

**TOWN OF WHITEHALL**  
**P.O. BOX 529**  
**WHITEHALL, MT 59759**  
**Posted November 14<sup>th</sup>, 2025**

*There was a regular council meeting of the Whitehall Town Council on **Monday, November 17<sup>th</sup>, 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** *The meeting was called to order at 7:00 pm.*
- II. INTRODUCTIONS** *Linda Jung, Katy James, Bill Lanes, Shawn Hoagland, Mary Janacaro Hensleigh, and Sara Unruh. Guests: Kory Klapan, Arica Klapan, Kelsey McDuff, Brad McDuff, Dan Hagerty, Liz Pullman, Jim Buterbaugh, Tim Schober, Maxine Samuelson*
- III. PLEDGE OF ALLEGIANCE**
- IV. PUBLIC COMMENT ON AGENDA ITEMS** - *None*
- V. AGENDA APPROVAL** – *Linda Jung motioned to approve the agenda. Shawn Hoagland seconded and the motion passed unanimously.*
- VI. APPROVAL OF MINUTES** – *Linda Jung motioned to approve the minutes. Bill Lanes seconded and the motion passed unanimously.*
- VII. PRESENTATIONS** - *None*
- VIII. REPORTS - PLEASE KEEP REPORTS WITHIN A 3 TO 5-MINUTE SYNOPSIS**
  - a. *Mayor's Report and Public Service Announcements – Mary Janacaro Hensleigh wished everyone a Happy Thanksgiving and announced that the Town will decorate for Christmas the day after Thanksgiving.*
  - b. *Officer's Reports*
    - a. *Attorney - None*
    - b. *Clerk – Sara Unruh had a reminder that the appeal and comment period for the FEMA Floodplain Map Updates ends December 9<sup>th</sup>. The utility bills have switched from the sewer average summer rate to the sewer actual*

winter rate. All applications and relevant fees are due the Wednesday before the meeting. Her future project is preparing information packets for new board members.

- c. Public Works – Kory Klapan reported that water samples were collected today. The Division Street well went down and used an old motor to fix them pump. The Firehouse well was used and the town did not run out of water. December 1<sup>st</sup> is scheduled for the new valves in the water treatment plant. Part of that change order included replacing fire hydrants. The sewer lagoons are very low and where they should be for the time of year. The sewer headworks building is now up and trusses will be added this week. The two corners of First Street are fixed. There is a question of the property boundary on Meadow View Lane and First Street and it is unsure of what will happen in the future. The parks will be decorated for Christmas the day after Thanksgiving. All are welcome to help. There was a large stump removed from the cemetery and the fence around the building is being fixed.
  - d. Fire Chief – Brad McDuff reported about the current PPE project. Some helmets and turnouts do not meet standards. Approximately 40% of the funds have been raised and are working on grants for the remainder of the funds. They would like their equipment to meet standards by the end of 2026. There were 13 calls in October.
  - e. Sheriff - None
  - f. County Commissioner – Dan Hagerty reported that there has been a flashing light installed on Highway 69 but the signage has not been changed yet. The commissioners have been canvassing for the election to make sure everything is correct for the Clerk and Recorder in order to file it.
- c. Committee/Board Reports
- a. Planning Board – Arica Klapan reported about the two applications that were submitted. One application is in the floodplain and will need to go through that permitting process before the development permit is approved. The other is a relocation of a shed from an adjacent lot and is on the consent agenda.
  - b. Sewer, Water, Garbage, Streets, Alleys, and Sidewalks – Kory Klapan reported that the water treatment plant was discussed which was included his Public Works report. The sewer headworks building progress was also discussed. They had been looking for a contractor for the First Street corners project, which has now been completed since the meeting. The bill adjustment on the consent agenda was due to an error while updating the move-in/move-out information. There is a property on South Division

*Street that has had its water shut off for several years and needs to have the sewer disconnected. The county sanitarian has been involved in the plan.*

- c. Parks, Trees, and Cemetery – *No meeting*
- d. Pool Board – *No meeting*
- e. Rec Complex Board - *No meeting*
- f. Whitehall Tax Incremental Finance District – *Mary Janacaro Hensleigh reported the Rec Complex master plan is finished. The pickleball court application is on hold until May 2026. JVCF awarded a \$1,000 grant for a message board and the Town is working on getting a bid for the electrical installation. She thanked the JVCF for all their support over time. There was an application for the flagpole but it was not awarded. The TIFF has awarded \$21,000 but a contractor to install the pole is still needed. There is a boulevard beautification project in the works on the corner of 1<sup>st</sup> and A streets. Jim Hicks has finished tree trimming and an additional \$5,000 was allocated toward the final bill. An additional \$10,000 grant has been applied for to cover the entire cost.*

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

**WSGSAS Board**

**5 Whitetail Drive – Billing adjustment to base rate due to incorrect reading**

**Planning Board**

**Development Permit – 416 Noble Street North – Shed  
Jeannie Ferriss Resignation**

**TIFF Board**

**Town of Whitehall - Tree Trimming - \$5,000 additional funding**

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

- a. Additional holiday the day after Thanksgiving and the day after Christmas.

*Bill Lanes motioned and Linda Jung seconded. Bill Lanes asked if this had come up before and it was confirmed that it has. Bill Lanes stated that employees should be paid for the holiday but not extra days. Katy James*

*and Linda Jung both stated that if employees take the day off it should be vacation/comp/flex time. Linda Jung thought it would be fine if employees wanted to take the day off and Mary Janacaro Hensleigh stated that the office is closed on Fridays anyways. She said Public Works will be decorating the day after Thanksgiving. Kory Klapan asked if everyone could take the day off and Mary Janacaro Hensleigh said if they have the vacation time they can use it. No one was in favor. Each member voted no individually. The motion failed.*

- b. *Filing with Montana Secretary of State for Whitehall City Court  
Linda Jung made a motion to table until the December meeting due to lack of information. Shawn Hoagland seconded. The motion passed unanimously.*
- c. **Resolution No. 2025-17** – A Resolution of the Town Council of the Town of Whitehall, Montana Establishing a Floodplain Permit Application Fee and After-the-Fact Penalty  
*Shawn Hoagland motioned and Bill Lanes seconded. Shawn Hoagland wanted to know more information about the fee and why it is a significantly larger amount than the \$25 building permit application fee. Mary Janacaro Hensleigh stated that more information was found just this afternoon and she asked Arica Klapan to explain. Arica Klapan stated that Jeremy Fadness of WWC Engineering has a contract to be the Town's floodplain administrator since 2024. With the turnover in the office, it was missed and Sara Unruh had been acting as the floodplain administrator. Within the contract, it states the fee is \$400. The process starts with someone submitting a building permit application and fee. If the property is within the floodplain, a floodplain development application and fee is needed. Linda Jung stated that engineers are needed when processing the application which is why the fee is high. Bill Lanes stated that it is the property owners responsibility and this costs should not be a burden on the taxpayers. Shawn Hoagland amended his motion to table this item until the December meeting. Bill Lanes seconded and 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.*

*Maxine Samuelson stated that a neighbor recommended an audit due to office turnover. She also wants the website and TV station information to stream the council meeting typed on the agendas.*

#### **XIV. UNSCHEDULED MATTERS**

*Linda Jung stated that the Town will have several boards to fill in January. If anyone is interested they should submit a letter of intent with their qualifications and what board(s) they would like to serve on. There will also be two council seats that need to be filled.*

*Mary Janacaro Hensleigh stated when the next meeting is and that Linda Jung (mayor elect) and Jim Buterbaugh (Council member elect) will both be sworn in. Sara Unruh stated that they can be sworn in December and it will be made effect January 1<sup>st</sup> to avoid having a special meeting in January. Mary Janacaro Hensleigh also announced that this will be Tim Schober's last meeting and thanked him for doing a great job of recording the meetings.*

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

*Shawn Hoagland motioned to approve and Bill Lanes seconded. The motion passed unanimously.*

#### **XVI. ADJOURNMENT**

*Shawn Hoagland motioned to adjourn. Bill Lanes seconded and the motion passed unanimously. The meeting was adjourned at 7:32 p.m.*

Next Regular Council Meeting, **Monday, December 15<sup>th</sup>, 2025 at 7:00 p.m.**