

TOWN OF WHITEHALL
P. O. BOX 529
WHITEHALL, MT 59759
MARCH 18TH, 2019

The Whitehall Town Council held their regular meeting in the Council Chambers at 207 East Legion Street, Monday, March 18th, 2019.

PRESENT: Council Members: Barbara Gagnon, Jason Good, Logan Reiff, and Montana Rawson, Mayor Mary Hensleigh, and Town Clerk/Treasurer Summer Fellows.

ABSENT: Francine Janik and Gary Housman.

VISITORS:

Marty Keogh, Kevin Turnman, Joe Granvold, Lori Young, Bridget and Dale Morse.

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 Francine Janik and Gary Housman.

The Pledge of Allegiance was recited.

AGENDA APPROVAL:

Montina Rawson made a Motion to approve the Agenda. Jason Good seconded the Motion.

THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES:

Montina Rawson made a Motion to approve the Agenda. Logan Reiff seconded the Motion.

THE MOTION PASSED UNANIMOUSLY.

REPORTS:**Mayor's Report:**

Mayor Mary Hensleigh: I just want to explain the reason we had to postpone the meeting for a week is that by law, we have to post in three places and unfortunately the Post Office didn't put up the Agenda and so that's why we had to cancel and reschedule for today. Starting next month, we will also be posting at the Library which then gives four places so that we will be covered if that were to happen again. I wanted to let everybody know that Montana is the 4th happiest state in the Union. I thought that was pretty good. And speaking of happy, the first day of spring is Wednesday and I think we are all looking forward to that. We are gearing up for summer. Spring clean is April 23rd-26th and the high school kids will be helping us with that again. It will be a good time for people to sign up for "Adopt an Alley" so we can get those cleaned up. We are hiring at the swimming pool so anyone who would like to apply please come into Town Hall and pick up an application. We will be installing the second gazebo at the pool this year. So that will be nice for a little bit of extra shade. I hired the third person for Public Works. His name is Don Sullivan and he will start April 1st. Public Works last three weeks or so have been nothing but plowing snow, removing snow and plowing more snow. Kory will have more about that in his report. With all this snow, I want everyone to know that flooding is the number one natural disaster in the U.S.. We have bags and sand available for everyone at the REC Complex so I think it's important that people be aware and plan ahead because I'm sure we will have some flooding. Budgets are due by May 1st so all the Boards need to start working on that and get the budgets in to the Clerk. Starting May 1st through the end of September we will be moving to summer hours so we will be open from 7am-3:30pm.

Officer's Reports:

Attorney's Report: Ed Guza was not present.

Clerk / Treasurer's Report:

Summer Fellows: I have a few things. I went to a couple of trainings last week, one was training for Clerk of Court because I'm Clerk of Court now. I found out all the things I wasn't doing right so now I will do them right. It was a good training. The next training I went to was a Human Resources training. We went over job descriptions, employee handbooks, policies to include, recruiting, retention, resolving conflict, performance reviews and separations. One of the things is, things change all the time. There's a few things I didn't know. Starting this year, Montana has come up with their own W-4. So it will be different than the Federal. Now, I don't think they're going to mandate it this year as far as you can still do the Federal and still use that as the Montana return as far as the State but because of the change in the IRS deductions and how that's done, they'll still let you make those deductions. From my understanding the Federal Government will not now. So something to check into and I will offer them here at the Town also for you guys to fill out. We are the only state that is not an 'at will' state. The only time you can get rid of an employee is basically a probation period. Basically a few things they taught us are you get what

you tolerate, there's progressive vs corrective and document, document, document. Even if you want to give someone a verbal warning, I'll use me as an example, if Logan's my employee and I have to give her a verbal warning and it's not documented it doesn't mean anything. Another thing that's important, if you're going to write someone up or give them a verbal warning, H.R. needs to be in the room not to offer anything but documentation and a witness just in case anything were to go bad, that person is protected. If anyone has any more questions on the training you can ask me. It was a really good training and the lady that taught it was amazing. Another thing, meals and rest periods are not required by Montana law. So Montana does not require an employer to give you a 15 minute break or one in the afternoon. If you take a lunch and its under 20 minutes, they're required to pay you so, anything under 20 minutes you get paid for and anything over 20 minutes you don't. The other thing is, the mayor had brought up alley ways. The property owner is responsible for their alley from their property line from one side to the other. I don't know how much it's going to be enforced, we're starting to enforce it but I believe we'll be sending out letters if you choose not to keep your alley clean.

Public Work's Report:

Kory Klapan: I don't have a whole lot to report. Snow took a considerable amount of time this month. We did go to Water School and it went well. The tree trimmer has been in Town doing quite a few different projects like trees and the Cemetery. We took two big trees down. At the pool we trimmed up some trees and over on Division are our main spots. We did get the dialer fixed in the lift station so it will call us now when we have a problem. The electrical service on the Division street well house we put a new meter in. A car hit a telephone pole so the power company upgraded the service end of it. So, at the time we put in a new meter on the outside of the building because it was inside of the building and we put a service disconnect on it so we can shut it off from outside and kill power to the whole building.

Fire Chief's Report:

Joe Granvold: We got the new program "I Am Responding" that we've had for two months. We've been trying to get everybody to use this program. It's used over your cell phone and it's just another way for people to respond to a fire or not. It's a really good thing for us. I can look on my phone and see whose coming to a fire or not. If people use the program, which we've had good success with I believe it's going to be a really good thing. There's really good mapping as far as hydrants, we can see where they are at in the City. It gives really good directions and there's some really great benefits to it. We have used our two month free period and we are now going to move onto our first year. We are just going to do one year this year and make sure everyone is still happy with the program and something doesn't change with the County and other Fire Chiefs don't want to change the program. So we just want to do a one year program with this. The only thing missing with this is a computer for the Fire Hall and a T.V. basically, you can look up and see who's coming or not. The second thing is the SCBA's (SELF-CONTAINED BREATHING APPARATUS) were brought this up last year with the Council but I really think it's something we need to look at. The NFPA's standards on them is 15 years. Right now we have 4. 4 from 2004 and they're going to expire this year. The four from the City are from the 2000's so they are already expired for NFPA standard. We are still looking at \$12,500 basically for SCBA's.

Mayor Hensleigh: Can you explain for those that are watching on T.V. what SCBA is?

Joe: SCBA is a self-contained breathing apparatus. That's what we go into a fire with to protect us from the smoke and they are pretty important. They have upgraded from what we have from a 30 minute tank to 45 minute tanks and 60 minute tanks. We're looking at the 45 minute bottles. I know if you buy them as a group you can actually save some money. If we could have the City help and raise some funds to enact that it would be a really good thing. This is vitally important to the Fire Department for safety and this is something we need to act on. Basically it's a 4% increase every year that we don't get these so you're looking at \$400 increase per SCBA every year we wait. It would be better to do something if we can. I would sure like to get with all of you and hopefully the board can work something out. The last thing I have is we are going to be doing the Whitehall breakfast that we just passed out at our last meeting and we are going to be doing a raffle. It's going to be for Cooper Firearms raffle for a hunting rifle. I don't have all the specifics on what kind of rifle's you can pick from but there are several different models you can pick from. Then, there will be three prizes, the Cooper Firearm, a two night stay and dinner at Chico Hot Springs and \$200 in Chamber bucks. Hopefully pretty soon we'll have tickets available for that.

Mayor Hensleigh: Is this the pancake breakfast at the Fire Hall?

Joe: Yes.

Mayor Henseigh: Nice.

Joe: Other than that we haven't had any calls in the City. Summer and I attended a meeting last week on upgrades on fire tax and procedures up in Montana City by MSU. It was all the revisions made for the upcoming firefighting tests so there's 4 or 5 major revisions they've made to that and we have all the training and we'll be able to share that with our Department as well.

Sheriff's Report:

Summer Fellows: Chad couldn't be here tonight, he had a training that he had to attend. There's been a lot of changes made with the Sherriff's Department, the Court system as far as how the tickets are done with the new system. We in the Town of Whitehall still do everything by hand. So I don't know how that's going to affect tickets and getting them to me and how this is going to work in our Court. With the new system, Chad has a hard time doing calls so this is what he roughly came up with for January and February. Total calls for service was 176, cases generated: 14, traffic stops: 69, medical: 9 and fire: 1. He let me know in this email that he's working with Craig and I'm sure dispatch too as far as more detailed report for the Council.

Committee / Board Reports:

Planning Board: No meeting.

Recreational Complex Board: No Meeting.

Pool Commission: No quorum.

Trees, Parks and Cemetery: No meeting. Cancelled for weather.

Water/Sewer/Garbage:

Montina Rawson: We met on Monday, March 4th 2019@ 8:30 am.

Committee Present: Kory Klapan, Gary Housman, Montina Rawson, Dale Morse.

Others Present: none.

Old Business:

Water: No Adjustment

Sewer: Multiple Leak Adjustments

Garbage: Excess Garbage Charges, note each week there is excess garbage it is a five dollar increase which is \$20 a month minimum and extra can is only \$18 a month.

New Business:

Growth Policy and Capital Improvement Plan: Potential items to discuss with Jason for capital Improvement Plan: Line asbestos sewer line from Yellowstone to 2nd Street, line asbestos water line on Rocky Mountain Drive Loop, Pfifer Street, locate curb stops.

Public Works Meter Repair/Backflow Preventers: Discuss with Alan from MMIA regarding policy and procedures rather than resolution.

Reline water tank: The committee recommends putting the relining of the water tank in the budget for 2019-2020. The recommended time frame would be in October after the sprinklers in the Cemetery and Parks and blown out for the season. Kory said options for the system while the water tank is being relined would be rehooking to the blue water tower, bringing in portable tanks for water storage, or putting pressure regulators on hydrants with a drain into the ditch or storm drains.

Water tank leak: The water tank is leaking at the bolts and has some rust Kory is concerned about. Gary recommended replacing bolts that need replaced and repainting the rust area. Gary has the bolts and paint that need to be used and said he would give those to Kory. Gary mentioned repairing the leak at the same time we reline the tank.

Surplus Sale: Kory would like the Council to decide if we would like to keep the plow that is on the dump truck we are sending to surplus as a spare.

Dump truck door repair was completed, Kory put a new spring on the door.

Dialer at Sewer Lagoon: The dialer at the Sewer Lagoon for system alerts has not been working for about ten days. Kory spoke with the company and ran a few tests. They determined it is most likely the computer board that is failing, Kory ordered a new stage 3 board that should repair the problem and keep the system from kicking off when there is heavy system use.

Power pole hit on division: The service pole for the Division Street Well was hit last week as well as a fire hydrant. Northwestern Energy called Kory to replace the pole, they said they would upgrade the transformer for free on the new pole but the town would have to put in a new meter and panel for a neutral which is currently doesn't have. The panel should be located on the exterior of the well house which it is currently inside. The upgrade to the system would cost

approximately \$1700 but the committee feels it would be a good time to do so. If we had to upgrade later to a 3-phase panel with a neutral at a later date and pay Northwestern Energy to put in a new transformer with a neutral it would cost several thousand more.

Streets/Alley/Sidewalks:

Montina Rawson: Minutes-Monday March 4th, 2019 at 9:30 am

Committee Present: Kory Klapan, Montina Rawson, Gary Housman, Dale Morse

Others Present:

Old Business:

Roads:N/A

Alleys: N/A

Sidewalks: N/A

Gas Tax Money Project (East of Town Hall Drainage): Postponed to spring

Maintenance Planner- Montina will get a copy of planner to post at Town Hall.

New Business:

Gas Tax Money- The Town will be receiving roughly \$19,546 in gas tax money this spring. The SAS committee recommending using these funds to address concerns we have had with our streets which are as follows:

Drainage between First and Legion on Division St. – Water pools in front of Community Center causing street failure and safety hazard. Committee recommends putting in another storm drain in front of the Community Center and repairing the road where the water has caused damage.

Drainage on Whitetail Drive- Drainage was never addressed when the subdivision was put in so the water flows down the street and into the garage at the end of the cul-de-sac. Committee recommends putting in a French drain at the end of the cul-de-sac to disperse water before it flows to the garage.

Kory to get quotes on the repair between Legion and Division. Public Works will probably fix the drainage issue on Whitetail themselves. Any remaining funds the Committee recommends be put into a Capital Improvement Fund for repairing Yellowstone, West First or Paul Gulch Road.

Public Comment:

Marty Keogh: Since Corbett Loop was plowed and it is a private property, the next time I'm snowed in I will call and you can plow mine also.

CONSENT AGENDA

Mayor Henseigh: Is there any public comment on the Consent Agenda?

Business License

Honey Magnolia Coffee Co.

Russell Raymond (Russell's Subaru Repair)

Coffey Enterprises.

Pool Commission Appointment.

Maxine Samuelson who reapplied for another year on the Pool Commission.

Montina motioned to approve the Consent Agenda with Jason seconding.

Mayor Hensleigh: Discussion?

Montina: Does Honey Magnolia Coffee Co. have a location?

Summer: They do have one picked out. I have been trying to contact the railroad to move forward and am still waiting to hear back with their blessing. They will lease their property. Long story short, they have taken a lot of leases away from other Town's or increased the lease immensely so we really try to keep the railroad happy and so I really feel we need to get their blessing before we go any further.

Montina: We are just approving the business license without the location?

Summer: Right. This is just the Business License.

Montina: Ok, they should probably go to the Planning Board when they build.

Summer: Right, but like I said, we can't move any further without the blessing of the railroad.

Mayor: It's basically in the same spot as the other coffee shop was.

Montina: I just wanted to make sure we were ok with the railroad and we're not shooting ourselves in the foot.

Mayor: Right.

THE MOTION PASSED UNANIMOUSLY.

PRESENTATIONS:

MMIA will present at the April meeting due to rescheduling.

UNFINISHED BUSINESS:A. Discuss Business Licenses, Nuisances, Streets, Alley's and Sidewalks.

Tabled.

B. Discuss Council By-laws.

Tabled.

C. Update on Jefferson County Sherriff's contract / Sherriff Doolittle has sent to County Attorney.

Summer: Sherriff Doolittle just got back to me in regards to the County Attorney and the next step is he wants his committee which consists of the County Attorney, himself and Leonard Wortman to meet with the Mayor, myself and a Council Member. Before we move forward with anything, we'll have our attorney approve what we accomplish with this Committee meeting. Basically, it's in regards to a few things in the contract he wants to go over and we the Town want to go over some issues too. I just need to let him know a meeting date.

Mayor: Is there anyone that would like to be on that with us?

Montina: Do you have to be a Council Member or can it be anyone?

Mayor: We need somebody from the Council.

Montina: I can do it.

D. Discuss and vote on a policy for water protocol.

Tabled.

E. Discuss and vote on a Resolution to be done for the \$19546.20 plus the Town's match of BaRSSA monies with priorities listed.

Kory: So we'll start with the Whitetail Drive project. So I called Jason Crawford to question him on a few things. He said a French Drain at the bottom of that street is not a good idea because of basements. His recommendation was to not do a French Drain. With engineering costs, both projects will cost \$5,000. I don't know how that would split up. I'm sure the Whitetail Drive one will be less. If we have to use two man holes, it's \$3,000 a piece for two storm drains. I did call Joe Davis to give me a price to put in the pipes if we wanted. He said it would be \$4,500 and that would be the contract. An estimate to have someone do it would be around 12,000. If we decide to do it, if we have time this summer it would approximately shave off \$4,000. For Division Street, the engineering costs are a little bit more. Let's say around \$3,500. We only need one man hole and one storm drain at \$3,000 with the pipe included in that price. \$4,500 from Joe again plus black top. I have not got a price on black top yet. I'm guessing the black top will be around \$7,000-\$8,000.

Summer: And is that plus the \$7,500-\$8,500 that will be used to do the project?

Kory: So, to do the project you're going to be at \$3,000 plus 4,500 which would be \$7,500 and then the black top.

Summer: So that does not include the black top. Ok.

Kory: And those are the only two. They kind of expelled our budget.

Montina made a motion on a resolution to be done for the \$19546.20 plus the Town's match of BaRSSA monies with priorities listed and Logan seconded.

Mayor: Discussion?

Marty Keogh: What is BaRSSA monies?

Summer: It's the extra monies we are getting from the gas tax fund. They had an overabundance so depending on your size of Town is how much money you get. So, our Town gets around \$24,500 every year and it's for the Streets, Alley's and Roads and this was extra. In order for us to get the money I have to write a resolution and it's very specified on what we do with that money. It is all audited and tracked.

Marty: The other question I have is, at a Council Meeting years ago it was discussed that draining go through Murphy's and Dannette Simon's.

Kory: Correct. I went back through and we do have an easement for storm water through there but there is no pipes or drains or anything in place for that. So I believe the easement is there, we just have to install it.

Marty: You've been draining in the ditch going down Kelly Road?

Kory: The engineer in his deal would look to see if we have to cut across Kelly Road at one time when he looked at it with me quickly. He thought that the Cemetery side of Kelly Road would be a lot better to carry the water down to the other storm drain so that would be a little added expense to that one.

Lori Young: Right now, where you guys plowed the snow is really stacked up right now, so are you going to try to get that out of there for her so she doesn't have an issue?

Kory: Down along Kelly Road?

Lori: No, along Dannette's Simon's. It's stacked up in front of her property.

Kory: I can definitely go look at that.

Lori: I'm just concerned about that.

Kory: I think we've pushed it far enough East that it should hit that drainage. She has a drainage going on each side of her house. So we tried to push that snow as far East as we could. I'll look at it because honestly, I wasn't the only one pushing snow. I believe if its East of her house and she should be ok.

Mayor: Any more discussion?

Summer: Just one thing, so we're just doing the two projects with the BaRSSA monies?

Mayor: Yes.

THE MOTION PASSED UNANIMOUSLY.

F. Discuss and vote on the Resolutions 2018-12 and 2018-13 for the increase with water and sewer that were passed. The Resolutions need to be approved with a motion.

Summer: It was pointed out to me by Dale Morse and he's absolutely right. I did not put the base rate water increase in the resolution and to make it right, that's what we are doing. We are passing a resolution to go in the book. There's no more increases right now, it's just back tracking and making sure that we have the resolutions on the book.

Montina made a motion to approve on the Resolutions 2018-12 and 2018-13 for the increase with water and sewer that were passed with Logan seconding.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS:

A. Discuss and vote on the Town keeping the plow off of the dump truck or taking it to Surplus.

Montina: This was brought up at our last meeting. The truck will be taken to Surplus and the plow is in good condition. It's relatively new and Kory was wondering if we wanted to pull the plow and keep it as a spare or send it to Surplus and the sanding blocks.

Mayor: Motion?

Montina: I move to approve keeping the plow off the dump truck and the rest can go to Surplus. Either that or a sale online. Isn't that what we're doing Summer?

Summer: Yes, we are looking into doing a sale online. I know Francine was going to get us some information on Federal.

Mayor: Is there a second?

Logan: I second it.

Mayor: Discussion?

Kory: Can I chime in? I did some research since we've talked, the way that plow is mounted on that truck we're going to have to refabricate quite a bit to get it on another truck. There is going to be a cost in there just so you are aware.

Montina: What condition is that plow in? How old is it?

Kory: The plow could be in better condition, maybe not in as good of condition as I thought. I think the cost of the plow with having to fabricate it onto another truck, I'm not sure if it's worth keeping that plow. I think for the sale of the truck, we'll probably get more set up the way it is than if we pull it off. So I don't know.

Montina: What do you think the value of the plow is?

Kory: I think it would probably cost us \$2,000 off the value of the truck the value of the blade, you can go and buy a brand new one for \$5,000-\$6,000. That blade is definitely not new I would say that blade is

worth \$1,500-\$2,000. But, then the fabrication to get it on let's say the diesel, it would cost \$500-\$1000 to mount it.

Montina: Didn't you buy new parts for that last year?

Kory: No.

Montina: Oh, ok. I thought you did.

Kory: We did do some work to it. It broke on the bottom of the base and I took it to the welder shop in Town but as far as new parts no.

Montina: So a brand new plow would cost around \$5,000-\$6,000?

Kory: It's quite expensive. I looked into getting a brand new blade for the plow truck and they were worth \$6,000.

Mayor: Any more questions?

THE MOTION PASSED UNANIMOUSLY.

B. Discuss upcoming budget.

Mayor: Like I said, the budgets are due May 1st. Summer and I were discussing today how we could break the budgets up to make them more manageable for the Council. The Council is responsible for the budget, Summer do you want to tell them what we came up with?

Summer: We've got a lot of problems with our budget. We keep making plug holes to get through. I shouldn't say "we" I feel I should say "I" do. That being said I was thinking it is your responsibility, whatever you guys agree to, you are responsible for. So, there are six Council member and there are four major accounts that we work out of. So I'm thinking that maybe everyone can pick a fund, or I can give you a fund. The General Fund is much bigger than the other three funds so maybe two Council Members on that. I will be there to support on numbers, showing you and I have no problem with that. Once again, I give these out almost every meeting and Montina's the only one who has come to me. If you want to go over a few things quickly, the Rec Complex is already in the hole. The electricity process with the brand new meter box, I always estimate high on electricity bills. I estimated \$1,600 and we've spent \$2,600. Nobody is sharing that cost with us. It burdens the Town. It's not that it's not a great thing but we don't have the money coming in. I will tell you there are three things by law that we have to have in the general fund. Law Enforcement, Judge and Fire Department. Unfortunately, parks, trees, swimming pool, the Town doesn't have to have. If you look at the budgets that I've printed out, what we have left and current year to date. The Pool for example is budgeted for \$47,000 and we have only a little over \$5,000 to start the season. Now, we get new monies in July but \$5,000 is not going to get us started. We're never going to make money with the Pool we all know that. It's a good thing for the kids. I'm not saying that we do away with it but what I want everyone to understand is if the Fire Department gets their budget cut down to \$16,000 which they did, it's really hard to justify the Pool for \$47,000. That's just one example. Once again, Parks. Their budget if you look was \$18,090 and they only have \$8,814 left in their budget. I can tell you, depending on when we start mowing they are going to be in the hole. Plus the mower is coming out of that. \$5,000 out of Parks and \$5,000 out of Cemetery and \$5,000 out of Streets which I can shave a little off of that because of the Rec Complex but once again,

they are in the hole. I don't know what the answer is and if anyone has any suggestions I am open to them. I've been looking into assessments and Mill Levees and printing information on how to go about it because I've never done this before as far as going to the people about raising the Mill Levee. The last time there was a Mill Levee increase in this Town was 1986. Marty, do you remember the last time there was a Mill Levee increase?

Marty: I think it was 1997.

Summer: Ok, I just wasn't sure if anyone knew for sure. I've got some suggestions with the General Fund but like I said it's just all plugs.

Mayor: You can let Summer or I know if you have a preference or I can just assign you to one of the Funds. That being said I want the Council to know that the Clerks work very hard putting these agendas together and it's very disheartening to myself and the Clerks when the Council doesn't come in and pick them up in a timely manner. They should be picked up Thursday late afternoon or by Friday the latest so you can study them and ask questions so you are prepared for these meetings. It's hard to be prepared and cast a good vote if you don't have all the information you need. I urge you to please come in and pick your packets up by Friday the latest. I would appreciate it.

Summer: We have to have them ready according to policy by 4:30pm on Thursday afternoon. There's only been one time in my almost five years where I did not have them out until Friday morning.

Mayor: It's an important thing.

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

Montina made a motion to approve paying the bills with Jason seconding.

Mayor: Discussion?

Summer: I will have them ready this week and I will call when they are done so you guys can come and sign them.

THE MOTION PASSED UNANIMOUSLY.

Mayor Hensleigh adjourned the meeting at 7:49 P.M.

Mayor Mary Hensleigh

Date

Clerk/Treasurer Summer Fellows

Date