

AGENDA
REGULAR WHITEWOOD COUNCIL MEETING
March 3, 2025
5:30 PM – CITY HALL

1. CALL MEETING TO ORDER.
2. ROLL CALL
3. APPROVE MINUTES from Regular Meeting on February 18, 2025.
4. APPROVE THE CLAIMS.
5. PROCLAMATION - DAN SCHMIDT DAY
6. LEGAL UPDATE.
7. APPROVE LIBRARY BOARDS RECOMMENDATION FOR LIBRARY PAY INCREASES.
8. APPROVE DONATION TO WW SENIOR CITIZEN CENTER. (\$1000 LAST YEAR)
9. STREET MAINTENANCE TRAFFIC CONTROL DEVICE GRANT.
10. DONATION OF SICK LEAVE HOURS TO JOHN COOPER. 40 HOURS.
11. DEPARTMENT REPORTS.
 - Police Department Library Board Street Department
 - Water Department Finance Commission Liquor Commission
 - Sewer Department Parks Department Economic Development
 - ADA Commission Railroad Authority NH Waste Management
 - Emergency Management Historic Dist. Commiss.
12. PUBLIC COMMENTS.
13. EXECUTIVE SESSION FOR PERSONNEL MATTERS PURSUANT TO SDCL 1-25-2 (1)
14. NEXT REGULAR COUNCIL MEETING- Monday, March 17, 2025, at 5:30pm
15. ADJOURN

REGULAR WHITEWOOD COUNCIL MEETING

February 18, 2025

The Whitewood City Council met in regular session on Tuesday the 18th of February 2025 at City Hall. Mayor Mitch Harmon called the meeting to order at 5:30 pm, with Council members Roxie Cooper, Jeremy Noren, Jerry Davidson, Sara Fitzgerald, Randy Wiege, and Monica Burke present. Attorney Fitzgerald, Police Chief Bach, Building Official Smit, Public Works Werlinger and Finance Officer Heckenlaible were also present.

Action 2025-016

Motion by Davidson, seconded by Noren, to approve the minutes from the regular meeting on February 3, 2025. All members present voting yes, motion carried.

Action 2025-017

Motion by Wiege, seconded by Burke, to approve the claims as presented. Roll call, all members present voting yes, motion carried.

CLAIMS- FEBRUARY 18, 2025

GENERAL LEDGER

DELTA DENTAL- Employee Dental Insurance	681.60
HEALTH POOL OF SD- Employee Health Insurance	9,014.32
UNITED HEALTH CARE- Employee Life Insurance	73.50
CITY OF WHITEWOOD- Take Deposit for Bill- Plunkett	100.00
TOTAL	\$9,869.42

GENERAL FUND

A&B BUSINESS SOLUTIONS- Police	59.99
A&J SUUPLY- Streets 253.82, Police 109.99, Shop 185.48	549.29
ALL NET CONNECTIONS- Server, Sonicwall	2,314.44
ALPINE IMPRESSIONS- PW Uniforms	1,151.00
AMAZON CAPITAL- Streets	84.04
AMERICAN LEGAL- Internet Renewal	500.00
BH PIONEER- Legal Publications	157.72
BH ENERGY-HH 298.03,CH 110.43,Police 221.91,Shop 336.57,Parks 132.23, Lights 1153.32	2,252.49
BLUEPEAK- Shop 49.35, City Hall 487.27, Police 374.52	911.14
BUTTE ELECTRIC- Exit Lights	545.04
RUNNING'S- Streets	13.99
CENTRALSQUARE TECH- Police	376.57
CHAIN SAW CENTER- Streets	45.30
BJ'S WHITEWOOD- Police Fuel 608.41, City Hall 32.90, Bldg Insp Fuel 157.58	798.89
GREAT WESTERN TIRE- Police	680.08
FORD CREDIT- Pickup Payment	1,235.46
MONTANA DAKOTA- HH 256.13, City Hall 132.19, Shop 231.71, Police 252.18	872.21
MOTOROLA SOLUTIONS- Police	532.67
RASMUSSEN MECHANICAL- City Hall	290.00
REPUBLIC NATIONAL- February Liquor	2,761.82
RICHTERS TIRE & EXHAUST- Police	115.54
SERVALL- PW Uniforms	190.75
SONSET STATION- PW Fuel	105.00

SOUTHERN GLAZERS- Febraruy Liquor	1,774.31
SOUTHSIDE OIL- PW Fuel	635.38
WESTERN STATIONERS- City Hall	202.35
PIONEER BANK- Riley TIFD	5,993.34
TOTAL	\$25,148.81

LIBRARY

A&B BUSINESS SOLUTIONS	237.80
AMAZON CAPITAL	288.48
BH ENERGY	109.83
MONTANA DAKTOA	26.85
BLUEPEAK	205.44
TOTAL	\$868.40

WATER/SEWER FUNDS

A&J SUPPLY	31.35
BH ENERGY	2,005.03
BUTTE ELECTRIC	2,367.85
DAN'S DUMPSTERS	100.00
MIDCONTINENT TESTING	56.25
MONTANA DAKOTA	112.73
ONE CALL	6.30
RAPID DELIVERY	16.90
SONSET STATION- PW Fuel	105.00
SOUTHSIDE OIL- PW Fuel	635.40
ADVANCED ENGINEERING- Treatment Plant	6,431.41
TOTAL	\$11,868.22

AUTOMATIC PAYMENTS

USDA RURAL DEVELOPMENT- Storm Sewer	1,226.50
USDA RURAL DEVELOPMENT- Laurel Stret Project	3,254.00
EFTPS- Payroll Taxes 02/07/25	5,546.95
TOTAL	\$10,027.45

Action 2025-018

Motion by Cooper, seconded by Noren, to approve the \$1,999.99 quote from Tractor Supply for a new welder for the city shop. Roll call, all members present voting yes, motion carried.

Action 2025-019

Motion by Wiege, seconded by Burke, to approve the \$5,732 quote from Big Horn Tire for new loader tires. Roll call, all members present voting yes, motion carried.

Time-frame for the controlled burn of the Mraz property will be late March or early April so more fire departments can utilize the training.

There being no further business, the meeting was adjourned at 5:41 PM.

MITCHELL U. HARMON
Mayor

Attest:

CORY HECKENLAIBLE
Finance Officer

CLAIMS-March 3, 2025

ESTIMATED WAGES –MARCH 2025

MAYOR	550.00
COUNCIL	2,250.00
CITY ATTORNEY	1,000.00
BUILDING INSPECTOR	300.00
CHIEF OF POLICE- Josh Bach	4,345.60
POLICE OFFICER- Anthony Spencer	3,643.20
POLICE OFFICER- Greg Meyer	3,998.40
BUILDING OFFICAL- Jim Smit	1,577.40
WASTE/WATER OPERATOR- DJ Werlinger	3,910.40
WASTE/WATER OPERATOR- Derek Daniels	3,824.00
WASTE/WATER OPERATOR- John Cooper	3,617.60
LIBRARIAN – Deb Terhue	1,986.56
LIBRARY ASST.- Donna Willson	400.00
LIBRARY ASST- Racine Morgan	400.00
LIBRARY ASST.- Olyn Smith	179.16
FINANCE OFFICER – Cory Heckenlaible	4,300.80
FINANCE & PW- Jessica Bestgen	2,571.52
TOTAL	\$38,854.64

GENERAL LEDGER

SD DEPT REVENUE & REGULATION- Garbage Tax	279.71
CITY OF WHITEWOOD- Take Deposit for Bill- Johnson, Splichael	200.00
SD RETIREMENT- Employee Retirement	5,891.81
TOTAL	\$6,371.52

GENERAL FUND

WASTE CONNECTIONS- Garbage Collection	4,680.90
A&B BUSINESS SOLUTIONS- City Hall 234.63, Police 162.61	397.24
AMAZON CAPITAL- Police	96.98
AT&T	391.11
MCLEOD'S- Election Supplies	53.18
NORTHERN TRUCK EQUIPMENT- Streets	754.15
PETTY CASH	135.00
QUALITY ROOFING & CONST- City Hall Door	3,750.54
REPUBLIC NATIONAL- February Liquor	1,684.99
SD DEPT OF TRANSPORTATION- Bridge Inspection	138.95
SOUTHERN GLAZERS- February Liquor	695.00
STURGIS AUTO- Streets	9.49
WESTERN HILLS HUMANE SOCIETY- Police	500.00
WESTERN STATIONERS- City Hall	6.00
TOTAL	\$13,293.53

LIBRARY

AMAZON CAPITAL	158.85
DEB TERHUNE- Supplies	171.54
OVERDRIVE- Maintenance Fee	600.00
TOTAL	\$930.39

WATER/SEWER FUNDS

DAKOTA PUMP	267.86
HAWKON CHEMICAL	526.91

CENTURY LINK	86.19
POSTMASTER	265.00
MILBANK WINWATER- Meters	999.02
TOTAL	\$794.77

AUTOMATIC PAYMENTS

USDA RURAL DEVELOPMENT- Water Project Loan	4,028.00
USDA RURAL DEVELOPMENT- Trunk Sewer Project	1,057.00
EFTPS- Payroll Taxes 02/21/25	4,932.82
TOTAL	\$10,017.82

Accomplishments ~ Deb Terhune

I stepped into the library when the previous Director walked about and have created a welcoming environment for all. I have done massive training on procedures and continue to train. We have a great part time staff and an army of volunteers that allow us to offer great service and many programs.

Here are some of the programs and events I have initiated:

- Weekly Story Time
- Summer Reading program and end of summer party
- Adult Book Club
- Tuesday Talks at Ten speaker series
- Arts and crafts events for kids and adults
- Movies for kids on some days with no school
- Postage Pals with Aspen Grove Asst living and 5th grade from our school
- Book Sale and Open House
- Numerous demos including spinning wheel, post office, knitting class and more
- Presentation on Native American Day with Tatanka
- Christmas Story Time and party with Santa
- Working with Olyn on our new Home School Resource initiative. We are marketing this, setting up curriculum and education games and more. I am lining up monthly speakers to serve the home school and elementary school.
- We were given a \$500 award from By Water for the work we are doing
- We have gotten numerous donations from patrons when they see the work we are doing with our children's programs
- Numerous certificates (attached)
- Chamber of Commerce Award
- Interviews with Tri State Museum and Black Hills Pioneer
- I am one of two presenters in the state Friday for BIG TALK FROM SMALL LIBRARIES and will present on our Postage Pals with the seniors and students matched
- I attended a grant writing class through the State Library and work on grants as time permits. Sheet attached of grants applied for to date.
- Will be presenting at the Black Hills Libraries mini conference
- I have invoiced hundreds of dollars in overdue books ~ resulting in getting back many books
- I continually work on KOHA reports and have cleaned up hundreds of catalog records and patron records, and the work goes on....
- I have monthly staff meetings
- We have an active Facebook page with 650 followers
- I advertise our events on our Facebook page, Chamber of Commerce website, our library website, city website, Black Hill Pioneer Happenings, KOTA tv, and numerous flyers distributed in town.
- We have updated and enhanced our website
- Files are kept and organized; documents, reports and procedures are saved in computer
- We have organized and set up our Adult Resource Room and historical information
- We have a GREAT group of staff and volunteers, and all of us care about the success of the library.
- I give 110%. I am dependable. I strive to make the library a welcoming place for all and offer programs, books, etc to service our community.
- Look at patron numbers on enclosed report!!
- And I'm likable most days ●

WHITEWOOD PUBLIC LIBRARY

Patron Tally

YEAR

2024

Date	Mornings		Afternoons		Evenings		#	#
	Adult	Children	Adult	Children	Adult	Children	Groups	Events
JAN			122	88			12	
FEB	118	108	51	59	10	7	34	
MAR	59	36	82	153	6	5	32	
APR	93	27	106	152	2	24	75	
MAY	106	92	141	285	9	18	174	
JUN	113	255	103	238	20	28	108	
JUL	131	317	141	390	10	36	220	
AUG	129	281	177	435	8	12	8	220
SEP	103	54	148	280	43	12	13	118
OCT	178	176	174	357	29	9		23
NOV	157	135	138	316	28	14		243
DEC	148	186	120	216	9	16	22	253

Totals 1335 1667 1503 2969 174 181 698 857

Total Children 4817

Total Adults 3012

Grand Total 7829

^does not include groups

Street Maintenance Traffic Control Device Grant

The South Dakota Municipal Street Maintenance Association provides funds to offset the costs of Traffic Control Devices such as speed display units, traffic count units, and flashing warning signs. Grant applications are due April 1 each year. Recipients are announced at the annual Street Maintenance Spring Meeting in late April.

Applicant Eligibility

- Applicant must be a member of the South Dakota Municipal Street Maintenance Association (SDMSMA).
- The SDMSMA will award up to four \$2,500 grant to help offset the cost of traffic control devices, such as speed display units, traffic count units, and flashing warning signs for pedestrians.
- A letter of approval from the applicant's city council or a copy of the meeting minutes showing approval for the purchase of traffic control device must be received following application submission.
- Funds will be paid to recipients through reimbursement; recipient must submit all receipts. Reimbursement subject to SDMSMA Board approval.

Municipality *

Applicant Name *

Position *

Email Address *

Phone *

Description of the traffic control device *

Description of need for device in community *

Amount requested for device *

Amount requested for other expenses *

Describe other expenses



1-855-738-2722

Prepared By: Adam Goyen /Angelica
adam.goyen@trafficalm.com

QUOTE

Quote #: 18106TC
Date Issued Feb 13, 2025
Valid Until: Mar 31, 2025
Date Modified: Feb 13, 2025 10:06 AM
Customer: City of Whitewood
Customer Number: 0
Customer Reference:

Created For:

Company: City of Whitewood
Street: 1025 Meade Street
City, State: Whitewood, South Dakota
Zip Code: 57793
Phone: 605-639-9146
Contact: Jim Smit
Email: jim@cityofwhitewood.com

Ship To:

Company: City of Whitewood
Street: 1025 Meade Street
City, State: Whitewood, South Dakota
Zip Code: 57793
Phone: 605-639-9146
Contact: Jim Smit
Email: jim@cityofwhitewood.com

SKU	Item & Description	List Price	Qty	Amount
M75-SA300-CTL3	30 Watt Solar Intelligent Sign Controller - Communicates & Commands TC Collaborators, Wi-Fi & Mesh Net	\$ 912.00	1	\$ 912.00
M75-SA300-CLB3	30 Watt Solar Collaborator- Communicates & Commanded by TC Controller, Mesh Net Communication, No Wi-Fi	\$ 836.00	1	\$ 836.00
M75-SQTOP-0000	Square Top of Pole Mount, True South Aim	\$ 76.00	2	\$ 152.00
M75-SA328-0000	Rectangular Rapid Flashing Beacon, Amber, W/ Black Aluminum Housing	\$ 442.00	4	\$ 1,768.00
M75-BDL34-0000	BDL3-Y Push Button w/ R10-25 Sign and PBF9X12-Y Sign Frame Bulldog Push Button with 9x12 sign and frame in yellow	\$ 250.00	2	\$ 500.00
K04-36364-0011	36 x 36 Pedestrian Crossing Sign, W11-2 YELLOW	\$ 134.00	4	\$ 536.00
K25-24124-0011	24 x 12 Arrow (Left), W16-7pL, YELLOW Arrow sign used for P2C	\$ 40.00	2	\$ 80.00
K24-24124-0011	24 x 12 Arrow (Right), W16-7pR, YELLOW Arrow sign used for P2C	\$ 40.00	2	\$ 80.00

SKU	Item & Description	List Price	Qty	Amount
SHP-00000-0000	Shipping and Handling Cost. Note that this cost is good for the quote date and may be subject to change at time of shipment.	\$ 196.00	1	\$ 196.00
			Sub Total	\$ 5,060.00
			Grand Total	\$ 5,060.00

Terms & Conditions

1. Payment Terms: Net 30
2. Shipping Terms:
3. Lead Time: 30 Business Days After Receipt of Order
4. Sales tax, if applicable, will be calculated at time of invoicing and based upon current tax rates, may be higher than originally quoted
5. All sales are considered final. In rare cases, a return may be requested within 90 days of receipt of the order. If approved and authorized by TrafficCalm, it will incur a 30% restocking fee of the original sale cost. Returned material must be in original packaging and have never been installed or electrically powered. Credit will only be given once this has been verified by the TrafficCalm Quality Department. The cost of return shipping in an undamaged manner is the responsibility of the customer.
6. The line items referenced in the quote above represent the items that TrafficCalm intends to supply. Anything not included is assumed to be provided by others.
7. Please include all certification document requests with your order, such as certificates of compliance and BABA compliance. Requests for documents after shipment will incur an additional charge.

Notes:

Customer Acceptance (sign below):

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure above, has been lawfully appropriated or authorized or directed for such purpose and is in the Treasury. (Municipalities and Government Agencies) I am authorized to financially bind this entity to the terms of this agreement.

X _____

Print Name: _____ DATE: ____/____/____