

## **Government Study Review Commission Meeting**

**November 26, 2024 5:15 p.m.**

### **Meeting minutes summary**

IN attendance: Carolyn Dawes, Commission Member; Randy Mercer, Commission Member; Jason Stevenson, Commission Member; Jordan Knudson, Ex-Officio Member, Mayor Joe Purcell.

Meeting was called to order by Mayor Joe Purcell

First order of business established a temporary Presiding officer. The Commission appointed Carolyn Dawes as temporary Presiding Officer.

Next order of business was establishing by-laws to agree on at the next meeting. Suggestions made to find templates intended for by laws on the University website. Once examples are agreed upon in the next meeting. Electing more permanent officers for the commission will move forward.

Discussion on time for public comment on the meetings from the public. Allowing minutes of speaking time.

Review of the budget proposed and discussion of how money will be spent as the commission moves forward. Discussion on training needs, travel stipends for training, and supplies.

Discussion of adopting a timetable for the plan the study commission will follow that will need to be published to the public. The established time table is 90 days which is the end of February to publish the time table to the public.

Next meeting is scheduled for December 18th, 5:30 p.m at City Hall.

Meeting adjourned.

**Hardin Local Government Review Study Commission**

December 18, 2024 Meeting Minutes

At 5:30 p.m., Temporary Presiding Officer Carolyn Dawes called the meeting to order. Present were Commissioners Carolyn Dawes, Jason Stephenson and Randy Mercier. Also present was Jordan Knudsen, ex-officio member.

No members of the public were present for Public Comment.

A motion was made to approve the minutes from the previous meeting of November 26, 2024, and seconded. A voice vote was called, and the motion passed unanimously

Dawes called up the first order of business, establishing bylaws. The commission discussed waiving formal parliamentary procedure to begin editing a basic template of proposed bylaws. A motion was made by Jason Stephenson to waive the procedure, which was seconded. A voice vote was called, and the motion passed. The commission then proceeded to edit the proposed bylaws, section by section, with 'friendly' amendments allowed. The proposed template being a set of bylaws from a water/sewer district, required numerous changes to titles and duties. The commission then discussed officer positions for the commission. The commission agreed that there should be four officers: Chair, Vice-Chair, Secretary, and Treasurer. After numerous edits, the draft of the proposed bylaws was approved for the next meeting.

Dawes then called the second agenda item, the election of permanent officers. Dawes was nominated to be the Chair. There were no other nominations, nominations were closed, and Dawes was elected to be Chair upon a voice vote. Jason Stephenson was nominated to be Vice-Chair. There were no other nominations, nominations were closed, and Stephenson was elected to be Vice-Chair by voice vote. Jordan Knudsen was nominated to be Secretary. There were no other nominations, nominations were closed, and Knudsen was elected Secretary by voice vote. Randy Mercier was nominated to be Treasurer. There were no other nominations, nominations were closed, and Mercier was elected Treasurer by voice vote.

Chair Dawes then called the third agenda item, the time table for official dates and publication. Stephenson suggested that due to the time spent on the bylaws, the commissioners should each take the time table home, and bring back proposals at the next meeting. The commissioners discussed further. Stephenson moved that each commissioner take the time table home and fill out proposed dates and return with the table at the next meeting. Dawes seconded the motion. A voice vote was called, and the motion passed unanimously.

Commissioners then discussed the next meeting date. Knudsen reported that commissioners agreed at a previous meeting to have meetings on the third Wednesday of each month at 5:30 p.m. The commission agreed that January 15, 2025 would be the next meeting date.

Stevenson moved to table the remaining items on the agenda until the next meeting. Mercier seconded the motion. A voice vote was called, and the motion passed unanimously.

Stephenson moved to adjourn. Mercier seconded. A voice vote was called, and the motion passed unanimously. The meeting adjourned at 7:20 p.m.

Approved this 15<sup>th</sup> day of January, 2025.

  
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Carolyn Dawes, Chairperson

**Hardin Local Government Review Study Commission**

February 19, 2025 Meeting Minutes

At 5:35 p.m., Chairperson Carolyn Dawes called the meeting to order. Present were Commissioners Carolyn Dawes, Randy Mercier.

No members of the public were present for Public Comment.

Carolyn stated that because there are only two commissioners present, Carolyn stated that she would reschedule the meeting to February 26, 2025 at 5:30. Randy agreed.

The meeting adjourned at 5:37 p.m.

Approved this 19 day of March, 2025

  
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Carolyn Dawes, Chairperson

**Hardin Local Government Review Study Commission**

February 26, 2025 Meeting Minutes

At 5:47 p.m., Chairperson Carolyn Dawes called the meeting to order. Present were Commissioners Carolyn Dawes, Jason Stephenson and Randy Mercier. Also present was Jordan Knudsen, ex-officio member.

No members of the public were present for Public Comment.

Carolyn moved to approve the minutes from the previous meeting of January 15, 2024, and Randy seconded. A voice vote was called, and the motion passed unanimously.

The Chair called up the first order of business, the timetable. Jason stated that he wanted Feb 19, 2025 changed to February 26, 2025 since the meeting was moved. Jason made a motion regarding that change, which was seconded by Randy. Voice vote called, passed unanimously. Publication will be done by Jason.

The discussion then turned to the meeting scheduled for March 19, 2025. Jason set he will get radio announcements done. Carolyn mentioned that people are reading posts, but there's not a lot of interest. Jason wants comments on what goals are so he has talking points for the radio. Carolyn asked how it would be best presented to the public at the public hearing. Randy suggested a printed handout. Carolyn wants to use one of the 15 minute phone calls to the MSU trainer. Randy and Jason agreed that Carolyn could do that. Carolyn stated that she will prepare for the presentation. Carolyn asked what should be put on the presentation. Randy suggested that the MSU trainer may already have something prepared that we could use. Jason stated that we need to show the public which direction committee is headed, and that may get more attention and participation. Carolyn suggested that commissioners get suggestions to Jason by March 7 so that Jason can use them on the radio.

Jason moved that the public hearing start at 6:30 p.m. March 19, following the 5:30 meeting. Randy seconded the motion, and a voice vote was called. The motion passed unanimously.

Jason suggested a special meeting before March 19 to prepare for public hearing. Much discussion was held on the idea. Randy suggested that we meet at 5:00 on March 19<sup>th</sup> to prepare. Carolyn agreed that everything could be done if we met starting at 5:00 p.m. on March 19. Jason moved to amend the start of the regular meeting to 5:00 on March 19, rather than 5:30 so that the commission could prepare for the public hearing at 6:30. Randy seconded. A voice vote was called, and the motion passed unanimously.

Carolyn stated that the hearing will be at city council chambers. Jason thanked everyone for moving the February 19 meeting to February 26.

Jason moved to adjourn the meeting. Randy seconded. A voice vote was called, and the motion passed unanimously.

The meeting adjourned at 6:42 p.m.

Approved this 19 day of March, 2025



Carolyn Dawes, Chairperson

**Hardin Local Government Review Study Commission**

March 19, 2025 Meeting Minutes

At 5:05 p.m., Chairperson Carolyn Dawes called the meeting to order. Present were Commissioners Carolyn Dawes and Randy Mercier. Also present was Jordan Knudsen, ex-officio member.

A member of the public was present, but no Public Comment was made.

Carolyn moved to approve the minutes from the previous meeting of February 19, 2025, and Randy seconded. A voice vote was called, and the motion passed unanimously.

Carolyn moved to approve the minutes from the previous meeting of February 26, 2025, and Randy seconded. A voice vote was called, and the motion passed unanimously.

Carolyn stated that the remaining time until the Public Hearing at 6:30 would be used to prepare for the hearing, and to work on her presentation.

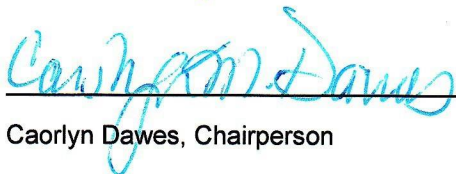
No further business was conducted, and Randy moved to adjourn. Carolyn seconded the motion. A voice vote was called, and the motion passed unanimously.

The meeting adjourned at 5:09 p.m.

The commission members then worked on the presentation until the Public Hearing.

The Public Hearing was held at 6:30, and two members of the public attended. No additional business was conducted by the commission at the hearing.

Approved this 16<sup>th</sup> day of April, 2025

  
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Carolyn Dawes, Chairperson