Harlowton City Ordinance Committee Minutes

August 24, 2021

Harlowton City Library Conference Room

6:00PM

**Minutes:** Minutes from the August 10, 2021 Ordinance Committee meeting were approved as written.

**Public Comment:** None

**Business:**

1) A continued discussion took place regarding the certificates of survey as well as the floodplain administrator and subdivision regulations. Mayor Paul Otten stated that Page Dringman had texted him regarding the proposed fees for her services. The $200 would be enough as a “flat fee” but if there were additional document reviews, meetings, etc… it would be more. Discussion took place regarding the fee and the wording of the document.

Discussion took place regarding the certificates of survey being the purchaser’s responsibility.

Discussion took place regarding if and when the City or County would receive the fees. Paul stated that he would look into it further.

Regarding the floodplain ordinance, City Attorney Karen Hammel stated that the document would need to be clarified before moving forward with subdivision regulations and certificates of survey agreements.

Discussion took place comparing the DNRC floodplain ordinance template to the City’s existing document. Karen stated that the DNRC document was more detailed and would be preferred by the DNRC and FEMA. Discussion took place regarding how to amend, repeal and/or adopt the documents together and what would be the best course of action to do so.

The Committee decided that they would take the documents home to review and take notes. They would discuss their findings at the next meeting. The FEMA deadline to get these documents in order would be October 1st.

The Committee continued their discussion of Karen’s floodplain/subdivision/certificates of survey document. The “fee” portion was still not settled. Karen stated that she would reach out to Page regarding the Committee’s questions on the fees.

Discussion took place regarding the existing subdivision regulations from 2018. It was unclear if the City adopted this document or if the County created it alone.

The Committee would like to speak with the County Commissioners regarding the document. Karen stated that she would reach out to County Attorney Lynn Grant. Afterwards, the Ordinance Committee would like to be put on the agenda for a County Commissioner’s meeting to further discuss the document. Paul stated that perhaps Page should also attend the meeting so that there could be some clarification.

Items on the next Meeting’s agenda include:  
Continued discussion of the inter-local agreement and Floodplain Ordinance documents.

Discussion of revision of Chief Joseph Park RV stay-limit ordinance

Continued discussion of the revised Fire Pit Ordinance

Meeting adjourned at 6:57pm.

Committee Members present: Allison Jones, Jack Runner

Committee Members absent: Frank Brouillette

City: Paul Otten, City Attorney Karen Hammel, Lara Brisco, Bob Schuchard

Council members present: Charley Bennett (around 6:40 arrived)

Sheriff’s Office: none

Public Present: none

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Jack Runner, Committee member Lara Brisco, City Clerk-Treasurer