

Harlowton City Council Minutes  
March 9, 2021  
Library Conference Room

A regular meeting of the Harlowton City Council was held on March 9, 2021. The meeting opened at 7:01 pm with the Pledge of Allegiance. Minutes of the February 23, 2021 Council meeting were approved with corrections. Council member Jack Runner stated that the section regarding the Library Report should not include “with the opportunities to place bids on the artwork”. Also, Council member Frank Brouillette should be added to the list of Council members up for re-election in December 2021, under the “Mayor’s Report”.

#### PUBLIC COMMENT

There was no public comment.

#### UNFINISHED BUSINESS

1) Mayor Paul Otten updated the council on Biegel’s Bar ownership transfer. The quit-claim deed had been signed, notarized and returned to City Hall by Steve Olson. The next step would be for City Clerk-Treasurer Lara Brisco to fill out forms to submit to the County Clerk and Recorder’s office. After those papers were submitted, Lara and Mayor Paul Otten would be working with Cathy Barta at Snowy Mountain Development Corporation to get a project set up for the property.  
2) Paul gave a report on the status of City Attorney Karen Hammel’s contract renewal. Paul had spoke with Karen and she agreed that she would be more available to the City as well as prompt with responses to the City’s questions. Council member Charley Bennett asked if the wages would remain the same. They would be. Frank made a motion to approve the contract between Karen and the City. Council member Ron Teig seconded the motion. The motion was passed unanimously.

#### COMMITTEE REPORTS

Council member Jack Runner reported that the Library was preparing for an upcoming fundraiser.

Frank gave an update on the Ordinance Committee. The committee met prior to the Council meeting and continued to discuss the development of a fire pit ordinance. A draft of the ordinance had been drawn up and reviewed. With changes, the proposed ordinance should be ready for a first reading at the next Council meeting on 3/23/21. Dog ordinances have continued to be reviewed as well by the committee.

Council member Charley Bennett gave a report on the pool. The diving board had been received by Thompson Pools in Billings. Lara had been working on getting a list together for the Callant Grant funds request from the pool.

Public Works Director Bob Schuchard gave a report on the Tree Board. Bob asked Council member Ron Teig a few questions regarding the Tree Board and Grants process. There is concern that the size of the board is dwindling. County employee Kelsey Miller was brought up as a possible member to join the Tree Board. Ron stated that he and Lauri Teig could help Lara with the process of applying for Arbor Day Grants. Lara would email them the information needed to do so.

Council member Ron Teig stated there was nothing new to report on the Wetlands Rail Trail. Bob stated that because of the cold weather, no date had been set for getting back to working on the project.

## NEW BUSINESS

1) Regarding the Pool, a Chemical Certification course through Thompson Pools in Billings would take place on March 25<sup>th</sup> and 26<sup>th</sup>. The cost would be \$325.00 per person for the new Pool Manager, the Assistant Manager and a third person to take the class. The Council was asked to approve the cost for 3 people to attend. Frank made a motion, Charley seconded the motion. The motion passed unanimously. Discussion took place regarding who the third person would be. Also, the third person would more than likely have to take the course online, as the registration deadline is March 22<sup>nd</sup>.

2) With the Callant Grant funds request letter due next week, the Council was asked to suggest ideas for projects/items needed. Charley stated that an overhaul of the pool house to make it accessible for people with physical disabilities was needed.

Bob stated that a culvert by the sidewalk was washing away. The stones put in place were being pushed by run off water. Concrete would be a better set up. Bob stated that it would be hard to find someone local to do the concrete work. Jack stated that a man in Ryegate might do it. He would look into this and report back.

The Wind Impact Grant was also mentioned as well as the due date. Lara will look into this information.

Charley also mentioned a splash pad for the pool. He stated that the City had sent a letter to the Bair Grant requesting funds towards making the pool house ADA accessible.

Community member Stephen Stewart was present at the Council meeting. He suggested that Connor's Concrete in Billings was an option for getting concrete work and blocks.

Charley also mentioned a pool chair lift for people with physical disabilities would cost between \$5,000- \$10,000.00.

Paul stated that if any other ideas came up for requesting funds from the Callant Grant, to let Lara know.

3) Lara presented the Council with documents she had updated for an Employee Personnel Manual, a City Safety Manual, a "Code of Conduct" for Pool Employees, as well as an updated description of Pool Employee's job responsibilities. Lara explained that only 3 employees had every received Employee Personnel Manuals and that the last one was distributed in 2006. The Manuals were outdated. The liability created by not having a set manual in place and presented to all new employees had become evident when accountability was not created with employee conduct. Lara consulted the HR department of MMIA, Angela Simonson and was given an updated template to use for the City. Lara updated the template to apply to the City of Harlowton. Also, going by the notes created during meetings with the Pool Hiring Committee and City Attorney Karen Hammel, a "Code of Conduct" was created, tailored to Pool Employees. Upon approval by the Council, all documents would be distributed to the existing City employees as well as incoming Pool Employees being hired in the next few weeks. Their signature would be on each cover page and returned immediately to Lara, confirming that they had received the documents and would read them. This alleviates much liability and also creates a clear line of communication and expectations of all City employees. Jack made a motion to approve all documents presented. Frank seconded the motion. The motion passed unanimously.

## PUBLIC WORKS DIRECTOR REPORT

Public Works Director Bob Schuchard gave a report. The Transfer Station "Clean Up Days" would be Friday, May 7<sup>th</sup> and Saturday, May 8<sup>th</sup>. A culvert had washed out and the City crew had been

working on repairing it. Public Works Department Employee James Swanson had recently re-taken his DEQ certification test in Billings. The results of the test would come back in 3-4 weeks. Bob brought up the City-owned land currently under lease. According to the contracts, when the land would be turned back over to the City, the fences had to be “up to par”.

Discussion ensued regarding the City-owned leased land. Frank stated that the area currently used for grazing but that is part of the proposed Wetland Rail Trail would not be up for renewal. Fair Market Value of the land was discussed. The Callant Grant money set aside for surveying of the land was still being held. The cost of surveying would be costly, so the money would be collected and held until it was enough to do the surveying project. Frank suggested that the City reach out to Ron Swickard regarding someone he knew that surveyed land.

Bob stated that a temporary repair had been done to the road around the Elementary school/Head start building where the water break had occurred a few weeks ago. The backhoe had been fixed and the cost had been approximately \$2500.00.

Paul asked Bob what the transfer station schedule should be for May through September. Bob stated that May 22<sup>nd</sup> would be the official start of the transfer station schedule and then every other Saturday (the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month) until September’s end.

The rates charged to the public had not been changed in 2 years. It was discussed whether or not Republic had raised their prices. If so, the City would need to raise theirs as well. Frank asked Lara to look into this.

#### MAYOR REPORT

Paul informed the Council that April 22<sup>nd</sup> would be the opening date for those up for re-election. June 21<sup>st</sup> would be the closing date for getting their applications in. Charley, Frank, and Council member Allison Jones would run again.

Paul stated that a coin Pete Glennie had given the City was causing issue. Pete was concerned about why the City had not sold the coin yet and he was not happy about it. There is a discrepancy over how much the coin is worth. Discussion ensued regarding how to find someone who could look at the coin in person. Pau stated that he would take the coin to Billings in person and have an appraiser look at it. He would also reach out directly to Pete regarding the issue.

#### ITEMS FOR NEXT MEETING

The next council meeting will be April 13, 2021  
at 7:00pm.

#### CLAIMS

Frank made a motion for the claims from February 22<sup>nd</sup> to March 5th be approved for payment. Ron seconded the motion and the motion was passed unanimously by council.

The meeting was adjourned at 7.55pm.

Council Members Present: Charley Bennett (via phone), Jim Kalitowski, Jack Runner, Frank Brouillette, Ron Teig

Council Members Absent: Allison Jones

City Office: Mayor Paul Otten, City Clerk-Treasurer Lara Brisco, Public Works Director Bob Schuchard

Public Present: Steve Stewart, Dan Edwards.

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Paul Otten, Mayor

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Lara Brisco, Clerk-Treasurer