he is glad shooting sports is being discussed and would like to have the Park back the way it was.

Mayor Nelson asked again if there were any other proponents.

Ronnie Baker, Park City, stated she is the Yellowstone County 4-H Extention Agent. She stated that 4-H currently has about 250 kids in the shooting sports program. There is a facility located at the Metra and in Shepard where the kids can shoot. The facility here is key to allow access for kids on

this side of the county. She stated that this group is great at volunteering. If there are ways, they can be involved and engaged in any of the upgrades within the Park. She gave an example of a building located on the fairgrounds in which they were part of bringing the building up to code.

Mayor Nelson asked again if there were any other proponents.

Jaime Krug lives South of Laurel, stated that she grew up in Laurel and has been involved with shooting sports for the past 14 years. This year marks the first year not being able to use that building and the program took a huge hit and almost lost the entire program since the kids had to go into Billings each weekend. She has found another location to shoot archery but is unable to shoot rifle and shotgun. She stated that she would like Council to consider that youth use that building to learn gun safety and the proper way to shoot.

Mayor Nelson asked again if there were any other proponents.

Curtis Lord, 418 W. 12th St., excited to see camping and restrooms come back to the Park. Glad to see that shooting is being bought up, youth need a place to shoot. He stated that the Rod and Gun Club has asked the Park Board to review and renew their lease for shooting.

Mayor Nelson asked again if there were any other proponents.

Jennifer Lazloffy, 3165 Hwy 212, stated she has been a 4-H leader for the past 20 years. Her own children shot at Riverside Park and are awesome marksmen and archers. The Park has offered a great recreation for her family. She asked those kids who were involved in shoot sports to stand up. She also stated that they have not been able to shoot this year as they have no place to shoot in inclement weather.

Mayor Nelson asked three more times if there were any other proponents.

Mayor Nelson asked three times if there were any opponents. There were none.

Mayor Nelson asked staff to answer any relevant question brought up by public comment.

Noel stated that she had been asked this week if Riverside Park could become its own authority. She asked the Clerk/Treasurer how the Park Board is managed at this time and if this is something the City would be interested in. She had included the Clerk/Treasurers response in the handout for tonight. The City is not interested at this time.

Mayor Nelson clarified that Riverside Park is a park within the City limits and according to LMC 12.28.050 states that Park Board has authority for all parks.

Mayor Nelson closed the public hearing.

CONSENT ITEMS:

- **Claims for the month of December 2017 in the amount of \$216,349.43**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Claims for the month of January 2018 in the amount of \$100,949.52.**
- **Clerk/Treasurer Financial Statements for the month of December 2017.**
- **Approval of Payroll Register for PPE 12/31/2017 totaling \$188,936.12.**
- **Receiving the Committee/Board/Commission Reports into the Record.**
 - Budget/Finance Committee minutes of January 5, 2018, were presented.
 - Council Workshop minutes of January 9, 2018, were presented.
 - Park Board minutes of January 4, 2018, were presented.

The mayor asked if there was any separation of consent items. There was no separation of items; there was, however, an addition. Council Member Eaton added the Payroll Register for PPE 12/17/2017 totaling \$208,604.22 to tonight's Consent Agenda.

Motion by Council Member Eaton to approve the consent items as presented, seconded by Council Member McGee. There was no public comment. Council Member Eaton stated that recently the Accounts Payable Clerk, Amber Hatton, was dissatisfied with what the City was spending for the AT&T bill. She was able to reduce the City's bill by over \$700 per month. Council Member Eaton expressed her appreciation for her efforts in lowering this monthly bill. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS: None.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Confirmation of Appointments.**
 - **Appointment of John Beck, David Walters, Jesse Gee, and Jayson Nichols to the Laurel Volunteer Fire Department.**

Motion by Council Member Stokes to approve John Beck, David Walters, Jesse Gee, and Jayson Nicholson to the Laurel Volunteer Fire Department, seconded by Council Member Mountsier. There was no public comment. Mayor Nelson clarified that there was a misspelling of Jayson's name on the letter submitted to the City. His last name is Nicholson, not Nichols. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Appointment of Johnathan Wayne Simpson and Nick Vito Buciuman to the Laurel Police Reserves.**

Motion by Council Member Klose to approve Johnathan Wayne Simpson and Nick Vito Buciuman to the Laurel Police Reserves, seconded by Council Member Mountsier. 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.

- **Mayor's Appointment Memo**
 - Mayor Appointment: Budget/Finance Committee: Emelie Eaton, Bruce McGee, Scott Stokes and Richard Klose.
 - Mayor Appointment: Emergency Services: Richard Klose, Irv Wilke, Bruce McGee and Bill Mountsier.
 - Mayor Appointment: Public Works Committee: Emelie Eaton, Bill Mountsier, Richard Herr and Heidi Sparks.
 - Mayor Appointment: Cemetery Commission: Richard Klose, Richard Herr
 - Mayor Appointment: Park Board: Scott Stokes, Irv Wilke, Richard Herr
 - Mayor Appointment: Tree Board: Richard Herr
 - Mayor Appointment: Health Insurance: Bruce McGee, Heidi Sparks

Mayor Nelson read of each of the above appointments. This memorandum was signed and in effect as of January 3, 2018, to allow for the Budget/Finance Committee to meet and pay bills.

Motion by Council Member Mountsier to approve the Mayor's Appointment Memo, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Resolution No. R18-01: A Resolution Awarding the Bid and Authorizing the Mayor to Sign an Agreement with Montana Peterbilt for the Purchase of a Garbage Truck for the City of Laurel's Public Works Department.**

Motion by Council Member Wilke to approve Resolution No. R18-01, seconded by Council Member Mountsier. There was no public comment.

Council Member McGee questioned which truck the Public Works Department decided on.

Mayor Nelson clarified that the truck would be a Peterbilt with a Wayne body. He stated that the Maintenance Superintendent, Matt Wheeler, and an operator attempted to go to Gillette to demo the truck that the City had no history of. They were only able to make it part of the way before returning to Laurel due to inclement weather. The Public Works Department recommended the additional expenditure to purchase the truck that is known to both Operators and Maintenance staff.

Council Member McGee asked for clarification on the final price for this truck.

Council Member Wilke stated that the final price was \$279,684 as stated in the resolution.

Council Member Wilke stated that at last week's meeting Maintenance Supervisor, Matt Wheeler, and spoke highly of the Wayne Curbtender. He reminded Council that Operators and Maintenance staff do know how to run and fix these machines and have a working relationship with the company.

A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

- **Laurel Rod and Gun Club's request to hold turkey shoot events on February 18, 2018, and March 18, 2018, with an alternative date of April 1, 2018.**

Motion by Council Member Herr to approve the Laurel Rod and Gun Club's request to hold turkey shoot events on February 18, 2018, and March 18, 2018, with an alternative date of April 1, 2018, seconded by Council Member Mountsier. 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.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT):

Noel Eaton, City Planner, announced to Council that the LURA meeting has moved to Thursday, January 25th at 11 a.m. The location is yet to be determined.

COUNCIL DISCUSSION:

Council Member's Stokes, McGee, and Eaton all reminded Council that there would be no meeting next week. Council Member Eaton elaborated that the ordinance states that there will be City Council Meetings on the first and third Tuesday's of the month and Council Workshops on the second and last Tuesday's of the month.

Council Member McGee stated that Emergency Services Committee would be meeting next Monday, January 22 at 5:30 p.m. in Council Chambers.

Council Member Eaton stated that Public Works Committee would be meeting next Monday, January 22 at 6:00 p.m. in Council Chambers Conference Room. There will be a conflict with Emergency Services Committee and have moved from Council Chambers to the Conference Room.


UNSCHEDULED MATTERS:

Mayor Nelson announced the current vacancies within the Boards and Committees. There are two vacancies on the Public Works Committee, one vacancy on the Park Board and one on the Yellowstone Historic Preservation Board.

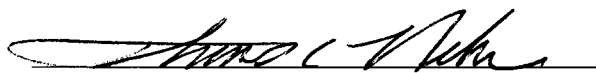
ADJOURNMENT:

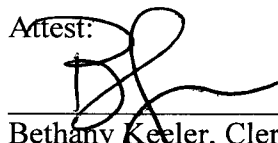
Motion by Council Member Sparks to adjourn the council meeting, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All eight council members present voted aye. Motion carried 8-0.

There being no further business to come before the council at this time, the meeting was adjourned at 7:38 p.m.


Brittney Moorman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 6th day of February 2018.


Thomas C. Nelson, Mayor

Attest:

Bethany Keeler, Clerk/Treasurer



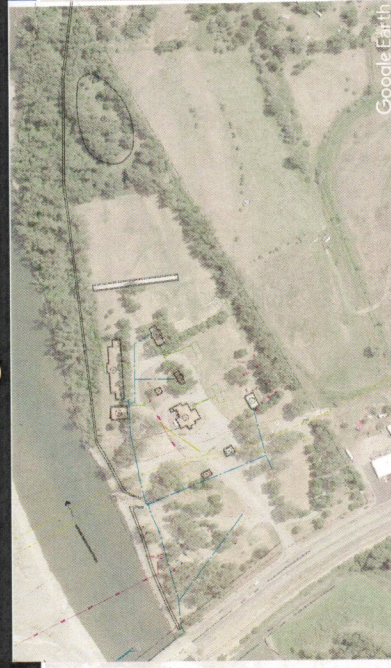
RIVERSIDE PARK PLANNING PROJECT

Purpose of the Project

- Provide a comprehensive vision and framework for the Park's use and redevelopment
- Based upon:
 - The input of residents, and
 - The setting of realistic goals



Existing Facilities



Process of Developing Plan

- Grant awarded from the Department of Commerce & Big Sky Trust Fund
- City retained Great West Engineering to provide planning services.
- Kick-off meeting City staff and Great West Engineering: April
- Appointment of advisory committee – April
- Advisory committee meetings: April – November
- Site visits by Great West Engineering: April & July
- Infrastructure and Facility Analysis: April – June

Developing Plan cont'd

- Public Open House: August 2017
- Draft overall Plan: October - November 2017
- Review of Draft Plan by Advisory Committee: November - December 2017
- Edits to Draft Plan: December 2017
- Public Hearing on Final Draft: January 2018
- City Council Adoption of Plan: January 2018

Developing Plan cont'd

- There were two critical steps in the process:
 - Appointment of the advisory committee, and
 - Open house held at Jaycee Hall

Developing Plan cont'd

- Advisory Committee:
- Committee composed of a diverse group of residents who care about the future of the Park.
 - Members had many constructive conversation, some of which were difficult (i.e. trap range)
 - Provided invaluable guidance in developing the plan.

Developing Plan cont'd

Open House:

- Provided an opportunity for residents and Park advocates to weigh in on the Park's future.
- Held in August 2017 at Jaycee Hall
- Well over 100 people attended.
- Attendees asked to look over posters showing improvements and identify their priorities.

Developing Plan cont'd



DRINKING WATER AND RESTROOMS

Providing sanitary facilities

Potable drinking water and toilet facilities are essential to permit the operation of recreational facilities and to ensure the health and safety of visitors. Riverside Park is currently in the process of upgrading its water and sewer systems to meet the needs of the future.



RV PARK AND CAMPING

Accommodating recreational vehicles and camping

Camping is a traditional use at the Park. The safe and efficient operation of camping facilities would depend upon drinking water and restroom facilities as well as the ability to provide adequate parking.

Tell us how important this improvement is to you. Mark one of the criteria below.				
Very Important	Important	Neutral/No Opinion	Not Important	No Need

Tell us how important this improvement is to you. Mark one of the criteria below.				
Very Important	Important	Neutral/No Opinion	Not Important	No Need

Developing Plan cont'd

Open House:

- Top 4 priorities identified by attendees included:
 - Water and restrooms
 - Restore historic buildings
 - RV park and camping
 - Continuation of shooting sports

Plan Opportunities

- Provide consensus about the future of the Park
- Identifies the City's priorities for the property
- Facilitates a significant redesign of the Park to accommodate multiple uses and activities.
- Help identify partners to help implement plan (Rod and Gun Club i.e. restore Club building)

Plan Opportunities

- Create facilities to serve residents and travelers including:
 - Recreation
 - Picnicking
 - Camping
 - Center for City's civic organizations.
- Basis for pursuing funding options such as Exxon-Mobil settlement monies

Plan Challenges

- Amount of work required to restore buildings.
- Resolution of shooting activities in Park
- Time required to implement the Plan
- Costs related to proposed improvements

Outcome of Planning Process

- Project priority list
- Conceptual layout of the Park in the future
- Cost estimates for proposed improvements

Outcome of Planning Process

PRIORITY	IMPROVEMENT
High	Public Restrooms
High	Drinking Water
High	Campground
High	Picnic Shelters
High	Removal of Hazard Trees
Medium	Restoration of Buildings
Medium	Overhead Lighting
Medium	Parking
Medium	Playground
Medium	Redesigned Road Network
Low	Garbage disposal
Low	Interpretive Signage and Kiosks
Low	Trail
Low	Fishing Access-ADA Access
Low	Planting Trees-Shrubs
Low	Remediation of Lead
Low	Remediation of Historic Garbage Dump

Outcome of Planning Process



Outcome of Planning Process

PRIORITY	IMPROVEMENT	ESTIMATED COST	SCHEDULE
High	Public Restrooms	\$40,000+ per unit depending upon size and design	2018
High	Drinking Water <ul style="list-style-type: none"> City water service 	\$360,000 line across bridge and distribution throughout the Park (includes design, permitting, materials and labor)	2018
High	Groundwater well(s)	\$25 to \$29 per foot for drilling well \$1,600 to \$2,300 for pump \$400 to \$1,000 per pressure tank Labor (Depends upon scope) Distribution line (Depends upon scope)	2019
High	Campground	\$3,000 to 3,500 per site	2019-2020
High	Picnic Shelters	\$10,000 to \$30,000 per unit	Ongoing
High	Removal of Hazard Trees	\$1,000 per tree	

Questions??



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

Riverside Park: "Champion" Building Restoration Proposal Requirements

This form provides the minimum requirements for the submittal of a building restoration proposal to the Laurel City Council. Applicants must meet with the City Planner prior to submitting a proposal. Proposals shall be submitted to the Planning Department for a completeness review before they will be forwarded to the City Parks Board for that Board's review and recommendation to the Laurel City Council.

A building restoration proposal must include the following;

- General Applicant information (Name of Applicant(s), phone number, address, email)
- Building description and location:
- Describe the current condition of the building including, but not limited to, the roof, bathrooms, flooring, mold and water damage, furnace/heat supply (include pictures and detailed descriptions)
- Is remediation for hazardous materials (mold, lead, asbestos) necessary, if so please describe how this will be done.
- Describe the proposed improvements (include any pictures, drawings, renderings and site plans)
- How will the project comply with the City Floodplain Regulations?
- Has a floodplain permit been applied for with the City's Floodplain Administrator?
- How will the project comply with City Building and Fire Code requirements, as well as ADA requirements?
- How will the building be supplied with adequate water and wastewater supplies?
- Provide a detailed cost estimate of all proposed improvements and how the improvements will be funded.
- Provide proposed restoration schedule and the estimated completion date of project
- What entity and organization will be responsible for the overall long-term maintenance of the building?
- Describe the funding mechanisms for long-term maintenance.
- Proposal for lease agreement with the City (must be reviewed and recommended by City Attorney prior to the Parks Board's recommendation to Council)

Noel Eaton

From: City Clerk
Sent: Tuesday, January 09, 2018 1:46 PM
To: Noel Eaton
Cc: Jerry Grebenc (jgrebenc@greatwesteng.com); City Mayor
Subject: RE: Riverside Park "Authority"

Hello Noel,

At this time, it is my opinion, that the City of Laurel is not interested in this. The Airport Authority is not an entity that the City of Laurel controls or manages. The only financial relationship the City has with the Airport Authority is to accept the tax revenue associated with the Airport Authority, and then write a check for that revenue directly to the Airport Authority. The tax revenue for the Airport Authority is set by the City during the budget, as the City sets aside a certain amount of mills for the Airport Authority. The City doesn't help generate or manage the Airport Authority budget.

Riverside Park is a part of the general fund and doesn't have specific mills set aside to fund the park. Riverside Park is also one of many parks that fall into the Parks department.

Please be advised that the only people that can speak on behalf of the City are those designated by the Mayor himself and I would advise anyone asking about this that Dr. Smith doesn't not speak for the City as he has not been granted that authority.

Bethany Keeler

Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana
(406) 628-7431 ext 2

From: Noel Eaton
Sent: Tuesday, January 09, 2018 1:31 PM
To: City Clerk <cityclerk@laurel.mt.gov>
Cc: Jerry Grebenc (jgrebenc@greatwesteng.com) <jgrebenc@greatwesteng.com>
Subject: Riverside Park "Authority"

Bethany,

I've been asked the question "why doesn't Riverside Park have an Authority managing it like the Airport has?" a few times now. Could you give me a little info on how the Airport Authority works and if this is something the City would be interested in for Riverside Park.

Thank you!

Noel Eaton
City Planner
Phone: 406-628-4796 Ext.5
Fax: 406-628-2241
City Of Laurel
115 W. 1st St.