**TOWN OF WHITEHALL**

**P.O. BOX 529**

**WHITEHALL, MT 59759**

**April 21st, 2025**

*There was a regular council meeting of the Whitehall Town Council on* ***Monday, April 21st, 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 7:00pm.*

**II. INTRODUCTIONS**

*Roy McBride, Linda Jung, Katy James, and Sara Unruh*

*Guests: Kelley Seccomb, Kory Klapan, Kelsey MacDuff, Brad MacDuff, Lee Burner, Denise Bausch, Tim Schober, Chiara Schober, Maxine Samuelson, Bridget Morse, Liz Pullman, Sherry Camretta, and Bob Camretta*

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENT ON AGENDA ITEMS -** *None*

**V. AGENDA APPROVAL –** *Motioned to approve by Katy James, Linda Jung seconded. Motion carried unanimously.*

**VI. APPROVAL OF MINUTES –** *Motioned to approve by Katy James, Linda Jung seconded. Motion carried unanimously.*

**VII. PRESENTATIONS**

1. Jefferson Valley EMS supplied AED donated to Town Hall

*Denise Bausch announced that Jefferson Valley EMS is donating an AED and cabinet to Town Hall. It has been refurbished and now has new adult and child pads and batteries. JVEMS will replace the pads and batteries if they are used or expired. They will also plan on a training session with Town employees and Council. Katy James discussed the placement being in the lobby.*

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

1. Mayor's Report and Public Service Announcements - *None*
2. Officer's Reports
	1. Attorney - *None*
	2. Clerk – *Sara Unruh reported the annual audit is finished and there were zero findings. DNRC representatives had a meeting about the updated floodplain mapping that will go into effect in the next two years. They are available for a presentation at a future Council meeting. Past Due Letters were sent out to utility customers who are over 2 months behind. Anyone not paid or without a payment plan set up by the 28th of May, will have their water shut off.*
	3. Public Works – *Kory Klapan reported that the water samples have passed. Division Street well is currently the only one that is operating until the water treatment plant is done, then the firehouse well will be rebuilt. The water treatment plant is nearing completion. Water tank bids will be due this summer and the sewer bid will be going out soon since it must be done by the end of 2025. The alleys have been graded now that Visionary is done with their work. The Rec Complex has had lights installed and conduit installed under the arena. Work at the Complex should be done after next week.*
	4. Fire Chief – *Brad MacDuff, assistant fire chief, reported on behalf of Colton Howser. They are waiting on invoices for the three purchase orders. They have just finished the wildland fire training. There have already been 6 wildland fire calls this year.*
	5. Sheriff - *None*
	6. County Commissioner *- None*
3. Committee/Board Reports
	1. Planning Board – *Linda Jung reported that everything is on the consent agenda.*
	2. Sewer, Water, Garbage, Streets, Alleys, and Sidewalks – *Kory Klapan reported that Sewer, Water, Garbage has now combined with Streets, Alleys, Sidewalks is in one meeting. He read through the minutes. The water treatment plant should be operating by the second week of June. It is likely a full-time employee will be needed to operate the water treatment plant since it will need to be monitored seven days a week. Garbage rates will need to be increased but it has not been decided how much. There will also be an increase in water and sewer rates.*
	3. Parks, Trees, and Cemetery - *None*
	4. Pool Board – *Kelley Seccomb gave an update on the bathroom construction. The floors will be painted once the bathrooms are complete. New lifeguards and the returning lifeguards have been hired. The pool is tentatively opening on June 13th.*
	5. Rec Complex – *Roy McBride reported the construction should be done by May 1st. The first rodeo is the first weekend in May. Baseball has started. Bill Gillespie has given his verbal resignation from the board.*
	6. Whitehall Tax Incremental Finance District – *Roy McBride reported that there is $60,000 allocated to the sidewalks project and bids will start shortly. A grant has been approved for the Rotary Club’s picnic table at the fish pond. Dave Torgeson’s project has been completed. John Janik’s project is halfway complete and a partial payment has been made.*

**VIII. CONSENT AGENDA –** *Katy James read the consent agenda. Katy James motioned to approve. Linda Jung seconded and the motion passed unanimously.*

**Business License**

 **Starrbuds**

 **Helfrich Electric and Automation**

**TIFF Board**

 **Rotary Club Picnic Table**

 **Dave Torgeson’s Final Bill**

 **John Janik’s Partial Bill**

**Planning Board**

**Development Permit –** Whitehall Pharmacy fence, 411 E Legion

**Development Permit –** David Jones cement pad, 411 1st Street W

 **Rec Board**

 **Bill Gillespie –** verbal resignation from Rec Board

**XI. OLD BUSINESS**

1. Pool Fundraising Fund (2393) Spending Policy

*Katy James read the policy. Roy McBride wants to ensure that any funds from this account must go through the purchase order system in place. Kelley Seccomb explained the policy and that the general budget should be used first before funds be used for operating expenses. Linda Jung stated that extra money was budgeted this year into the general fund and money from the fundraising fund should not be needed to operate the pool. Kelley Seccomb said the pool should not be over budget this year and any remaining funds should go into the CIP fund. Linda Jung agreed. Katy James explained that monies from the fundraising fund will only be used for fundraising unless the budget has been expended. The councilmen agreed that a statement pertaining to purchase orders be included within the policy. Katy James motioned to table until the policy is updated with the purchase order statement. Linda Jung seconded and the motion passed unanimously.*

**XII. NEW BUSINESS**

1. Jefferson Valley EMS ambulance barn & John Janik’s split commercial lot – Lee Bruner

*Lee Bruner stated the ambulance barn has been built on a lot with another existing residence and that the lot will be split into two separate parcels. Since it is a subdivision within town limits, it will need to be approved by the Council and filed with the County when the survey is ready to be presented. Linda Jung explained that it will need to be submitted to the planning board and they can make their recommendation to the council.*

**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.

*Bridget Morse stated she had filed two complaints and did not receive a response. She asked about the process of handling complaints. Sara Unruh explained that for her specific complaints, they would be handled by the Water, Sewer, Garbage, Streets, Alleys, Sidewalks board during their next meeting.*

*Chiara Schober reported about attending the Main Street Now Conference. She is representing Main Street Montana and is requesting to be on the agenda quarterly. She explained some the goals of Main Street Montana and grants that they award. The Chamber of Commerce has been awarded a grant to work on the Chamber’s kiosk. The Chamber is having a clean up day on April 30th. She will be heading to the Governor’s conference on tourism next week.*

*Liz Pullman stated that Whitehall is loosing it’s resources. Headstart is gone and she would like the Town to send a letter of support to Headstart and legislators. They are petitioning for one more year at Headstart since the 16 seats have currently been given to Helena.*

**XIV. UNSCHEDULED MATTERS**

*Katy James asked about a rumor. She said she has heard around that the Treasurer will be leaving this summer. Kennedy Kleinsasser was not present to comment. Linda Jung said that budgeting workshops should be starting soon. Kelley Seccomb stated that eight total lifeguards have been hired and will need council approval. Trainings have been set up for May.*

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

*Katy James motioned to approve. Linda Jung seconded and the motion passed unanimously.*

**XVI. ADJOURNMENT**

*Katy James motioned to adjourn. Roy McBride seconded and the motion passed unanimously. The meeting adjourned at 7:44 pm.*

Next Regular Council Meeting, **Monday, May 19th, 2025 at 7:00 p.m**.