Harlowton City Ordinance Committee Minutes

October26, 2021

Harlowton City Library Conference Room

6:00PM

**Minutes:** Minutes from the October 12, 2021 Ordinance Committee meeting were approved as written.

**Public Comment:** None

**Business:**

1) A review of the new Floodplain document took place. City Attorney Karen Hammel stated that the document covers the Floodplain regulations and subdivision regulations. The fee would be $200. The Floodplain section covers the 1981, 1990 and 1991 revisions of the original City Floodplain document. Karen stated that the new Floodplain ordinance is not quite ready to be adopted. There are still some edits needed. When it is ready, then a resolution can be adopted. The Certificates of Survey was not addressed because there is not a good place in the ordinance to put it. That section would need to be done by resolution for each individual case.

Discussion took place regarding the document and how to handle when the County would be involved. Karen stated that Page (Dringman) would be paid the fee as well as additional possible fees that might come as the individual situations progressed. Discussion ensued regarding prices, wording of the document and how to make sure people were made aware of the additional costs. There was concern with there being an issue of the City being held responsible for additional costs (if people only paid $200). Committee chairman Frank Brouillette asked if the Interlocal Agreement between the City and County should cover this. Karen stated that she had recently reached out to Page and had not heard back. She had questions about the prices/fees.   
Discussion took place regarding the City versus County costs.

Discussion took place regarding whose responsibility it would be to bill the person needing Page’s services.

Discussion took place regarding if $200 was enough to cover charges and if the wording of the document should be changed. Karen stated that it was just an “application fee” and that a resolution could be done to add additional charges, as needed.

Discussion took place regarding if the services should be based on an hourly rate. Karen stated that it wouldn’t work to do this because with Subdivisions there would be more to it.

It was decided that the document Karen created should be pushed through to the Council for review so that the process of publication and public comment could begin. The first document would be published for the next two weeks (the weeks of November 1st and November 8th) with the first reading occurring on November 9th and the second reading occurring on December 14th.

2) The Committee held off on the continued discussion of the Decay Ordinance due to lack of time. The document discussion will pick up again at the 11/9 meeting.

3) Regarding the RV extended parking, the Committee had nothing new to report.

Committee member Allison Jones brought up the idea of digitizing the Ordinance book. Karen stated that it would be an extensive process done by the City Clerk (or Deputy Clerk). Discussion took place regarding the process of updating older ordinances by adding in the dates and changes with an explanation of why. City Clerk-Treasurer Lara Brisco stated that she would look into the process and have the Deputy Clerk, Alanna Berg, begin the process.

A short discussion took place regarding the existing decay ordinance and how to make it “legally binding”.

Items on the next Meeting’s agenda include:  
Continued discussion of the Decay Ordinance

Continued discussion of the extended RV parking on residential streets.

Meeting adjourned at 6:54pm.

Committee Members present: Allison Jones, Jack Runner, Frank Brouillette

Committee Members absent: none

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

Sheriff’s Office: none

Public Present: Rob Elwood

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Frank Brouillette, Committee Chair Lara Brisco, City Clerk-Treasurer