**Colstrip Local Government Review Commission**

**Meeting Minutes Jan 13, 2025**

1. **Call the meeting to order.**
   1. Meeting called to order at 6:04pm
2. **Roll Call of the Board Members**
   1. Present-Dan Batie, Todd Olmstead, Joe Novasio
   2. Not Present-Michelle Richards
3. **Pledge of Allegiance**
4. **Approval of Minutes of the Previous Meeting**
   1. No minutes from the previous meeting
5. **Correspondence or Study Commission Update**
   1. No Update
6. **Unfinished Business**
   1. No unfinished business
7. **New Business**
   1. **Discussed format of agenda for meetings**
      1. **Copy of meeting agenda will be included in Bylaws for Colstrip Local Government Review Board**
   2. **Reviewed and edited the sample bylaws provided by MSU Local Government Center to be used as bylaws for the Colstrip Local Government Review Board**
      1. **Copy of those edited bylaws attached to these minutes.**
   3. **Discussed proper numbers required to constitute a quorum.**
   4. **Todd motioned to accept the bylaws as edited by the Local Government Review Board. Dan seconded. All were in favor.**
   5. **Discussed the election of Joe Novasio as chairman of the Local Government Review Board. All agreed the process was correct to elect Joe as Chairman**
   6. **Discussed the need to hire an administrative assistant to take meeting minutes, collect and post agenda items along with other duties to assist the Local Government Review Board**
      1. **This item will be ongoing pending the assessment of options for this position.**
   7. **Discussed length of Local Government Review Board meetings.**
      1. **After discussing the need for efficient and effective meetings**
      2. **Todd motioned to amend the Colstrip Local Government Review Board bylaws section 2.03 to state that meetings will be 6:30pm-8:00pm**
      3. **Dan Seconded**
      4. **All were in favor.**
8. **Other Scheduled Matters**
   1. **No other scheduled matters**
9. **Public Comment** 
   1. **No public comments**
10. **Announcements (such as schedule time, date, and location of next meeting)**
    1. **Next meeting February 10, 2025, at 6:30pm at Colstrip City Hall**
11. **Adjournment**
    1. **Joe motioned to adjourn the meeting at 7:56pm**
       1. **Dan Seconded**
       2. **All were in favor.**