

**TOWN OF WHITEHALL**  
**P. O. BOX 529**  
**WHITEHALL, MT 59759**  
**SEPT 14, 2021**

The Whitehall Town Council held their regular meeting in the Council Chambers at 207 East Legion Street, Monday, May 6th, 2021

**PRESENT:** Council Members: Katy James, Bill Lanes, Pat Peterson, Linda Jung, Shawn Hoagland, and Treasurer Allissa Christensen, Ed Guza.

**VISITORS:** Kory Klapan, , Maxine Samuelson, Bridget Morse, Mr and Mrs Dr. Sacry, Elizabeth Pullman, Joe Granvold.

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

Roll Call was taken. Roy McBride absent.

The Pledge of Allegiance was recited.

**IV. AGENDA APPROVAL:**

Approval of agenda with correction there is not executive session on the agenda

*Shawn motion, Linda second*

*THE MOTION PASSED UNANIMOUSLY.*

**V. APPROVAL OF MINUTES:**

*Katy Motion, Shawn second*

*THE MOTION PASSED UNANIMOUSLY.*

**VI. REPORTS:**

Mayor's Report:

Mayor Mary: I would like to thank the Whitehall football team. They spent Saturday morning painting the little shed as you go in to the cemetery. They wanted to do a community service project and they did an excellent job. It's one of those things that you don't realize how bad it looks until its painted and you realize how good it looks, they did an excellent job. For a lot of them it was their first painting experience but they did a very good job. Speaking of painting Pastor Darrell will be here on Wednesday with his crew. They are going to be painting the boys' and girls' locker rooms at the pool. They are donating their time and the cost of the paint. It's a very nice gift and it will clean that up for next season and it will look nice. We are in the process of alley clean up. We started out with grating the alleys and now we are cleaning up any over growth in the alleys, the reason for this is so that the ambulances, fire trucks, public works, NW energy can get down the alleys. Lilacs start growing over and it becomes a big problem for our first responders to get down through alleys. We are picking on anyone; we are doing all the alleys and it will be a big help. Kind of on that note, I would encourage everyone to clean up all the weeds, dead trees in their yard we are still in high fire danger, these are fuels and its very dangerous and I would appreciate if people would take the extra effort to cut down those dead trees and clean up the weeds.

**Officer Reports:**Attorney Report:

Ed: Yeah, as far as the prosecution goes, we have one DUI and partner family member assault. Apparently, it's pretty quiet right now. Other than that, usual business that we can get into later.

Clerk / Treasurer's Report:

Allissa: The first half of August I was really busy keeping up with utilities, I would start my day every morning with making sure payments were entered and deposits were made daily. I wanted to clear up the rumor mill about the pool monies. Several months ago, we had discovered roughly \$69000 received from the county and was spent on pool wages, back in 16-17 right around that time. That money was back when there was a levy to help fund the pool, I think it was \$20 per household. Anyway, this money was to be used for a rainy day or emergencies at the pool. So back in April we had a budget amendment done where we moved money around basically, I have that here if anyone wants to look at it again. We just moved money around where it was meant to be in the first place. No money was stolen in the budget it was just misappropriated. In the budget amendment we put \$25,000.00 that we had in reserves, into a separate pool fund and then this last budget resolution, in our final budget, we put another \$25000.00 into that fund. So as of now we have replenished the levy money to \$50,000.00. The triathlon fundraiser that was put on this summer by the fundraising committee raised \$6,400.00 and then last year there was a lot of generous donations from people in the community totaling around \$18000.00. We just received another \$2,000.00 donation from Pastor Darrell. The pool is sitting well right now, the town has every intention of replenishing the other \$19000.00, but I need to do some more research, I do believe I found one resolution where they did take some of that money and I think it was \$4,500.00 or \$4,900.00, somewhere in there, that was put into the general fund to help cover pool costs. I just want to make sure that there was nothing else done through resolution, and through the

proper channels, taking away from that \$69,000.00. Like I said the town has every intention of replenishing that money, but I want to do some more research first and I will leave it up to the discretion of the council and how quickly we want to do that but we have to be fiscally responsible too. Any questions or concerns my door is always open. I don't bite... but I might if these rumors don't stop. Jessica started on the 23<sup>rd</sup> and Kennedy started on the 30<sup>th</sup> and they are doing awesome. Its so nice to have another set of hand in office! I want to thank Mary, Kory, Linda and Roy for helping cover the office while I was in Utah for a few days last month. Last two weeks I have been training the girls and lots of other stuff. Again, any questions, my office is open.

#### Public Work's Report:

Kory: I'll start on water. We did repair a water break on Viella, it was a service line. We went ahead and put a curb stop on that service line because it was a service line that has never had a curb stop. We fixed a fire hydrant on Second and Noble, I don't know what was wrong with it, the bottom flans broke out of it so it must have been hit by a car or something at one point in time. We did do a new water tap on the end of First street that's going to supply a house that is going to be going in on First and Legion. WE did water samples Sept 7<sup>th</sup>. Sewer, we did one sewer tap at the same location on First st. we took samples on Sept 7<sup>th</sup>. We have been working out at the sewer lagoon weed eating the banks so last year we were able to get all the weeds off of one, this year we are working on two, and we are about  $\frac{3}{4}$  of the way done with it. We have probably another week and then we will have that done. We did get the pivot winterized and drained today (Sept. 20<sup>th</sup>). Streets, so the county came in and worked with us with their velosky patcher, we did get a ton of pot holes filled on the north side. They were supposed to come do the South side the following week but they haven't come back and they don't know if they are going to be able to come back this fall, it might be next spring but it's definitely on our radar. We did get Rocky Mountain Drive fixed, First street where all the intersections were so bad on side streets and all the cross streets on the North side. Sad to say but we were not successful on the TA grants for the sidewalks. I called them today to get more information. The sidewalk that runs up Legion Park taking away from green space, excluded us from being successful on the grant. If we apply again, we can maybe learn from that. Cemetery we had two graves; we did trim quite a few trees. The last wind storm we had a ton of trees break all over town but we've got them cleaned up. We do still have some hangers, I was told about a couple hangers just tonight, when we get more funds, we will get them out of there. Alleys, to reiterated what Mary said we are cleaning alleys and cutting back trees in the alleys to the property line, and people are having trouble understanding that. They think we are cutting their trees down but it is just to the property line, we won't go passed that, but if they are overhanging on town property, we are cutting them. I had 13 locate tickets, 2 water shut offs, and I was called out 3 times.

#### Fire Chief's Report:

For calls this last month we had 8 calls on the rural side, 6 wrecks, 2 car fires. On the city side we had one grass fire and one reported structure fire which was the BBQ. Its been a pretty slow month which is excellent. We are now in stage one fire restriction and just so everyone knows, the Town of Whitehall is following the Jefferson County Ordinance. You are allowed to have a camp fire in an approved fire ring,

3 foot circle by 3 foot high. There is no garbage burning still allowed under stage one. I have to ask the (glitch in video) I will just pass this around. If we don't get this grant, we are still in the running from what I'm told, it could go to the middle of October so we won't do anything until November if we do buy these. At half the price so I ordered (video glitch). The total price is \$77,536.00, it would be split in half at \$38,768.00.

Shawn: for the city portion?

Joe: Correct.

Alissa: So if you get the grant would that cover 100% of it?

Joe: If we do get the grant, it would just be a 10% matching, so it's pretty minimal. The grant also had radios in it as well. It would be a huge grant if we get it. We had 4 fatalities out here a month ago or so, I saw a need for new extrication gear, we haven't had any in 20 plus years. I was told that the Ladies Auxiliary wanted to give us some money, I talked to them, with the Ladies Auxiliary donating \$10,000.00 the Town of Whitehall fire budget 6000.00. that was donated by Jefferson Valley Rural Fire Dept. from the pancake breakfast, from the \$4,000.00 we raised on that. We were able to come up with \$26000.00 to get the new extrication equipment. Next week there will be some articles and pictures in the paper about it. I truly want to thank everybody and mostly the Ladies Auxiliary for helping us out with that. Our old system ran off of hydraulic pump and I've been on accidents where we couldn't even get that thing started. This new stuff is all battery operated its state of the art and I think we really needed the upgrade. After what happened out there it was much needed for our dept. Thanks to the city, the rural, and the Auxiliary. We did fire pump testing on both structure trucks and that was good and I just want to let everybody know we still have tickets for the gun raffle. There are only 1,000 tickets I think we have somewhere around 300 left so as soon as we get them sold, we can draw at the Christmas stroll. We received a couple A.D.s from the Jefferson Valley EMS, refurbished ones, we finally got training on those last month. We have two of those in two of our trucks, they gave us the training on that and CPR training. It's going to benefit the dept especially us older guys, especially Kory and myself. Every wreck we go to it will be nice to have that equipment.

Sherriff's report:

No report.

Committee / Board Reports:

Planning Board

See minutes.

Recreational Complex Board:

See minutes.

Pool Board:

See minutes.

Trees, Parks and Cemetery:

See minutes.

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

See minutes.

T.I.F.F.:

See minutes.

CTAC:

No meeting.

**VII. Public Comment:**

No comments

**VIII. Consent Agenda:**

**Planning Board:**

Pat: Acceptance of John Kreis resignation

Cabin Creek Business license

Sacry Property LLC south side of Skyline Drive

National affordable housing association new structure on Corbet lane

Steven Hill new structure on 200 N Brooke

Steve Sacry development permit to extend fencing

Two people whom have asked to be on the planning board, Rebecca Robinson set in a letter of intent to join the planning board and Jeanne Ferris sent a letter of intent to join the planning board.

**Business License**

Chad Sacry Company Business License

*Pat motioned to accept consent agenda, Linda second.*

*Motion passed unanimously*

**XI. Unfinished Business:****A. Unfinished business update on vote on joining the ambulance district**

Alissa: In your packets I've attached an email that I will read out loud:

Hi Allissa,

In order for this to be on the ballot for November, the process would have needed to begin last spring. An annexation needs to basically follow the same process as the creation. A resolution of intent needs to be adopted, followed by public notice, then there is a 60 day protest period, and then the final adoption. All of that would have needed to be done by September 3<sup>rd</sup> for it to be on the ballot in November. Our first notification of this, I believe, was the middle of July.

A special election could be considered in the spring or it could go on the ballot for the Primary Election in June.

Leonard

Alissa: Speaking with Ginger at the county, what we are planning on doing is putting it on the ballot as a vote of do we want to proceed with what I just read.

Katy: the spring ballot?

Alissa: yes, so it's not anything binding. It's just a vote from the people, do we want to proceed?

Ed: Alissa, just to be clear; this letter from Leonard is what the county has to do not what we have to do.

Alissa: Yes correct. The county has to do this because they created the ambulance district.

Linda: Basically, what you are asking is for a question on the ballot? Do you want this or do you not, and then they can vote, and we can move along?

Alissa: That's where we are at.

**B. Mayor Mary: We will move on to Judge Anderson updating the ordinances.**

Alissa: He's still working on it. He's not changing anything he's just cleaning up a lot of wordage. There is a lot of referencing the town marshal, we don't have one. Really stuff like that, making sure MCAs are current, of course, before anything is done it will come to you guys' first.

**C. Mayor Mary: Council discussion and determination on employee wages.**

Alissa: In your packet I attached some examples of other cities and towns, I wasn't sure because I didn't have anything to go off of. Right now, I've started both deputy clerk and billing clerk both at \$16.21 and in your packet. Glasgow got back to me; they are a little bit larger so we aren't going to go off of that. Troy got back to me and they are very comparable to Whitehall in size. As you can see, we are in the ballpark at the \$16.21. I talked to Agnes from Conrad and she

just started a deputy clerk at \$15.50. and billing clerk at \$14.00, they do the COLA and the \$.50 cent raises. Keeping that in mind; we have benefits, we have the .50 cent raises each year. Just in my research and conversing with other towns, I think, we are at a pretty fair number. Does anyone have any other numbers or disagree?

Linda: So, I looked at the numbers and looked at the budget and what everybody was being paid. That's the conclusions I came to, we are in the ballparks as long as we do the COLA. I think that is a fair wage.

Alissa: Yeah, there's a lot of things you have to consider, we're a Monday through Friday job, good hours, we participate in AFLAC, PERS, alternative retirements, VALIC. There's a lot of perks to this job. Sure, it would be nice to start employees at \$18.00 but considering we just set the budget, it's a lot extra. Just getting validation from other towns saying I am not that far off starting at \$16.21. We do need to get some sort of pay scale of some kind going.

Shawn: I would just ask when we do this kind of analysis and we compare to other towns it's really helpful to know what your revenue is. What do we have to work with vs Troy on what we have coming in? We can never do more than what we are fiscally able to do, while I appreciate it. We could very well get outdone by some other entity; I've seen it. It's happening all over the country right now, where Amazon is paying big money in metro areas to stock their warehouse and smaller companies that don't have that revenue, they struggle, and I don't want us to struggle. We can't ever lose sight of the revenue that we have. So, anytime we do that it would be nice because we can't do the research ourselves necessarily. Some of us don't have the time, so say here's Troy, their revenue vs their pay. Just to validate apples to apples. I fully expect Gallatin County to be paying more than us.

Alissa: Yes, that's why they are not on here.

Shawn: But these are great, I mean it's nice that you went the extra mile to find the communities that are comparable to us.

Alissa: Right, truth be told I don't know what is fair, I kind of just look at the whole package, I do feel optimistic though, with all the annexations happening, and new developments because that is more revenue for the town.

Mayor Mary: So, you asked for the information, we got it to you, and it looks like we are going to have to stay where we are at.

Bridget: When Mac Smith was on the council they did a whole thing about wages, it was all planned out it was all voted on where everything started at and how the different jobs progressed. So, are we going to throw that all out or are we looking at that as a guideline because that was just supposed to happen automatically?

Alissa: So yes, I did look at that but from what other employees have told me it has been manipulated so I'm not sure its accurate. I've gone through the numbers and it doesn't add up. What I have on my computer...

Bridget: So how does it not add up? People are not getting paid according to what that scale was? Well, some years they didn't vote for COLA

Alissa: Right, I do have that chart but that's where I got the \$16.21 but I don't know if its accurate. I can show you if you want.

Bridget: Well, no, I'm just curious, it seems like every time we get a whole new council, we just reinvent the wheel, and we start all over. It's a lot of wasted time. We just keep doing the same project over and over again figuring out how to pay the employees.

Alissa: So, I do, I have that, but I can tell the numbers have been manipulated in the first column for starting pay.

Bridget: Maybe somebody was hired with a different thing, but that should all be documented in the employee files for every employee that they came on with special stipulations and they started at a higher wage. We do have employee files, right?

Alissa: Yes, we do.

Bridget: Okay that's all I have then.

Kory: I would like to add to what Bridget said the only problem with the pay scale that I see is, I think we could go back to that. I think we have to add COLA to that pay scale chart as we go. Because we can't start an employee, what we started an employee at 7 years ago. The COLA should be added to that for the base.

Shawn: Can we take a look at that, or get me a copy because I haven't seen it. Valid point. You are saying the base number can't stay the same forever.

Kory: Correct, whatever COLA that the employees get should go to that base.

Shawn: So, like 1973, you don't want the bench mark to be \$4.00

Kory: Correct! So, the COLA needs to go on that sheet to step it up along with the employee

Mayor Mary: Would you like to make a motion to table this until you can get the scale at the next meeting?

Alissa: I can show you what I have, like I said its.

Shawn: Well, somebody clarify what the objective is right now? Are we subscribing to a vote to stay where we are or go up?

Mayor Mary: I think the recommendation is to stay where we are at.

Alissa: So that would be for new employees, my office staff, at \$16.21 and public works \$15.89.

Linda: So right now, they are being paid \$16.21

Mayor Mary: So, we can just take that as a motion until we get you paperwork next time.

Shawn: Okay and the \$16.21 and the \$15.89 came from that structure that Bridget referred to?

Alissa: Yes

*Shawn motioned to stay where we are at for now and Alissa get a copy of the structure to the Council. Pat second.*

*No more discussion*

*Motion passed unanimously*

#### **D. Final draft of Employee manual**

Ed: Yes, I have been working on this with Alissa and there was a little bit of confusion as to which employee manual it is that we are operating under. A few years ago, we took a look at the manual and made some changes in a word draft and that was one of the documents that Alissa sent back to me but it seemed different then the PDF document that the town has been using for a while. We took a little time and compared all the different employee manuals and got to a point where we have a word document that is in your packet right now that has some redline. I think it is getting very close to where we want it. I think I brought it up last council meeting that the legislature changed the probationary period for new employees to make them one year automatically. I'm never a fan of an employee manual or an employer to change their



probationary period to a shorter time than the legislature just gives you, I updated that for example. Went into some of the other provisions like confidentiality for example, I updated that nature to a little bit more robust. Where we got hung up was the section dealing with insurance it's not exactly clear how the town structures its insurance payments both for employees that opt into that program and for those that opt out. There was a motion that never got passed a resolution that was made some time ago that said \$800.00 as an amount to an employee that doesn't opt into insurance. It's not exactly clear, policy wise, how we need to structure that to ensure that its clear in the manual. So, we left things where we are looking into it still on what would be the right language to put into our manual so the employee can read that and say "okay, I understand what I need to do and for how long I need to wait to where I can actually receive certain benefits." We are getting pretty close. I certainly welcome any comments, you have the complete draft there, with my red line and comment bubbles, etc. If you see anything there that jumps out at you don't hesitate to get ahold of me and we will work our way through it. I would anticipate by next month we will have that project done

Pat: At one-point last month we had talked about employees signing a non-disclosure form, that's not in here. It doesn't talk about confidentiality, are we not recommending that be done?

Ed: I would not, reason why, in large part, Montana is such a right to know state at the government level that there is very little information that is actually deemed confidential within the state government. In creating such a confidentiality agreement wouldn't really serve the purposes that I think we were trying to do here which is stop employees from dispelling information, rumor mill, more than anything. Once I boiled down the fact that that's what we are trying to do. We aren't trying to stop employees, for example, them being able to talk about their job here and what it entailed and certain issues that they might have run into, which a normal confidentiality would do. What we are trying to do instead, is create a path to where if somebody does discuss town business improperly or without authorization that would be grounds for discharge, it's as simple as that. When I found out that's what we are really trying to do, we are just trying to stop employees from talking about things they shouldn't be, to say it in laments terms, so that's how the clause works. If you breach that clause the discipline could mean up to termination.

Mayor Mary: Are you saying this really isn't ready?

Ed: Yeah, I would recommend that we table it for one month, please.

Pat: Could we get it as soon as its ready? Not just a day or two before the meeting.

Ed: Absolutely.

Linda: I do have one question. 41. Here on insurance, I think that's page 21. You had written off in the margin. First of the month following the day of hire, we pay health insurance to a new employee the first of the month?

Shawn: I think right now, the way it's written, it's saying it's effective immediately, and your saying after 30 days of hire.

Ed: That's not as much coming from me. As I understood the policy kicked in after one month. A lot of this is dictated from the insurance companies and the plan that the town has agreed to. That's the component that we're going to bring in in the next few days, I would imagine, is trying to understand what our policy actually says and by interpreted by those that are involved in creation of that policy. We just need to understand that if an employee starts day one, they get into that health insurance or no its another 30 days. Actually, Alissa mentioned that point and part of that has to do with the fact that it takes one month for they system to kind of catch up to the new person.

Shawn: Was it a recommendation that it be 30 days?

Alissa: They have enrollment dates, the insurance so I'm not 100% sure as to what that is. Kory, can you pipe in on that? Was it 30 days for you or was it a little bit longer? Do you remember?

Kory: I honestly don't know but I was already employed so I am not a good example I don't believe.

Alissa: there is enrollment dates so I need to call.

Shawn: the big boys all have enrollment dates twice a year, or once a month, or 15<sup>th</sup>. We just need to put on here and need to dial into what our brander is

Kory: So, if you are an employee here and you do not accept the insurance then you want it. There is an open enrollment in April. If you are hired and transfer jobs you get insurance right away.

Shawn: so, it is truly and option right away for a new hire?

Kory: it is

Shawn: but if you opt out and things change in your life then you have to wait for the enrollment date?

Alissa: Yes.

*Linda motioned to table until next meeting, Shawn second*

*No more discussion*

*Motion passed unanimously*

## **XI. New Business:**

**A. Hiring Todd Preece as the new P.W. laborer**

Alissa: just to clarify, Greg moved away so, Todd is the replacement.

*Linda motioned to hire Todd, Pat second*

*No discussion*

*Motion passed unanimously*

**B. Hiring Derek Bingham as a seasonal/part-time P.W. laborer**

*Shawn motioned, Pat second*

*No discussion*

*Motion passed unanimously*

**C. Hiring Kennedy Patritti as billing clerk**

*Linda motioned, Pat second*

*No discussion*

*Motion passed unanimously*

**D. Determination on town hiring the following and/or changing procedure**

Mayor Mary: this was put on here by Roy and he is not here. Linda and I discussed that it best we table until next month.

*Linda motioned to table with request they get the packets before meeting to read, Pat second*

Ed: Just to clarify this is different than the employee manual.

Alissa: Yes, this is a procedure manual so there's another manual that gives job descriptions and procedures. That is what I'm going off of. I can send you a copy too, Ed.

*Motion passed unanimously*

**E. Discussion on employee pay scale**

Mayor Mary: did we just discuss this?

Alissa: We were talking about wages in unfinished business so we put this under new business E. pay scale. So, I guess my suggestion would be to get something set and stone, what employees start at and then go from there.

Bill: So that was in unfinished business?

Alissa: Yeah, so discussion and determination of new employee wages in unfinished business and in new business pay scale, so if someone quits, we hire someone new, this is what they start at so we are coming back to this.

Pat: It ties into C. Unfinished business

Mayor Mary: But doesn't it tie into what you were asking for verification on that?

Alissa: Roy put it on there.

Linda: Okay well we will just table it like the other one.

*Linda motioned to table, Pat second.*

*No discussion*

*Motion passed unanimously*

**F. Extension of town hours at Town Hall.**

Mayor Mary: Motion to discuss?

*Linda motion, Shawn second*

Mayor Mary: This was brought to our attention so we put our thinking caps on. What we've come up with is Alissa is going to work 4- 10s from 7 to 5 Monday through Thursday. The other two clerks will stay on at 7-3:30 and public works will stay on at 7-3:30. So town hall will be open Monday through Thursday 7-5 and on Friday we will be open from 7-3:30. That's what we came up with.

Pat: and when will this take effect?

Mayor Mary: It will take effect immediately

Shawn: So that essentially will take us Monday through Thursday up to 5 o'clock where it has been 3:30

Mayor Mary: Yes

Shawn: Who else is in the office then? (Points to Alissa) you're out of the office Friday?

Mayor Mary: Jessica and Kennedy are both are on Fridays.

Bill: Wasn't one of the concerns to be open later in the afternoon for people to pay?

Pat: Yes, but they are open until five. Monday through Thursday

Mayor Mary: 5 o'clock Monday through Thursday

Katy: do we have a plan B in place for vacations?

Mayor Mary: That shouldn't be a problem

Katy: if Alissa wants to take vacation; do we just ask one of the other girls to stay until 5?

Mayor Mary: Or the mayor will be here because I'm their wing man

Shawn: You will manage the hours? We will publish, these will be our hours and we can facilitate business on all grounds, okay?

Mayor Mary: Yes. Maxine this was your baby, I hope you are happy.

Maxine Samuleson: Well even the post office stays open until 4 five days a week. And the credit union closes at 4 but on Friday they close at 5. A lot of people are paid on Fridays. The bank is open until 5, rather than 4 believe. With 3 people working in the office, I would think that somebody could come in early and leave and then somebody could come in and leave at 5. I don't know, maybe that's something that can be considered.

Mayor Mary: I did talk to them and they have second jobs and other commitments so this was the best I could do with what I had to work with.

Pat: So, your question is primarily to stay later on Friday maybe come off one of the other days?

Maxine: Possibly. Most town offices are open from 8 to 5

Alissa: but they also close for an hour for lunch, we stay open.

Maxine: The post office used to close for an hour for lunch and I know the credit union does close for an hour at lunch. With 3 people I think lunches could be staggered to remain open.

Mayor: We already do stagger lunches, so not all of them leave all at the same time, we do already do that. I think this is a pretty good compromise we haven't had any complaints, other than Maxine's concerns.

Shawn: Well in fairness to you, you are talking about opening 7 am to 5 pm. Monday through Thursday. I mean for bill pay that's pretty legit, if somebody is going to work, they've got that hour to two in the morning they can maybe conduct business. I get it, Friday, a lot of people get paid Friday, probably not the town, but

(Laughter from all)

Alissa: We also have so many options to pay, we have credit card machine, they can pay online, we take payment over the phone, the drop box, mail...

Bill: You're extending the hours

Alissa: I'm good with whatever, we just thought that was a good compromise because it allows...

Mayor Mary: and while there was only Alissa and I here for a month before the two clerks started, I can tell you that Fridays around here are totally dead.

Shawn: That's good information too.

Maxine: This is definitely better than closing every day at 3:30

Mayor Mary: Well Maxine you're a hard one to keep happy but I am trying!

Maxine laughs

*Shawn motions for approval, Pat seconds*

Discussion: Bridget: Just a clarification because I am not understanding the 4 tens. I'm using my fingers because I need them to do time. 7 – 5 is ten hours exactly so that would be a 9-hour work day and an hour for lunch. And two 15-minute breaks.

Mayor Mary: no, nobody takes an hour lunch

Bridget: well state law says that you get a half hour lunch and two 15-minute breaks, one in the morning and one in the afternoon depending on how many hours you work. So, you put your 15-minute break right before lunch and right after lunch. I just wanted some clarification so it's not a 40-hour work week it's a

Mayor Mary: Well Alissa will just not take a lunch she will just use her two 15-minute breaks.

Bridget: Well, I think you are butting up against state law is what I'm saying here. Because that's really a 9-hour work day and it's not a 40-hour work week and if that infringes what you have for your insurance to be on the health insurance plan. I don't know what those hours are set if you want to be offered health insurance or not. I'm saying there are several other strings attached to that.

Alissa: How do state employees get around that?

Bridget: I don't know

Mayor Mary: Yeah, because the county and all them work 4-10s.

Bridget: I don't know how they are paid for their 4-10s. Yes, work 4-10s but getting paid for 9 hours, I would think. You get your lunch.

Shawn: You get paid your two 15-minute breaks but not your lunch.

Mayor Mary: Yes, so I think we are good

Bridget: Just something to think about.

Mayor Mary: Anymore discussion?

Motion not passed.

Pat: I am worried about that. You are right, Bridget, it might butt up against state with that.

Kory: Alissa, I just have a question, you plan on taking a lunch right?

Alissa: I go get my lunch and bring it here. I still answer phone calls. I still am working.

Pat: You are doing a working lunch? I don't know that that is allowed technically.

Kory: I know in Butte at the water company, got in big trouble for this. I think everybody should take a half hour lunch still. I'm all for the 4-10s but you have to work 10 hours. It would be like me working through lunch every day.

Katy: In some places, instances in the state for many years, I worked there, we would have our 8-hours shift, and we worked from 8-4:30. We were doing our 8 hour shifts and we had that extra half hour. Unless you were a union worker then you did your lunch through your contractor. So you worked an extra half hour to make up to get your 8 hours in, or the 10 hour shift. It would be like if you came it at 7 and worked until 5, you work 7 to 5:30

Mayor Mary: We can amend the motion to move to 5:30 if that makes you feel more comfortable.

Kory: Alissa does work through a lot of lunch hours.

Alissa: I do, I very rarely say "oh! Its my lunch time I'm out of here for 30 minutes."

Pat: Maybe you should start doing that though. Would you be able to work until 5:30?

Alissa: Yeah.

Shawn: That would make Ms. Maxine really happy too.

Bill: is it worth it for you to do that and then work the 4-10s? So you have that Friday off.

Alissa: Yes and no, here you just never know what's coming through the door.

Kory: The other thing I have to say is we show up to work about the same time. Quarter to 7, split the difference, every day until quarter after 5.

Bill: Well we would stay open until 5 and then stay until 5:15 or 5:30

Alissa: So the office is open until 5, but I need to stay here until 5:30?

Bill: or do what cory just recommended

Pat: and the office would still open at 7. You get here 15 minutes early, you get your self situated for the day, check the messages, then the office opens at 7. At the end of the day it closes at 5 and you have 15 minutes to clean up.

Linda: then you're safe with the state.

Shawn: you guys work out when you take that half hour.

Pat: and you should take your half hour.

Alissa: its not like I am deliberately not taking my lunch, stuff happens around here.

Bill: I think this is mainly for the clarification of the state.

Mayor Mary: So, do we want to amend the motion.

Shawn: yes, I wasn't aware of the unpaid lunch. We need to meet that 40hr standard, however you want to do it. 7:15 to 5:15 or 7 to 5:30 however you want to do it, but you need to take that half hour for you during the day because that's yours. I don't think technically as the employer let you skip that break. I think that is what Bridget was alluding to.

Ed: I'm going to talk to Bridget too here about the law because Alissa and I had that conversation last week and I have not found that law that says that employers have to give paid breaks in Montana.

Bridget: I'll have to ask Dale because he knows more about this stuff.

Shawn: I am just struggling to make motion because quite frankly I don't know how to do it to comply with whatever's there to that point that Bridget made. The town gets 40 hours and that's how it slices and dices.

Mayor Mary: Okay, we will be open from 7 to 5 and we will have Ed make sure that we are compliant and we will do what is legal suit.

*Shawn motioned, Linda second.*

*Motion carries unanimously.*

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

*Shawn motion to pay bills, Katy second.*

**THE MOTION PASSED UNANIMOUSLY.**



**XIII. Adjourn:**

*Katy motion, Shawn second.*

*MOTION PASSED UNANIMOUSLY.*

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Mayor Mary Hensleigh

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Date

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Town Clerk Treasurer

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Date