

January 27, 2026
Harlowton City Hall

A regular meeting of the Harlowton City Council was held on January 13, 2026. The meeting opened at 7:00pm with the Pledge of Allegiance.

PUBLIC COMMENT OF ITEMS NOT ON AGENDA: None

The minutes of the December 16, 2025 Council meeting were approved as written.

COMMITTEE REPORTS:

Library: Mayor Jack Runner reported that the carpet is installed and really looks nice. The ADA door is also in and works very well. The windows should be in to Central Lumber this month.

Tree Board: No report. Public Works Director was wondering if the Tree Board could be taken off the agenda until closer to spring when the board starts meeting again. Mayor Runner stated that it would be taken under advisement.

OLD BUSINESS:

1. **West End Lots:** City Attorney Brent Brooks has sent two documents to Mark Josephson for his approval. Brent has not heard back from Mr. Josephson. He will check back in with him before the next council meeting.

NEW BUSINESS:

1. **Meeting Etiquette:** Mayor Jack Runner stated he feels with new members on the council there are things we need to go over. He said he will answer calls and answer messages when they are left. Mayor Runner asked the council if they had read their copies of Council Rules of Conduct. He reminded the Council our goal is to be open and transparent in all transactions. Mayor Runner reminded the Council he controls the employees. Department heads need to be approved by Council, all raises need to be approved by Council, but any issues with employees need to be brought to the Mayor. Mayor Runner reminded the Council they need to be civil and treat each other properly. He also reminded the Council you represent the town everywhere you go. Mayor Runner also reminded the Council of the class being offered currently. He recommends it for all Councilmembers.
2. **Council President:** Council President serves in the place of the Mayor if the Mayor is unable to be in attendance. We need to establish a resolution for this position, but we need to establish the terms for this position. He is asking for a vote on Council President, and we will have a resolution at the next meeting. Councilmember Frank Brouillette moved to vote on this and fix the resolution at the next meeting. Councilmember Susan Beley seconded the motion. Discussion of the motion was about the term of two or four years. Motion passed unanimously.

Councilmember Susan Beley nominated Frank Brouillette for Council President. (Amended to state Councilmember Vicki Paddock seconded the nomination) Councilmember Vicki Paddock and Councilmember Kyle Lawson did as well. Councilmember Charley Bennett asked if Councilmember Beley was interested. She declined. Mayor Runner called for a vote for Councilmember Frank Brouillette as Council President. Vote was unanimous.

3. **Ordinance Committee:** The ordinance committee is inactive at the moment and needs reestablished. Mayor Runner asked for a motion to reestablish the ordinance committee. He explained the reason behind wanting to write resolutions for the committees to make it easier to change members of the committees. Councilmember Susan Beley moved to reestablish the ordinance committee. Councilmember Frank Brouillette seconded the motion. Motion passed unanimously. Mayor Runner then appointed Councilmembers Brouillette and Lawson to the ordinance committee. This committee will meet at 6pm before the regular council meeting. Mayor Runner has set a date of June 30, 2026 for the ordinances to be reworked and in effect.
4. **Library Board Appointment:** Mayor Runner stated with Council approval he would like to appoint Councilmember Susan Beley to the Library Board. There will be a resolution for this committee also to make appointments more streamlined in the future. Councilmember John Billadeau moved to appoint Councilmember Beley. Councilmember Lawson seconded the motion. Motion passed unanimously.
5. **Sale/Disposal of Old and Surplus Equipment:** Mayor Runner stated that we have two desks given to us by the County that we no longer need as well as the current desk/counter the clerks are using. The library would like the desk/counter if it will fit in the office. If it will not fit, we would like permission to have a resolution written to sell these items and any other surplus/old equipment. Councilmember Beley moved to approve the sale and the resolution. Councilmember Brouillette seconded the motion. Motion passed unanimously.
6. **Resolution 2026-01 Terminate Emergency Resolution 2025-08:** Mayor Runner explained that the Council needs to terminate the resolution that was written for the December wind event. He explained that by writing the resolution, we would have had access to emergency funds had we needed them for clean up or repairs. Councilmember Billadeau moved to approve Resolution 2026-01. Councilmember Beley seconded the motion. Motion passed unanimously.
7. **Resolution 2026-02 Per Diem Rates:** Mayor Runner asked for a motion to approve the per diem rates for any travel expenses for the employees. Councilmember Brouillette moved to accept the per diem rates. Councilmember Paddock seconded the motion. Councilmember Beley said she has reservations about the rates. She feels they are too low. Councilmember Brouillette rescinded his motion and moved to table this Resolution until the next meeting until more research can be done. Councilmember Paddock seconded the motion. Motion passed unanimously. Resolution is tabled until next meeting.

PUBLIC WORKS DIRECTOR REPORT: Public Works Director said with all the high winds, they have been working inside cleaning buildings. They ordered UV bulbs for the lagoon. Jeff and Anita have been working on getting the meters that aren't reading working. They have replaced some and fixed some. They have also been grading alleys and streets.

REPORT OF THE CLERK-TREASURER: Clerk Anita Leach reminded everyone that former Mayor Paul Otten's retirement party is at the library from 11-1 tomorrow. She also reported that she and Library Director Tina Peterson are working on getting another e-waste recycling day this spring. If anyone can think of anything else we can have with it, let us know.

MAYORS REPORT: Mayor Runner reported the department heads are doing an excellent job. He is meeting with the County Commissioners quarterly to work with them. We will have Sheila Crow's appoint and resolution on the next meeting as well.

REPORT OF ATTORNEY: City Attorney Brent Brooks reiterated that Civic Plus is doing a great job and it will be nice when the ordinances are all in order and online. He also mentioned he will be up for a few cases this week.

REPORT OF WCSO: Sheriff Randy Cameron reported on some of the statistics for 2025. They had 8,814 calls for service between Wheatland and Golden Valley Counties. Of those calls, 3,211 actually required a deputy/fire/EMS. The county had 14 drug cases, 15 DUIs, and 7 sexual assault cases. 701 traffic stops, 243 of which were in Harlowton, 16 in Shawmut, 33 in Judith Gap, and 2 in Two Dot. The Sheriff's Office is finally fully staffed. They just need 1 dispatcher to be filled out there also. Councilmember Beley asked how the sheriff's office wants ordinance violations reported. He said if they get a call, they will investigate it, and if it's enforceable they will do so.

ITEMS FOR NEXT MEETING: Committee Resolution, Judge Crow Resolution, Surplus Sale Resolution, per diem resolution, Pool unisex bathroom

CLAIMS:

Councilmember John Billadeau made a motion to approve claims 22499-22562. Councilmember Vicki Paddock seconded the motion. The motion passed unanimously.

The meeting was adjourned at 8:02 pm.

Council Members Present: Susan Beley, John Billadeau, Frank Brouillette, Vicki Paddock, Kyle Lawson, Charley Bennett (via phone)

Council Members Absent: None

City Office: Mayor Jack Runner, City Clerk-Treasurer Anita Leach, Public Works Director Bob Schuchard, City Attorney Brent Brooks

Public Present: Charlotte Runner, Lindsey Sramek, Paul Otten, Dane Elwood, Julie Berg, Alex Thompson, Tina Peterson, Randy Cameron

Jack Runner, Mayor

Anita Leach, Clerk-Treasurer