

**TOWN OF WHITEHALL**  
**P. O. BOX 529**  
**WHITEHALL, MT 59759**  
**OCTOBER 13TH, 2020**

The Whitehall Town Council held their regular meeting in the Council Chambers at 207 East Legion Street, Tuesday, October 13th, 2020.

**PRESENT:** Council Members: Katy James, Pat Peterson, Roy McBride, Bill Lanes, Mayor Mary Hensleigh and Town Clerk/Treasurer Summer Fellows.

**VISITORS:** Lori Young and Charles Frankenstein.

Mayor Mary Hensleigh called the Council Meeting to order at 7:00 P.M.

Roll Call was taken. All Council Members were present except for Logan Reiff and Shawn Hoagland who were excused.

The Pledge of Allegiance was recited.

**IV. AGENDA APPROVAL:**

Katy made motion to approve the Agenda with Roy seconding with a correction to item C, from Deputy Clerk/ Pool Manager to Billing Clerk under new business.

**THE MOTION PASSED UNANIMOUSLY.**

**V. APPROVAL OF MINUTES:**

Pat motioned to approve the August 2020 minutes with Bill seconding with some correction on page 6.

**THE MOTION PASSED UNANIMOUSLY.**

**VI. REPORTS:**

Mayor's Report:

Mayor: Before facetime and social media, people use to have news that they had never heard before. I'm sure everyone has heard that Summer has accepted a job up in her beloved Alaska. She will be leaving at the end of the month. She's been here for 6 ½ years and it's been quite the rollercoaster ride. She will probably be writing a book, there's no guarantees of her changing any names in the book so we will have to wait for that to come out. We just want to wish her all the best, she's excited and we are excited for her. So, I think a round of applause is in order. Next up, as we get closer and closer to election day, the Town is asking for a Mill Levy increase for the Sherriff's contract and the Fire Department. We haven't asked for an increase since the 70's so, it's been 50 years. We desperately need the Town's support on this Mill Levy and I just want to encourage everyone to please vote for this Mill Levy. We really, really need it and please everyone vote. You have lots of options and so there's no reason not to vote.

Officer's Reports:

Attorney Report:

No report.

Clerk / Treasurer's Report:

Summer: This month, I've been working on some training and getting caught up on some loose ends. Everything is repetitive in Municipal Government or any kind of Government. When you get something done, it's time to do it all over again. But, like I told the girls, I'm a phone call away and I will continue to help as needed.

Public Work's Report:

Summer: The hydrant at the Fire Department was fixed on September 16<sup>th</sup>. On October 7<sup>th</sup>, water samples for monthly and quarterly were done. The sewer motor control was put in on September 29<sup>th</sup>. Then the sewer generator transfer switch was put on October 1<sup>st</sup>. Lagoon levels in Cell 1 are 4.5 feet, Cell 2 is 2 feet, Cell 3 is 3 feet and the Pivot was blown out on September 17<sup>th</sup>. Sewer samples for the quarterly were done on September 17<sup>th</sup>. One cremation for the Cemetery and the Cemetery was blown out on September 22<sup>nd</sup>. The Rec baseball fields were blown out on September 23<sup>rd</sup> as well as the concessions stand. Kory blew out the fish tank and Silver Tower Park on September 24<sup>th</sup>. On September 25<sup>th</sup>, Kory blew out Legion Park and on September 28<sup>th</sup> and 29<sup>th</sup> he blew out Whitehall Street. On September 25<sup>th</sup> weeds were pulled at the Bike Park. He replaced a chain on the sander and the plow was put on the truck on October 13<sup>th</sup> and the Pool's sprinklers and building were blown out on October 5<sup>th</sup> and the Library's sprinklers were also blown out. So, pretty much everything is winterized.

Fire Chief's Report:

No report.

Sherriff's report:

No report.

Committee / Board Reports:

Planning Board:

Lori Young: We had our meeting on October 5<sup>th</sup> at 7pm and all were in attendance. We did table William McLaughlin because they were not present at the meeting. Ryan Strozzi was in attendance and we did ask him to let us know when he does get a building permit from the State. He said it's been about a month since he's heard anything from them so he doesn't know when he will receive that permit. The Business License for Frankie's LLC at 14 East Legion Street passed with the contingency that all licenses are received prior to opening the doors. The Business License from 4 BBG Cleaning was withdrawn on the day of our meeting. Kent and Laurie Rathe at 311 West 2<sup>nd</sup> passed. All they did was change their back wall to a concrete wall, that was just an amended approval. We discussed growth policy and zoning. We are in dire need of some updates like our annexation policies, subdivision review, growth policy, zoning, capital improvements plan. We discussed all of this at our meeting and none of us are comfortable in rewriting these documents. We'd be more than happy to look them over once they are written. I did talk to Ladana the County Planner about this and she said that she recommended that someone be hired just as Boulder did to write these documents that is a trained professional. She suggested Jerry at Great West. He is available to be hired on an hourly basis. He does this for many small communities. Then, we requested a Resolution stating that the Planning Board has the authority to review Business Licenses and provide recommendations to the Council. That is to protect the Town and each of its Board Members.

Recreational Complex Board:

No report.

Pool Board:

Katy: We met on Monday, September 28<sup>th</sup> and everyone pretty much was in attendance. We discussed the financial report. We think we have a decent amount of supplies left over for next season to save on the budget. Allissa is going to visit the concessions and she stated that it was a short season just under \$5000 to run the pool so that was good. Under public comment, Maxine Samuelson brought in a shotgun that she won and is donating it to Pool Pals and they are going to sell raffle tickets. The fundraising committee reported that they will do the flamingo fundraiser again. It was cut short but they plan to do it again next year. Kory reported that McLean Plumbing was going to look at our boiler that needs some major repairs and the budget for 2021 will depend on if the Mill Levy passes on the November 3<sup>rd</sup> ballot. The change in policy for Board members living in Town as well as the County was clarified by the Town attorney and the next meeting is scheduled for March 22<sup>nd</sup>, 2021.

Summer: Katy, I was just going to clarify on the Pool budget so that there is no misunderstanding.

Mayor: The Council approved \$12,000 for the Pool budget. The Pool brought in \$9,725. We subtracted that from the \$12,000 so that leaves us with \$2,275 going into the next pool season. The fundraising committee has raised \$16,545 so we have a total of \$18,820 going into the next pool season.

Summer: I just caution everybody we have a problem with our boiler and that is going to be an expensive fix. So, that \$2000 plus dollars was left over in the budget so to speak is long gone and we are going to be tapping into the fundraising money to fix this.

Bill: Is there something more than just breaking down and cleaning the Boiler?

Summer: There is a big issue with it.

Katy: That's besides the major repair that they discovered.

Bill: Ok.

Summer: I just wanted to put that out there on record.

Katy: Does that \$18,000 cover salaries?

Mayor: It doesn't matter.

Katy: Oh, ok.

Mayor: It's just that the fundraising has brought in \$16,545.

Lori: Where are those raffle tickets being sold at?

Katy: As soon as someone prints them, I'm not sure what Maxine is going to do with them. To clarify that, I'll print 100 tickets at \$20 a ticket. Once they all sell, Pool Pals will draw it and I think they are going to take it into May 1<sup>st</sup> but I think we'll have them all sold before then.

Summer: And, Pool Pals is different than the fundraising committee. They are different entities.

Katy: And what I think Pool Pals has done is there were two small repairs and Pool Pals paid for it. But the fundraising committee is what brought in the \$16,000 and it goes to the Pool.

#### Trees, Parks and Cemetery:

No meeting.

#### Water/Sewer/Garbage:

Katy: We had our meeting on October 5<sup>th</sup> and all were present. We discussed complaints and we need to remind everyone that there is a two-month timeline for residents to submit their complaints. 108 3<sup>rd</sup> Street West had a water leak. I believe we adjusted theirs and there was one other one I think we adjusted. Rodeway Inn had a problem that we corrected and adjusted their bill. We are looking into another one at 215 Jefferson and we are going to be meeting with the owner I believe. Kory reported where we are at with the treatment plant. Kory and Roy are working on some issues on that and they are looking at options for access. He also reported that he will be flushing the hydrants, I think. It's going to be this week and I don't know if he started that or not. You already told us that the Fire Hall has been repaired and they will be jetting the sewer starting at KFC and going this direction. An Agenda item for the next meeting is they are going to set up a meeting with McGree's trucking that does our garbage pick up regarding the schedule.

#### Streets/Alley/Sidewalks:

Katy: We had a short meeting and everyone was in attendance. Kory reported that the potholes on the Town streets have been repaired. Any new potholes they are able to use millings and pound them down and it seems to be working. We discussed the grading for the alleys. We have approximately \$5,000 set aside. Fall or spring is a good time to do the alleys so we are looking at doing a purchase order for that.

#### T.I.F.F.:

No meeting.

CTAC:

No meeting.

**VII. Public Comment:**

No comments.

**VIII. Consent Agenda:**

**Planning Board**

William McLaughlin / 11 W. First St. / fence / tabled.

Ryan Strozzi / 21 East Legion / new shop and garage for business use / will be pre-approved when State approval is received / approved.

Kent and Laurie Rathe / 311 West 2<sup>nd</sup> Street / revised permit / approved.

**Business License**

Frankies LLC / 14 East Legion / restaurant / approved.

**Resignations**

Summer Fellows / Fire Department

**Health Board Appointments**

Council Member Logan Reiff

Dr. Steve Sacry

Fire Chief Joe Granvold

Nurse

Mary reads Summer's resignation letter. See recording.

Roy motioned to approve the Consent Agenda with Pat seconding.

THE MOTION PASSED UNANIMOUSLY.

**IX. PRESENTATIONS**

Summer reads Triple Tree Engineering's update status report. See recording and packet.

**X. New Business**

A. Discuss and Council determination to accept resignation letter from Clerk/Treasurer Summer Fellows.

B. Discuss and Council determination to create new job description for Treasurer/Clerk of Court position.

Roy motioned to discuss.

Mary: So, I put a sheet in front of you and what I am proposing to do is to promote Angela to the Clerk position. She would be the supervisor of the office here and then I would like to promote Allissa to the Treasurer/ Clerk of Court position. And, in replacing Allissa I would like to hire a Billing Clerk to work part-time three days a week. This is what I am asking you to consider. By doing this realignment of the office staff, it will save us \$28,205.

Roy: Is everyone in agreement with this? The people that are involved?

Mayor: Yes.

Roy: They are happy with it?

Mayor: Yes.

Summer: Yes.

Roy: Ok. That's my main concern.

Mayor: Yes, we've had numerous discussions.

Roy: I just want it to be on record that everybody is on the even with it because Mary and I have had a few conversations about it because that's how I wanted to propose it tonight but Mary beat me to it. I think we should do the split then write the job description behind the split. Lets say Angela quits or one of them quit. So, if we do it before that and they don't meet the criteria to hold that job at this point in time, then we have an issue. But I say do the split, write the job description afterward and what's needed to qualify for that job. That will keep us, I think out of hot water. Does that make sense?

Summer: Well, and I also think it gives you guys time too, which I'll help them but there are so many hats that I wear. I'm the flood plains administrator, I'm the wetlands administrator, I'm HR and I'm the insurance.

Roy: And we may have to get the Council to take some of that on. I don't know if we can or not.

Summer: With certain things probably not but with some things like the wetland's administrator and stuff like that yes.

Roy: We just need to go and figure that out as a Council.

Mayor: We also have Todd and he is more than glad to come and train both the new Clerk and Treasurer. Summer will get them up to speed over the next two weeks. You might have to pay for a couple of classes and that sort of thing but, we are still money ahead.

Roy: I think that is the right way to go. We need to get a firm commitment from Todd on how many hours we want to work him. You would have a pretty good idea of that so that we have a clue.

Summer: I think two solid weeks at different times would be great for both of them together. He's going to be able to teach them way more than I ever could.

Roy: And he could get on the computer when they are looking for stuff and he can help them, I think. If we have him on a call basis, we may have to put together a contract for him.

Summer: We already have one.

Roy: We already have one, ok then, it will fit this program?

Mayor: Yes.

Summer: Yes.

Mayor: And he is already on the computer.

Roy: I already knew that, I just wanted to make sure because we are making such a huge change here and it's probably going to take a little more of his time and make sure he is aware of that.

Summer: And like I said, I'm a phone call away because there is a lot.

Pat: So, what are the actual titles for the positions?

Mayor: Angela will be the Clerk and Allissa will be the Treasurer and Clerk of Court. The new hire will be a Billing Clerk and a part-time position at 24 hours a week so no insurance will have to be paid.

Pat: So, the positions we have, the Treasurer will be Allissa.

Roy: We don't have a description now.

Mary: That's just a sample we gave to you. We can make adjustments to it or add if we need to. This is how they do it in Three Forks and it works out really well for them.

Summer: Actually, a lot of other small Towns are doing the same thing for the same reason, it's a high burn out job.

Lori: Does this need to be advertised?

Summer: The Billing Clerk will. It's automatic that the Deputy Clerk jumps up into my position, that's a given and everyone else moves up.

**THE MOTION PASSED UNANIMOUSLY.**

C. Discuss and Council determination updating Billing Clerk position.

Roy motioned to discuss.

Roy: Do we already have one?

Summer: Yes.

Mayor: Yes.

Roy: Can we use the same one.

Summer: We can, I think it should be updated but yes, we can.

Roy: We should probably get it done right away but, I don't see it being a problem.

Mayor: We can get it done and email it to everyone.

Roy: I don't think that's an issue. We could probably pre-approve it as written. Is that an option?

Summer: Yes. In the actual copy it says 40 hours a week time but we will clarify right now its 24 hours a week.

Mayor: There are a few other corrections that need to be made as well such as Ambulance billing because we don't do that anymore. I would like to have you guys also look at it to see if any other changes need to be made.

Roy: Can we get this so its pre-approved tentatively?

Mayor: Yes.

Roy: How do we do that tonight?

Summer: With the correct wording in the Resolution.

Mayor: You can give preliminary approval.

Roy: I think we need to get that done.

Roy motioned to get the preliminary approval done and sent to advertising with Pat seconding.

THE MOTION PASSED UNANIMOUSLY.

D. Discuss and Council determination to permit the Saddle Club to re-seed and solely maintain south side of arena. (Saddle Club will seed, water, weed, mow and any other maintenance required.)

Roy motioned to discuss.

Roy: We didn't take on the Park down the street because we couldn't handle it and I don't think we want to handle that. It looks to me that this proposal is pretty clear. They can do it if they want to do it so be it. But, if they don't do it and we have to do it then we charge them.

Mayor: Well, if they don't do it we'll sterilize it so no one has to do it.

Summer: And I wrote it that way because this is what the Saddle Club is talking about. Now, Shawn is not here to give the report and no one else is here from the Saddle Club. Basically, they are wanting it seeded and from my understanding they want to have the Town take care of it. We don't have the man power, we don't have the money and if they want to do this then, the lawyer needs to write something up and the Saddle Club needs to sign it. Everyone forgets the hand shake deals and then pretty soon Kory is the bad guy because he's not going over there and watering it or mowing it or weeding it.

Pat: If they want it seeded then they take care of it.

Mayor: It's like the Boulevards. It's your responsibility. If you want to take care of them fine, but if not, we will sterilize them and if you want to improve them, it's your dime.

Katy: How about the stress on the water system? Would there be any stress there with any chemicals that we will initially be doing?

Summer: Well, first of all as far as them filling up their water truck, we are trying to get the well set up over there to fill up so, why would we give them free treated well water?

Roy: We can't I believe.



Summer: No, I don't think we can either. It goes back to, everyone in this Town needs to understand that this Town takes the burden. The person living in the Town is going to get an increase on their water bill. Why are we going to give free water to Clubs or to whatever?

Katy: They don't pay for the water now.

Summer: No, they don't pay for the water now. When you are giving away treated water that is costly, you can't do that. We're looking at putting in a filling station and doing away with that one over there and putting one in at the Cemetery because there's already one there that we can use.

Roy: They'd have to run their truck over here.

Summer: Well, yeah. Here's the thing anytime we do that with a well, we have to monitor water. We have to be able to charge for that water. No one is taken out of it.

Katy: Does it have to be posted non-potable?

Summer: Yes, it does.

Roy: And it is expensive.

THE MOTION PASSED UNANIMOUSLY.

E. Discuss and Council determination to approve Resolution 2020-10 to grant the Planning Board the authority to review and approve Business Licenses and give their recommendations to the Council for final approval.

Pat motioned to discuss with Roy seconding.

Roy: Who approves the Business Licenses now?

Summer: The Council does.

Roy: When they write it up, it just comes to us directly?

Mayor: Yes. They come in, fill out the form and we put it on the Agenda.

Roy: Then it really should go to them first and then to us.

Lori: We can do the background research and do the Council's legwork.

Summer: Here's the problem, we have residential areas where people have businesses. We have a downtown. The idea is for the Planning Board to get the whole picture. We have realtors that didn't ask for permission to be in a residential area. So, somebody has got to do the legwork on daycares or whatever. The person in the office doesn't have a lot of time and if the Council approves with no questions asked, we've created a problem in this Town.

Lori: You can have residential in commercial but not commercial in residential. We have a big issue.

Roy: I bet.

THE MOTION PASSED UNANIMOUSLY.

**XI. BILL/ CLAIM APPROVAL LIST TO BE SIGNED BY ALL COUNCIL MEMBERS**

Katy made a motion to approve the bill claim approval list with Bill seconding.

THE MOTION PASSED UNANIMOUSLY.

**XIII. Adjourn:**

Pat made a motion to adjourn the meeting at 7:40pm with Roy seconding.

THE MOTION PASSED UNANIMOUSLY.

\_\_\_\_\_  
Mayor Mary Hensleigh

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk Treasurer

\_\_\_\_\_  
Date