

**RESOLUTION NO. R19-24**

**A RESOLUTION ADOPTING A SAFETY POLICY FOR THE CITY OF LAUREL.**

WHEREAS, the City of Laurel Staff prepared a Safety Policy for the City of Laurel in order to provide its employees safe and healthful working conditions; and

WHEREAS, the City of Laurel is required to comply with the Federal Occupational Safety and Health Administration (OSHA) Regulations that have been adopted by the State of Montana and the Safety Policy will enable the City to remain in compliance with such regulations; and

WHEREAS, City staff worked in concert with employees, department heads, and the Mayor who all recommend the City Council adopt the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council hereby adopts the attached Safety Policy for the City of Laurel.

Introduced at a regular meeting of the City Council on June 18, 2019, by Council Member McGee.

PASSED and APPROVED by the City Council of the City of Laurel, Montana, this 18<sup>th</sup> day of June 2019.

APPROVED by the Mayor this 18<sup>th</sup> day of June 2019.

CITY OF LAUREL



Thomas C. Nelson, Mayor

ATTEST:



Bethany Langve, City Clerk/Treasurer

Approved as to form:



Sam S. Painter, Civil City Attorney



Effective Date: June 18, 2019  
Adopted via Resolution No. R19-24

# SAFETY POLICY

**Review and Approval**

Formatted: Font: 16 pt

<u>Title</u>	<u>Name</u>	<u>Date</u>
<u>Chief Administrative Officer</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>
<u>Public Works Director</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>
<u>Police Chief</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>
<u>Fire Chief</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>
<u>City Clerk/Treasurer</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>
<u>Library Director</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>
<u>City Judge/Court</u>	<i>[Signature]</i>	<u>mm/dd/yyyy</u>

Formatted Table

11-28-18  
 11-28-18  
 11/28/2018  
 11-28-18  
 11.28.18  
 11/28/18



## TABLE OF CONTENTS

	Pg
<b>Section 1. INTRODUCTION</b> .....	3
<b>Section 2. MANAGEMENT STATEMENT OF COMMITMENT</b> .....	3
<b>Section 3. RESPONSIBILITIES</b>	
3.1 Management .....	4
3.2 Supervisors .....	4
3.3 Employees .....	4
3.4 Safety Officer .....	5
<b>Section 4. SAFETY TRAINING</b>	
4.1 All Employees.....	6
4.2 New Employee Safety Orientation .....	6
4.3 Annual Safety Training.....	6
4.4 Job-Specific Safety Training.....	6
<b>Section 5. SAFETY COMMITTEE</b>	
5.1 Organization.....	7
5.2 Duties .....	7
5.3 Meetings.....	8
<b>Section 6. SAFETY RULES AND REGULATIONS</b>	
6.1 General Safety Rules.....	9
6.2 Lockout/Tag Out.....	9
6.3 Lifting Procedures.....	10
6.4 Office Safety .....	10
6.5 Office Ergonomics .....	11
6.6 Working in Extreme Weather Conditions.....	12
6.7 Confined Space Entry .....	12
6.8 Personal Protective Clothing & Equipment.....	13
6.9 Hearing Conservation/Protection.....	14
6.10 Respiratory Protection.....	14
6.11 Bloodborne Pathogens.....	14
6.12 Forklift Operations .....	15
6.13 Fall Protection .....	15
<b>Section 7. DISCIPLINARY POLICY</b> .....	17
<b>Section 8. ACCIDENT/INCIDENT REPORTING</b> .....	17
<b>Section 9. TRAINING REQUIREMENTS FOR SAFETY &amp; HEALTH</b>	
9.1 Required Training.....	19
9.2 Available Training Programs .....	19
<b>Section 10. EMERGENCY EVACUATION &amp; RESPONSE PLANS</b> .....	19
<b>Section 11. SAFETY &amp; HEALTH COMMUNICATION</b> .....	19
<b>Section 12. FORMS</b>	
Hepatitis B Vaccine Declination.....	20
Safety Orientation .....	21
Incident Reports and First Report of Injury/Occupational Disease .....	22
Report of Workplace Hazard .....	23
Workers' Comp Incident Report.....	25
Liability or Property Incident Report (Company).....	27
Liability or Property Incident Report (Individual) .....	30



## **SECTION 1**

## **INTRODUCTION**

It is the policy of the City of Laurel to provide and maintain safe and healthful working conditions, routine safety training and education, and to follow practices that will safeguard all employees and result in safe working conditions and efficient operation.

When a person enters the employ of the City, they have a right to expect that they will be provided with a proper place in which to work, and proper equipment with which to do their job, so that they will be able to devote their energies to doing their work without danger to their life and health. Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. It is the City's desire to provide a safe place to work and safe equipment to use as well as to establish and insist upon safe methods and practices at all times.

Safe practices, on the part of City employees, must be part of all operations. This responsibility is required of each official and employee who conducts the affairs of the City, no matter in what capacity they may serve. The idea of job production and safety must be inseparable.

Employee cooperation regarding safety matters will be considered a condition of employment. The supervisor is responsible for the safety and well being of their staff in the workplace. This responsibility can be met only by working continuously to promote safe working practices among all employees and to maintain property and equipment in safe operating condition.

## **SECTION 2**

## **MANAGEMENT COMMITMENT**

The purpose of the Safety Policies and Procedures is to provide a management system for the prevention of occupational injuries and illnesses and compliance with regulations concerning occupational safety and health. Safety Policies and Procedures assign safety responsibilities, promulgate Citywide procedures, and set minimum safety program requirements for issues involving City departments. Additional department and/or division specific policies and procedures will be issued to implement safety programs.

This Safety Plan provides general direction for the administration of occupational safety and health management for the City. It is intended to meet the letter and spirit of the Montana Safety Culture Act and achieve full compliance with federal Occupational Safety and Health Administration (OSHA) regulations, as adopted by the State of Montana, governing workplace accident prevention programs.

Separate Safety Policies and Procedures will be issued as needed to address specific safety and health issues or to meet the regulatory requirements for written compliance programs.

The City is committed to providing dependable, economical services to the public. The City recognizes its employees as the most important resource in meeting that commitment and is dedicated to providing a safe and healthful work environment.

The City recognizes that some accidents are caused by unsafe conditions or unsafe behavior and strives to eliminate unsafe acts and conditions systematically. In meeting that goal, it is the policy of the City to:

- Provide a safe workplace including facilities, equipment, tools and vehicles that meet safety and health standards and practices.
- Define and implement safe work practices to address hazards unique to specific job assignments.
- Train employees in the safe performance of assigned jobs.
- Monitor workplace conditions and employee behavior to ensure compliance with the City of Laurel Safety Plan, as well as individual department and division safety and health requirements.
- Involve all employees in a systematic effort to recognize, report and correct hazardous conditions and practices.
- Investigate and analyze accidents to identify and eliminate the unsafe conditions and behaviors that caused the accidents.

The management staff will not tolerate actions that jeopardize the safety and health of employees or the general public or actions that risk non-compliance with established safety and health regulations. Employees who violate City, departmental, and/or divisional rules are subject to the disciplinary policies. Fulfillment of safety-related responsibilities will be considered a factor in performance reviews and promotions.

## SECTION 3

## RESPONSIBILITIES

All City employees share in the responsibility to establish and maintain a safe working environment. The following responsibilities are guidelines to establish accountability for the Safety Program. These responsibilities are not in any way intended to limit innovation or initiative on the part of any employee who is working toward the goal of achieving a safe workplace.

### 3.1 Department Heads, Superintendents, Upper-level management

- a. Ensure the design, maintenance of facilities, tools, equipment, and vehicles meet or exceed established safety standards.
- b. Approve and ensure usage of policies, procedures and safe work practices for department occupations, tasks, and locations.
- c. Approve and ensure usage of safety-training requirements for department employees based on their occupations, work locations, and tasks. (See 3.2.b.)
- d. Review department Accident Investigation Reports, Incident Reports and department injury and illness trends. Resolve corrective action issues that are beyond the scope of the supervisor to accomplish.
- e. Review workplace inspections with Supervisors and direct appropriate corrective action to achieve a safe work environment.

### 3.2 Supervisors

- a. Establish policies, procedures and safe work practices for department/division occupations, tasks, and locations.
- b. Establish safety-training requirements for department/division employees based on their occupations, work locations, and tasks.
- c. Monitor workplace conditions and employee work behaviors through regular, scheduled inspections and frequent observation of the work environment.
- d. Enforce City and departmental tool, equipment, and vehicle standards and rules governing the workplace behavior of employees.
- e. Ensure employee participation in City and department required safety training. Recommend additions, deletions, and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
- f. Investigate accidents involving employee injury or illness and/or damage to vehicles or other City property. Determine the facts and causes of the accident. Implement or recommend corrective actions for the purpose of preventing future, similar occurrences.
- g. Encourage employee involvement in safety hazard recognition and act on hazard elimination and hazard control suggestions from the safety committee and individuals.
- h. Identify unsafe work conditions and unsafe practices. Correct immediate hazards within ability or report them to immediate supervisor upper management and/or and report recurring conditions to upper management and/or safety committee.

### 3.3. All Employees

- a. Abide by the City and department/division work practices established for specific job assignments and occupations.
- b. Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.
- c. Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.
- d. Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.



- e. All employees are required to acknowledge that they have received and read and that the employee understands the policies contained therein. That manual includes, but is not limited to, several sections on the safety of City employees such as vehicle use, reporting accidents or injury, safety data sheets, workers compensation, early return to work, smoking, alcohol and drug use, housekeeping and cell phones. By this reference, those policies are considered a part of this Safety Policy.

### **3.4. Safety Officer**

- a. Assist and advise all levels of management in establishing an effective safety program.
- b. Provide new employee general safety and health training/orientation.
- c. Coordinate with clerical staff that accident and incident records for workers' compensation purposes are maintained and filed appropriately.
- d. Plan and coordinate inspections, committee meetings, and assist management in all areas of safety and health.
- e. Act as permanent Chairperson and provide support for the Safety Committee.
- f. Report committee members' unexcused absences to supervisors and/or City Administrator as appropriate.



**4.1. All Employees**

It is the policy of the City to provide all safety training prescribed by regulatory requirements and to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized by their supervisor to perform that job. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

Each worksite presents a unique training challenge. Therefore, each department/division is expected to specify and provide safety training that is tailored to each employee's occupation, task and job location. To the extent possible, safety training should be integrated into general job training, rather than treated as a separate issue.

All safety-related training must be documented; the records are to be maintained by the Safety Officer. Documentation shall include a list of employees in attendance, date, and the name of the trainer and an outline of the topics discussed or category of safety training delivered.

**4.2. New Employee Safety Orientation**

The purpose of new employee safety orientation is to provide the employee with information about:

- The general hazards and safety rules of the worksite,
- Specific hazards, safety rules and practices related to the employee's work assignments, and the employee's role in emergency situations

This training shall take place as soon as practical, preferably within 2 months of the employee beginning assigned duties.

**4.3. Annual Safety Training**

Annual safety training shall be conducted and be of sufficient duration and content to assure continued safe operations. See Section 9.1

**4.4. Job-Specific Safety Training**

Job-specific safety training includes personal on-the-job instruction, safety meetings or formal classroom instruction intended to enhance the safety of specific tasks or occupations. Some job-specific training is prescribed in City of Laurel/Departmental Policies and Procedures or in regulatory requirements. Departments and divisions will provide additional training as necessary to improve employee knowledge of safety rules, procedures, and safe practices. The intent of this policy is that safety training will enhance the employee's understanding of workplace hazards and the prevention of occupational injuries and illnesses, rather than to prescribe the specific format of the safety training.

### **5.1 Organization**

The City encourages and expects employee participation in the Safety Program. The City Safety Committee shall consist of a person or persons from each of the following groups:

Fire/Ambulance	Police
Office Workers*	Library
Public Works	Planning
Waste Water Treatment Plant	Water Treatment Plant
Utility Maintenance	Streets
Solid Waste	Union Representatives

\*This group will include all positions whose jobs are performed predominantly at a desk, such as Administrative Assistant, secretary or other office workers.

### **5.2 Duties**

The Safety Committee is an advisory body organized to bring employees and management together in a cooperative effort to foster a safety culture and reduce on the job injuries and illnesses in the workplace. The Committee may make recommendations about the following education and communications matters:

- Assessing and communicating hazards
- Communicating with employees regarding safety committee activities
- Educating employees on safety-related topics
- Motivating employees to create a safety culture in the workplace

The Committee may also recommend specific actions concerning:

- Development of safety rules, policies, and procedures
- Control of hazards
- Periodic evaluation of the safety program
- Inspection of the workplace
- Development of safety training and awareness topics
- Keeping job-specific training current

The City Safety Committee is encouraged to be innovative in its approach to achieving those goals within the following guidelines:

1. A safety committee meeting must have a quorum present to take any action. Items may be discussed, and information exchanged though no action may be taken until a quorum is present. A quorum is eight members.
2. The safety committee must document its meetings in minutes to include:
  - a. Date, time and location of the meeting
  - b. A list of members present
  - c. The topics or issues discussed
  - d. The recommendations or suggestions made
3. Distribution of the minutes will include:
  - a. All safety committee members
  - b. All Department Heads
  - c. City Manager
  - d. Posted for each Department
4. The safety committee will be provided appropriate support staff, meeting space and resources (such as photocopies).
5. Department committees are not required. Supervisors will be required to provide staff with necessary safety training and ensure they attend any Citywide training offered.
6. Other than Public Safety departments, attendance rosters for all training will be forwarded to the appropriate clerical office for placement in personnel files and copies retained by Safety Officer for review by City Administrator, Mayor, and Council members.

7. Safety duties will be covered in job descriptions. Department heads or supervisors will be responsible for including such duties in job descriptions and covering with employees.

### **5.3 Meetings**

1. Members must attend all meetings unless excused. The department head or supervisor will notify the Safety Officer via email when there is an excused absence and identify any designated substitution.
2. The committee will meet at least quarterly.
3. If a current member does not desire to remain on the committee, the Department Head shall appoint a replacement. That replacement shall come from the same employee pool as those whom that position represents.



As a basis for employee responsibilities and participating in the City's Safety Policy Program, the general safety rules listed below will apply to all employees. Your cooperation in complying with these rules and all other safety responsibilities will be appreciated and expected.

### **6.1 General Safety Rules**

1. Seek medical attention, if necessary, for any accidents resulting in an injury. All accidents must be reported to the supervisor within 24 hours.
2. Report unsafe conditions, procedures, and practices to your supervisor immediately.
3. The use or possession of alcohol, illegal drugs or other controlled substances on the job is prohibited.
4. Smoking is permitted in designated areas only.
5. Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention such as spills on floors, ice on steps and so on.
6. Obey all warning tags and signs. They are there because hazards exist.
7. When purchasing any hazardous chemical, cleaning supplies or paint products request a Safety Data Sheet for the product and ensure that it is included in the SDS binder.
8. No employee should take chances on the job which could endanger their personal safety and health or the safety and health of co-workers or others.
9. Do not operate machinery or use tools you are not qualified to use.
10. Do not enter hazardous areas you are not authorized to enter.
11. Use all personal protective equipment and devices required and provided.
12. If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
13. Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
14. Refrain from fighting, horseplay, or distracting fellow workers.
15. Follow proper lifting procedures at all times
16. Wearing of safety restraints when riding/driving a City Vehicle is mandatory if so equipped.
17. Know the location of fire/safety exits and evacuation procedures.
18. Participate in Safety Training.
19. When operating City vehicles or equipment, drivers must operate/drive safely and prudently.
20. When using cell phones in a City vehicle, pull over and stop on the side of the road or utilize a hands-free device.
21. Above all be ALERT and be RESPONSIBLE! Your safety and health depend on it.

### **6.2 Lock Out / Tag Out**

OSHA Standard 29 CFR 1910.147 requires that hazardous energy must be controlled during service or maintenance of machines and equipment. Lockout and tag-out (LO/TO) procedures are necessary to protect workers from electric shock, accidental start-ups, or other release of energy.

Every department that has employees performing maintenance where there is exposure to hazardous energy must have:

- locks and/or tags and lockout devices that are not used for anything else
- procedures for performing such maintenance specific to their area
- training for all employees involved in maintenance activities

#### **Basic Rules for Using Lockout/Tag-out**

1. All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
2. Do not attempt to operate any switch, valve, or other energy isolating device when it is locked out or tagged out.

3. Lockout/tag-out devices shall be removed only by the employee who applied the device. [EXCEPTION: In cases where the authorized employee who applied the lock or tag is not available, the lock or tag may be removed by the direct supervisor in charge of either the department involved or the maintenance crew that placed the LO/TO or under his/her direct authority. The employee whose lock was removed must be notified by the supervisor prior to returning to the work site].
4. The division supervisor will inform outside contractors of the elements of the City's lockout/tag-out program and ensure that work efforts are fully coordinated, and that compliance is achieved.
5. Where shift or personnel changes occur before the lockout/tag-out is terminated, a changeover period will be established by the supervisor. Departing employees will remove their locks and/or tags and arriving employees will apply their locks and/or tags. The supervisor will fully inform arriving employees on the scope and stage of the work.

All accidents involving lockout/tag-out must be reported immediately to the supervisor in charge.

### **6.3 Lifting Procedures**

Proper manual lifting techniques will protect your back by keeping it in its strongest position during stress. These techniques are not natural movements and must be learned and practiced. Keep the basic principles in mind every time you lift, no matter how small the load.

1. Assess the load before you lift. Know your limitations. Get help for heavy or bulky objects.
2. Spread feet shoulder-width apart to give yourself a solid base of support.
3. Place your feet as close as possible to the base of the object you are lifting with one foot slightly in front of the other.
4. Bend with the knees and maintain the natural curve in the back during the entire lifting operation (weightlifter position).
5. Get a good grip on the object and primarily use the leg muscles, not the back, to lift the load.
6. Move your feet to change directions -- avoid twisting.
7. Don't overdo. Take frequent breaks for repetitive lifts. Your back is more susceptible to injury when tired.

### **6.4 Office Safety**

Office work is more dangerous than is commonly supposed and serious injury accidents can occur during normal office routine. Good housekeeping and proper storage are important factors in office safety and fire prevention. Proper lifting techniques will prevent most back injuries. Offices are typically inspected for safety compliance less often than other areas. It is important that you correct or report unsafe conditions to your supervisor.

1. Every employee is responsible for keeping his or her work area clean and orderly. Even a pencil or paper clip can cause a slip or fall.
2. Open doors slowly. Be extra cautious when you come to a door that can be opened in your direction. Slow down when you come to a "blind" corner.
3. Do not read while walking.
4. Proceed with caution. Haste when walking between desks can result in bruises and falls.
5. Keep electrical cords and other tripping hazards out of aisle ways, and do not run cords through doorways.
6. Keep file, desk and table drawers closed when not in use. Close them before you leave them.
7. Never open more than one file drawer at a time. The entire cabinet may tip over.
8. Be careful when opening drawers to full extension in case there is no locking device.
9. Load file cabinets and bookcases with the heaviest items in the bottom to prevent tipping.
10. Maintain office tables, desks and chairs in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
11. Use chairs sensibly. Do not tilt chair or slump back, which may cause the chair to slip or break.



12. Never use a chair, desk or other office furniture for a step stool or ladder.
13. Recognize the potential for puncture injuries with message spindles. Consider not using spindles, bending the point horizontally or covering the point.
14. Keep the blades of paper cutters closed when not in use.
15. Keep razor and “exacto” blades covered. Report even minor injuries and take precautions to avoid infection.
16. Be sure that cords and plugs on all electrical equipment are in good shape. If a machine causes a shock or starts smoking, unplug it immediately and report it to the supervisor. Do not overload outlets.
17. Do not attempt any electrical repairs.
18. Use handrails when ascending or descending stairs. Don’t carry a load that restricts vision.
19. Walk, do not run. When walking in hallways, keep to the right, especially at corners.
20. Be careful in front of doors that open outward and open doors slowly.
21. Avoid spilling or splashing liquids on the floor. If you spill it, clean it up. Provide barricades or other warnings as necessary.

## 6.5 Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain and other disorders that involve pain and damage to muscles, tendons, and nerves in the back, neck, shoulders, elbows, wrists, and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by:

- making the same motion over and over
- staying in the same position too long
- working in a position that puts stress on muscles and joints
- working with tools and equipment that doesn’t fit your body
- using excessive physical force
- exposure to vibration over a long period of time

You can help prevent CTD’s by avoiding awkward body positions:

- adjust your workstation before you begin working
- maintain the natural curve in your back while sitting, standing and lifting
- keep your wrist straight as much as possible while typing or doing other repetitive tasks
- take breaks from repetitive motion tasks by switching periodically to other tasks
- use the right tools for the job, especially when they are used often or for long periods of time

If you spend a lot of time at a computer workstation:

- Position the keyboard so that the wrists are kept straight – use a wrist rest if necessary. Your elbows should be at about the same height as the keyboard.
- Sit with your back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor. [Adjust the chair height and use a footrest if necessary]
- Position the screen just below eye level and about 18-24” away to prevent neck and shoulder strain [the screen should be lower if you use bifocals]
- Change positions, stretch and take “mini-breaks” periodically

Pay attention to early signs of cumulative trauma disorders and make adjustments in your workstation or the way you do your work. Report the symptoms to your supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck, and back, include:

- stiffness or soreness
- aches and pains
- numbness or tingling
- swelling
- burning sensation
- reduced strength



## 6.6 Working in Extreme Weather Conditions

Montana's climate may be severe, and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Cold conditions can lead to hypothermia or frostbite, either of which can be fatal in the worst cases. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

In general, employees will provide clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots, and gloves. Departments may provide some or all of such clothing. Check with your supervisor.

### Hot Weather Guidelines

1. Dress for conditions -- lightweight, light-colored loose clothing is best. Wear a hat with a wide brim if you're out in the sun.
2. Use sunscreen.
3. Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete or sand.
4. Eat a well-balanced diet, but try to stay away from hot or heavy foods. Do not take salt tablets or other salt supplements without a doctor's recommendation.
5. Drink plenty of fluids. Don't wait until you're thirsty. The best fluid replacement is water. Avoid alcohol and caffeine.

### Cold Weather Guidelines

1. Dress for the conditions in layers of loose, dry clothing. Cotton or wool clothing with a waterproof layer over it is very effective.
2. Change clothing right away if you get wet.
3. Cover your head and face.
4. Wear shoes and gloves designed for cold weather.
5. Keep moving when you're in the cold.
6. Return to a warm vehicle or take regular breaks in warm areas frequently.

For hypothermia, get medical help quickly and keep the person covered with blankets. Don't use hot baths, electric blankets or hot water bottles. For frostbite, get medical help and warm the body part with blankets or warm (not hot!) water. Don't rub, use heat lamps or hot water bottle or go near a hot stove. Don't break any blisters that form.

## 6.7 Confined Space Entry

**DO NOT ENTER HAZARDOUS AREAS YOU ARE NOT AUTHORIZED TO ENTER OR FAIL TO HAVE A PERMIT TO DO SO.**

Very few work situations have as much potential for serious safety hazards as confined spaces. The atmosphere in a confined space may have insufficient oxygen to support life or may be toxic, flammable or explosive. The lack of ventilation in confined spaces causes welding, painting, use of hazardous materials, or other activities that change the atmosphere to be especially dangerous. The limited opening for entry and exit makes rescue difficult and dangerous.

Most of the severe injuries and fatalities in confined spaces occur because an employee either went into a confined space without first testing its atmosphere or did not continuously monitor the space. These are general guidelines for all employees. Each Department that encounters confined spaces in their assigned duties will develop, train, operate and monitor a specific confined space program for their area.

Some City employees may, during the course of their jobs, encounter confined spaces that have not been specifically evaluated. Examples include firefighters and police officers during emergency response and inspectors, meter readers or others during the normal course of their duties. More than half of the fatalities in confined spaces are would-be rescuers. All employees who enter confined spaces must receive sufficient training to evaluate any confined space and make responsible decisions. Prior to entry, assume that every confined space has an unknown hazardous atmosphere.

A **confined space** is a space that has all of the following characteristics:

- (1) is large enough for an employee to bodily enter and configured so that the employee can perform assigned work, and
- (2) has limited or restricted means for entry or exit, and
- (3) Is not designed for continuous employee occupancy.

Examples of confined spaces include: tanks, vessels, manholes, storm drains, headwalls, silos, storage bins, hoppers, meter vaults, digesters, lift and transfer stations, shafts and pits. Unfavorable natural ventilation is common in confined spaces.

The City of Laurel realizes that confined spaces present unique safety considerations and institute that;

- no one enters a hazardous confined space
- No city personnel shall enter into a manhole. If entry is necessary, a qualified contractor will be employed to do such work
- work performed at any lift station will be with no less than 2 employees
- trenching performed at the cemetery will be with no less than 2 employees and shoring may be necessary
- any entry into concealed spaces on vehicles such as garbage trucks or tank trucks will be with no less than 2 employees
- at all confined space entry one employee will serve as the standby/rescue watch person
- no person shall remain in a confined space without a standby/rescue watch person in attendance
- access to confined spaces including crawl spaces under homes or manufactured homes will be performed by no less than 2 employees
- all personal protective equipment will be worn during any confined space operation
- air monitoring devices will be calibrated by a certified entity once per month
- ladders shall be used in all trenches for access and egress
- lockout/Tag-out procedures will be instituted before entering a confined space
- In case of an emergency, 911 will be called before any rescue attempt is made

## **6.8 Personal Protective Clothing and Equipment**

Personal protective clothing and equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice. Examples of PPE include, but are not limited to:

- safety shoes
- fall protection harnesses
- protective headgear
- safety glasses
- goggles
- face shields
- welding glasses
- protective clothing
- high-visibility clothing
- hearing protection
- air purifying respirators
- self-contained breathing apparatus (SCBA)
- welding clothing
- gloves
- rubber boots

The City provides Personal Protective Equipment if PPE is required for certain tasks or in certain locations. Check with your supervisor to learn what equipment is required and/or provided in your area. Departments will specify and issue all required safety equipment to employees except in some cases where the PPE must be fitted to the employee, such as safety shoes or prescription safety glasses. You must obtain department approval prior to the purchase of safety shoes or glasses, and demonstrate that all safety specifications are met, in order to be reimbursed for the cost.



All PPE must meet the appropriate American National Standards Institute (ANSI) specifications as directed by OSHA. Any employee who provides his or her own PPE must present the PPE to their supervisor for approval prior to use on the job.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes, and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally, it is the employee's responsibility to be dressed properly for work.

Employee responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.
5. Follow the correct methods of putting on, taking off and adjusting PPE.
6. Properly care for, maintain and dispose of PPE.

## 6.9 Hearing Conservation/Protection

High noise levels damage your hearing and may also cause stress and fatigue. Hearing protection such as safety earmuffs and earplugs are designed to reduce your exposure to harmful noise, while they enable you to hear conversations and machine warnings. Never substitute audio headphones for hearing protection devices.

Always wear hearing protection in areas posted "HEARING PROTECTION REQUIRED" and follow department rules for the use of hearing protection for designated operations or near particular equipment. In addition, follow the three-foot rule – use hearing protection in situations where you must raise your voice to be heard by another person at a distance of three feet.

Insert foam earplugs properly – roll the plug between your thumb and forefinger until it is completely compressed. With the opposite hand pull the outer ear up and out and insert the plug into the ear, leaving a small portion of the plug exposed.

If you are using earmuffs, be sure you have a good seal between the muff and the skin around your ear. Be sure that your hair, jewelry, and glasses do not interfere with the seal. Earmuffs and earplugs may be worn together for added protection.

## 6.10 Respiratory Protection

Respiratory protection is required for some employees as protection from exposure to high dust or particulate levels, exposure to toxic materials or oxygen deficiency. If you are required to wear a respirator, you will be given a medical examination, fit tested with the respirator and trained on the proper use and care of the respirator. In addition, you will be required to be clean-shaven where the respirator facepiece contacts the skin.

In some situations, such as dusty outdoor conditions, dust masks will be available as a convenience. There is no obligation that the masks be worn, and the requirements in the above paragraph do not apply.

## 6.11 Bloodborne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. Although these diseases are most commonly transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:

- Accidental puncture with an infected needle
- Getting infected blood or other potentially infectious materials on your skin, especially if your skin has open sores, nicks or cuts
- Getting infected blood or other potentially infectious materials in the mucous membranes of your eyes, nose or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions and certain other body fluids (cerebrospinal, etc.).

Many City employees, including law enforcement personnel, firefighters, solid waste workers, wastewater treatment and individuals who perform janitorial functions, have the potential for bloodborne pathogen exposure. These



employees shall be given initial training and offered HBV vaccinations at City expense (See HEPATITIS B VACCINE DECLINATION Form on Page 20). Emergency services employees (Fire and Police) have the greatest potential exposure and have extensive departmental procedures to cover potential exposure situations.

The following precautions are useful in avoiding exposure to bloodborne pathogens:

1. Do not eat, drink or use tobacco products around blood or other potentially infectious materials.
2. Do not perform janitorial, emergency rescue or other jobs where there is a risk of exposure to bloodborne pathogens unless you have been trained to do so.
3. Follow department requirements concerning exposure to BBP, including the use of personal protective equipment such as nitrile or other impervious gloves,
4. Minimize the risk of puncture by a discarded hypodermic needle:
  - don't reach into trash containers or attempt to compact trash by pressing with hands or feet
  - watch for needles in parks, restrooms, storm sewers, sanitary water system, police vehicles and other places where they may be discarded
  - don't pick up a needle with your bare hands – wear gloves or use tongs
5. Avoid direct contact with blood or other potentially infectious materials:
  - use tongs or wear gloves to pick up condoms, sanitary napkins, and other items which may be contaminated with body fluids
  - use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area
6. Clean up your own blood if possible after a minor injury; dispose of small quantities of cleanup materials in a toilet.
7. Cover all wounds with waterproof bandages; replace the bandage as necessary.
8. Minimize contact with injured persons if you are not trained in emergency medical response.
9. Wash with soap and water immediately:
  - after removing gloves and other personal protective equipment
  - after exposure to potentially infectious materials
  - after cleaning or decontamination of BBP
  - after using the bathroom
  - before eating
10. Report all exposure incidents to your supervisor and report to St. Vincent's Occupational Health for evaluation and treatment.
11. Follow department procedures for dealing with potentially infectious materials.

## **6.12 Forklift Operations**

Forklift operations require that the operator receive training from a qualified forklift mentor on the operation and hazards associated with that machine. Examples of forklift safety practices include, but are not limited to:

- Only qualified and trained operators are to operate the forklift, no riders.
- do a daily pre-operation checklist and submit such documentation to the supervisor
- report all defects or accidents properly to a supervisor
- wear seat belts and appropriate personal protective equipment while operating the forklift
- make sure the pathway is wide enough to traverse and free of obstructions
- look all around before moving and in the direction of travel while moving
- Apply the parking brake before leaving the forklift. A forklift is considered unattended if the operator is more than 25 feet from the forklift or not in direct visual contact with the forklift
- Sound the horn when approaching blind corners, exits, entrances or intersections.

## **6.13 Fall Protection**

Fall protection is important in reducing the injuries and dangers associated with working from surfaces that are elevated or sloped. Generally, the hazards associated with falls and the prevention techniques include but are not limited to:

- Employees on an unguarded walking/working surface that is six (6) feet or more above a lower level shall be protected from falling by the use of a fall protection system.

- Fall protection shall be used when hazards such as moving equipment and electrical hazard are less than six (6) feet below the walking/working level.
- Handrail/guardrail systems shall be 42-45 inches above the walking/working surface with mid-rails at 21 inches above the walking/working surface.
- Safety belts shall not be used as fall protection.
- Anchor points must be capable of supporting 5,000 pounds for each worker.
- Fall protection systems shall be rigged so that the maximum free fall is no greater than two (2) feet nor contact any lower level or hazard.
- Tie off shall be at above the Dee-ring on the back of the worker's full body harness to avoid striking lower levels.
- All personal fall protection/arrest systems shall be inspected prior to each use and if defective taken out of service immediately.

**SECTION 7****DISCIPLINARY POLICY**

The disciplinary policy will be enforced as outlined in the City Personnel Policy Manual and Collective Bargaining Agreements.

**SECTION 8****ACCIDENT/INCIDENT REPORTING****WORKERS' COMPENSATION:**

Employee occupational injuries and illnesses are covered by Workers' Compensation Insurance provided by the Montana Municipal Insurance Authority. Workers' Compensation covers medical and rehabilitation expenses, partial income replacement if the employee is out of work more than 4 days or 32 working hours, and benefits to the surviving family in case of death. It is a no-fault system, providing exclusive remedy for on-the-job injuries or illnesses regardless of blame, except in certain situations, such as employees:

- Willfully hurting themselves;
- Acting in a premeditated way to cause injury;
- Starting a fight with a co-worker
- Intentionally violating safety rules; and
- Becoming intoxicated or impaired by drug use.

If you are injured on the job or have a work-related illness, report it to your supervisor immediately within 24 hours by e-mail, text or verbally and get proper medical treatment. You may be denied benefits if you wait too long to report an injury, because it may be difficult to establish the cause of the injury. Cooperate with the City, medical professional, and insurance claims personnel in order to ensure that you receive your full Workers' Compensation benefits.

Recovery from an occupational injury or illness is sometimes slow, but light duty or alternative duty is sometimes possible during your transition back to normal employment. These transitional employment situations, and sometimes rehabilitation programs recommended by medical professionals, can speed up your recovery and provide you with better compensation than Workers Compensation alone.

Workers' Compensation income replacement does not begin until the occupational illness or injury has caused the employee to miss work for 4 days (or 32 working hours), and provides only a portion of your normal wage. Employees may elect to use vacation or sick leave credits in lieu of Workers' Compensation Payment.

**REPORTING REQUIREMENTS**

Report on-the-job injuries to your supervisor/employer within 24 hours by e-mail, text or verbally. You must complete a Workers' Compensation Incident Report. We recommend that you report minor injuries to your employer whether or not you receive medical treatment.

You must submit a written and signed Workers' Comp Incident Report within 72 hours from the date of the accident. You can get this report from your supervisor. You will fill out the form and submit it to your supervisor who will then forward the report to the Safety Officer so that it may be completed and filed with the insurance company.

The City's Workers' Compensation carrier and claims processor is:  
**Montana Municipal Insurance Authority (MMIA)**  
**PO Box 6669**  
**Helena, MT 59604**  
**406-443-0907**

This is where physicians need to address their claims questions. Claim numbers will not be available for several days following an injury. When the claim is received, by the insurance carrier, a number will be assigned to the claim. **A claim number is not required for a physician to file paperwork with MMIA. All they need to include is the patient's name and date of injury.**

**Other Accident/Incident**

Report all other vehicle accidents, City property damage and incidents of citizen injury and/or property damage to your supervisor. You will need to fill out the Liability or Property Incident Report. You may attach pictures, statements, sketches and other support data as appropriate. Report only factual information – do not speculate.



City employees and officials have a duty to protect the City from unjust accusations and lawsuits. Do not admit liability in any way. This is a matter for the police, the City Attorney, our insurance carrier and others to determine. Do be careful what you say. If you say something like “We’ll take care of it,” you may mean that you’ll turn in a report, but the statement may be misconstrued to mean that the City is admitting fault. Do not admit guilt or speculate about the cause of the accident; refer questions from citizens to the supervisor. Refer any questions about the City’s responsibilities or liabilities to your supervisor and/or the City Attorney.

## **SECTION 9 TRAINING REQUIREMENTS FOR SAFETY & HEALTH**

### **9.1 Required Training**

The following training will be required for all employees:

1. Fire Prevention and Use of Fire Extinguishers
2. Emergency Action Plan (Evacuation)
3. Workplace Hazard Identification and Reporting
4. Accident and Incident Reporting

### **9.2 Available Training Programs**

The Safety Officer, Department heads and /or supervisors will be responsible for providing additional opportunities for safety training for all employees. Any Department requiring specific or general safety training should initially contact the Safety Coordinator as a resource for obtaining such training.

Additional safety training may be necessary when a new safety program is established, employee job assignments change, new substances, processes, procedures or equipment are introduced, or when a new hazard is identified.

## **SECTION 10 EMERGENCY EVACUATION & RESPONSE PLANS**

Each Department within the City shall have posted in their work area a current Emergency Evacuation and Response Plan, a copy of which shall be maintained in the Safety Officer's office.

This plan shall include maps and/or drawings indicating the safe egress from workplaces and buildings and a procedure to be followed by employees in the event of specific emergency situations, such as fire or earthquake. As part of each plan, there should be a designated safe gathering area for employees following such an evacuation, which will allow for a proper accounting of employees.

Any revisions in the current plan must be submitted to the Safety Committee for review.

## **SECTION 11 SAFETY & HEALTH COMMUNICATION**

Communication is the heart of an effective and successful Safety and Health Program. The Safety Officer shall be considered the initial resource to aid Departments in offering continuing, regular, and current safety training. This training may be accomplished through periodic safety meetings or various other formats.

The Safety Officer shall assist the Safety Committee in providing a system for employees to develop an awareness and appreciation of safety through tools such as newsletters, periodic safety meetings, posters, and programs. Additionally, the Safety Officer shall periodically review the effectiveness of these different formats and make recommendations to the Safety Committee for improvements.

**HEPATITIS B VACCINE DECLINATION (MANDATORY)**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Name \_\_\_\_\_ Department \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_





## **Incident Report and First Report of Injury and Occupational Disease Forms**

Incident Reports and Worker's Compensation forms are available at City Hall from the Safety Officer, City Treasurer or Clerk's office, once the form is completed return to the Safety Officer for submittal.

**REPORT OF WORKPLACE HAZARD**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Description of Hazard: \_\_\_\_\_

Location of Hazard: \_\_\_\_\_

Has hazard been reported to supervisor?     Yes     No

If yes, who it was reported to and date reported: \_\_\_\_\_

**PLEASE RETURN FORM TO THE SAFETY OFFICER OR IMMEDIATE SUPERVISOR**

**SAFETY COMMITTEE USE**

What has been done to correct the hazard? \_\_\_\_\_

Who took action to correct the hazard? \_\_\_\_\_

**WORKERS' COMPENSATION INCIDENT**

**WORKER INFORMATION**

\*Claimant First Name: \_\_\_\_\_

Claimant Middle Name: \_\_\_\_\_

\*Claimant Last Name: \_\_\_\_\_



\*Mailing Address: \_\_\_\_\_

Mailing Address 2: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_  Home  Mobile  Office  Other: \_\_\_\_\_

Phone 2: \_\_\_\_\_  Home  Mobile  Office  Other: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Education:  Less than High School  GED or High School Diploma  Beyond High School

\*Gender:  Male  Female  Unknown

\*Marital Status:  Married  Separated  Single, Divorced  Unknown  Unmarried  Widowed

Number of Dependents: \_\_\_\_\_

\*Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\*Occupation: \_\_\_\_\_

#### WAGES

\*Hire Date: \_\_\_\_\_ Work Week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Days Worked Per Week: \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

\*Worked Next Scheduled Shift?  No  Unknown  Yes \*Off Work More Than 4 Days?  No  Unknown  Yes

Date Last Worked: \_\_\_\_\_ Date Returned to Work: \_\_\_\_\_

Employment Status:  Full Time  Other  Part Time  Piece Worker  Retired  Seasonal  Volunteer

\*Wage Rate: \_\_\_\_\_ Wage Rate Type:  Hourly  Daily  Weekly  Bi-Weekly  Monthly  
 Semi-Monthly  Annually

Extra Benefit Type:  Bonus  Commissions  Other  Overtime  Room and Board Amount: \_\_\_\_\_

Full Pay on Day of Injury?  Check if yes Salary Continued?  Check if Yes \*Payroll Classification Code: \_\_\_\_\_

Gross Earnings Pay Period 1: \_\_\_\_\_ Gross Earnings Pay Period 2: \_\_\_\_\_

Gross Earnings Pay Period 3: \_\_\_\_\_ Gross Earnings Pay Period 4: \_\_\_\_\_

#### ACCIDENT DETAILS

\*Description of Accident: \_\_\_\_\_

\*Injury/Illness:  Illness  Injury \*Cause of Injury: \_\_\_\_\_

\*Part of Body: \_\_\_\_\_ \*Nature of Injury: \_\_\_\_\_

\*Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Date of Death: \_\_\_\_\_

(1) Witness Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

(2) Witness Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

(3) Witness Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Accident on Employer's Premises?  Yes  No

\*Date Reported to Member: \_\_\_\_\_ Date Reported to MMIA: \_\_\_\_\_

Accident Reported to: \_\_\_\_\_

Safety Equipment Provided?  Yes  No

Safety Equipment Used?  Yes  No

### TREATMENT INFORMATION

Date of First Treatment: \_\_\_\_\_

\*Initial Treatment:  No Medical treatment  Minor treatment on-site  Minor Clinic/ Hospital  
 Emergency Evaluation  Hospitalization greater than 24 hours  
 Future Major Medical/Lost Time Anticipated

Attending Physician: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### MEMBER/EMPLOYER INFORMATION

Member: City of Laurel

Mailing Address: PO Box 10

City: Laurel

State: Montana

Postal Code: 59044

\*Prepared By: \_\_\_\_\_

\*Prepared By Email: \_\_\_\_\_

Preparer Title: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Preparer Phone: \_\_\_\_\_

\*Is the Preparer the Primary Contact For Claim?  Yes  No

\*Was Worker Injured While in Your Employ?  Yes  No

\*Is there a reason to question this accident?

Yes  No

**Liability or Property Incident**

**CLAIMANT (COMPANY)**

\*Entity Name: \_\_\_\_\_

Company Contact

First Name: \_\_\_\_\_

Middle Initial or Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

**CLAIMANT INFORMATION**

Claimant: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_



WHAT CLAIM(S) ARE BEING REPORTED?

\*Primary Phone: \_\_\_\_\_  Home  Mobile  Office  Other: \_\_\_\_\_  
Secondary Phone: \_\_\_\_\_  Home  Mobile  Office  Other: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

EVENT DETAILS

\*Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_  
\*Location: \_\_\_\_\_  
\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_  
\*Date Reported to Member: \_\_\_\_\_ Time Reported to Member: \_\_\_\_\_  
Reported By: \_\_\_\_\_  
\*Event Details: \_\_\_\_\_  
—

(Please select all that apply)

- Damaged/Injured Person (Not Workers Compensation)  Member's Property  Member's Vehicle(s)
- Other Party's Property  Other Party's Vehicle(s)

ESTIMATED DAMAGE AMOUNTS

Estimated Property Damage Amount: \_\_\_\_\_

ADDITIONAL EVENT COMMENTS

Please enter any additional comments or information regarding the injury or damaged property (i.e. Driver contact info, address info, etc.)

—

WITNESS INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Remarks: \_\_\_\_\_

—

**MEMBER INFORMATION**

Member: City of Laurel  
FEIN: 81-6001283  
Contact Phone: (406) 628-8791  
Contact Person: Bethany Langve  
Mailing Address: PO Box 10  
City: Laurel  
State: Montana  
Postal Code: 59044

\*Prepared By Email: \_\_\_\_\_

\*Prepared By: \_\_\_\_\_

Preparer Title: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Preparer Phone: \_\_\_\_\_

Preparer Department: \_\_\_\_\_

**Primary Departmental Contact Information**

\*Department Involved: \_\_\_\_\_

\*Primary Contact for Claim: \_\_\_\_\_

\*Primary Contact Title: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_

### Liability or Property Incident

#### CLAIMANT (INDIVIDUAL)

\*First Name: \_\_\_\_\_

Middle Initial or Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

#### CLAIMANT INFORMATION

Claimant: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_  Home  Mobile  Office  Other: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_  Home  Mobile  Office  Other: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### EVENT DETAILS

\*Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

\*Location: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Date Reported to Member: \_\_\_\_\_ Time Reported to Member: \_\_\_\_\_

Reported By: \_\_\_\_\_

\*Event Details: \_\_\_\_\_

\_\_\_\_\_



**WHAT CLAIM(S) ARE BEING REPORTED?**

(Please select all that apply)

- Damaged/Injured Person (Not Workers Compensation)  Member's Property  Member's Vehicle(s)  
 Other Party's Property  Other Party's Vehicle(s)

**ESTIMATED DAMAGE AMOUNTS**

Estimated Property Damage Amount: \_\_\_\_\_

**ADDITIONAL EVENT COMMENTS**

Please enter any additional comments or information regarding the injury or damaged property (i.e. Driver contact info, address info, etc.)

\_\_\_\_\_

**WITNESS INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

**MEMBER INFORMATION**

Member: City of Laurel  
FEIN: 81-6001283  
Contact Phone: (406) 628-8791

Contact Person: Bethany Langve  
Mailing Address: PO Box 10  
City: Laurel  
State: Montana  
Postal Code: 59044

\*Prepared By Email: \_\_\_\_\_

\*Prepared By: \_\_\_\_\_

Preparer Title: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Preparer Phone: \_\_\_\_\_

Preparer Department: \_\_\_\_\_

**Primary Departmental Contact Information**

\*Department Involved: \_\_\_\_\_

\*Primary Contact for Claim: \_\_\_\_\_

\*Primary Contact Title: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, JUNE 11, 2019**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:30 p.m. on June 11, 2019.

**COUNCIL MEMBERS PRESENT:**

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Bruce McGee	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Scot Stokes	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Bill Mountsier

**OTHERS PRESENT:**

Karen Courtney, Safety Officer  
Bethany Langve, Clerk/Treasurer  
Stan Langve, Police Chief  
Nick Altonaga, City Planner

**Public Input:**

There were none.

**General Items**

1. Re-appointment of Roger Giese to the City/County Planning Board for a two-year term ending June 30, 2021.

All appointments on this agenda are re-appointments of people who are already serving on these Boards and Committees. Mayor Nelson announced that the City/County Planning Board has four vacancies. Those are interested in serving on any of the Boards/Commission can contact the City Clerk or Council Secretary.

2. Re-appointment of Brock Williams to the Laurel Airport Authority for a five-year term ending June 30, 2024.

There was no discussion.

3. Re-appointment of David Gauslow to the Cemetery Commission for a two-year term ending June 30, 2021.

There was no discussion.

4. Re-appointment of Richard Klose to the Cemetery Commission for a two-year term ending June 30, 2021.

There was no discussion.



5. Re-Appointment of Phyllis Bromgard to the Tree Board for a three-year term ending June 30, 2022.

There was no discussion.

6. Re-Appointment of Clair Killebrew to the Library Board for a five-year term ending June 30, 2024.

Mayor Nelson stated that Clair Killebrew had served one term on the Library Board. She is requesting to be re-appointed to her second, and final, term. Mayor Nelson also stated that Council President Eaton was also interested in serving on this Board. One Council Member is allowed to serve on this Board.

It was questioned if there was only one position open. It was clarified that is correct.

Bethany Langve, Clerk/Treasurer, stated that the Library fund would be moved out of General Fund and into its own fund. The Library will be responsible for creating and maintaining its own budget. This is how they should have been set up, to begin with. They will be allotted a mill value each year. This year it was calculated to be approximately 29 mills to mirror this year's budget. Once Council approves the mill value, they no longer have oversight over how the Library Board chooses to spend those funds. Once Council approves the budget with their mill values, they no longer have any oversight over the Library Board. The Library Board will still have to report to the State in regards to their budget. The City is required to budget a minimum of 5 mills for the Library. For these reasons, the Council may consider appointing a Council Member to the Library Board. It is the Clerk/Treasurers opinion that a Council Member sits on this board as there is no direct oversight of the Library by Council. Before Council approved expenditure and provided oversight, this is no longer the case.

It was questioned if the State or the City fund the Library. It was clarified that the City funds the Library and will now do so by moving mills from the General Fund to Fund 2220.

It was questioned why it wasn't set up this way to begin and what triggered this change. It was clarified that in the review of the budgeting process, there is a lot of time that the Clerk/Treasurer and Mayor do establishing the budget for the Library. Upon further review, it was determined that this should be done by the Library. This process is used in other City's, and it seems to work well for them. and it seems to work well for them.

#### **Executive Review**

7. Resolution: A Resolution Adopting A Safety Policy For The City Of Laurel.

Karen Courtney, Safety Officer, stated the current Safety Policy was written in 2004. It is antiquated and needed to be updated. This proposed policy was accepted by the Safety Committee in January of 2018. Department Heads reviewed and suggested changes. After those changes were made it was signed off on by Department Heads in November 2018. The City's insurance company reviewed and approved this policy. The City Attorney has also reviewed and approved this policy. This policy incorporates current OSHA standards.

Mayor Nelson stated that last time Council saw a policy this big was the personnel manual. At the time there was some **anxsisited** in approving the policy without having the time to fully review the document. Council has the option to not make a decision at next week's meeting and bring it back to the following Workshop if they need additional time to review the document.

The Safety Officer clarified the last Safety Policy was over 150 pages in length. This Safety Policy is a condensed version of a policy. There will be department specific policies. The safety needs of office personnel are different than those in Public Works.

It was questioned if the Safety Officer could address the major changes to this policy. It was clarified that responsibilities are better outlined in this policy, better clarity on the chain of command, and where things need to be reported. It also states that the Safety Committee will review all accidents within the City; this was not previously stated and wasn't being done. This City was addressed via the Department of Labor & Industry as to why we weren't investigating accidents to prevent them from occurring in the future. The Safety Officer is to be notified of all accidents to track for any trends and can assign training to that department. The forms have been updated to protect privacy; they do not contain information such as social security numbers.

It was questioned if this policy will be updated regularly. It was clarified that this policy would be reviewed and updated on an annual basis. The accident rate is decreasing throughout the City. How City's are rated is changing and will change the focus. The Safety Officer will work to identify any shortcomings and add those to this list.

It was questioned if each department will have its own safety policy. It was clarified that this policy is the basic policy that covers all employees. The department-specific policy will address the issues related to that department needed. Each department has a representative on the Safety Committee. They will go over the department safety policy with each employee and have them sign off that they have been trained.

It was questioned after their initial training when they are hired, how often do they have to revisit the safety policy. The only time the employee will be required to read the policy is when there is an update. However, they have implemented "Toolbox Talks" that can be done at department meetings. There are 52 topics, and each is approximately 5 minutes in length before the City would use 30-minute videos from the 1970s.

It was questioned how this policy works with MMIA and if it will affect the City's insurance rate. This policy will affect the City's insurance rates as the City will receive a rating and two pieces that are part of that calculation are does the City have a safety policy and do they have a safety committee. Both are required by OSHA. The original template was from MMIA; they have also reviewed the final policy. The fact that training has been done and employees have signed off should help reduce the insurance rates. Recently the Safety Committee recommended the use of ice cleats, all employees were issued ice cleats, and it has reduced the slip and fall accidents.

It was questioned what resources were used in crafting this policy. The Safety Officer had attended Safety Fest used their distributed information, OSHA Standards, and the Montana

Safety Culture Act. One thing that has already been implemented is the safety concern form. They don't need to put their name on the form, but they can report a safety concern both to their supervisor or the Safety Officer. All safety concerns are reviewed and brought to the Safety Committee for discussion.

It was questioned if there were any identified safety concerns at this time. It was stated that the only ones currently are the buildings at City Shop, there was some leaking of the roof and other maintenance that needed to be addressed. During building inspections looking for items to make the buildings safer and have appropriate fire egress and ensuring everyone is out of the building.

8. Resolution No. R19-22: A Resolution Of The City Council To Amend The Large Grant Request Program Pursuant To The Recommendation Of The Laurel Urban Renewal Agency.

Nick Altonaga, City Planner, took a brief moment to recap the events of the past few weeks regarding this issue. The request to raise the large grant cap to \$225k was to better serve the businesses within the district. There have been some communication gaps between the Council and LURA. He is working hard to bridge those gaps to the best of his ability. Historically there have been issues with bringing items to Council properly and reporting properly. Spoke with the Clerk/Treasurer about the reports Council is asking for, both are willing and able to draft any report necessary for Council that would include the funding that has been requested, what the budget looks like, and help bridge the communication gap.

Judy Goldsby, LURA Chair, gave a brief overview of how the TIF District works and that LURA has been able to do some incredible things so far. Last year LURA received over \$400k in requests. LURA was unable to grant all the grants, and even shuffled some of the projects into the small grants as it benefited the applicant more. She stated there are many more things the LURA Board could do if they had the funding available.

Steve Solberg, property owner within the District, stated he has been on the LURA Board for approximately five or six years. He has seen a lot of progress made during his time on the board. He stated it was his understanding that the TIF District was a tax increase that was created with the purpose of helping the businesses owners. Last year approximately \$800k worth of projects was submitted. The Large Grant is a 1:1, it is not a funding mechanism but rather an assist mechanism. He gave some examples of the work LURA has done around the TIF District, ranging from parking lot improvements to street paving to the improvement of the business appearance. His perception of LURA is not for infrastructure funding. The proposed project has not been on LURA's radar as a potential project. The increase of the Large Grant Program cap to \$225k would allow businesses to continue to make improvements.

Peggy Miller, 201 E. Main Street, stated that the grant program is wonderful. She and her husband did not opt to use the program until this last year. It allowed them to get going on renovating their building, where other circumstances would have limited the work they could do. They take great pride in the upgrades they have done. The upgrades also incentivize other businesses to do the same. This area is looking alive and new, which is not only good for the businesses but the community as well. Mrs. Miller stated she feels the funds should stay in the fund and be used to help businesses as it was designed for. Each business is grateful for every



dollar they were able to receive. Mrs. Miller appreciates the Council, LURA, and the opportunities this program has brought business owners.

It was questioned if the Mayor was the grapevine that previous speakers had referred to, further was is going on with the street project. It was clarified that LURA would expire if a few years if a project is not bonded to extend the TIF District. There are two options; those funds can be spent on projects and let the TIF District expire or bond a project and extend the TIF District. It has always been the desire of the City to bond a project to extend the TIF District. A variety of projects have been discussed over the years. One was the Gateway project. This project would cost more than what LURA is able to contribute as well as it is a State highway. The goal was to increase traffic flow by installing a roundabout. However, having a roundabout butting up to a four-way stop does not help with the flow of traffic. The Mayor is investigating ways to have the underpass lanes widened when the railroad bridges are replaced. The project the Mayor spoke with LURA about a few months back addresses the streets in most disrepair within the TIF District. This project allows for the TIF District to be extended. Eventually, savings will be built up again to continue to do future grant funding or even bond a smaller project. Tax values typically increase over time. Once the TIF District expires it is done, you do not create another TIF in the same location. Need to take advantage of the ability to extend the district.

**Commented [BM1]:** Ummm. This was a really weird question. I think I know what Emelie was trying to get to, but it was just a little weird too.

Bethany Langve, Clerk/Treasurer, clarified that the TIF District is not just a grant program; in fact, it is a lot more than a grant program. She stated she was disappointed in the lack of support for this project. The Mayor has brought forward an incredible project. The TIF District has had over a million dollars for over three years, there have been no complaints in that time. Now that a project is in the works, there are complaints. This project will bring streets and infrastructure to businesses and will assist their business in many facets. The prior staff did not educate this committee on how it should run. The new Planner is working hard to address those issues. There has been a request for an annual report. The Clerk/Treasurer asked when the Council would like to see in this report. It's known that Council wants to see revenue, expenditures, and what is handed out in grant money, but are there other items that Council would like a report on such as before and after pictures or a synopsis of the projects that received grant funding.

It was stated that every time LURA comes in, it seems they are unaware of the bondable project is. They are an advisory committee, but they need to be able to advise. It was clarified by the LURA Chair that the only mechanism they had to spend money was via the grant programs. They did not have a presentation of what the bondable project would be. The grant increase request came from the desire to use some of the funds that LURA had sitting in their account. Would like the bondable projects to be presented so that LURA can advise on the project.

It was stated that LURA has a million dollars that have accumulated over the past few years. The City now has a bondable project that this reserve will be used to extend the life of the district. The TIF District will continue on with the same amount of income. It was questioned if this is correct. It was clarified that that was indeed correct. The revenue should increase annually. Part of the annual revenue will be used to make their debt service payments.

It was questioned if Council does not approve the Large Grant Program increase will LURA be able to continue their grant programs have they have in previous years. It was clarified that that

is correct. When entered into the bondable project, the district will be extended another 25 years. If the Council chooses to approve the cap to \$225k, they should still be able to bond a project. It was further clarified that LURA is not required to disburse funds up to their cap. They can choose to award up to their cap.

The Planner clarified that he would be working on performance measures to help objectively score each of the grant applications. After discussions with LURA members, it is clear that there is miscommunication. LURA was under the impression this was in the conceptual stage and not the design stage. The Planner is working to clear those lines of communication. Mayor Nelson clarified further that the only conceptual project he had seen was the Gateway project. That the City is to the point where they need to get this project bonded to extend the TIF District so as not to let it expire. Business owners have come forward, asked for various issues to be addressed. This is the Goldilocks project; it is in the district, the area is blighted, it assists the businesses in the area, and affordable.

It was stated that LURA receives over \$600k each year in revenue, and the expected debt service payment will be \$200k. It was clarified they are budgeting a debt service payment of \$350k each year. It was questioned if raising the limit to \$225k wouldn't there still be funds left over. It was clarified that the \$225k does not include the Technical Assistance or Façade grant programs. LURA has the ability to spend up to \$5k before they need Council approval. It was questioned what will be left over after the debt service payment. It was clarified that the project could bond out higher than expected. The Clerk/Treasurer has taken the conservative approach during the budgeting process.

At the last Workshop, it was stated that the Council could raise the amount by \$50k or \$75k and re-evaluate in a year or two if raising the cap to \$225k is feasible. No one is saying the grant program cannot continue or that an increase can't be given. What is being said is raising the limit to \$225k with the unknowns of how much the debt service payments will be is cutting it close. There is a very good possibility that the District may end up bonding more than anticipated, given the condition of the infrastructure. A Council Member felt that raising the cap at this juncture is putting the cart before the horse. It is terrible to tell business owners within the District that there is \$225k available and then turn around and not have the funds to give that amount out in grants. This Council Member would rather increase by a smaller amount, get hard figures for what the debt service is going to be before increasing to \$225k.

It was clarified that this is not a Public Works Project to bond the TIF District, but rather a project within the TIF District. The TIF District was created to address blight. Taxes were increased and set aside to address those issues. There are four conditions listed in LMC 20.04.030, see attached. This is not a diversion of TIF funds to do a Public Works project, but rather the TIF District addressing blight in one of its areas.

Mayor Nelson stated that the LURA Board is full of volunteers. They had done a good job since 2007 when the TIF District was created. They do rely on Staff for guidance and information. They will continue to rely on Staff as they grow. Has faith that this District will continue to see growth within the District.

The question before Council is to increase the cap for the Large Grants to \$225k. Council has two options. First to motion, second, and approve. Second is to motion, second, motion to amend, then approve.

9. Resolution: A Resolution Approving The Agreement Between The City Of Laurel And The Laurel Airport Authority, Said Agreement Relating To Fire Protection  
Mayor Nelson stated that each year, the agreement between the City of Laurel and the Airport Authority would come before Council. This year there was a 2% increase from last year. This contract is for the Fiscal Year 2019-2020.

It was questioned if a Council Member sits on the Airport Authority. It was clarified that no Council Member sits on the Airport Authority, but there is also no legal provision allowing a Council Member to sit on that Board.

10. Resolution: A Resolution Approving An Agreement Between The City Of Laurel And Yellowstone Boys And Girls Ranch, Relating To Fire Protection.  
Mayor Nelson stated that this agreement is similar to the previous agenda item but in regards to the Yellowstone Boys and Girls Ranch. Both the Airport and the Yellowstone Boys and Girls Ranch have the potential to have changes in structures, unlike the other Fire Districts. For this reason, they are on a yearly rotation instead of a two-year [corrected: three-years] rotation.

Commented [BM2]: The Mayor stated these were on 2 year cycles, they are actually on 3 year cycles.

It was questioned the timeframe of this contract. It was clarified that this contract is for the Fiscal Year 2019-2020.

11. Resolution: A Resolution To Authorize The Mayor To Sign Agreements With Laurel Public Schools, District 7 And 7-70, Continuing The School Resource Officer (SRO) Program For The Laurel High School.

Stan Langve, Police Chief, stated this resolution is for last year's contract and this year's contract. There are no real changes, except the variables such as wages. There are some language clarifications that the School Districts legal staff requested. There were no changes, but more clearly stated how this program has always operated.

It was questioned if Chief Langve could give a brief summary of the SRO program. Chief Langve stated that this partnership had been the most tangible, successful partnership between the City of Laurel and the School District. Between the commitment from the City to first provide one officer, and then rapidly a second officer for this program along with the School Districts commitment with their financial challenges and growth issues. When this program began, the SRO's were addressing very different things than they are today. The SRO position has grown into an opportunity to not only be a law enforcement presence, but also a teaching opportunity. The SRO is there for security and education.

It was questioned if there have been discussions about bring an SRO to the grade school level. It was clarified that that request has not to be brought forward. The two officers are assigned a primary focus school; they are available to the grade school if the need arises. The SRO's try to visit the grade school, especially for special events. The greatest need for the SRO presence is in the Middle School and High School.



It was questioned dollar amount between the FY18-19 and FY19-20 for the High School. It was clarified that Officer Anglin began working in the High School in January, due to the circumstances the City is not charging the School for the full year.

12. Resolution: A Resolution To Authorize The Mayor To Sign Agreements With Laurel Public Schools, District 7 And 7-70, Continuing The School Resource Officer (SRO) Program For The Laurel Middle School.

Agenda item discussed with a previous agenda item.

13. Resolution: A Resolution Authorizing The Mayor To Execute Agreements With Zuercher Technologies LLC, A Tritech Software Systems Company, For Equipment And Support For The City's 911 Service.

Stan Langve, Police Chief, this project is to replace the near failure 911 center to a next generation 911 center. House Bill 71 requires all 911 centers to be brought up to next generation 911 systems. This includes moving away from copper wire to internet based. This project has been in the works for a while when Chief Langve took over this past fall moved forward on this project. This is a critical need. The proposals first came in the summer of 2017. Zuercher has been in business for 25 years; they are a national company. The City of Laurel currently uses them for their Computer Aided Dispatch system (CAD) for the past four years. Their customer service has been good in that timeframe. This system does have options for customization. There were two proposals. They were the low proposal, it will work seamlessly with the CAD software, and when the GIS Mapping needs to be updated, it will plug into this system without issues.

It was questioned if someone locally is contracted with this company to address any hardware maintenance issues. It was clarified they do have someone local who can assist in addressing any hardware issues, they understand this is a 911 dispatch center. This proposal came in under the budgeted amount.

Bethany Langve, Clerk/Treasurer, stated that this was budgeted for via the CIP (Capital Improvements P\_\_\_\_\_). It was budgeted for \$160k. It came in at \$128,326.68, which is significantly under budget.

14. Resolution: A Resolution Of The City Council Authorizing The Mayor To Sign A Contract With Christison's Roofing For Roof Repairs On The Jaycee Hall.

Mayor Nelson stated that part of the roof at Jaycee Hall blew off in a windstorm. This is the repair of that roof.

It was questioned if insurance would be paying for this repair. It was clarified that the City's deductible is \$2,500, which is approximately half the cost of the repair. Each claim effects the premium the City pays it made more sense to repair to roof ourselves than submit an insurance claim.

It was questioned if this is for an entire roof replacement or just the damage that was done. It was clarified that this is a repair for the damage that was done.

It was questioned if the work had been completed and why the contract had already been signed. It was clarified that the City is required by the lease to fix any issues with the roof if the roof goes without repair and causes damage to the inside of the building the City would also need to pay to fix those issues as well. In an effort to not have any additional damage occur, the Mayor authorized work to begin. Two quotes were obtained, there was a \$3k difference between the quotes.

15. Resolution: A Resolution Authorizing The Mayor To Execute A Contract For The City Prosecutor Position Between The City Of Laurel And Attorney Teague Westrope. For years the City has had a contract with Elk River Law to provide prosecuting services for the City Court. Elk River Law chooses to terminate its contract with the City. The City Attorney sent out the position on the attorney listserv. There were approximately eight responses. This individual came highly recommended by the City Civil Attorney as well as the Judge.

It was questioned if this individual is local since the notification went out statewide. It was clarified that Mr. Westrope is local.

Mayor Nelson stated that there had been questions if one person to do both jobs (civil and prosecuting) would be better. Finding someone to do both sides would be difficult. Currently, the attorneys are able to get their work done at this time, that is not the best option for the City.

#### **Council Issues**

##### 16. Ordinance Discussion

There are no ordinances to discuss this evening. However, this agenda item will be brought forward to Workshops that are lighter than this evenings. Need to identify the ordinances that need to be addressed. Do not want to overwhelm staff along the way.

It was questioned if changes in ordinances need to be publicly notified. It was clarified that they do. It was further questioned what that process looks like. It was stated that clarification would be made under other items.

#### **Other Items**

Bethany Langve, Clerk/Treasurer, addressed a recent statement made by the Laurel Outlook, see attached. In the June 6, 2019 edition of the Laurel Outlook an article titled "Laurel City Council fails to amend large grant program" approximately halfway down states "Notice for the public hearing was not printed in the Outlook by the city." The Clerk/Treasurer went on record stating the City followed MCA 7-1-4127, see attached. The Clerk/Treasurer wants to make it clear to the public, Council, and staff that the public hearing was noticed properly. The affidavit of publication is available in the Clerk/Treasurers office, see attached.

It was questioned if this was fake news. It was clarified that someone reading that statement could read it as the City violated MCA 7-1-4127. The City did not violate MCA 7-1-4127.

It was questioned if resolutions needed to be publicly noticed because there is an opportunity for the public to speak prior to Council approving it. It was clarified this was in reference to the creation of SID 119 and required a public hearing. Those residents who are directly affected by SID 119 got certified mailing and had an opportunity to protest the SID.

**Review of Draft Council Agendas**

17. Review Draft Council Agenda for June 18, 2019.

There were no changes.

**Attendance at Upcoming Council Meeting**

All in attendance will be attending next weeks Council meeting.

**Announcements**

18. Employee/Volunteer Recognition:

Mayor Nelson recognized the following Employees and Volunteers. He thanked them for their years of service.

Employee Recognition:

Brian Kline	14 years	City Shop
William Brew III	13 years	Police
Daniel Griffin	10 years	Police
Raymond Ezell III	2 years	Public Works

Volunteer Recognition:

Riley Hutchens	5 years	Ambulance
Morgan Ecklund	2 years	Ambulance
Shaun Klunder	3 years	Fire
Shane Willis	3 years	Fire

The council workshop adjourned at 8:32 p.m.

Respectfully submitted,

Brittney Moorman  
Administrative Assistant

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