Harlowton City Ordinance Committee Minutes

August 10, 2021

Harlowton City Library Conference Room

6:00PM

**Minutes:** Minutes from the July 27, 2021 Ordinance Committee meeting were approved as written.

**Public Comment:** City Clerk-Treasurer Lara Brisco followed up regarding the Committee’s questions at the 7/24/21 meeting about Council training options. Dan Clark from Montana League of Cities and Towns would be willing to do a half day or full day training. Half day is around 3 hours and would cost around $617 with travel expenses. Full day would be $900 plus travel expenses. Topics to be covered would include: municipal officer’s roles and responsibilities, ordinances and resolutions, power, form, plan of Harlowton’s city government, open meeting and citizen participation laws and public meeting management. The Ordinance Committee asked that Lara look into Dan’s January 2022 schedule and also put it on the agenda for an August 24th vote from Council.

**Business:**

1) A continued discussion took place regarding the certificates of survey as well as the floodplain administrator and subdivision regulations. Karen presented the committee with a document that would outline the roles and responsibilities of the administrator as well as the fees associated with the services. The document will be revised and presented by Karen again at the next Committee meeting.

Discussion took place regarding the title Page Dringman would have as administrator. If any changes were made over time to who the admin is, the document would need to be revised. The committee discussed the responsibilities of the administration to the City versus to the County as well as how the City-County planning board would fit into this process.

Mayor Paul Otten stated that Traci Sears from the DNRC was currently drafting a revised floodplain ordinance for the City and would have the documents ready within the next week. He stated that because FEMA is constantly updating their standards, the document would need revision in order to be current. Paul also stated that the old floodplain ordinance would need to be repealed.

The Committee discussed the Inter-local Agreement between the City and County and whether or not it needed to be in place before these documents were confirmed.

Discussion took place regarding Page’s actual fees and different scenarios where it might take longer and cost more to complete the requested services. Paul will talk to Page and get a more concrete number to put in the “fees” section of the document.

Discussion took place regarding areas around the City where subdivisions might be possible.

Currently the City has subdivision regulations set up but the knowledge of state law is limited. This is further complicated by the floodplain regulations and whether someone would want to create a subdivision in the floodplains.

The Committee discussed certificates of survey and examples of cases where the City might be impacted by this. Public Works Director Bob Schuchard stated that certain properties around town currently have their property lines encroaching on neighbor’s land as well as City property. The surveys they have had done in the past are incorrect. Discussion ensued regarding specific examples of these encroaching properties.

The existing convenance on the West side of the City was discussed. Inconsistency in upholding the rules of this area’s convenance were discussed. Specifically, whether or not a daycare is considered a commercial business if the property owners do not live in the house being used. Karen stated that if the City does not have an ordinance regarding this covenance, the City is not held liable.

2) The revised Burn Ordinance was not on the agenda but was presented to the Committee for review. Karen stated that page 3, section C of the document, the word “refuse” was kept. Discussion took place regarding the old burn ordinance (for burning garbage) and how it could be revised to include a section specific to recreational fire pits. The document will further be discussed at the next meeting on 8/24/21.

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

Continued discussion of the revised Fire Pit Ordinance

Meeting adjourned at 7pm.

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

Committee Members absent: none

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

Council members present: Charley Bennett (around 6:30 arrived)

Sheriff’s Office: none

Public Present: none

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