

TOWN OF WHITEHALL
P. O. BOX 529
WHITEHALL, MT 59759
August 9th, 2021

The Whitehall Town Council held their regular meeting in the Council Chambers at 207 East Legion Street, Monday, August 9th, 2021

PRESENT: Council Members: Katy James, Pat Peterson, Roy McBride, Bill Lanes, Linda Jung, and Treasurer Allissa Christensen, Mayor Mary Janacaro- Hensleigh, and Town Attorney Ed Guza.

VISITORS: Kory Klapan, Jason Crawford, Maxine Samuelson, Joe Granvold, Mike Baker, Jim Buterbaugh, Liz Pullman, and Brian Hanson.

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

Roll Call was taken. All council members were present except Shawn Hoagland.

The Pledge of Allegiance was recited.

IV. AGENDA APPROVAL:

Roy made motion to approve the Agenda with Pat seconding with the addition of Jason Crawford under presentations.

THE MOTION PASSED UNANIMOUSLY.

V. APPROVAL OF MINUTES:

Bill motioned to approve the July 2021, minutes with Roy seconding.

THE MOTION PASSED UNANIMOUSLY.

VI. REPORTS:

Mayor's Report:

Mayor Mary: I'm glad to see everyone here. I'm sure everyone enjoyed the wind storm last night. The nice thing is it blew all the smoke out and we have some cooler temperatures. It's rather pleasant. Public Works have been busy all day long picking up tree branches. They are everywhere. I'm sure Kory will probably have more about that in his reports but it will probably take several days to get everything picked up. There was a lot of damage, a lot of tree branches down. No one got hurt which is the important part. We have two more weeks at the Pool. It has been a great year at the Pool. The weather has been great we haven't had many rain outs, that's for sure. Two more weeks at the pool and then everybody is heading back to school. I encourage everyone to come to the pool and enjoy the last couple weeks of summer.

Officer's Reports:Attorney Report:

Ed: From the prosecution stand what we have going on right now according to Ryan again who handles the prosecution for the town. He tells me, nothing huge is happening in Whitehall. A couple partner family member assaults that are settling. He has a couple DUIs that are also probably settling. One DUI may turn into a trial. So that is the prosecution side of things. The rest of the work I am doing is coming up on the agenda. So, I'll speak when we get to those points.

Clerk / Treasurer's Report:

Allissa: Busy month working on budget, claims, and revenue. I have been working alone the last two weeks. So, I appreciate patience while I try to get everything caught up and keeping up with utilities and water adjustments. We have had a lot of houses sell in Whitehall so requiring ownership to change. We have had a lot of activity at the pavilion and I appreciate those that call in and reserve it. Because it helps us in the future to avoid conflict. Again, my door is always open if you have questions or want to know what is going on, come on over or call.

Public Work's Report:

Kory: We will start with water. I did take extra samples this year. I took our three-year and nine-year samples so they are completed monthly samples. We are pumping between 6 hundred and 7 hundred thousand gallons of water a day on an average. We are holding out on there and doing pretty good. I want to explain to everybody the Cemetery, Legion Park, and Whitehall Boulevard are sprinkled off independent wells. The cemetery has a well for itself it doesn't come out of our drinking water. There has been some confusion and some people asking me how come we aren't sprinkling every other day. It's not coming out of our potable source. Sewer. Sewer lagoons are just about out of water. Cell 1 has 6 ft, Cell 2 is as low as we can bring it at 2 ft, and Cell 3 is 2.5. We took water samples out of the creek and our bi-annual for July. So, I probably will sprinkle out that other half of foot here in the next couple of weeks when it dries up a little bit. Streets. Hopefully we are going to start potholes any day. It was supposed to be this week but with the weather I think we are kind of waiting to see how it dries up. We are going to concentrate on the intersections on First Street, Rocky Mountain Drive, and Olive Street on

this go around of pot holes. Cemetery. We had two graves. We did remove all the lilac hedges along the road. It was diseased and not doing too well. The Park. We had volunteers come in right before Frontier Days and we did a lot of work. They brought in 30 -35 people. We ended up getting the lilacs trimmed in the park and totally redid the horse shoe pits. We repaired and re-stained the pavilion. We stained 6 picnic tables. They did a ton of work. That was nice. In the same park, Legion Park, the pump that sprinkles Legion Park and Whitehall Boulevard we pulled it and the stand pipe had holes in it. We never had pressure we got that fixed now we are doing good on pressure. Whitehall Boulevard is greening back up. Frontier Days was busy it turned out pretty good. I think there was a lot of people. The Rec Complex, we did get the new cable pulled to the two baseball fields. I just got to wire them and hook them up now. But we did get that buried in there so that will help the sprinkling system over there. We put out 12 loads of weed spray. There was 17 locate tickets and I got called out twice to shut off water.

Fire Chief's Report:

Joe: Calls from July 1st until now. We had 1 car wreck in the town, 1 gas call it was a sewer gas call, and 2 power lines down. That was pretty recently. On the rural side we had 10 car wrecks, 9 wildland fires, 4 car fires, and 1 structure fire. I want to get out the severity of the stage 2 restriction that the county just went in to. That's going to also cover Whitehall and all the cities of Jefferson County. With Stage 2 fire restrictions there is no campfires, zero at all, at your residence or in a fire pit or nothing they are total banned. Propane style barbecues are allowed at your residence. In Jefferson County on a private residence, they will allow coal briquettes if you want to barbecue that way. But nothing out on state land or federal land or any of that. Chainsaws and off roading and not being on a trail from 1:00 pm to 1:00am. Smoking is only allowed in vehicles when you are out on any Federal or State land and no driving off roads. Just to let everyone know I try to be fair with everyone but if you do burn you will get a citation for it. Pancake breakfast went pretty well we served about 7 to 8 hundred people. There was a lot of people to thank and we are going to get something out through the mail and in the paper. But I want to thank the IGA Chad and his family and Mary and Nick. They paid for all our meat so that was a huge expense. So, thank you guys for doing that. The FG grant I just looked at that again we still haven't got anything on the SCBA's. We still got about until the end of September on that and then we are going to need a plan to purchase them. I'm looking at probably somewhere around November. If we have to do that. I would like the city and the Rural to work together. The Rural is going to purchase 4 and the city needs 4. I think Bill might have talked to some of you. If you guys have any questions ask me or I'll get with you after this meeting. I can tell you right now we are having a ton of vehicle accidents. I mean its 2 or 3 a week. August is the worst month. Just for everybody here driving over the pass into Butte, Cardwell to Bozeman, or Helena. It's crazy there are a lot of people on the roads. I would just make sure you drive and pay attention to what is going on around you. Because there is a ton of it going on. For the pancake raffle we had a quilt Jolynn Fleege won that. I would like to thank Amy French for donating that quilt. The fire disc Karl Bronson won that; \$100 was donated by Ace Hardware towards the purchase of that. Bob Wilkinson won the duck call that was donated by Colton Howser's mother-in-law. I'm happy to say we got 3 new volunteers but we are always looking for some more. Especially during the day. I rely a lot on Kory and the city crew to help me out because they are the only ones that are pretty much aren't working. So, if somebody has time.

Mayor Mary: Excuse me, they are working.

Joe: That's what I'm saying I mean, everybody else is working out of town but I can call these guys and they can usually spare a couple guys to help. That's a great thing because if we didn't have them that

would be me by myself or maybe another guy. I mean you just can't do it so we are still looking for volunteers if somebody can help out. Something I've been trying to get done is pump testing on the structure truck. That has to be an annual thing for the ISO's. It has to get done. I've been waiting on a guy out of Twin to do that. Anyone got any questions?

Sherriff's report:

No report.

Committee / Board Reports:

Planning Board:

See minutes.

Recreational Complex Board:

No meeting.

Pool Board:

See minutes.

Trees, Parks and Cemetery:

No meeting.

Water/Sewer/Garbage and Streets/Alley/Sidewalks:

See minutes.

T.I.F.F:

See minutes.

CTAC:

No meeting.

VII. Public Comment:

Maxine Samuelson: I have two food for thought things that I would like the Council and the Board to consider. The food for thought one is when you get a second person in the office, perhaps the hours could be adjusted so that it's not closed at 3:30, maybe 4:00, or you can even push it to 5:00. But, that might be something that you could consider. You know if one person wants to start at 7:30 and work until 3:30 and the other person start from 8:00 until 4:00 or 5:00. Just to think about. The other thing is I'm sure I'm not the only one who has had a problem with this, I'm sure Mayor you live near me. These kids on these bikes going up and down the streets and they are racing. I don't know if they need helmets. I don't know if they need to have some sort of licenses, I mean they are going up and down the front of my street up and down the alley. Your alley to.

Linda: Is this motorized?

Maxine: Yes. Those motorized bikes.

Linda: They are on Yellowstone Trail too.

Maxine: I don't know who they are. Thank heavens school is going to start soon. It will slow down some. However, it's really annoying.

Pat: And dangerous.

Maxine: Yes so, I don't know if the sheriff should be called or if I should talk to the town or what. This is just something that I hope somebody can figure something out about.

VIII. Consent Agenda:

Planning Board:

Building Permit / Mike A. Baker / 501 E. Legion / new structure / approved.

Building Permit / Bryan Hanson / 10 W. Viella / addition to existing structure / approved.

Address zoning/development permit application revisions.

Business License

Business License / American Tree Service / tree trimming / approved.

Business License / G Bar M Heating and Cooling LLC / heating & cooling services / approved.

Fire Department

Roman Roberts

Kelsey McDuff

Brad McDuff

Pat made a motion to approve the consent agenda with Linda seconding.

THE MOTION PASSED UNANIMOUSLY.

IX. PRESENTATIONS

Jason Crawford: It's been a few months since I think I have been here. We have been pretty busy with the ARPA applications, America Recovery Plan Act application with COVID relief funding. They kind of turned things upside for a month or two there. So, I was just here to give a little bit of an update. We did coordinate with you folks about pursuing those competitive ARPA grant applications which were due July 15. We did apply for two competitive ARPA grant applications. One for the water project and one for the sewer project. The water application encompasses the current project and leverages all the existing funding that you have in place for the current project is matched towards the competitive ARPA application. It includes the new building. It includes all the components of the previous project that we had been working towards. The replacement of the AC pipe on Rocky Mountain Drive to loop over by the school. The uranium treatment plant project. It also includes construction of a new water tank. We

had talked about that previously for a total project cost of 8 million dollars. It's a big chunk, a big project. There are a lot of things in there 5.6 million of that would come from the competitive ARPA application and the other 2.4 million is our current financing that we got in place for the current project. The sewer application we call it the sewer application is about a 730-thousand-dollar application. It was a separate application from the water project only because I think that they are going to score a little bit different these applications are all ranked. I think the water project scores really well. I didn't want to lump the sewer stuff into the water project with concerns of reducing the ranking on the water project. We pulled it out and made it two separate applications. The sewer application included kind of a system inventory and mapping of all your existing infrastructures so the sewer manholes, sewer services, all the sewer system components into a map with GIS capabilities. Kory will have access. Public works will have access right on a tablet or on their phones. They can access. Also, the same thing for the water system locating the curb stops just a good inventory of what you guys have out there. I talked with Kory yesterday about 25 % of curb stops are bad already. So, we are including replacing 25 % of those as we find them and figure out if they are operational. Then some lift station improvements, a screen upstream of the lift station. That total of sewer application was 733 thousand application. It's all ARPA funding and leverages all three buckets of money for anybody that is following the lingo associated with ARPA pools there are three buckets of money. I won't get into the leads but there is a lot there. We did get those submitted prior to July 15. We did have a meeting with the funding agencies on the water project on July 15th. It was generally just an update with the funding agencies on the current project. But we also talked a lot about the ARPA application and where we were headed. So, the funding agencies are all in the loop. The DNRC, the reviewing committee for the ARPA application were on the phone. We got good feedback. They have indicated that the ranking is supposed to be completed by August 15 which is coming up I think it is this coming Sunday. Then the ranking of all the applications gets submitted to the infrastructure commission which is a commission appointed by the legislature to oversee all of this. The infrastructure commission will make a recommendation to the governor on which applications to fund. So, a long story short we will probably know on ARPA end of September early October at the earliest. It's kind of what they are telling us with DNRC. I haven't heard anything new since they threw that out on the July 15 meeting. Hopefully by the end of September early October. A little bit of the trouble we are having at this moment is we really don't want to move forward with anymore engineering at this point until we know which direction we are going here for sure. A building is going to be required regardless. We did put together a cost estimate for the project to include the building. That building is a big component of the total 8-million-dollar project but it did come in at about a 6.3-million-dollar project adding the building to the project. So that is still a pretty good chunk to bite off with that 6.3 million essentially what it does is excludes the new tank. That's how we go from the 8 million to the 6.3 million. At this point I did prepare an amendment to our engineering contract to include all the work that would be associated with the building. I threw it out there to Kory for discussion a little bit. I don't know if it has been passed on to any of you folks yet. It's here. I can get it to you guys for review. I just got it over to him maybe a couple days ago. It's a pretty good adjustment as you can imagine a 6.3-million-dollar project there is a lot of moving parts a lot of components to it. It adds I assume about 75 days is what we assumed construction days to the construction of the project. The reason that is a big deal is because during construction we have to have somebody on-site full-time part of the design crew to oversee it. The funding agencies require full-time construction observation. So that 75 days alone on the construction schedule adds a big chunk of engineering time to this thing. Long story short is our current engineering contract is at 517 thousand to get all the engineering work done for the current project. To add the building to it would add about another 435 thousand dollars of engineering cost to the project.

So that is the amendment I have prepared amendment #2. At this point again we don't want to head off into the wrong direction and we don't want to start doing a bunch of work without first having this conversation with you guys. I want to have this conversation with you guys before I presented any sort of amendment or contract to the funding agencies for consideration. That's kind of where we are at today. We would like to keep moving on the project and not stop until we hear from ARPA. But I think that probably would require this amendment to be approved. So, then we can keep plugging along in the right direction and protect us all. I know we weren't on the agenda and I know we can't make any decisions. But I just wanted to throw that out there and we can start talking about it if I need to come down and sit down and talk you guys through that. I can do that. However, you want me to handle this. I'm certainly willing to do that. There is a lot of work here to do. We would like to keep moving if we could so our schedule doesn't get delayed anymore. We are already looking at probably another 6 months for design once we approve this budget just on the building. There is a lot going on with that right now. Hopefully we find out soon on ARPA. But in the meantime, kind of think about how you guys want us to proceed.

Mayor Mary: There is a lot of misinformation out there on Facebook in a site called Secret Whitehall that I thought maybe you could clear up. I'm not on Facebook I feel lucky to be able to use facetime, but I know there are a lot of people on these sights and the misinformation is not good. One of the points was the water. The quality of the water. I know and I've told people it's the same water we have drank for over a hundred years. So, if you could just shortly reiterate about the quality of the water.

Jason Crawford: Your interpretation is correct. There is no new contaminants that have polluted the aquifer. There is nothing that has changed with the water quality from what Whitehall has always had. Same water quality. What has changed is the allowable levels that EPA sets for public water supply systems. Those requirements changed some time ago but with how Kory was just talking about his three- and nine-year sampling periods. They fell. Those updated and he didn't have to sample for another five years or something. It almost didn't quite line up but I guess during the next round of testing is when we got notification that we were outside the new EPA limits for the uranium concentration in the water. Nothing has changed as far as water quality goes it's just the EPA standards that lowered for allowable maximum contaminant level in the water system.

Mayor Mary: Another concern was originally we thought we would be in construction right now but when we discovered that the garage would not be big enough for the treatment plant, we then had to move to plan b and build a new treatment plant. And the cost of construction materials. Is that what is delaying us for another year?

Jason Crawford: Yes, that's the biggest one. We were making great progress we had 30 percent design done several months ago when we had presented those findings. At that 30 percent design we realized we were going to need the entire shop space here which doesn't work with how this space is utilized. That's when we had to start looking at other options. We had looked at a new building in the past we reverted back to those old analysis and went back to our site over at the rec complex. That delay and coming up with the additional funding to do that and getting all these funding agencies on board. Every time a new adjustment like this is made there is another environmental requirement that has to be addressed another environmental report that has to be written. With every one of those new environmental reports there is a whole 30-day public review period that goes along with those fourteen days notices each time. We have a lot of moving parts to this thing. A lot of funding agencies involved and every one of them has different requirements on these things. It's like turning a battleship when

anything changes on a project like this it's just really slow to get everybody headed in the new directions. That's the biggest delays here.

Mayor Mary: I think that answers a couple of the concerns there were on those sights. I just encourage people if they have questions to come to Town Hall and ask and not put out misinformation that confuses people. Because it's just not helpful. We are open and we are more than happy to answer any of your questions. So, I really encourage people to come in and talk to us. It would be helpful for everyone.

Bill: Mayor and Jason and Kory. One thing that is really important to understand with this COVID relief money we are able to tap into that so that is part of the change as well. Correct?

Jason Crawford: That is right.

Bill: That is the big part of it. It is wise to wait for some of that because we can get a large portion of this paid for through our federal tax dollars that all of us get concerned about on a level like this. So, I think that is wise planning and I'm glad you guys have looked into that.

Ed: A couple things Jason. First can you send that amendment of that contract so I can take a look at it? And also, at one point I'm not sure if this has changed or not but I was supposed to look at easements and the rest of it is that completely off the table and there is nothing that you need from me.

Jason Crawford: We will need that. Again, with the building moving to the rec complex now our evaluation of the easements and the directions that our pipelines need to go have changed. We have them all coming here and now our pipelines are heading to the new building over at the Rec Complex. Part of this amendment is to get those right away maps that RD keeps talking about and the right of way information compiled and updated and then back over to you. Again, that was one of those big items that we had set at 30% that has to be adjusted to the new location and then over to Ed for review. It's coming still. Once we get this amendment adjusted, we can start moving towards developing those new maps and new easement documents for you to review Ed.

Ed: The town entered into a couple agreements with the folks over by the railroad tracks in consideration of what was potentially coming that way. I guess I'm a little concerned that we should get a direction and we have these arguably enforceable agreements that we entered into with a couple of those landowners. I don't know Kory did we every get those signed back.

Kory: Yep, they are signed. We have them. I have been in contact with all those people so they know totally where we stand on the project.

Ed: Is there anything that the town has to do that, now we are not getting anything in exchange for because of the shift?

Kory: No, I don't believe so we haven't done anything, everything is good.

X. Unfinished Business

A. Council discussion and determination on final draft of Sherriff's contract.

Roy motioned to discuss with Pat seconding.

Ed: Well, I think I'm coming here with good news. That is, we have this agreement in its final form approved by the Sheriff. He is in agreement with all the terms. And that included county attorney Steve Hadden on the email chain as well. If he had any comments, he was free to make them and he didn't make any comments. The comments I got from the Sheriff were helpful in finalizing this document. I think what is in front of you is different than what we have had before. Because what I did was, I looked at the old one with a little more critical eye just because I didn't write the original contract. I was kind of glossing over it a little bit. It definitely needed to be reorganized and restructured so it is an easier read. Get rid of some of the sub previous language, get rid of some of the redundant language, and frankly get rid of some conflicting language. I took some time and did that over the weekend cleaned it up nice. Sent it to again the Sheriff. One thing that we talked about and I see I need to change that first line but my suggestion is to do this for a three-year period instead of a one-year period. The reason for that is because at 120 thousand dollars a year I know that sounds like a lot of money because it is. But frankly I can tell you this that you know Boulder is looking at to do a similar contract at 190 thousand dollars a year. For whatever reason the Sheriff remains committed to the 120 thousand dollars a year. I think we should I don't want to say take advantage of that, that sounds like we are doing something we shouldn't. I think we should take advantage of the fact that it's a number that if we can hold on to that for three years in the tune of 10s of thousands of dollars in savings for the town. Like I said what you have in front of you has been passed around several times. I feel but for the typo in the first sentence there we have to change that to three years. Again, that is my suggestion and that is what the sheriff is willing to do. I think it makes sense that we can get into this contract at that number I think lets do it for three years. I can send that over to you with that fixed so it says three years. If that's what the council wants to do.

Roy motioned to approve with Linda seconding.

Motion Passed Unanimously.

B. Update on putting joining the Ambulance District on the November Ballot

Mayor Mary: Allissa has an update on that. The council has already approved for us to go forward on that.

Allissa: Actually, I don't have an update. I have emailed Leonard several time asking him what is going on. In your packets you will see a letter that Ed helped me draft basically saying because of the MCA's and how it is worded it says the governing body needs to alter the boundaries. In reality that's Jefferson County because they formed the ambulance district. Whitehall can't say that you're going to change the boundaries. I wrote that letter to them it's in your packets. Basically, waiting for a response and I have not gotten one.

Mayor Mary: We have already given them the approval that we are on board for this happening. But the ball is in their court. They need to get it on the ballet.

Allissa: I even spent time working on a resolution when at the time I thought it was my responsibility. I even forwarded that as well to see if that would help not that it is in anyway binding. But just trying to help push this along so that it can go on the ballet. So that people can decide. I just don't want anyone to think that I'm not doing anything. I've done what I can do. I haven't gotten any report on that.

Mayor Mary: We will keep you posted as soon as we hear back from the County Commissioners.

XI. New Business:

- A. Council discussion and determination on Resolution 2021-11, holding an election in November

Katy motioned to approve with Pat seconding.

Motion Passed Unanimously.

- B. Council discussion and determination on Resolution 2021-12, final budget for fiscal year 21-22.

Roy motioned to approve with Linda seconding.

Motion Passed Unanimously.

- C. Council discussion and determination on Resolution 2021-13, adopting fees for subdivision reviews.

Pat motioned to approve with Roy seconding.

Motion passed unanimously.

- D. Council discussion and determination on hiring Jessica Ward for the Deputy Clerk Position.

Roy motioned to discuss with Linda seconding.

Katy: Is this a going to be a full-time or part-time position?

Mayor Mary: This is a part-time position.

Allissa: Full-time position.

Mayor Mary: Full-time. Oh. Excuse me full time. Sorry Freudian slip.

Linda: Ok it's a full-time position. What are her duties? Can you kind of give us an idea of what she does?

Allissa: Currently right now I am doing payroll but I shouldn't be. So, I would like to hand over payroll, claims, minutes, utilities, adjustments, entering in payments, notices, business licenses, dog licenses, answering the phones. Basically, half of everything I am doing.

Linda: Do you have her work on special projects like something that needs to be cleaned up? Do we have enough man power for all of this?

Allissa: I don't think people realize how much there is to this job. I know people want ordinances enforced. They want their neighbors cleaning up their crap. This is stuff we don't have time to

get to. We have good intentions and we want to but do you want me to get your payments entered or do you want me to go deliver a letter? Things like that. The cemetery. We are working on the cemetery. There were some individuals that worked on it about four years ago or so and they did a great job but there is still a lot of updating that needs to be done so we can find people easily and just keep our records straight. There is just a lot I could go into even more. I do court as well. That is not a full-time job but especially recently I feel like I could definitely give more attention to that. I do need more man power and with two. So, if somebody is gone then it's all on me. Which is fine most days, but not ideal.

Mayor Mary: Not ideal. I would like the Council to also approve bringing back the Billing Clerk. Now that we have our finances in order and know where we are at and know that we have plenty of money. Allissa ran the numbers for wages and that. It's been very stressful these last couple of months not having a full staff. It's not good for the town and things slip through the cracks. So, we really need our full staff back so that we can cover our bases. So that we don't burn out Allissa. I don't want to be changing Clerks and Treasurer's every couple of months. It's not good for the town. We just really need to have a good core staff that we can count on.

Roy: First of all, I don't have any issue with that. You and I have discussed that. I expressed the issue with the hire that you are asking us to vote on. And because I think it's of a personal nature, I probably won't go any further than that. But there are some things that I have asked Mary to see if she will look at possibly doing and she can check with Ed to see if it's okay. I agree with Maxine I think we need to have this office open 8:00 to 5:00. We have not had that program because of the short staff. Now if we can adjust and stagger hours so that we can make it work. I know we have loaded Allissa to the hubs. I don't think that is fair to her and it's not fair to the community that she is so busy and she can't do her job. We just need to make those adjustments. It will serve us as a Council, it will serve the community. I know that I have volunteered to come down when they have been short and answer the phone and stuff a couple times. I don't have a problem doing that but if we got people who should be doing that, that we can hire to do that, that know what they are talking about instead of saying I can take a message or let me write that down for you. I think they have done a good job thinking this through. I don't see any issues except for what you and I talked about Mary and that is your call. But those were my concerns.

Mayor Mary: Right.

Linda: Where are we at on our budget? Are we saying two full-time the clerk, the deputy clerk, and a maybe a billing clerk?

Pat: Would the billing clerk be full-time or part-time?

Mayor Mary: It would be full time like we have had before.

Bill: So, in the past year we had three employees? All full time? Now we are down to one.

Mayor Mary: Right.

Allissa: This is a great job. I'm doing my best. It just eats at me when I can't get to those things. I get to the important stuff but I also have to do this. I just feel like we could just accomplish a lot more and make the town better if we have a suitable staff.

Mayor Mary: The Deputy Clerk and the Billing Clerk, they are responsible for all the board minutes, the agendas, all the applications that come in. There is just a lot that goes on and it's too overwhelming for one person who really needs to focus on the job of Clerk/Treasurer.

Bill: Well, that's really important. Because we have made and you have made some great steps at the office to address some of these misappropriations and everything. Allissa needs the time to take care of that correctly so we don't get in a position like that again.

Mayor Mary: We never want to get behind again.

Bill: Nope we have come so far.

Allissa: Right. There is a lot of juggling with this job. I think it's good to know all aspects of the job. When Todd comes and trains me on budget stuff, I don't feel like I can fully retain it because I have to make sure the payments are going in. So, I'm just trying to soak it all in but I don't feel like I can right now because there is so much more to the job.

Pat: Now if we approve for Jessica to start when could she start?

Mayor Mary: She could start on the 23rd. She had to give a two week notice to her former employer.

Bill: So, then you will advertise again for the Billing Clerk?

Mayor Mary: We don't have to advertise again. We already interviewed. We had three wonderful applicants. One of the applicants has already taken another job here in town. The other applicant would like to come back and have the Billing Clerk position. So, we can fill that immediately after she gives her notice.

Linda: How is the budget looking for that?

Allissa: It's doable. We do have a budget. We have this excess cash. We have a contingency. We also have to look at right now it's only me here. I'm putting in overtime because I have to get everything done. That would stop right there so that I wouldn't have to be here on overtime. Yes, it is doable. Another thing to think about to in two years when the TIF, if it does go away that's anywhere from 75 to 100 thousand extra dollars in revenue.

Mayor Mary: It's not like we are asking for anything extra. We are just asking to replace and put back the employee.

Bill: It's something that has been in place already. I think it's important that some of the misinformation that floats around out here. Financially the city is in a way better position because everything is in order now. And there is too much misinformation that we even heard it from a previous employee that we were in bad shape financially when we weren't.

Linda: So, when we had three employees, we actually had enough money for them but we didn't know what we had?

Mayor Mary: Yes, we always did.

Roy: They had the employees hired prior to this board. And we made it work when we supposedly didn't have money. I think we need to go back because I've watched the struggles here. I'm in and out of here quite a bit probably more than Mary wants me in here. I try to come in and see what is going on. I check to make sure. I try sometimes to be a public servant because you have to have people here to serve the public.

Pat: Thank God Allissa didn't get sick.

Allissa: I haven't yet thank goodness but I've gotten to the point that I can't take my kids to their appointments because I have to be here. I know its fine they can always be rescheduled but how long can I do that for?

Bill: One person can't do three person's jobs.

Katy: I think we improve on accountability having more people and spreading the work out.

Mayor Mary: That's what the auditor always points out too.

Roy moved to hire two employees a Billing Clerk and a Deputy Clerk with Pat seconding.

Motion passed unanimously.

- E. Council discussion and determination on the Deputy Clerk starting wage and other employee wages.

Roy motioned to discuss.

Mayor Mary: My thoughts here are that the graph we had to go with on wages and pay raises and all those certain things was written 10 years ago and I feel it's very outdated. What I would like from the council is permission to start new employee wages at \$18 an hour. I feel that the town should offer employees what they can at least make at McDonalds. I think their responsibilities here are very important. I think that it's important that we retain our employees. What we ask people to do in Public Works and here in Town hall at \$15 an hour I think if we want to keep good employees, we have to pay them a decent starting wage. That is what I am asking the Council to consider.

Pat: Would this also raise then the pay of existing employees?

Mayor Mary: Yes.

Pat: Do we have those numbers?

Mayor Mary: Yes. Allissa ran those numbers.

Allissa: Yes, and it's doable. I'm okay to stay where I'm at because we got our 50-cent increase and COLA (cost of living).

Roy: How is it going to affect and I'm going to use Kory as an example. Is that okay?

Kory: Go ahead.

Roy: How does that affect Kory, the person under Kory, and the two new people? Are those ratios going to tighten? If they go to \$18 what does that do to the two that have been here for a time. I'm just using those as examples. If they get \$18 to start and he's making \$19 we got an issue.

Mayor Mary: Right and he doesn't make \$19.

Roy: I know. I'm just saying that but when we close that gap on the bottom you pinch it up.

Kory: On Public Works side, the way I kind of have it set up is when you pass your water and sewer test, you get raises to a certain point. So, I think if you guys do approve this start wages higher than what we are at we are going to have to restructure that. Because if we don't, when our third guy we just hired gets his water and sewer he will be making more than Ron. And that isn't right. It's going to have to be restructure more than just say we can start right here.

Pat: I would like to see what the numbers are. What you are recommending? I agree with it but I wouldn't want to approve it until I actual saw what the numbers are.

Roy: I'm worried about what it's going to do to our top end just like you said.

Linda: I think we really need some clarification on that.

Roy: We need to know where everybody stands. Maybe we need to have a special meeting since it is dealing with employee wages.

Linda: So, we make sure we get it right.

Roy: I don't want to lose an employee because we made a huge decision.

Mayor Mary: If you want to table it then we can move forward with this information and do the whole graph for you. Then we will bring it back.

Roy: With the new hires then you will just have to start them there.

Mayor Mary: We can always make it retroactive.

Maxine: I believe that all the employees that are full-time are also getting benefits.

Mayor Mary: That is correct.

Maxine: They don't get benefits at McDonalds so you need to remember that as well.

Discussion continues. See recording.

Roy motioned to table with Linda seconding.

MOTION TABLED.

- F. Council discussion and determination on assigning Allissa Christensen to the position of Clerk in addition to Treasurer.

Allissa: Back up a little bit, when I was first hired on, it was just Treasurer and Clerk of Court. This is strictly for audit purposes. Because that comes up a lot on who's the Clerk.

Mayor Mary: The position was always Clerk/Treasurer.

Allissa: Really that is all it is. It's just putting that in there too. There's a lot in our ordinances to Clerk/Treasurer. It doesn't make me any fancier, it just to clear up confusion.

Roy motioned to approve with Linda seconding.

Motion passed unanimously.

- G. Council discussion and determination on signing an additional 2-year contract with McGree Garbage removal services.

Pat motioned to discuss with katy discuss.

Mayor Mary: It's the same price. They are doing a wonderful job.

Kory: Everything is staying the same as he did last year. They are happy with everything that is going on. I think the town is happy with what is going on. I think they are doing a fabulous job.

Roy: I think they are probably doing better than we could do it.

Kory: Hell of a lot faster, I'll tell you that. He is here for 4 hours on Monday that is an 8-hour day for us when we were doing it in our own truck.

Linda: He literally goes out of his way to be accommodating to people who can't get their garbage cans out or are having a problem. He will get out and help them move it. I'm impressed.

Kory: I called him on three cans today. A lady's can blew over and she couldn't tip it up to get it out. He has no issues going back and helping pick it up. It's kind of funny today when I stopped and talked to him, he was having computer issues in the truck. He says it's a 25-thousand-dollar computer. He just had new tires put on it in the tune of 6 thousand bucks. I'm think at least the town has a set rate and that's a new truck. Warranty has been out for 4 months.

Bill: How much did that truck cost?

Kory: About 500 thousand dollars.

Bill: That is why we went this direction.

Kory: It was just kind of funny that today he was telling me that. They are going to put 35 grand into this truck and its brand new.

Allissa: Another thing too, I see comments out there that Public Works is able to get to projects that they did not have time to do before. Things that were kind of important.

Bill: That old garbage truck works great for putting branches in.

Kory: That thing is a life saver. Today we used it like crazy.

Pat: This will be a two-year contract not a one year?

Kory: Yes, a two.

Bill: Has it been a one year before?

Kory: We did a one year the first year just to see how things went.

Mayor Mary: We wanted to make sure everybody was pleased. We have had no complaints. There has been a couple missed when they had a sub filling in but other than that we have had no complaints on the garbage.

Pat motioned to approve with Roy seconding.

Motion passed unanimously.

H. Council discussion and determination on updating the Town's Personnel and Procedure Manual.

Allissa: We have a personnel manual and then I have a hard copy of a personnel manual. There are several things in the hard copy that don't match this copy that goes to all employees. They sign it saying they've read it then get to keep it. I would just like to make them match so there is no confusion. They are getting all the facts.

Kory: On the public works personnel policy it says a CDL is required. We have nothing but a garbage truck for a CDL. It costs the town a lot of money for all of us to have a CDL. They pay for our doctor visits, our physicals, and not only that but now we don't have a truck that I believe we could take a test in. So, it's kind of hard requiring us to have a CDL one when we can't even take a test in our truck. I would like to get that off. Everything else I think on my end is good. I think maybe we can go through and have a recommendation on what we can change.

Bill: It may be good to have one employee that has a CDL not every public works employee.

Linda: Because when you move that garbage can like you did today around, picking up tree branches somebody has to have a CDL.

Kory: That is the truck I'm talking about that probably wouldn't pass a test it's the old rear dump. We can get a CDL in our curb tender but it's an automatic so it doesn't allow us to drive the stick. That's my hang up. We got lucky with Ron. He acquired a stick shift CDL elsewhere.

Mayor Mary: We are covered.

Linda: So, we are covered?

Kory: Yep. Ron's okay to drive it. He's got his CDL and the appropriate one for the truck. We don't need three guys to have that.

Mayor Mary: We just need Councils' approval to update this. We will bring this back to you for you to look at. We just need approval to get things up to date.

Roy motioned to approve with Pat seconding.

Motion passed unanimously.

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

Roy made a motion to approve the bill claim approval list with Pat seconding.

THE MOTION PASSED UNANIMOUSLY.

XIII. Adjourn:

Pat made a motion to adjourn the meeting at 8:35 with Bill seconding.

THE MOTION PASSED UNANIMOUSLY.

Mayor Mary Hensleigh

Date

Town Clerk Treasurer

Date