



COUNTY OF RICHLAND

City/County Planning Board

123 West Main -Sidney, Montana 59270
406-433-6886 FAX 406-433-6983

Board Meeting Minutes

Tuesday, April 4, 2022
7:00 PM
Community Services Building
1201 W Holly, Sidney, MT

7:00 pm – Meeting Call to Order – *President Trumpower*

1. Roll Call:

Verify Quorum: (P = Present; A = Absent)

NAME, Sidney	P/A	NAME, Fairview	P/A	NAME, County/CD	P/A
Jason Schrader	P	Ray Trumpower	P	Waynette Malloy	A
Amanda Siegfried	P	Missy Smies	A	Bill Linder	P
Travis Rosaaen	A	Dan Murphy	P	Kathy Helmuth	P
Shawn Storm	P	Brian Renville	A	Lori Utter	P
				Ervin Goss (Cons Dist)	P (not able to vote as not re-instated)

Staff present: Rachel Laqua, Contract Planner (Interstate Engineering); Ryan Kopp (Interstate Engineering); Adam Smith, Public Works Director, Richland County
Others present: Greg Hitchcock, Editor, Sidney Herald

2. Election of Officers:

President: Nomination of Ray Trumpower made by Linder; 2nd by Siegfried; MOTION CARRIED on VOICE VOTE

Vice-President: Nomination of Bill Linder made by Trumpower; 2nd by Siegfried; MOTION CARRIED on VOICE VOTE

Sidney Jurisdictional Area "Standing" Committee Chair: Nomination of Jason Schrader made by Siegfried; 2nd by Storm; MOTION CARRIED on VOICE VOTE

Fairview Jurisdictional Area "Standing" Committee Chair: Nomination of Dan Murphy made by Trumpower; 2nd by Linder; MOTION CARRIED on VOICE VOTE

Executive Secretary: Nomination of Kathy Helmuth made by Utter; 2nd by Siegfried; MOTION CARRIED on VOICE VOTE

3. Approval of preceding meeting minutes:

- a. **October 18, 2022:** No discussion; Motion to approve by Linder; 2nd by Storm; MOTION CARRIED on VOICE VOTE
- b. **Jan 1, 2023 (no quorum):** Trumpower made note that these was no quorum so these notes are correspondence. Motion to approve correspondence made by Linder; 2nd by Storm, MOTION CARRIED on VOICE VOTE

4. **Petitions and Communications from audience (Public Comments):** None

5. **Public Hearings:** *None*

6. **Regular Business/Action Items:**

- a. **Introduction of Interstate Engineering (*Adam Smith, Richland County*):** Public Works Director Adam Smith introduced Rachel Laqua and Ryan Kopp of Interstate Engineering. He explained that Interstate had received a 5 year contract for planning services for Richland County from the County Commission. Phone calls to the Planner number go directly to the Sidney Interstate Office and emails to the Planner email go directly to Laqua. A sign in the Nutter building has been posted with email, phone and office information. A question was raised regarding Interstate being an engineering company and potentially doing work within the community. Kopp noted that this had been discussed with the county commission during the interview process to everyone's satisfaction; Interstate does not have a surveyor in Sidney currently, so it's not a concern. However, if Interstate was to take a case through a Planning process, the company would defer all planning services to a separate entity.

It was determined that future meetings will be held at the Sidney Interstate Engineering office, as there is more space than in the Community Services Building and technology such as Teams could be used there.

- b. **Case processes & work Plan (*Rachel Laqua, Interstate Eng*):** The County Commission has tasked Interstate Engineering with working to streamline case processes, working with the Examining Land Surveyor, Sanitarian, and Clerk & Recorder to keep exempt surveys moving quickly. Once the Legislative session is over, staff will be going through the code to make sure it is up to date with new items from the last several sessions and that the code is functioning the way the Commission would like it to. Interstate Engineering has had several meetings with area surveyors to discuss questions that they have and would like feedback from the Planning Board during that audit process as well.
- c. **Update on bylaws (*Rachel Laqua, Interstate Eng*):** The bylaws on file for the Planning Board are from 2012 and there appear to have been no updates to them since that time. There is also not a signed copy of the bylaws. Laqua asked that the board review the bylaws and make any recommendations for change at the July meeting. After discussion, the board determined to hold a meeting specifically to discuss the bylaws on May 30, at 7pm, at the Interstate Engineering office in Sidney. Interstate Engineering will advertise this meeting.
- d. **Update Contact List (*Rachel Laqua, Interstate Eng*):** contact information was given to the board on a spreadsheet; Laqua asked that the board ensure all information is correct.

7. **Written Communications:** none.

8. **Reports from Planning Board Committees:** None.

9. **Staff Reports:** None.

10. **Discussions on land use issues in Richland County, City of Sidney, and Town of Fairview:**

There was some discussion regarding this agenda item. Laqua explained that it is required by the bylaws but the only discussion item at this meeting is the below item 10.a.

- a. **Update on growth policy timelines (*Rachel Laqua, Interstate Eng*):** President Trumpower had asked for an update on the timeline of the growth policy. Richland County's growth policy was passed in 2015, and updated in 2020. It does not appear that Sidney or Fairview have updated their policies. Interstate Engineering would recommend beginning discussion on this process in January of 2024. The board asked that the link for the growth policy be emailed out and Linder asked for a paper copy.

11. **Adjourn:** President Trumpower asked if there was a need to swear in re-instated members as it's not required by bylaws but the board has done it in the past. The board determined there was not. A MOTION to adjourn was made by Linder; 2nd by Storm; MOTION CARRIED on VOICE VOTE

Next Board meeting: May 30, 2023 and July 11, 2023