

June 28, 2022
Harlowton City Hall

A regular meeting of the Harlowton City Council was held on June 28, 2022. The meeting opened at 7:00pm with the Pledge of Allegiance.

The minutes of the June 14, 2022 Council meeting were approved as written.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

COMMITTEE REPORTS

Council member Jack Runner stated that he had nothing new to report on the library.

Ordinance Committee Chair Frank Brouillette gave a report. The committee continues to go through Title 11

Council member Charley Bennett gave a report on the pool. A lifeguard had been injured while on duty. The wind blew the cover off and the lifeguards were putting it back on the rack. The handle flew around and hit the lifeguard on the arm. Charley had been in contact with the rack manufacturer about putting a safety device on the handle to prevent it from spinning out of control. Charley was researching different wind breaker options to help keep the cover on the pool. Mayor Paul Otten suggested inserts in the fence.

Public Works Director Bob Schuchard was not present to give a report on the Tree Board. Council member Ron Teig stated that the trees had been planted with the help of the wind farm people.

Council member Ron Teig gave a report on the Wetland Rail Trail. He had recently reached out to Jason Seyler at DEQ with some questions but had not heard back yet.

PUBLIC HEARING

A public hearing to review Resolution 2022-03 HARLOWTON STREET LIGHT MAINTENANCE DISTRICT RATES for Fiscal Year 2022-2023 took place. The proposed tax assessment of \$47 per property will remain the same as it has been for the last 2 years. There was no public comment. Mayor Otten officially closed the meeting. Ron made a motion to pass Resolution 2022-03. Council member Kathleen Schreiber seconded the motion. The motion passed unanimously.

A public hearing to review Resolution 2022-04 HARLOWTON STREET MAINTENANCE DISTRICT RATES for Fiscal Year 2022-2023 took place. The proposed tax assessment of \$90 per property will remain the same as it has been for the last 2 years. There was no public comment. Mayor Otten officially closed the meeting. Charley made a motion to pass Resolution 2022-04. Kathleen seconded the motion. The motion passed unanimously.

NEW BUSINESS

- 1) Kelsey Miller would be moved to the 7/12/22 meeting.
- 2) Boyd Burroughs was present to talk about possibly leasing or purchasing City land. The land is described as follows: “located by the Railyard property, on the west side of the right of way by the power building.” The area is approximately 3.3 acres. Boyd stated that he would fence the land in and that he had already been maintaining it for years by spraying leafy spurge weeds. Paul asked Ron if this was in the area of the proposed Wetland Rail Trail (WRT). Ron stated that it was not. Boyd stated that if the area was part of the WRT that something could be worked out for access to the road. Paul stated that a fair market value assessment would be done with Realtor Julie Woodard. Afterwards, a post would have to be put in the Times-Clarion for bids. It would still be determined whether or not it would be a lease or a sale of the property.
- 3) The review and vote on Sportsman annexation request would need to be moved to the 7/12/22 meeting. City Attorney Karen Hammel would need to create a resolution for the request.
- 4) Lara discussed the year-end expenditure and revenue budget reports. The only negative funds were the water upgrade, sewer upgrade (which usually are left negative and then given a budget amendment) and the police pension was \$3 off of the projected revenue for the year. It would also require a budget amendment. She would look into fund 7120 for an accounting error. Discussion took place regarding whether or not the volunteer firefighters were covered in the County’s worker’s compensation insurance. Lara stated that she believed the insurance that the County had on the firefighters only covered when they worked on fires outside of City lines. She stated that she would look into it again though.
- 5) Lara presented documents to request changes in the coming year’s budget for the library and how the funds are used. Currently 2220 and 2221 split the tax vouchers received monthly from the County. According to Lara, the Librarian, Tina Peterson and Lara worked together to create a plan that made more sense. The requests included that the 2221 fund be closed and that all tax voucher funds go to the 2220, that any grants received by the Library have their own individual fund number, and that the Library’s CDs be put into a 4xxx fund number account because they were considered capital assets. The Library Board would also create a percentage plan of how they would like the 2220 funds to be allocated (ie wages, etc...). Lara had already presented this information to the Library Board, which was approved. The Council would then be responsible for approving the requests. Jack made a motion to approve the requested fund changes for the Library when going into the FY 22-23 Budget. Allison seconded the motion. The motion passed unanimously.
- 6) Council was presented with letters from Lara and Mandie Reed regarding the E57B flowers and overspent funds by a volunteer. Charley stated that the letter from Mandie was hearsay and that there were many parts of the letter that were incorrect—that the conversation with Larry Callant did happen and that no one said it didn’t. Frank stated that it all seemed to be a miscommunication. Charley stated that the biggest issue was being over the budget of the grant. Allison stated that things like this in the future should be brought to the Council. Paul stated that no non-City employee should be charging on City accounts. Ron stated that tree purchases were always approved ahead of purchase. Discussion took place regarding how to handle this in the future. Lara suggested that the Council create and implement a volunteer policy and agreement (just as the Employees

have their own). Discussion took place regarding the cost of flowers and gas. Community member Marilyn Fake was present and gave a suggestion of a community group “adopting” the flower bed to manage. Allison suggested that the Chamber help manage the grant request next year and that a committee could be set up to handle the flowers. Lara asked if anyone could manage the weeding this year.

PUBLIC WORKS DIRECTOR REPORT

Bob was not present at the meeting to give his report.

REPORT OF THE CLERK-TREASURER

City Clerk-Treasurer Lara Brisco gave her report. The second round of ARPA funds had been wired to the City’s bank account. The amount wired was \$126,438.46, and the current amount available in the bank account is \$213,399.00

MAYORS REPORT

Mayor Paul Otten Gave a report. The Moose had submitted their request for street closure on July 2nd, 3rd of A Ave NE too late to be on the agenda. Paul requested that verbal consent be given by Council so that it was on record. There were no objections from the Council regarding the requested street closure.

Phase 5 of the Water Project would open for bid on July 8th. Dwayne of Do All had expressed interest in possibly submitting a bid.

Concerns with sewer locates for engineering of the project- 80 calls. The locates were changed from every 10 ft to the distance of 400 ft (manhole to manhole).

Charley asked if the bids on the Biegels Bar could be cancelled. He felt the amount of \$6000 starting was too low. Paul said they would have to wait and see what they got.

Karen Hammel’s contract with the City to continue representing as City Attorney would expire on June 30, 2022. The contract renewal for 1 year would be presented at the July 12, 2022 meeting.

ITEMS FOR NEXT MEETING

The next council meeting will be July 12, 2022 at 7:00pm.

CLAIMS

Frank made a motion to pass the claims from June 13, 2022 through June 24, 2022. Jack seconded the motion. The motion passed unanimously

The meeting was adjourned at 8:28pm.

Council Members Present: Ron Teig, Allison Jones, Charley Bennett, Jack Runner, Kathleen Schreiber, Frank Brouillette

Council Members Absent: none

City Office: Mayor Paul Otten, City Clerk-Treasurer Lara Brisco

City Employees Absent: Public Works Director Bob Schuchard

Public Present: Boyd Burroughs, Marilyn Fake, Dan Edwards, Tina Peterson

Paul Otten, Mayor

Lara Brisco, Clerk-Treasurer