

MAYOR  
Joe Purcell  
  
POLICE CHIEF  
Vacant



PUBLIC WORKS DIRECTOR  
Michael Hurff Jr.  
  
FINANCE OFFICER/CITY CLERK  
Andrew Lehr

The City of Hardin is inviting you to a scheduled Zoom meeting.

## **Council Meeting of May 16, 2023**

Held by virtual meeting and the Public is invited to attend in person.

**Topic: City of Hardin Council Meeting 05/16/2023**

**Start Time: 6:30 p.m. Mountain Time**

**Council Meeting – 6:30 p.m.**

The meeting will open at 6:15p.m.

If you will be logging into the Council meeting by:

Computer: Please identify yourself by submitting your first and last name by using the  
“Chat” function.

Phone: Please identify yourself by stating your First and Last Name.

City of Hardin is inviting you to a scheduled Zoom meeting.

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/9897104479>

**Meeting ID: 989 710 4479**

One tap mobile

+17193594580,,9897104479# US

+12532050468,,9897104479# US

Dial by your location

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

Meeting ID: 989 710 4479

Find your local number: <https://us02web.zoom.us/j/9897104479>

# AGENDA

*The City of Hardin  
406 N. Cheyenne Avenue  
Hardin, MT 59034*

**May 16, 2023**

## MEETING CALLED TO ORDER AT 6:30 P.M. PLEDGE OF ALLEGIANCE

**ROLL CALL:** Mayor: \_\_\_\_\_

Alderspersons: Steven Hopes \_\_\_\_\_  
Rock Massine \_\_\_\_\_

Clayton Greer \_\_\_\_\_  
Jeremy Krebs \_\_\_\_\_

Chris Sharpe \_\_\_\_\_  
Antonio Espinoza \_\_\_\_\_

## CONSENT AGENDA:

Council Meeting 05/02/2023 Resolutions or Ordinances 05/09/2023 Claims

## PUBLIC COMMENT:

**MAYOR:** ○ Candidate filings open April 20<sup>th</sup> and close June 19<sup>th</sup>

## COMMITTEE REPORTS:

- **Personnel Committee/City Policy:** Mayor
- **Sewer & Water:** Massine
- **Law Enforcement:** Espinoza
- **Streets & Alleys:** Hopes
- **Parks & Playgrounds:** Krebs
- **Finance/Landfill:** Greer
- **Resolutions and Ordinances:** Sharpe ○ Zoning Review – AO space and Suburban Residential

## SPECIAL COMMITTEES:

### PETITIONS & COMMUNICATION:

- City-County Planning Board – Meeting Minutes

## UNFINISHED BUSINESS:

## NEW BUSINESS:

- Chamber of Commerce - Little Big Horn Days requests – road closure, portable restrooms (including ADA), hand washing station, electricity in Plaza, and Officer patrol June 22<sup>nd</sup> to June 25<sup>th</sup>
- 4 Rotating Assemblies - Russell Industries - \$14,891.80

## STAFF REPORTS

- **Public Works:**
- **Finance:**
- **Police:**
- **Legal:**
- **Economic Development:**

## RESOLUTIONS & ORDINANCES:

Resolution NO. 2321 – Appointing a Resident to the Hardin Police Commission

Resolution NO. 2322 – Approving and Requesting City Elections to be Conducted by Mail Ballot

Resolution NO. 2323 – Regarding City Credit Card Uses

Ordinance NO. 2023-03 – Second Reading: Allow Chickens in the City Limits

Ordinance NO. 2023-04 – Second Reading: Clarifying Language Regarding Deputy Officers

Ordinance NO. 2023-05 – First Reading: Change the Definition of Rest Homes

Ordinance NO. 2023-06 – First Reading: Change Expand Accepted Recreation Uses in Areas Zoned Agricultural Open

## ANNOUNCEMENTS:

Employee Anniversaries: Jeremy Beckman, 28 years Sherry Kirschenmann, 5 years

City of Hardin offices will be closed Monday, May 29, 2023 in Observance of Memorial Day

Public Notices: Notice to Destroy Weeds and Sump Pump Reminders

City of Hardin Job Openings: Full time positions - Court Clerk I, (2) General Laborer, Maintenance Worker I, Police Chief, Police Officers, Water Distribution Operator in Training 1, and (2) Seasonal Employee positions. Part time position - City Judge. Positions are open until filled.

**Meeting adjourned at \_\_\_\_\_ P.M.**

*Additions to the Agenda can be voted on by Council to add to the Agenda for the next Council meeting.  
Agenda items will need to be submitted by Wednesday noon before a Tuesday Council meeting.*

**THE COMMON COUNCIL  
CITY of HARDIN, MONTANA**

**COUNCIL MEETING: The Regular Council Meeting for May 2, 2023 was called to order at 6:30 p.m. Mayor Joe Purcell presiding by reciting the Pledge of Allegiance.**

The following Aldermen were present: Steven Hopes, Clayton Greer, Chris Sharpe, Rock Massine, and Antonio Espinoza. Jeremy Krebs entered at 6:35 p.m.

Also present: Finance Officer/City Clerk Andrew Lehr, Public Works Director Michael Hurff, Jr., and City Attorney Jordan Knudsen

Also present physically and by virtual meeting: Members of the public.

**MINUTES OF THE PREVIOUS MEETINGS & CLAIMS:** Sharpe made the motion to approve the Council minutes as written for April 18, 2023. Motion seconded by Hopes. On a voice vote the motion was unanimously approved. Espinoza made the motion to approve the Law Enforcement Committee minutes as written for April 18, 2023. Motion seconded by Greer. On a voice vote the motion was unanimously approved. Sharpe made the motion to approve the Resolution or Ordinance Committee minutes as written for April 18, 2023. Motion seconded by Espinoza. On a voice vote motion was unanimously approved.

Greer made a motion to approve the claims for May 2, 2023.

	CLAIM No.		Monthly Total
April, 2023	29628-29639, 29664-29685	\$	36,133.48
May, 2023	29640-29663	\$	2,875.12
<b>TOTAL Submitted</b>		<b>\$</b>	<b>39,008.60</b>

Sharpe seconded. On a voice vote, the motion was unanimously approved.

**PUBLIC COMMENT:**

Mark Kuntz asked about the status of Officer Curtin with the Hardin Police Department. Knudsen stated the City is still supporting him and he is actively working within the department. Kat Febrizius voiced her support for the City Police Department, County Sherriff's office and the Animal Control officer at the City. She stated that the two entities should strive to work together for the betterment of the community. Febrizius noted that she can walk and feel safe where she didn't feel that way before the police department started.

**MAYOR:**

Mayor Purcell noted that the time for filing to run as Alderman opens April 20<sup>th</sup> and closes June 19<sup>th</sup>.

Mayor Purcell provided an update on the Police Chief position. With Chief Donald Babbin leaving, the most senior officer has been tasked with helping make sure the day to day operations are functioning properly. Knudsen is providing legal advice and the Mayor is assisting with administrative oversight with the help of Michael Scales, Administrative Assistant, TAC Officer. The City has currently received two applications for the police chief position.

Mayor Purcell reported that he, Tina Toyne, and Andrew Lehr attended the Governor's Tourism conference and was impressed with the conference and the information learned. Purcell voiced that he hopes to use this information to keep travelers in the City longer and attract more growth.

Mayor Purcell reported that the City will be teaming up with the school district for Sparkle Day to clean up the community on May 12<sup>th</sup>. He also noted that code enforcement would be starting

the process of mowing yards and work with Big Sky Lawn Care that was hired to complete the mowing.

**Personnel Policy/City Policy:**

Mayor Purcell reported the City has the following job openings: Full-time positions – Police Officers, Chief of Police, Court Clerk I, General Laborer, Maintenance Worker I, two Seasonal Employee positions and a Part-Time position for a City Court Judge.

**Sewer & Water:**

Massine reported Stahly Engineering will be down to go over Phase 2 of the Waste Water Upgrade Project and that Hurff had a quote for cybersecurity at the water plant in the packet.

**Law Enforcement:**

**Streets & Alleys:**

Hopes noted the City crew has been working on pot holes when they have time, but are currently working on the sprinkler system in Wilson Park. He also noted that alley cleanup went over into the following week.

Espinoza requested if the cross walks could be painted at the school district. Hurff noted that the school has painted those crosswalks in the past. Knudsen noted that those are the City's crosswalks to take care of, but could work with the school to get them painted.

**Parks & Playgrounds:**

Krebs reported the crew is working to have the park bathrooms open by Mother's Day.

**Finance/Landfill:**

Greer reported that he and Hurff discussed a trash for trees day. He explained how trash for trees would work and how far out the trees have to be ordered.

**Resolutions & Ordinances:**

Sharpe reported there is a chicken ordinance to be considered in the packet.

**SPECIAL COMMITTEES:**

**PETITIONS & COMMUNICATIONS:**

Mayor Purcell reported the City-County Planning Board requested for the letter from Forrest Mandeville be on the agenda. Greer explained that he would like to revisit this topic and to find a way to alleviate the traffic problems by the school. Greer and Hopes are concerned about the safety of the school children. Greer discussed a possible remedy to the situation based on the way traffic flows around the high school and middle school. Knudsen explained that the parking is sufficient at the academy and swimming pool based on our City code. Knudsen also explained that Connelly's letter about the parking included the most stringent parking rules, which don't apply in this case due to being a differently zoned area. Hopes voiced his concern that with a new building the parking spaces that are present for the pool shouldn't be counted for the purposes of the academy. Knudsen explained that the vagueness of the city code doesn't require any additional parking. Forrest Mandeville questioned whether the pool and academy are part of the school property or not. He voiced it would be reasonable for the Planning Board to deny the variance if it not considered part of school property. Knudsen noted that the alternative school and swimming pool are part of the school property and part of the campus. Mayor Purcell voiced that this topic is one reason that he would like to see a Resolutions or Ordinances committee meeting scheduled to discuss issues with city code and update them. This will help ease the process and not push growth away from the city. Corrina Kirschenmann-Kuntz noted that the school does own the swimming pool, but the City contributed funds when it was originally constructed, along with Coal Board funds.



She inquired how the City and the Planning Board can come together as the City is growing and the parking issues around the school are witnessed at all events. Mayor Purcell voiced this project meets city codes and that if any citizens have an issue with the project to express concerns with the school. Mark Kuntz asked if the school could put a bus on the south and north side with flashing lights to keep other traffic out of the area. Jodeen Marston (school board chair) noted that she has grand children in Billings and the parking situations there are much worse than they are in Hardin. She also mentioned that parking is something that the school continues to monitor. Sharpe mentioned that there was a Resolutions or Ordinances meeting in April that discussed parking and there was not a lot of input provided. Mandeville extended a professional courtesy of working through these situations with the City in the future to help avoid similar situations.

#### **UNFINISHED BUSINESS:**

Knudsen reviewed the updates to the Farm to Market agreement between the City and County. He explained the changes to the road names in the agreement that clarifies which roads are included. Greer asked when the last time a farm to market road was maintained. Krebs mentioned Mitchell has been maintained recently. Mayor Purcell voiced he would like to see 13<sup>th</sup> and Railway updated. Hopes voiced his concerns about taking over streets that need a lot of work, such as when the City took over Crawford Avenue. Sharpe asked who was responsible under the road. Knudsen explained what each entity is responsible for as part of the agreement. There was also additional discussion on what streets needed the most work before the City could take them over. This item was tabled until Mayor Purcell and Knudsen can meet with the Commissioners to clear up more details.

Mayor Purcell reported that the Big Horn County Museum has asked to be removed from the agenda and they will bring it back to council at a later date.

Lehr reviewed the Cash Pledge Report for the quarter ending March 30, 2023. Greer motioned to approve the report. Krebs seconded. On a voice vote the motion was unanimously approved.

#### **NEW BUSINESS:**

Mayor Purcell reported he was impressed with the number and quality of applications for intent to serve on the Police Commission that were received. After review of the applicants Mayor Purcell recommended for Council to re-appoint Harry Kautzman to the position. Massine motioned to approve the appointment of Harry Kautzman to the three-year term on the Police Commission. Sharpe seconded. On a voice vote the motion was unanimously approved.

Mayor Purcell reported the Fire Department is asking for their annual grant for \$8,000. Massine motioned to approve the request for \$8,000. Greer seconded. Espinoza asked when the last time that amount has gone up. Febrizius stated that the department does a good job with the fireworks and with the flat amount she thinks the department should be allotted more. Massine motioned to amend his original motion to approve the request for \$10,000. Greer seconded. On a voice vote the motion was approved 5-0. Krebs abstained.

Hurff covered the two In Control cybersecurity proposals for yearly maintenance on the computer system at the water treatment plant. He noted that this agreement would cover the three computers that run the plant. Hurff explained a recent situation where two of the three computers were down and what would have happened had the last computer hard drive failed. He noted In Control has a local office in Billings now, and they could make it to Hardin to complete after hours work. Hurff recommended approving option one on the proposal for \$9,973. Massine motioned to approve option one of the In Control proposal for \$9,973. Hopes seconded. On a voice vote the motion was unanimously approved.

Mayor Purcell noted the topic of chickens in the city was covered at the last meeting and there is an ordinance to consider on this agenda, #2023-03. Knudsen noted that he wrote this ordinance to allow chickens, but also added the overall expansion of animal nuisance to include loud, noisy, and disturbing the peace. This change would allow 4 chicken hens and lists the animals that are still not allowed in city limits. Massine voiced it's not good for the residents he talked to and will be voting nay. Hopes mentioned that everyone he discussed chickens with were also against it. Knudsen requested he would like council to approve the changes to the animal nuisance

portion of the ordinance even if they vote to not allow chickens. Espinoza voiced that fifty people are not going to go get chickens if this ordinance passes. Knudsen explained that the exemption for FFA and 4-H would still apply, even after passing this ordinance. Sharpe motioned to approve Ordinance NO. 2023-03 allowing chickens in the city limits. Espinoza seconded. On a voice vote Ordinance NO. 2023-03 was approved 4/2. Hopes and Massine voting nay.

Mayor Purcell reported that the first meeting in July is on the 4<sup>th</sup> and there is a proposal to move that meeting to Wednesday the 5<sup>th</sup>. Sharpe motioned to amend the first meeting date in July 2023 to the 5<sup>th</sup> rather than the 4<sup>th</sup>. Massine seconded. On a voice vote the motion was unanimously approved.

### **STAFF REPORTS:**

#### **Public Works:**

Hurff reported on the sprinklers in Wilson Park. The City workers have taken the task on themselves and are fixing the lines in the park. They did request guidance from Larry Vandersloot on how to run the lines, but Hurff noted he is proud of the public works crew for taking on the task.

#### **Finance:**

Lehr reviewed the 3<sup>rd</sup> Quarter Fiscal Year 2022-2023 financial report.

Lehr requested for Councilmen to review the calendar provided in the claims and let him know the best days to hold Budget meetings.

Lehr explained that a CD (Certificate of Deposit) was moved from Little Horn State Bank to First Interstate Bank to earn a better interest rate.

Lehr reported that Deputy Clerk Zimmer is at the Montana Municipal Institute and will bring back some good information that will be shared with Council.

Lehr explained why the new website has not been started and that the office personnel are working out some issues to get it transferred to the new site.

Lehr noted that a Special Improvement District (SID) loan in the SID 120 district was paid off recently and that the annual reporting required as part of the American Rescue Plan Act funds was turned in the past week.

Lehr debriefed Council on the meeting that was held May 2<sup>nd</sup> regarding the Lodge Grass Lagoon Project. The Department of Natural Resources and Conservation (DNRC) requested a copy of the interlocal agreement. They will review the contract to see if they would like anything to be updated and report back to Lehr.

#### **Police:**

Officer Curtin provided an overview of the crime statistics through April 2023. Greer asked how many of the calls coming in were from our dispatch or from County dispatch. Curtin noted that roughly a third of the calls are being transferred over from Big Horn County Dispatch.

#### **Legal:**

#### **Economic Development:**

Tina Toyne provided a review of the tourism conference; she noted that she applied for a grant through Northwestern Energy to help with improvements to the fair ground's arena; and she reported that she attended an introduction meeting with HUD along with the Mayor and Lehr. Toyne reported she will be attending meetings that include a housing conference in Helena. She also explained that she and Myrna (Beartooth RC&D) helped Lodge Grass get a grant to correct a culvert that floods every spring and traveled to walk through the area with Mayor Dabney. She also reported that Chairmen Whiteclay reached out about economic development and affordable housing for the two communities.

**RESOLUTIONS & ORDINANCES:**

**Ordinance NO. 2023-03: First Reading – Allow Chickens in the City Limits.** Sharpe motioned to approve Ordinance NO. 2023-03 allowing chickens in the city limits. Espinoza seconded. On a voice vote Ordinance NO. 2023-03 was approved 4/2. Hopes and Massine voting nay.

**Ordinance NO. 2023-04: First Reading – Clarifying Language Regarding Deputy Officers.** Knudsen noted this a continuation of the ordinance to be cleaned up from earlier in the year. This ordinance clarifies the language about officers to mean internal officers, such as an attorney, and not a County Deputy Officer. Massine motioned to approve the first reading of the ordinance. Espinoza seconded. On a voice vote the motion was unanimously approved.

**ANNOUNCEMENTS:**

Mayor Purcell announced a Resolutions or Ordinances Committee Meeting is scheduled for May 9<sup>th</sup> at 6 p.m.; the Special Olympics Torch Run is scheduled for May 11<sup>th</sup>; Operation Sparkle is scheduled for May 12<sup>th</sup>, time to be determined; and there are Notices to Destroy Weeds and Sump Pump reminders advertised.

Mayor Purcell announced the following job openings: Full-time positions – Police Officers, Chief of Police, Court Clerk I, General Laborer, Maintenance Worker I, two Seasonal Employee positions and a Part-Time position for a City Court Judge. All positions are open until filled.

Greer motioned to adjourn the meeting at 8:19 p.m. Krebs seconded. On a voice vote the motion was unanimously approved.

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**Joe Purcell, Mayor**

**ATTEST:**

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**Andrew Lehr, Finance Officer/City Clerk**

# City of Hardin

## Resolutions or Ordinances Committee Meeting

May 9, 2023

The Resolutions or Ordinances Committee Meeting began at 6:00 p.m. In attendance were Committee members Chris Sharpe and Steven Hopes; and Council Members Clayton Greer, and Rock Massine, Mayor Joe Purcell, Finance Officer/City Clerk Andrew Lehr, City Attorney Jordan Knudsen, and Deputy City Clerk Angela Zimmer.

Also present: A member of the public (entered at 6:34 p.m.)  
There was not anyone present by virtual meeting.

Public Comment: N/A

Mayor Purcell reported Code Enforcement Officer Joe Connelly put together a packet of City Codes for Agriculture Open Space and Suburban Residential. A packet will be provided for the committee to review monthly going forward.

Mayor Purcell referenced the definition for Automobile Service Station and asked if there should be as much detail or just a summary of sections A and B and if they could be combined. Knudsen noted there should be a difference between service and repair; minor work vs major work. Section B requires for the work to be done inside a building and Section A does not include that language.

Sharpe referenced the definition for a Lodging House and asked if the City would need to list airbnb's, Vrbo, etc. Knudsen noted they fall under this definition. Sharpe asked about striking the section noting that the only meal provided is breakfast. Hopes agreed. It will be recommended to strike the following sentence: *, but wherein the only meals provided for guests shall be a breakfast served in the morning hours.*

Mayor Purcell referenced the definition for Rest Home, Convalescent Home, Senior Citizens Home, Home for the Aged and noted the following sentence doesn't really apply: *, but in which homes are kept no persons suffering from a mental sickness, mental disease, disorder or ailment, or from a contagious or communicable disease.* It will be recommended to strike this section.

Mayor Purcell referenced the definition for Manufactured Home Parks, Travel Trailer Parks, and Individual Manufactured Homes, Section A. He asked if the size parameters need to be adjusted for a manufactured home. Knudsen recommended to see what the context of travel trailers is when reviewing residential travel trailers before amending it.

Mayor Purcell referenced the definition for Exceptions to Height Limits and asked if they were still appropriate. Knudsen noted the County has restrictions for the airport and City code does need to comply with those restrictions. Sharpe asked if Hardin were to grow, could it grow up. Mayor Purcell noted the Fire department may have concerns about multiple story buildings.

Kat Dingley entered the meeting (6:33 p.m.)

Knudsen referenced City Code 11-1-2-3: District Uses Permitted and noted now is the time to look at what the City wants to modernize/change what one can do in a zone.

Mayor Purcell referenced 11-1-2-3: Section A. AO Agricultural open space district and asked about the restriction of miniature golf courses or commercial practice driving tees. Sharpe noted he is okay with striking it as well, Hopes agreed. It will be recommended to strike the following words: *except miniature golf courses or commercial practice driving tees*, and replace with wording similar to the following: *the like and similar uses*.

Mayor Purcell referenced 11-1-8-2: Accessory Uses Permitted and noted that legislature passed bills that may require the City to make adjustments concerning tiny houses. Knudsen noted that if this goes into effect, the City will have its' work cut out for them.

Sharpe referenced 11-1-8-3: Sign Regulations and asked if there was a need to add off-premises/off-site signage. There was discussion of the different types of signs located through town. Knudsen voiced that Council wants to regulate signs, it should be specific. Hopes recommended putting a timeline on how long a sign can be temporary. Knudsen recommended for Council to define what is permanent and what is temporary and to be specific. It was agreed to look at what other cities have done regarding signs and it will reviewed at a future meeting.

Massine asked what time frame is when a fencing variance has been approved. Knudsen reported there is nothing in City Code; no time limit from when they receive approval. Hopes noted there should be a timeline when a variance is granted. Knudsen noted variances are not part of the agenda and recommended for it to be discussed when variances are brought forward for review.

Mayor Purcell reviewed the recommended changes that include:

- Rest Home, Convalescent Home, Senior Citizens Home, Home for the Aged: Striking: *but in which homes are kept no persons suffering from a mental sickness, mental disease, disorder or ailment, or from a contagious or communicable disease*.
- Manufactured Home Parks, Travel Trailer Parks, and Individual Manufactured Homes, Section A.: revisiting parameters after reviewing residential travel trailer.
- 11-1-8-2: Accessory Uses Permitted: Amendments regarding tiny homes will be revisited if the bills at legislature pass and go into effect.
- 11-1-2-3: Section A. AO Agricultural open space district: Striking: miniature golf courses or commercial practice driving tees and adding wording similar to the following: *the like and similar uses*.
- 11-1-8-3: Sign Regulations: The Committee will look at what other cities have done regarding signs and it will reviewed at a future meeting.

- The committee will review a timeline for granted variances to be completed at a future meeting.

The meeting ended at 7:09 p.m.

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Chris Sharpe, Committee Chairman

ATTEST:

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Angela Zimmer, Deputy City Clerk



# City of Hardin

Submitted for Approval

May 16, 2023

Month	CLAIM No.	Monthly Total
April, 2023	29686-29687, 29689-29701, 29703-29709, 29711, 29720-29729	\$ 75,670.97
May, 2023	29702, 29710, 29712-29719, 29730-29731	10,872.71
<b>Claims Total (Expenditures)</b>		<b>\$ 86,543.68</b>
<b>April, 2023 Payroll</b>		<b>206,584.30</b>
<b>TOTAL Submitted</b>		<b>\$ 293,127.98</b>

## Claims or Expenditures over \$5,000 per Resolution #2189

Vendor	Purpose	Check #	Amount
FIRST INTERSTATE BANK (MASTERCARD)	Credit Card Purchases	-99797	5,541.44
JORDAN W KNUDSEN	Legal Services	39128	7,500.00
STAHL ENGINEERING & ASSOCIATES INC	Phase 2 Waste Water Upgrade Engineering	39154	18,765.60
 <b>EXEMPT from Resolution 2189:</b>			
<b>NORTHWESTERN ENERGY</b>	<i>Electric Utility Services</i>	39148	21,044.91
 <b>TRANSFERS TO BOND TRUSTEE</b>			
US BANK NATIONAL ASSOC	Transfer to Trustee April Taxes	39156	274.07

**CITY OF HARDIN****Claims Report****For the Accounting Period: April, 2023**

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<b>Vendor</b>	<b>Claim #</b>	<b>Check</b>	<b>Amount</b>
360° OFFICE SOLUTIONS INC	CL 29686	39116	1,090.83
ANIMAL CARE CENTER	CL 29687	39118	385.00
ANIMAL CARE CENTER	CL 29689	39118	375.00
ANDREW LEHR	CL 29690	39117	372.04
JOE PURCELL	CL 29691	39127	372.04
SHERRY KIRSCHENMANN	CL 29692	39133	212.22
MICHAEL A SCALES	CL 29693	39130	68.64
BIG SKY FIRE EQUIPMENT	CL 29694	39121	390.00
JORDAN W KNUDSEN	CL 29695	39128	7,500.00
MOUNTAIN ALARM	CL 29696	39131	424.50
TOWN & COUNTRY SUPPLY ASSN	CL 29697	39135	47.99
ECOLAB INC	CL 29698	39125	77.77
UTILITIES UNDERGROUND LOC. CTR.	CL 29699	39136	45.53
KELLEY CONNECT	CL 29700	39129	160.72
ESRI	CL 29701	39126	440.00
BIG HORN COUNTY ELECTRIC	CL 29703	39120	4,562.33
DELLI BOVI AND MARTIN, LLC	CL 29704	39123	1,450.00
BILL'S AUTO PARTS	CL 29705	39122	1,790.45
DIS TECHNOLOGIES	CL 29706	39124	30.99
AMAZON CAPITAL SERVICES, INC	CL 29707	-99796	50.43
THE ORIGINAL BRIEFS	CL 29708	39134	2,188.20
APG YELLOWSTONE NEWS	CL 29709	39119	1,400.62
ST Vincent Occupational Healthcare	CL 29711	39153	90.00
ELCON CORPORATION	CL 29720	39142	323.96
HAWKINS, INC	CL 29721	39143	3,090.32
IN CONTROL, INC	CL 29722	39144	3,805.73
K2 Electric Inc	CL 29723	39145	895.50
LEVEL 3 COMMUNICATIONS, LLC	CL 29724	39146	467.51
SAFETECH INC	CL 29725	39151	2,713.75
RDO EQUIPMENT	CL 29726	39149	497.65
STAHLY ENGINEERING & ASSOCIATES INC	CL 29727	39154	18,765.60
VERIZON WIRELESS	CL 29728	-99794	540.74
NORTHWESTERN ENERGY	CL 29729	39148	21,044.91
			<b>75,670.97</b>

**CITY OF HARDIN****Claims Report****For the Accounting Period: May, 2023**

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<b>Vendor</b>	<b>Claim #</b>	<b>Check</b>	<b>Amount</b>
ROSS MILLER	CL 29702	39132	51.73
FIRST INTERSTATE BANK (MASTERCARD)	CL 29710	-99797	5,541.44
SCHOOL DISTRICTS 17H & 1	CL 29712	39152	150.00
ASSOCIATED EMPLOYERS	CL 29713	39138	800.00
MICHAEL A SCALES	CL 29714	39147	190.90
911INET LLC	CL 29715	-99795	470.00
BALCO UNIFORM CO., INC.	CL 29716	39139	2,040.02
RYA REDSTAR	CL 29717	39150	12.99
BIG SKY EXPRESS WASH	CL 29718	39140	68.40
DIS TECHNOLOGIES	CL 29719	39141	1,006.44
ANGELA ZIMMER	CL 29730	39155	266.72
US BANK NATIONAL ASSOC	CL 29731	39156	274.07
			<b>10,872.71</b>

# CITY OF HARDIN

## Check Report

5/16/2023

Vendor	Claim #	Check	Amount
360° OFFICE SOLUTIONS INC	CL 29686	39116	1,090.83
ANDREW LEHR	CL 29690	39117	372.04
ANIMAL CARE CENTER	CL 29687	39118	385.00
ANIMAL CARE CENTER	CL 29689	39118	375.00
APG YELLOWSTONE NEWS	CL 29709	39119	1,400.62
BIG HORN COUNTY ELECTRIC	CL 29703	39120	4,562.33
BIG SKY FIRE EQUIPMENT	CL 29694	39121	390.00
BILL'S AUTO PARTS	CL 29705	39122	1,790.45
DELLI BOVI AND MARTIN, LLC	CL 29704	39123	1,450.00
DIS TECHNOLOGIES	CL 29706	39124	30.99
ECOLAB INC	CL 29698	39125	77.77
ESRI	CL 29701	39126	440.00
JOE PURCELL	CL 29691	39127	372.04
JORDAN W KNUDSEN	CL 29695	39128	7,500.00
KELLEY CONNECT	CL 29700	39129	160.72
MICHAEL A SCALES	CL 29693	39130	68.64
MOUNTAIN ALARM	CL 29696	39131	424.50
ROSS MILLER	CL 29702	39132	51.73
SHERRY KIRSCHENMANN	CL 29692	39133	212.22
THE ORIGINAL BRIEFS	CL 29708	39134	2,188.20
TOWN & COUNTRY SUPPLY ASSN	CL 29697	39135	47.99
UTILITIES UNDERGROUND LOC. CTR.	CL 29699	39136	45.53
ASSOCIATED EMPLOYERS	CL 29713	39138	800.00
BALCO UNIFORM CO., INC.	CL 29716	39139	2,040.02
BIG SKY EXPRESS WASH	CL 29718	39140	68.40
DIS TECHNOLOGIES	CL 29719	39141	1,006.44
ELCON CORPORATION	CL 29720	39142	323.96
HAWKINS, INC	CL 29721	39143	3,090.32
IN CONTROL, INC	CL 29722	39144	3,805.73
K2 Electric Inc	CL 29723	39145	895.50
LEVEL 3 COMMUNICATIONS, LLC	CL 29724	39146	467.51
MICHAEL A SCALES	CL 29714	39147	190.90
NORTHWESTERN ENERGY	CL 29729	39148	21,044.91
RDO EQUIPMENT	CL 29726	39149	497.65
RYA REDSTAR	CL 29717	39150	12.99
SAFETECH INC	CL 29725	39151	2,713.75
SCHOOL DISTRICTS 17H & 1	CL 29712	39152	150.00
ST Vincent Occupational Healthcare	CL 29711	39153	90.00
STAHLY ENGINEERING & ASSOCIATES INC	CL 29727	39154	18,765.60
ANGELA ZIMMER	CL 29730	39155	266.72
VERIZON WIRELESS	CL 29728	-99794	540.74

**CITY OF HARDIN**

## Check Report

**5/16/2023**

<b>Vendor</b>	<b>Claim #</b>	<b>Check</b>	<b>Amount</b>
911INET LLC	CL 29715	-99795	470.00
AMAZON CAPITAL SERVICES, INC	CL 29707	-99796	50.43
FIRST INTERSTATE BANK (MASTERCARD)	CL 29710	-99797	5,541.44
US BANK NATIONAL ASSOC	CL 29731	39156	274.07
			<b>86,543.68</b>

Regular CCPB Meeting  
April 10, 2023

The regular meeting of the city county planning board, held April 10, 2023, was called to order at 7 PM by Chairperson, Corinna Kirschenmann-Kuntz. Members present were: Clayton Greer, Tina Toyne, Carla Colstad and Bill Hodges. Forrest Mandeville joined via Zoom. Chris Winterrowd arrived a little late.

No Public Hearing was held as there were no current applications before the Board.

Minutes of the past meeting were read. Bill Hodges motioned to accept as written with Carla Colstad seconding and unanimous acceptance was received.

Treasurer's Report was reviewed and Carla Colstad motioned to approve, with Clayton Greer seconding and the report was approved unanimously.

Bills needing to be paid were submitted and Carla Colstad motioned, Clayton Greer seconded and the Board unanimously approved payment of the bills.

#### Old Business

The approval letter from the City Council for the Ramirez-Venegas zoning change was submitted.

The City Planner reported off street parking was not counted properly which was the reason for the request for a variance for the Academy/Pool parking spaces. A motion was made by Chris Winterrowd, seconded by Carla Colstad and approved unanimously by the membership for the City Planner to write a letter to the School District and to the City Council stating the discrepancies he found in the Building Official's report after reviewing the issue for this Board.

After consideration additional changes to the Board By-Laws were deemed necessary and a motion by Carla Colstad, seconded by Bill Hodges to proceed with the additional changes was passed by the Board.

#### New Business

The secretary/treasurer was instructed by the Board to send a letter to the County Commissioners regarding Linda Greenwalt's membership and asking that Chris Winterrowd's term be extended.

The appointment of a Board Member from the Conservation District was discussed and Tina Toyne stated she would speak with Kylie Martin to see what was decided about an appointment.

#### Announcements

Coffee with a Cop is being held April 12 from 9-10 at the Lariat and the 27<sup>th</sup> from 6a-7a at Sargent's Center.

Ducks Unlimited will be held April 22 at the Fairgrounds

Hardin School Board meets April 11 at 5:30

The School District is interviewing for the Superintendent position April 12 & 13 at 4:30-5:30

The Hardin City Council meets April 18<sup>th</sup>.

#### Adjournment

Carla Colstad motion for adjournment and Chris Winterrowd seconded and meeting was adjourned at 7:45pm.





## Angela Zimmer, Deputy City Clerk

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**From:** Hardin Chamber <hardinchamber@gmail.com>  
**Sent:** Friday, May 12, 2023 11:50 AM  
**To:** Angela Zimmer, Deputy City Clerk  
**Subject:** LBHD update

City of Hardin

I'm writing this letter to you to ask for your help for a little bighorn days June 22nd thru 25th. please have the sprinklers turned off thursday at 10am until sunday at 3pm

We will need the road closure in the 200 block starting the thursday the 22nd at 3pm until sunday at 3pm

We would like porta potties to be set up in the plaza park area in the 200 block starting thursday at 3pm two regular and one handicap and then maybe have two more down between the 300 in the 400 block on the side of the old 1st interstate bank

This year is there any way of having the trash picked up twice a day starting friday the 23 until sunday the 25th

We would like the city police officers to assist us with the kids parade starting at 11 on Friday to start the parade and then the big parade on Saturday. at 11am

Also starting at 11 we will be having a bouncy house. so if the electricity could be turned on at 3pm thursday that would be great (The insurance company has been notified. and will be sending over a certificate to the city)

We will be having wine and beer both days Friday at 3pm until 11pm and Saturday from 3pm until 2am (forms have been filled out and being sent in.)

also, on Sunday, we will be having morning service in the plaza park area and breakfast with mimosas over at the chambers

if you have any questions, please call me

Thank you  
Ginnie

Hardin Area Chamber of Commerce & Agriculture, Inc.  
P.O Box 446 - 10 East Railway  
Hardin, MT 59034  
(406) 665-1672  
[hardinchamber@gmail.com](mailto:hardinchamber@gmail.com)



RUSSELL INDUSTRIES INC.  
P.O. BOX 2990 Casper, WY 82602  
(307)265-9566 FAX (307)265-3019  
www.russellpumps.com

## QUOTE

TAKEN BY	ORDER DATE	ORDER #
LMC	05/12/23	147503-00
CUSTOMER PO#		PAGE #
QUOTE		1

Cust #: 132

Bill To: City of Hardin  
406 No. Cheyenne Ave.  
Hardin, MT 59034

Ship To: City of Hardin  
406 No. Cheyenne Ave.  
Hardin, MT 59034

Instructions		Reference
GR ROTATING ASSEMBLY		MICHAEL 406-598-0802
Ship Point	Via	Terms
Russell Industries Inc. MT	UPS Ground	Net 30 Days

LINE	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	UNIT PRICE	QTY. (UM)	NET TOTAL
Please Email Invoices and Statements to: * cityfinance@hardinmt.com & kristiw@hardinmt.com Email to BOTH Email addresses * ** ** PLUS FREIGHT PREPAID AND ADDED ** AVAILABILITY 4 WEEKS ** STATION 07-7249-X					
2	46451-786 WEAR PLATE ASSY	2	568.15	each	\$ 1136.30
3	44163-302 R ROT T8A3S	2	6877.75	each	\$ 13755.50
2 Lines Total		Qty Shipped Total	4 Total	\$ 14891.80	
			Invoice Total	\$ 14891.80	

**RESOLUTION NO. 2321**

**A RESOLUTION OF THE CITY OF HARDIN, APPOINTING A RESIDENT TO THE  
HARDIN POLICE COMMISSION**

WHEREAS, the City Council (hereinafter "Council") of the City of Hardin, Montana (hereinafter "City") is required to appoint three residents of the City to serve on the Hardin Police Commission, pursuant to Mont. Code Ann. § 7-32-4151 (2021);

WHEREAS, the remaining term of a member of the Hardin Police Commission, Harry Kautzman, has expired;

WHEREAS, Harry Kautzman was serving a term of less than three years as a successor to a resigning member of the Hardin Police Commission.

WHEREAS, the members of the Hardin Police Commission must be appointed in May of each year, and must serve three-year terms, with only one member being appointed annually after the initial appointment, per § 7-32-4152.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HARDIN, MONTANA:

The Council appoints the following resident to the Hardin Police Commission with the following term:

- |                   |                  |
|-------------------|------------------|
| 1. Harry Kautzman | Full 3-year term |
|-------------------|------------------|

The City shall continue to compensate each Commissioner \$50 per month while that Commissioner serves on the Hardin Police Commission.

The Council further resolves that the Commission and the employees of the City shall have the authority to make any actions necessary to effectively execute this resolution, for the resolution to have full effect, and in accordance with state and local laws.

PASSED AND ADOPTED by the City Council of the City of Hardin, Montana, and  
APPROVED this \_\_\_\_\_ day of May, 2023.

YEA VOTES \_\_\_\_\_

NAY VOTES \_\_\_\_\_

CITY OF HARDIN

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2322**

**RESOLUTION OF THE CITY OF HARDIN, MONTANA APPROVING AND REQUESTING CITY ELECTIONS TO BE CONDUCTED BY MAIL BALLOT**

WHEREAS, the City of Hardin, Montana, (the "City") will be conducting elections for the Trustee/Director/Governing Body of the City of Hardin on \_\_\_\_\_, 2023, for the primary election, if necessary, and on November 7, 2023 for the general election of Hardin City Officials;

WHEREAS, the City has the authority to request the Election Administrator that the Election of City Officials to be conducted by Mail Ballot, per Mont. Code Ann. § 13-19-202 (2021);

WHEREAS, the City believes that mail ballots will be the most economical and administratively feasible way of conducting the city elections;

WHEREAS, the City believes that there are no other regularly scheduled federal, state or county elections, or special election occurring on the same days; and

WHEREAS, the City has a written Mail Ballot Plan, for both the primary and general elections, which is ready to be submitted to the Montana Secretary of State, pursuant to Mont. Code Ann. § 13-19-205 (2021).

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City as follows:

The City of Hardin approves and requests that the Elections Administrator of Big Horn County, Montana conduct the primary and general elections of 2023 for Hardin City Officials by mail ballot on \_\_\_\_\_, 2023 and November 7, 2023, respectively.

PASSED AND ADOPTED by the City Council of the City of Hardin, Montana, and APPROVED this \_\_\_\_\_ day of May, 2023.

YEA VOTES \_\_\_\_\_

NAY VOTES \_\_\_\_\_

CITY OF HARDIN

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2323**

**RESOLUTION OF THE CITY OF HARDIN, MONTANA REGARDING CITY CREDIT CARDS USE**

WHEREAS, the City of Hardin, Montana (the "City") previously approved Resolution No. 2160 regarding City credit cards;

WHEREAS, the City desires to adopt additional policies regarding credit card use, and wishes to adopt a Credit Card Program, as outlined in Exhibit A, attached.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City as follows:

The City of Hardin Credit Card Program, regarding First Interstate Bank Mastercard use, attached as Exhibit A, is hereby approved and adopted.

The Council further resolves that the Mayor and the employees of the City shall have the authority to make any actions necessary to effectively execute this resolution, for the resolution to have full effect, and in accordance with state and local laws.

PASSED AND ADOPTED by the City Council of the City of Hardin, Montana, and APPROVED this \_\_\_\_\_ day of May, 2023.

YEA VOTES \_\_\_\_\_

NAY VOTES \_\_\_\_\_

CITY OF HARDIN

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

## **CITY CREDIT CARD PROGRAM**

### **FIRST INTERSTATE BANK MASTERCARD**

#### **Sections:**

- 1.0 Introduction**
- 2.0 Distribution**
- 3.0 Application**
- 4.0 Authorization and Control**
- 5.0 Approved Uses for Credit Card Purchases**
- 6.0 Disallowed Charges**
- 7.0 Credit Limits**
- 8.0 Receipt of Goods and Services**
- 9.0 Payment of Bills**
- 10.0 Card Security**
- 11.0 Renewal of Existing Card**
- 12.0 Extended Absence**
- 13.0 Reconciliations**
- 14.0 Audits & Enforcement**
- 15.0 Resources**

#### **1.0 Introduction**

The City of Hardin recognizes the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

The City of Hardin also recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases; some examples may include travel expenses, departmental supplies (such as janitorial), subscriptions, on-line purchases and recurring vendor payments (where appropriate and/or necessary). The Mayor and Finance Officer shall implement and administer the following procedures and processes related to the use of credit cards by City officials and employees.



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*Montana*

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## **2.0 Distributions**

City credit cards will be directly issued to all non-probationary City of Hardin employees listed below:

Utility Billing Clerk  
Deputy City Clerk  
Code Enforcement/ Building Inspector  
Fire Chief  
Public Works Director  
Police Chief  
City Judge

The exception is the Finance Officer/ City Clerk and Administrator of the credit cards. This employee will be eligible after a resolution to approve authorization to sign accounts has been passed by council. This will allow the Finance Officer/ City Clerk to have administration rights with any credit card holders the City uses at that time.

## **3.0 Application**

Employees to be issued a City of Hardin First Interstate Bank Mastercard Credit Card (or its successor) shall make an application for a card as follows:

1. Employee completes the City of Hardin First Interstate Mastercard Credit Application Form (Exhibit A) and signs the City of Hardin Credit Card User Agreement (Exhibit B).
2. Mayor approves the application and forwards it along with the signed user agreement to the City Credit Card Administrator.
3. The Administrator will process the application with the issuing bank.
4. Card is received and given to the employee to activate and retain, or return to the Administrator for safekeeping until the card is needed by the employee.

## **4.0 Authorization and Control**

### **Issuing Bank**

First Interstate Bank is the issuer of the City of Hardin Mastercard Credit Card. They provide an on-line portal at: <https://www.ezcardinfo.com/> in which authorized users may review their credit card transactions within 3 days after the purchase is made. City Credit Card holders will also use this portal reconcile (and print) their monthly statements. (Review Exhibit C for detailed how-to instructions).



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Finance Officer

The Finance Officer will be the responsible authority acting as the City Credit Card Administrator who will set up and maintain each credit card account(s) with the banking facility. The Finance Officer shall be responsible to perform the audit of the credit cards.

City Credit Card Administrator

The City Credit Card Administrator will be responsible for the overall administration of the procurement card program by reviewing, reporting and coordinating all aspects of the program. This administrator will act as the liaison between First Interstate Bank and the individual city credit cardholders.

Employee (Cardholder)

Before being issued a City of Hardin First Interstate Mastercard Credit Card each employee will be required to sign a City of Hardin Credit Card User Agreement (Exhibit B) acknowledging that they have read and understand this policy, that they understand violation of the policy will subject them to disciplinary action, and that in the event they make any unauthorized charges they expressly authorize the City to deduct the same from any wages or other sums due or to become due to the employee from the City.

State and Local Compliance

The Use of Purchase Cards shall fully comply with all applicable State and Local requirements governing purchase of goods and services, specifically including without limitation the City's Purchasing Policy.

Annual Control & Disclosure

The Finance Officer will conduct an annual physical card inventory test to verify all city issued cards have been accounted for.

The Finance Officer will also prepare an annual disclosure for city council that includes a review of credit limits, past year spending pattern, number of unauthorized expenditures (i.e. fraudulent charges), number of employee errors reimbursed (cards mistakenly used for personal purchases), any losses to the City, amount of Purchase Card Rebates or Rewards, and results of the physical inventory test.

**5.0 Approved Uses for Credit Card Purchase**

The use of the City of Hardin First Interstate Bank Mastercard Credit Cards is a facilitating process for purchases pursuant to the City of Hardin Purchasing and Personnel Policies, and the City of Hardin Council Rules. All credit card purchases shall only be made for budgeted expenditures authorized by the City Council at the time of the purchase (current year adopted budget).



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Examples of allowable purchases may include advance payment of travel fares, lodging, registration fees, tuition, conferences, on-line training, internet purchases, emergency purchases in the field, and specialized office/field equipment and supplies not ordered on a schedule. Authorized users may use their card for pre-approved one-time or recurring purchases from vendors. The use of the card for these purchases will be for timeliness and/or online access to goods and services not available through existing purchase policy processes (checks). These credit cards may be used anywhere that Mastercard is accepted.

Authorized users may use the credit card to purchase meals while in travel status. Those meals must fall within the normal and customary rates for the geographical area the meals are purchased. All meals charged must have the original **detailed** receipt showing what was specifically purchased. Receipts that only have the total paid for meals are not acceptable. If the receipt does not show the detail or if the meal is over the normal and customary rate, the user will be responsible to reimburse the City for this purchase, or the difference.

When considering the use of the city credit card:

1. Can I make the purchase through the existing check issue process?
2. Identify goods and services required to perform job-related tasks.
3. Determine if purchase is within your credit card limits.
4. Ensure that the items are not on the disallowed charges list (following page).
5. Obtain pricing and in-stock availability and only order items that are immediately available.
6. Ensure that the vendor immediately authorizes the purchase with Mastercard and provides you a detailed copy of the credit card purchase receipt.
7. Retain all receipts, packing lists and backup authorizing documents and attach to your purchase card expense form. Listed under the Finance tab or under the Office (R drive share file: EmployeeForms>Purchasing>Credit Card Expenditure Report).

It is required that all credit card receipts and/or other documents identifying the credit card expenditures be in complete detail. Your purchase card expense form(s) is due by the 5<sup>th</sup> of each month to the Credit Card Administrator or designee for review and preparation for the month vendor payment cycle.

Keep in mind that when involved in any aspect of purchasing, you are acting as an agent of the City of Hardin. Therefore, you are responsible to act in the best interest of the City. Your actions must NOT show, or appear to show, personal favoritism to a vendor at the expense of the City.



## **6.0 Disallowed Charges**

A. Types of Disallowed Charges. The following uses are not authorized credit card purchases:

- Capital Equipment (unless approved by Council)
- Personal Items and Services
- Cash Advances of any kind
- Alcoholic Beverages
- Money Orders/ Travelers Checks/ Gift Cards
- Charges made without pre-approval

B. Procedure to be used when Disallowed Charges Have Been Incurred

Any charges against the credit card that are not properly identified as required by this Policy on the expense voucher/invoice, or not allowed following the audit of the invoice by the Finance Officer, shall be paid by the official or employee by check, U.S. currency or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City has a right to withhold any and all funds payable or to become payable to the official or employee, in an amount up to the amount of the disallowed charges and interest, at the same rate as charged by the credit card company.

Any official or employee who has been issued a charge card by the City shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand by the Finance Officer. The City shall have unlimited authority to revoke the use of any issued charge card, and once notice of this revocation has been delivered to the charge card company, the City shall be liable for any costs.

Any employee with a demonstrated history of charge card defaults may be barred from using any City credit cards by the Mayor as appropriate.

## **7.0 Credit Limits**

Credit limits are set to match field needs and are generally set at \$1,500 for all employees with the exception of the main credit card the City uses, which is set at \$75,000. Card limits can be temporarily increased for travel or a specific authorized purchase.

If an increase or decrease to these transaction limits is deemed necessary by the Mayor, the request must be submitted in writing to the City Credit Card Administrator. Please specify within this increase request whether this is a temporary or permanent request.

There also may be limitations on acceptable merchant category codes (MCC). In other words, some vendors may be disallowed and thus will cause a decline of any attempted purchase with them (allowable or not). If after adhering to the proper guidelines and limits stated above, you feel that your purchase has been mistakenly declined, contact your City Credit Card Administrator for assistance.



## **8.0 Receipt of Goods & Services**

The cardholder is responsible for ensuring the receipt of the goods and services as ordered and any follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods. Should any item(s) need to be returned to the vendor, the cardholder will follow the vendors return policy and also be responsible to ensure that proper credit is posted for said return item(s). In most cases, returns and errors can be resolved directly between the cardholder and the vendor.

If for any reason the cardholder is unable to reach agreement with the vendor, the cardholder must contact First Interstate Bank and explain the dispute and the reason behind it. In addition to contacting First Interstate Bank, the reporting cardholder will also contact the City Credit Card Administrator and apprise them of the situation. We will follow First Interstate Bank procedures in relation to the dispute and its process.

## **9.0 Payment of Bills**

Monthly Billing statements will be retrieved on the 21<sup>st</sup> business day of the month by each cardholder via the on-line portal provided. Each cardholder will complete a purchase card expense form and attach appropriate receipts and proper account coding for the total amount of the monthly billing and submit to the City Credit Card Administrator or designee by the 26<sup>th</sup> of the month following the charges.

The City Credit Card Administrator will be responsible for reconciling the complete combined City card statement each month. The City of Hardin will not pay interest and/or penalties on any credit card. The City of Hardin is responsible for the Mastercard payment and liability and it will not affect any City cardholder's personal credit in any way.

## **10.0 Card Security**

Your City of Hardin Mastercard should always be treated with great care and should be kept in a secured location. You are the only person authorized to use the card and it should not be lent to another person.

Be sure not to write the credit card number(s) down in any location and do not allow any vendor to write down your credit card number.

It is the responsibility of the cardholder to immediately report a lost or stolen City credit card. The City of Hardin is liable for all transactions until the card is reported lost or stolen to, and only to, the extent expressly required by law. A cardholder must report a lost or stolen credit card by phone directly to First Interstate Bank Customer Service at 1-888-833-3453 or 1-833-498-2462 and also the City Credit Card Administrator. A replacement card will be sent within 10-14 days after report is filed.

### **11.0 Renewal of an Existing Credit Card**

A renewal credit card will be sent automatically to the City Credit Card Administrator by the issuing bank approximately 30 days prior to the expiration date of the card. This renewed card will in turn be forwarded to the cardholder.

### **12.0 Extended Absence**

If you will be absent from the City for an extended period, please seek assistance from the City Credit Card Administrator to determine the best options to cover your procurement responsibilities.

### **13.0 Reconciliations**

To complete monthly reconciliations, print or review the statement and ensure that all receipts and invoices are collected to provide to the Utility Billing Clerk for entry into the accounting system. If there is a difference between the receipt and the amount listed on the credit card statement, determine the reason for the difference, and explain the reason on the credit card expenditure report turned in with the receipts. If there was an unauthorized expenditure for that month, list the specific expenditure, date and amount on the credit card expenditure report and how the City will be repaid for that item.

### **14.0 Audits & Enforcement**

To ensure the continued success of the City Credit Card Program, as well as adherence to the policies as outlined, all individual credit card accounts will be open to internal audit requirements.

Statement reconciliations not received by due date or without complete receipt detail – Your credit card limits may be set to ZERO until reconciliation is received. For continual offenders, your credit card may be cancelled at the discretion of the Mayor. *See also*, Section 6 on Disallowed Charges.



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*Montana*

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## **15.0 Resources**

### **Who to Call**

#### **City of Hardin**

Mayor – Joe Purcell

Phone: 406-665-9290

Email: [hardinmayor@hardinmt.com](mailto:hardinmayor@hardinmt.com)

City Credit Card Administrator – Andrew Lehr

Phone: 406-665-9293

Email: [cityfinance@hardinmt.com](mailto:cityfinance@hardinmt.com)

#### **Mastercard – First Interstate Bank**

General account inquiries: 1-855-342-3400

Local: 1-406-665-3822

CITY CREDIT CARD APPLICATION – see Exhibit A City Credit Card

USER AGREEMENT – see Exhibit B

FIRST INTERSTATE BANK WEB PORTAL HOW-TO INSTRUCTIONS – see Exhibit C

DRAFT

*The City of*  
**HARDIN**  
*Montana*

**EXHIBIT A**

**CITY OF HARDIN**

**CREDIT CARD APPLICATION**

Please forward application to: City of Hardin Credit Card Administrator

**Employee Information**

First Name Middle Initial Last Name

Business Address

City State Zip

Business Phone

**City of Hardin Information**

Company Name Address

**APPROVAL INFORMATION**

Monthly Credit Limit

**EMPLOYEE/ APPROVAL SIGNATURE**

Printed Applicant Name

Signature of Applicant/ Date

Printed Mayor Name

Signature of Mayor



*The City of*  
**HARDIN**  
*Montana*

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City Credit Card User Agreement – *Exhibit B*

**CITY OF HARDIN CREDIT CARD USER AGREEMENT**

*Your signature below verifies that you have read and understand the City of Hardin Credit Card Program guidelines listed below and agree to comply with them.*

- 1) I understand the City Credit Card is intended to facilitate the purchase of business-related goods and services for the conduct of City business and is not for my personal use.
- 2) I understand that my card may be revoked at any time based on change of assignment or location and that use of this card is not an entitlement nor reflective of title or position.
- 3) I understand that if I am issued a card with my name specifically, I am the individual responsible for all charges made against the card, even if I did not make a specific purchase.
- 4) I understand that improper use of the card can be considered misappropriation of City funds, which may result in disciplinary action, up to and including termination.
- 5) I understand that all charges billed directly to and paid directly by the City of Hardin and any personal charges on the card could be considered misappropriation of funds since First Interstate Bank cannot accept any payment from me directly.
- 6) I understand that I will be required to provide detailed receipts, to reconcile monthly statements and to comply with internal control procedures designed to protect the City's assets. This may include being asked to produce the credit card to verify its existence and providing assistance in an audit review of its use.
- 7) I understand that I am responsible for resolving any discrepancies that may occur by contacting the vendor and/ or First Interstate Bank directly.
- 8) I will safeguard use of the issued credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify First Interstate Bank as well as the City Credit Card Administrator.
- 9) I understand that the Mastercard is the property of the City of Hardin and it must be surrendered upon termination of employment or demand or surrender by the City Credit Card Administrator and/ or the Mayor. At that point, no further use of the account will be authorized.

I hereby acknowledge receipt of the City Credit Card (ending in last 4 digits) \_\_\_\_\_

As a Corporate Cardholder, I agree to comply with the terms and conditions of the agreement, including the City of Hardin's City Credit Card Program.

**I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS**

Card Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*The City of*  
**HARDIN**  
*Montana*

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**EXHIBIT C**

First Interstate Bank Web Portal (EzCard)

- Log onto: <https://ezcardinfo.com>
- Click the enroll now button
- Enter your credit card number and click begin enrollment to continue following the prompts and set up your ezcard portal account.
- To Review Transactions:
  - Transaction appear on the front page of each cardholder's portal page
  - To view the full transaction history navigate to the bottom of the shown transactions and click "Go to Full Transaction History".
- To Review/ Print Statements
  - Click on statements tab at the top of the main page and navigate to view statements
  - Click View Statement PDFs (a new web page tab will open)
  - Under Documents click on Statements
  - All Statements will appear, click on the desired statement to open
  - From here the statement can be printed to downloaded to a desktop

## ORDINANCE NO. 2023-03

### AN ORDINANCE AMENDING HARDIN CITY CODE TO ALLOW CHICKENS IN THE CITY LIMITS

**WHEREAS**, the City of Hardin desires to modify and change the City Code of Hardin, Montana to allow chickens in the city limits of Hardin;

**WHEREAS**, the City of Hardin desires to alter certain definitions in the Hardin City Code, specifically in Title 6, Chapter 2, Section 1.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF HARDIN, MONTANA**, Title 6, Chapter 2, Sections 1, 5, and 8 are amended with the addition of language (underlined) and removal of language (~~strikethrough~~) as follows:

#### **6-2-1: DEFINITIONS:**

ANIMAL: ~~Dog or Cat.~~ Includes, but is not limited to, cats, dogs, horses, bovine animals, sheep, goats, swine, donkeys, mules, llamas, geese, chickens, ducks and other animals of like nature; "wild animals" defined as any live monkey (nonhuman primate), raccoon, skunk, fox, poisonous snake, leopard, panther, tiger, lion, lynx, bobcat or other warm blooded animal taken from the wild state;

NUISANCE: A chicken, dog or cat shall be considered a nuisance if it: damages, soils, defiles, or defecates on private property other than the owner's or on public walks and recreation areas unless such waste is immediately removed and properly disposed of by the owner; causes unsanitary, "dangerous", or offensive conditions; causes a disturbance by excessive barking or other noisemaking; or chases vehicles, or molests, attacks, or interferes with persons or other domestic animals on public property.

#### **6-2-5: OWNER RESPONSIBILITY:**

D. Nuisance: No chicken, dog or cat shall be allowed to cause a nuisance.

#### **6-2-8: ANIMALS IN THE CITY:**

A. Domestic And Wild Animals: Horses, bovine animals, sheep, goats, swine, donkeys, mules, llamas, geese, ~~chickens~~, ducks and other animals of like nature; "wild animals" defined as any live monkey (nonhuman primate), raccoon, skunk, fox, poisonous snake, leopard, panther, tiger, lion, lynx, bobcat or other warm blooded animal taken from the wild state; shall be prohibited within the City limits.

B. Rabbitry: Any premises or property of any kind or description where more than one female rabbit or hare is kept for purposes of breeding, or where more



than one litter of rabbits or hares is kept for purposes of sale, is prohibited within the City limits and any person permitting a rabbitry to be kept or maintained on premises within the City is hereby declared to be guilty of maintaining a nuisance.

C. Chickens: Up to four (4) chicken hens (female Gallus gallus domesiticus, or other similar domesticated species) may be kept on a premise subject to the following requirements and subject to all other applicable provisions of this Code:

1. The chicken hens must be kept on a single-family parcel, only. Chicken hens are prohibited on any multi-family dwelling parcels.

2. The owner must obtain an annual permit from the City of Hardin Animal Control Officer. The fee for this permit will be determined by City Council Resolution, and may be periodically adjusted.

3. The chicken hens shall be provided with a covered, predator-proof chicken house that is thoroughly ventilated, of sufficient size to admit free movement of the chicken hens, designed to be easily accessed, cleaned and maintained by the owners, be at least two (2) square feet per chicken hen in size and the coop and enclosure cannot be more than twelve (12) feet at its peak in height.

4. No chicken house, outdoor chicken enclosure, or chicken hen shall at any time be located closer than ten (10) feet to any public right-of-way, sidewalk, or neighboring property line other than the chicken owner, custodian, or keeper.

5. The chicken hens shall be shut into the chicken house at night, from sunset to sunrise.

6. During daylight hours the adult chicken hens shall have access to the chicken house and, weather permitting, shall have access to an outdoor enclosure on the subject property, adequately fenced to contain the chicken hens and to prevent access to the chicken hens by predators.

7. Stored feed must be kept in a rodent- and predator-proof container.

8. It is unlawful for the owner, custodian, or keeper of any chicken hen(s) to allow the hen(s) to be a nuisance to any neighbors, including but not limited to: noxious odors from the animals or their enclosure (see sections 6-1-11 and 6-8-3); and noise of a loud and persistent and habitual nature (see section 6-2-5(D)).

9. No chicken hen(s) shall be allowed to run at large in the city. No owner or keeper shall allow or permit any chicken hen(s) to be at large off the owner's or keeper's property. Any chicken hen(s) found to be running at large in the city or on private property in violation of this section is a public nuisance and shall be impounded in the animal shelter, as if a dog or a cat, pursuant to section 6-2-6.

10. No chicken house or chicken enclosure shall be located in a front yard.

11. No chicken hens shall be slaughtered within view of adjacent property or the public.

12. Roosters are prohibited in the City limits. Pheasants, geese, ducks, peacocks, and any fowl-like creature or similar animal, other than domestic chicken hens, are prohibited in the City limits.

13. Changes to the standards contained in this section shall require any permit holder to comply with any new standard, regulation, or condition and no

notice to a permit holder is required prior to enforcement of any new standard beyond that required for adoption of a new or revised ordinance.

CD. Apiary: No person shall keep or maintain on any premises, property or place in Hardin, hives or colonies of bees.

DE. Offensive Barns: Any barn, stable, building, shed, yard or other place wherein any animal is or has been kept, which barn, stable, building, shed, yard or other place is suffered to become filthy or offensive to neighbors or passersby, or injurious to the health of any neighborhood, or tends to contaminate the atmosphere in any place in the City is declared to be a nuisance.

EF. Exemptions: Animals that are part of zoological parks, performing animal exhibitions, circuses, rodeos or similar shows, animals that are part of a City licensed veterinary establishment, animals that are permitted under the zoning provisions in I1 General Industrial District, and animals that are kept by high school age children or below as part of 4-H, school or similar project are exempt from the provisions of this section subject to the review by and approval of the City Council.

#### **DATE OF EFFECT.**

The amendment to this ordinance shall take effect and be in force thirty (30) days from the date of its second reading and passage by the City Council as required by law.

**FIRST READING AND PASSAGE** By a majority vote of the members present this 2<sup>nd</sup> day of May, 2023.

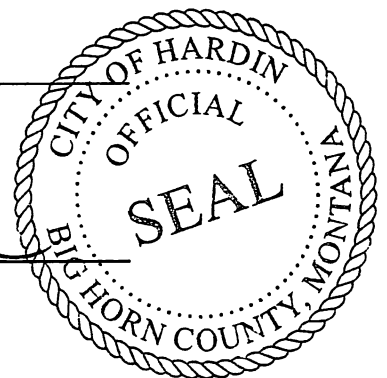
YEAS 4

NAYS 2

Mayor

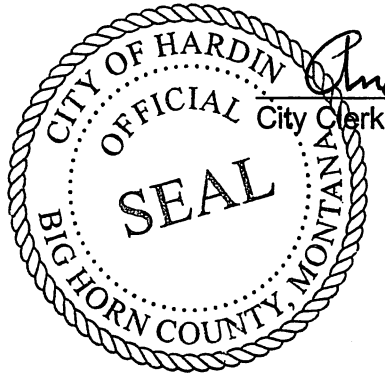
ATTEST:

City Clerk





POSTED AND MADE AVAILABLE TO THE PUBLIC this 3rd day of  
May, 2023.



Andrew Leh

**SECOND READING AND PASSAGE** By a majority vote of the members  
present this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2023-04**

**AN ORDINANCE AMENDING HARDIN CITY CODE TO  
CLARIFY LANGUAGE REGARDING DEPUTY OFFICERS**

**WHEREAS**, the City of Hardin desires to clarify the City Code of Hardin, Montana so that the deputy city officers are not confused with sheriff's deputies;

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR  
THE CITY OF HARDIN, MONTANA**, Title 1, Chapter 12, Section 14 is amended as follows with the insertion of certain language (underline) and the removal of other language (~~strikethrough~~):

1-12-4: **BONDS OF OFFICERS:** Certain officers shall give bonds in favor of the City with two (2) or more sufficient sureties, or surety bonds may be furnished in lieu of personal bonds as follows:

City Finance Officer.....	\$50,000.00
City Judge .....	5,000.00
City Attorney.....	50,000.00

~~Deputies~~ Deputy city officers authorized by the City Council shall give bonds in the same principal sum as that required for the principal officer.

Bonds so furnished in accordance with the provisions of this Chapter shall be furnished at the expense of the City.

**DATE OF EFFECT.**

The amendment to this ordinance shall take effect and be in force thirty (30) days from the date of its second reading and passage by the City Council as required by law.

**FIRST READING AND PASSAGE** By a majority vote of the members present this 2nd day of ~~April~~ <sup>May</sup>, 2023.

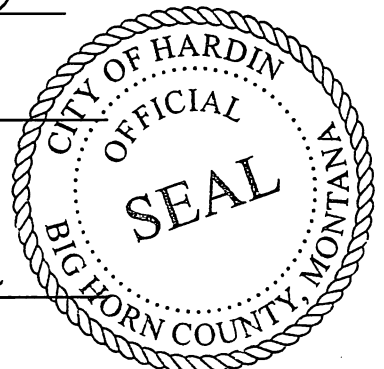
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Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk



POSTED AND MADE AVAILABLE TO THE PUBLIC this 3rd day of  
May, 2023.



Andrew Lehn  
City Clerk

**SECOND READING AND PASSAGE** By a majority vote of the members  
present this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## ORDINANCE NO. 2023-05

### AN ORDINANCE AMENDING HARDIN CITY CODE TO CHANGE THE DEFINITION OF REST HOMES

**WHEREAS**, the City of Hardin desires to clarify the City Code of Hardin, Montana so that Nursing Homes, and the like, are not excluded from the City Limits by incidental mental sickness, disease, disorder, ailment, or other contagious and communicable diseases which are unavoidable and an accepted part of the basic operations of such businesses;

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF HARDIN, MONTANA**, Title 11, Chapter 1, Section 2-1 is amended as follows with the removal of certain language (strikethrough):

1-1-2-1:

REST HOME, CONVALESCENT HOME, SENIOR CITIZENS HOME, HOME FOR THE AGED: All mean and refer to a home operated similarly to a boarding house but not restricted to any number of guests or guestrooms and the operator of which is licensed by the state, city, or county, gives a special care and supervision to his patients and in which nursing, dietary, and other personal services are furnished to convalescents, invalids, and aged persons, ~~but in which homes are kept no persons suffering from a mental sickness, mental disease, disorder or ailment, or from a contagious or communicable disease,~~ and in which homes are performed no surgery, maternity, or other primary treatments such as are customarily provided in sanatoriums or hospitals, and in which no persons are kept or served who normally would be admittable to a mental hospital.

#### DATE OF EFFECT.

The amendment to this ordinance shall take effect and be in force thirty (30) days from the date of its second reading and passage by the City Council as required by law.

**FIRST READING AND PASSAGE** By a majority vote of the members present this \_\_\_\_\_ day of May, 2023.

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**POSTED AND MADE AVAILABLE TO THE PUBLIC** this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
City Clerk

**SECOND READING AND PASSAGE** By a majority vote of the members present this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2023-06**

**AN ORDINANCE AMENDING HARDIN CITY CODE TO  
CHANGE EXPAND ACCEPTED RECREATIONAL USES IN AREAS  
ZONED AGRICULTURAL OPEN**

**WHEREAS**, the City of Hardin desires to expand the acceptable uses for agricultural zoned areas to allow for more recreational uses, and to open the possibility for miniature golf or commercial driving ranges in the Agricultural Open zoned areas.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF HARDIN, MONTANA**, Title 11, Chapter 1, Section 2-3, subsection A, is amended as follows with the removal of certain language (strikethrough) and the insertion of other language (underline) as follows:

1-1-2-3 A:

Parks, playgrounds, golf courses, and other similar recreational uses ~~except miniature golf courses or commercial practice driving tees.~~

**DATE OF EFFECT.**

The amendment to this ordinance shall take effect and be in force thirty (30) days from the date of its second reading and passage by the City Council as required by law.

**FIRST READING AND PASSAGE** By a majority vote of the members present this \_\_\_\_\_ day of May, 2023.

YEAS \_\_\_\_\_

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\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**POSTED AND MADE AVAILABLE TO THE PUBLIC** this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
City Clerk

**SECOND READING AND PASSAGE** By a majority vote of the members present this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor

ATTEST:

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City Clerk