**TOWN OF WHITEHALL**

**P.O. BOX 529**

**WHITEHALL, MT 59759**

**March 14th, 2025**

*There was a regular council meeting of the Whitehall Town Council on* ***Monday, March 17th, 2025 at 7:00 pm****. The meeting was held in the Town Hall Council Chambers at 207 East Legion Ave.*

The agenda is as follows:

**AGENDA**

**I. CALL TO ORDER**

*Meeting was called to order at 7:00 pm.*

**II. INTRODUCTIONS**

*Katy James, Linda Jung, Bill Lanes, Roy McBride, Sara Unruh, and Mary Janacaro-Hensleigh Guests: Chad Shepard, Trisha Shepard, Maxine Samuelson, Colton Howser, Dan Hagerty, Kory Klapan, Tim Schober, Liz Pullman, Kelley Seccomb*

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENT ON AGENDA ITEMS**

*None*

**V. AGENDA APPROVAL**

*Linda Jung motioned to approve with the amendment to add Chris Dyson’s Building Permit application to the consent agenda. Roy McBride seconded and it was approved unanimously.*

**VI. APPROVAL OF MINUTES**

*Katy James motioned and Roy McBride seconded. Motion passed unanimously.*

**VII. PRESENTATIONS**

*None*

**VIII. REPORTS - PLEASE KEEP REPORTS WITHIN A 3 TO 5-MINUTE SYNOPSIS**

1. Mayor's Report and Public Service Announcements

*Mary Janacaro-Hensleigh announced the date and time for the public hearing and special meeting on Thursday. Spring Clean will be the week of April 28th – May 1st. She turned her remaining time to Bill Lanes to announce that Convoy of Hope would take place at Town Hall on Wednesday. It will be the third time Convoy of Hope will hold an event in Whitehall. He described the items that were donated and how traffic was going to be directed.*

1. Officer's Reports
   1. Attorney - *None*
   2. Clerk – *Sara Unruh has finished her local government class and will start the website training. She plans on updating the website with council agendas, minutes, and the video recordings. She is working on signing up for the Clerk’s Institute in May. She also mentioned to the council that utility billing past due notices should be worked on due to many accounts being hundreds of dollars past due.*
   3. Public Works – *Kory Klapan reported that the water samples passed. There was a water leak on 2nd Street that has been fixed. The water treatment plant is going to be online in June. A pump at the lift station will be changed out. Potholes on Division Street have been fixed. Visionary will begin to rehab alleys at the end of March and Rocky Mountain Drive has been regravelled.*
   4. Fire Chief – *Colton Howser described the 40 fire calls received last month. He announced the Outdoorsman’s Night at the Community Center on April 4th in which the proceeds will be donated to the Fire Department. The siding project will begin this spring and be done by Frontier Days. They are still working on their bylaws.*
   5. Sheriff - *None*
   6. County Commissioner – *Dan Hagarty said there was discussion about needing another USFS law enforcement officer however they have now lost 31% of their staff shortly after. There was an exercise in cyber security. There was an event held in Boulder to help define mental health crises and what areas need improvement. Mary Janacaro Hensleigh added that the Jefferson County Health Department satellite office has moved into the Town Court building.*
2. Committee/Board Reports
   1. Planning Board – *Linda Jung read a statement from the Planning Board describing the proceedings of the variance request from Starrbuds and the recommendations of Jeremy Fadness (Town Planner) and Ed Guza (Town Attorney). The Planning Board recommends approval of the variance to Town Council.*
   2. Sewer, Water, and Garbage – *Kory Klapan reported that Sewer, Water, Garbage and Streets, Alleys, Sidewalks meetings are going to be combined. They discussed the door for the chlorination room at the water treatment plant. The bacteria tests were negative. The water adjustments on the consent agenda were due to the water being shut off and the meter being pulled but not updated in Black Mountain Software.*
   3. Streets, Alleys, and Sidewalks – *Kory Klapan reported that the contractor needs to be contacted about the Millings Project. Sidewalk is going to be moved on Yellowstone Trail. They are requesting $60,000 from TIF. The Town is in need of a new plow truck.*
   4. Parks, Trees, and Cemetery – *None, but first meeting will be March 25th, 2025*
   5. Pool Board – *Kelley Seccomb described the policy written by the pool board for the fundraising fund. The bathrooms are currently being remodeled.*
   6. Rec Complex – *Roy McBride reported that they have elected new officers.*
   7. Whitehall Tax Incremental Finance District - *None*

**VIII. CONSENT AGENDA**

*Katy James read the consent agenda. Roy McBride motioned to approve. Linda Jung seconded and the motion passed unanimously.*

**Business License**

**The Blue Canoe**

**Sinclair’s Bakery**

**Infinity Bakery**

**WSG/SAS**

**11 ½ Second St E –** Credit $890.00 – Meter pulled account not updated – Per Kory

**221 Jefferson St N –** Credit $572.26 - Meter pulled account not updated – Per Kory

**103 Whitehall St S –** Credit $1524.50 - Meter pulled account not updated – Per Kory

**Planning Board**

**Variance request –** Starrbuds – Recommending approval

*Building Permit – Chris Dyson – recommending approval. Was added at the meeting.*

**Rec Board**

**Youth Rodeo** – May 4th, 2025

**Bulls, Bronx, Barrells Series –** June 28th, 2025

**PRCA Rodeo –** July 25th & 26th, 2025

**XI. OLD BUSINESS**

1. Ordinance 2024-5: An ordinance of the town of Whitehall regulating the use of campers and RVs within the town limits, establishing permit requirements and time limitations for temporary living, and providing penalties for violations.

*Sara Unruh read the ordinance. Bill Lanes and Linda Jung discussed the update to make sure it had been corrected. There was no public comment. Katy James motioned to approve. Linda Jung seconded and the motion passed unanimously.*

**XII. NEW BUSINESS**

1. Pool Fundraising Fund (2393) Spending Policy

*Katy James motioned to approve and Roy McBride seconded. Katy James said the policy needs to be rewritten by town staff and council. Mary Janacaro-Hensleigh and Linda Jung described how budgeting and funds are approved by Town Council and that all boards are only advisory in nature. Kelley Seccomb said that Allissa Christensen wrote the policy since a few years ago there was fundraising money used to pay for wages/maintenance/etc. and that was not the intention of fundraising. Mary Janacaro-Hensleigh said that the Town would only take money out of the separate fund if the pool is over budget. Bill Lanes wants the policy to be drafted by the staff and change the verbiage of this policy. Roy McBride said the funds had been used for the budget so the pool did not close and money had been put back into the capital account after the funds had been used. Katy James agreed that the pool had been over budget years ago and was going to close. Communicating the situation did not pass along to the new personnel for a follow-through. Roy McBride stated that there is approximately $50,000 in the CIP account and the money had been moved into that account to use for payroll and improvements. Kory Klapan agrees with Katy James about the previous situation and didn’t believe any fundraising money was misspent. Katy James motioned to amend the motion to be tabled. Roy McBride seconded and the motion passed unanimously.*

1. Storage Site Lease with Northwestern Energy

*Roy McBride motioned to approve and Linda Jung seconded. Kory Klapan described the property at the water treatment plant and that the new fence altered the space for truck traffic. Linda Jung asked if the price was staying the same as the old lease and Kory Klapan confirmed that it is. The motion passed unanimously.*

1. McGree Trucking Operational Increase

*Roy McBride motioned to approve and Linda Jung seconded. Kory Klapan said they are increasing due to cost of living. The price is increasing to 13.2%. It will result in roughly a $1300/month increase. Liz Pullman asked about commercial can regulation and Kory Klapan said the Town allows them to be locked to avoid public use. The motion passed unanimously.*

**XIII. PUBLIC COMMENT.**

Nothing is debated or voted on during public comment. This is where the public gets the opportunity to talk about anything that is NOT on the agenda.

*Dan Hagarty would like Mary Janacaro-Hensleigh to do a presentation at an upcoming council meeting on the Big Sky Passenger Rail. Liz Pullman has been asked by the public about the damage caused by Visionary and who can be contacted about it.*

**XIV. UNSCHEDULED MATTERS**

*Katy James asked about mill levy requests including the timelines and how to get a mill levy started to get on a ballot.*

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

*Katy James motioned to approve and Bill Lanes seconded. The motion passed unanimously.*

**XVI. ADJOURNMENT**

*Bill Lanes motioned to adjourn. Katy James seconded and the motion passed unanimously. Meeting adjourned at 7:50pm.*

Next Special Meeting, **Thursday, March 20th, 2025 at 7:00 p.m**.

Next Regular Council Meeting, **Monday, April 21st, 2025 at 7:00 p.m**.