Harlowton City Ordinance Committee Minutes

July 27, 2021

Harlowton City Library Conference Room

6:00PM

**Minutes:** Minutes from the July 13, 2021 Ordinance Committee meeting were approved as written.

**Public Comment:** There was no public comment.

**Updates on Previous Meeting Agenda Points:**

Committee member Jack Runner asked what the status was of the inter-local agreement between the City and Wheatland County. City Attorney Karen Hammel had revised the document and would have the document available for review at the next meeting. County Attorney Lynn Grant would also need to review the document. Karen stated that it was important that the document include the option for the City to review charges before agreeing to pay them.

Regarding the Fire Pit Ordinance, Karen stated that the document would need to be re-adopted. Discussion took place regarding areas in town that are “Grandfathered in”, such as Ray’s and Loco Creek Café. Discussion took place regarding the current open burn ordinance versus the revised document that Karen was working on. Discussion regarding the definition of “burn barrel” and “incinerator” took place as well as defining the term “occupational” burning and what that entails. State law for burning was also discussed and how that would be referenced in the ordinance. Penalties for violation were discussed as well. Karen would revise the document again and also would be removing any reference to “Wheatland County”, since they would have their own ordinances to go by. The definition of who could be considered a “designee” by the Fire Department was discussed. It was agreed that an “either/or” phrase should be added to include anyone speaking on behalf of the Fire Department.

Discussion took place regarding the Chief Joseph Park Stay-Limit Ordinance and the process for getting that legally approved. The document had not been put in the newspaper in January after council approval so it would need to be done now.

Discussion took place regarding the lack of training options for incoming Council members and the need for it.

Discussion took place regarding the cat/dog ordinances being separated. Karen stated that she would draft whatever the committee would like. The Committee wanted to separate the word “cat” from the current ordinance and create a separate ordinance regarding cats. Frank Brouillette asked if it would be necessary to advertise the new ordinance. Karen said it would need to be advertised. Karen suggested that it might be easier to just add to the existing ordinance. This would also need to be legally drafted, advertised in the newspaper and have a public hearing.

**New Business:**

1) A discussion took place regarding the certificates of survey for building in the Floodplains. Mayor Paul Otten stated that fees would need to be adopted regarding the subdivision/floodplains and then the fees would need to be presented to the Council for approval. Karen stated that the subdivision/floodplain regulations were not in the ordinance book. The 1981 floodplain ordinance was adopted but amended in 1991 and 1992. When reviewing the minutes from this time period, Karen was not able to find any documentation reflecting these amendments. Discussion took place between Karen and Councilmember Charley Bennett regarding being required to be reviewed due to living on the floodplain. Public Works Director Bob Schuchard stated that Page Dringman was doing the City a favor by helping people stay compliant.

Karen stated that the ordinance would need to cover subdivision building regulations as well as certificates of survey. Karen stated that the current floodplain ordinance could be reviewed by the DNRC and changes could be made as necessary.

Charley brought up a specific house in the floodplains that was falling a part and neighbors had complained about. Karen stated that the Fire Department could deal with it.

Discussion took place regarding current ordinances in reference to building decay and safety violations.

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

Meeting adjourned at 6:50pm.

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