

**AGENDA**  
**CITY OF WHITEWOOD**  
**BOARD OF EQUALIZATION**  
**March 16, 2026**  
**5:15 PM - CITY HALL**

1. CALL THE MEETING TO ORDER.
2. ROLL CALL.
3. APPEAL 1 BARKER
4. MOTION TO ADJOURN

\*\* This agenda subject to change prior to the meeting.

**OBJECTION TO REAL PROPERTY ASSESSMENT**  
 SDCL 10-11-13 thru SDCL 10-11-42

USE A SEPARATE FORM FOR EACH LEGAL DESCRIPTION - IF BARE  
 AGRICULTURAL LAND, USE PT 17A

<b>COURTHOUSE USE ONLY</b>
<b>APPEAL NUMBERS</b>
Local Board:
County Board:
Office of Hearing Examiners:

**APPLICANT INFORMATION**

ASSESSED IN NAME OF BARKER RENTALS	EMAIL ajsupport@rushmore.com	PHONE NUMBER 605 645 2180	COUNTY LAWRENCE
MAILING ADDRESS PO BOX 127	CITY WHITEWOOD	STATE SD	ZIP CODE 57793
PROPERTY ADDRESS - if different than mailing address 1017 MAPLE WHITEWOOD SD 57793		PARCEL NUMBER 29100-02400-060-01	
LEGAL DESCRIPTION OF PROPERTY BEING APPEALED - include lot, block, addition, city or section, township, and range LOT 6 Bk 24 ORIGINAL TOWN WHITEWOOD			

I AM APPEALING THE ABSTRACT CLASS  EXEMPT STATUS  OWNER-OCCUPIED  PROPERTY VALUE STATUS

REASON(S) FOR APPEALING  
 BUILDING WAS TAKEN DOWN BEFORE NOV 1 2025

IN MY OPINION, THE FULL AND TRUE VALUE OF SAID PROPERTY SHOULD BE:

\$ 7,880.00 TOTAL VALUE \$ 7,880.00 LAND VALUE \$ 0 BUILDING VALUE

By signing this document, I certify that I am authorized to sign and that the above information is true and correct.

SIGNATURE Hal Baker DATE 2-25-26  
 TAXPAYER / TAXPAYER ATTORNEY

**AGENDA**  
**REGULAR WHITEWOOD COUNCIL MEETING**  
**March 16, 2026, 5:30 PM**  
**CITY HALL**

1. CALL THE MEETING TO ORDER.
2. ROLL CALL
3. APPROVE MINUTES from Regular Meeting on March 2, 2026.
4. APPROVE THE CLAIMS.
5. SD GAME, FISH & PARKS- DEER MANAGEMENT OPTIONS.
6. APPROVE 2026 DONATION TO NH AREA CASA PROGRAM.
7. APPROVE QUOTE FOR NEW VEHICLE A/C UNIT IN POLICE DURANGO.
8. DEPARTMENT HEAD PERFORMANCE EVALUATIONS.
9. 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.
10. PUBLIC COMMENTS
11. EXECUTIVE SESSION FOR PERSONNEL MATTERS PURSUANT TO SDCL 1-25-2 (1) AND LEGAL MATTERS PURSUANT TO SDCL 1-25-2 (3).
12. NEXT REGULAR COUNCIL MEETING – Monday, April 6, 2026, at 5:30pm
13. ADJOURN

**REGULAR WHITEWOOD COUNCIL MEETING****March 2, 2026**

The Whitewood City Council met in regular session on Monday the 2<sup>nd</sup> of March 2026 at City Hall. Mayor Mitch Harmon called the meeting to order at 5:30 pm, with Council members Jeremy Noren, Sara Fitzgerald, Jerry Davidson, Ken Noren, and Shelbi Bulat present. Councilmen Roxie Cooper was absent. City Attorney Fitzgerald, Police Chief Bach, Public Works Werlinger and Finance Officer Heckenlaible were also present.

**Action 2026-035**

Motion by Davidson, seconded by J. Noren, to approve the minutes from the regular meeting on February 17, 2026, all members present voting yes, motion carried.

**Action 2026-036**

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

**CLAIMS- March 2, 2026****ESTIMATED WAGES –MARCH 2026 (2 pay periods)**

MAYOR	550.00
COUNCIL	2,250.00
CITY ATTORNEY	1,000.00
BUILDING INSPECTOR	300.00
CHIEF OF POLICE- Josh Bach	4,800.00
POLICE OFFICER- Anthony Spencer	4,320.00
POLICE OFFICER- Dykes	4,000.00
POLICE OFFICER- Hebda	4,000.00
WASTE/WATER OPERATOR- DJ Werlinger	4,150.40
WASTE/WATER OPERATOR- Derek Daniels	4,064.00
WASTE/WATER OPERATOR- John Cooper	3,857.60
LIBRARIAN – Deb Terhue	2,147.20
LIBRARY ASST.- Donna Willson	648.00
LIBRARY ASST- Sandy Huffinan	648.00
LIBRARY ASST.- Racine Morgan	238.88
LIBRARY ASST.- Olyn Smith	197.16
FINANCE OFFICER – Cory Heckenlaible	4,540.80
FINANCE & PW- Jessica Bestgen	2,374.90
<b>TOTAL</b>	<b>\$44,086.94</b>

**GENERAL LEDGER**

SD DEPT REVENUE & REGULATION- Garbage Tax	347.16
CITY OF WHITEWOOD- Take Deposit for Bill- Sandidge, Norton	200.00
SD RETIREMENT- Employee Retirement	5,926.81
<b>TOTAL</b>	<b>\$6,473.97</b>

**GENERAL FUND**

WASTE CONNECTIONS- Garbage Collection	5,817.32
A&B BUSINESS SOLUTIONS- Police 171.37, City Hall 268.92	440.29
AMERICAN LEGAL PUBLISHING- Internet Ordinances Renewal	500.00
BH OVERHEAD DOORS- Police Repair	1,287.81

FORD CREDIT- Pickup Payment	1,237.44
MID-STATES ORGANIZED CRIME- Police Membership	100.00
REPUBLIC NATIONAL- February Liquor	2,222.81
SOUTHERN GLAZERS- February Liquor	970.47
WESTERN STATIONERS- City Hall	28.99
LIGHTING MAINTENANCE- Exit Lights	58.52
WELLS FARGO VISA- Vision	33.52
AT&T	408.26
WHITEWOOD CHAMBER- 2026 Banquet	70.00
JOHNSON SOUTH DAKOTA- February Liquor	10,747.07
<b>TOTAL</b>	<b>\$23,922.50</b>

#### LIBRARY

ALL NET CONNECTIONS	159.25
AMAZON CAPITAL- Books & Supplies	682.35
BH PIONEER- Subscription	72.00
DEB TERHUNE- Reimburse Supplies	147.48
OVERDRIVE- Library Dues	600.00

<b>TOTAL</b>	<b>\$1,661.08</b>
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#### WATER/SEWER FUNDS

BANYON DATA SYSTEMS- Utility Billing Support	865.00
HAWKINS CHEMICAL	181.25
IRON LOT LLC- Trench Box	8,153.06
POSTMASTER- Water Bill Postage	305.00
SPEARFISH ELECTRIC- Well 4 Repair	132.65
COLONIAL RESEARCH- Treatment Plant	197.57
WELLS FARGO VISA- Treatment Plant Program 480.03, WiFi 76.90	556.93
WESTERN PEAKS LOGISTICS- Samples	16.34
<b>TOTAL</b>	<b>\$10,407.80</b>

#### AUTOMATIC PAYMENTS

USDA RURAL DEVELOPMENT- Water Project Loan	4,028.00
USDA RURAL DEVELOPMENT- Trunk Sewer Project	1,057.00
EFTPS- Payroll Taxes 02/20/26	5,234.30
<b>TOTAL</b>	<b>\$10,319.30</b>

#### Action 2026-037

Motion by J. Noren, seconded by Bulat, to approve the change to Article V, Sections 5.4 and 5.5, Sick Leave, in the Employee Manual. Roll call, all members present voting yes, motion carried.

#### Action 2026-038

Motion by J. Noren, seconded by K. Noren, to approve purchasing 2 Tactical Uniform Style Vests from Safe Life Defense in the amount of \$1,258.20, for the Police Department. All members present voting yes, motion carried.

#### Action 2026-039

Motion by Davidson, seconded by J. Noren, to approve hiring Heath Harter as a certified part-time police officer at \$27/Hr. Roll call, all members present voting yes, motion carried.

Action 2026-040

Motion by J. Noren, seconded by Bulat, to approve the quote of \$2,591.00 from Black Hills Overhead Doors for a new garage door opener at the Police Department. All members present voting yes, motion carried.

Action 2026-041

Motion by K. Noren, second by Davidson, to approve the quote of \$1,698.00 from Hawkins Water Treatment Group for a chemical pump for Well No. 3. Roll call, all members present voting yes, motion carried.

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

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MITCHELL U. HARMON  
Mayor

Attest:

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CORY HECKENLAIBLE  
Finance Officer

CLAIMS- MARCH 16, 2026

GENERAL LEDGER

DELTA DENTAL- Employee Dental Insurance	628.70
HEALTH POOL OF SD- Employee Health Insurance	8,966.43
UNITED HEALTH CARE- Employee Life Insurance	78.00
<b>TOTAL</b>	<b>\$9,673.13</b>

GENERAL FUND

A&B BUSINESS SOLUTIONS- Police	59.99
A&J SUPPLY- Streets	80.98
ALL NET CONNECTIONS- Police 45.50, Backup 226.71	272.21
AMAZON CAPITAL- Parks	198.99
BELL BANK EQUIP FINANCE- Road Grader	45,694.61
BH PIONEER	132.05
BH ENEGY-HH 114.63,CH 108.88,Police 216.02,Shop 280.97, Parks 66.57,Lights 1146.18	1,933.25
BUTTE ELECTRIC- Exit Lights	519.41
BJ'S COUNTRY STORE- Police Fuel	486.30
MONTANA DAKOTA- Hale 340.72, City Hall 115.28, Shop 129.86, Police 179.52	765.38
REPUBLIC NATIONAL- March Liquor	3,120.66
SAFE LIFE DEFENSE- Police Tactical Uniform Vests	1,278.20
SIGNIFICANT DIGITS- Reader Board Annual Support	650.00
SONSET STATION- PW Fuel	136.85
SOUTHERN GLAZERS- March Liquor	1,261.13
<b>TOTAL</b>	<b>\$56,590.01</b>

LIBRARY

A&B BUSINESS SOLUTIONS	142.23
ALL NET CONNECTIONS	22.75
AMAZON CAPITAL	138.39
BH ENERGY	121.51
MONTANA DAKOTA	67.55
<b>TOTAL</b>	<b>\$492.43</b>

WATER/SEWER FUNDS

A&J SUPPLY	219.17
BH ENERGY	2,583.97
BUTTE ELECTRIC- Treatment Plant 2308.98, Booster Station 153.00	2,461.98
DAN'S DUMPSTERS	631.16
MIDCONTINENT TESTING LABS	101.75
MONTANA DAKOTA- Well 4 Gen 58.36, Booster Station 178.94	237.30
NH COLLECTIONS- Collection Fee	234.44
ONE CALL	6.30
ADVANCED ENGINEERING- Treatment Plant Upgrade	14,476.23
<b>TOTAL</b>	<b>\$20,952.30</b>

AUTOMATIC PAYMENTS

USDA RURAL DEVELOPMENT- Storm Sewer	1,226.50
USDA RURAL DEVELOPMENT- Laurel Stret Project	3,254.00
EFTPS- Payroll Taxes 03/6/26	6,153.14
<b>TOTAL</b>	<b>\$10,633.64</b>

RESOLUTION NO. 2025-051

**A RESOLUTION ESTABLISHING THE RAPID CITY ARCHERY ANTLERLESS  
DEER ACCESS PERMIT PROGRAM**

WHEREAS, the deer population throughout the City of Rapid City results in a number of conflicts between deer and people, including collisions between automobiles and deer that can result in extensive property damage, bodily injury, and in some cases even death; and

WHEREAS, the deer population can also cause property damage to home gardens, landscaping, and natural environments that are habitats for other species; and

WHEREAS, whitetail deer are a primary host to blacklegged (deer) ticks, the carrier of several human diseases, including Lyme disease; and

WHEREAS, chronic wasting disease, an always fatal neurological disease of cervids, has been found in the city limits of Rapid City and reducing deer densities has been indicated as one method that may limit the spread of the disease; and

WHEREAS, the Common Council recognizes that deer in urban areas, for the most part, lack predators to control deer populations and, in turn, deer in large numbers can cause significant habitat damage; and

WHEREAS, the City of Rapid City wishes to manage the deer population within the city limits of Rapid City; and

WHEREAS, the City of Rapid City adopted a revised deer management plan in 2012 entitled the Rapid City Deer Management Program in an effort to foster healthy deer populations; and

WHEREAS, sportsmen and women across the nation contribute the majority of the monies used to manage and conserve wildlife; and

WHEREAS, the City of Rapid City has an ordinance that generally prohibits archery deer hunting within City limits except for hunting by those individuals who obtain Municipal Archery Deer Licenses pursuant to the Rapid City Archery Antlerless Deer Access Permit Program.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the City establishes the following Rapid City Archery Antlerless Deer Access Permit Program in order to help manage the deer population within the city limits of Rapid City.

## Rapid City Archery Antlerless Deer Access Permit Program

### *Permit Administration*

A limited public archery hunt has been set up to manage the deer population within the city limits of Rapid City. This deer hunting opportunity, called the Rapid City Archery Antlerless Deer Access Permit Program, will be administered by South Dakota Game, Fish and Parks (SDGFP) and by the Rapid City Police Department (RCPD).

SDGFP will accept online applications from hunters for special municipal licenses. SDGFP will administer a draw for the municipal hunt periods through its online license system. Applications will be accepted on or about June 27th through July 17th. Applicants will be notified of the results by July 22nd. Any remaining hunt periods will be available on a first come, first served basis starting on July 22nd. Normal fees for deer licenses will apply.

### *Archery Hunting Licenses*

Those individuals successful in drawing a municipal hunt period must attend an orientation briefing and pass a proficiency test before the license will be provided to the individual. Hunters successful in drawing a municipal hunt period will have several options for utilizing additional licenses that are valid within the Rapid City hunting areas. Hunters may use any combination of the following licenses which would allow them to harvest a deer with archery equipment in a valid unit: Statewide Any Deer, West River Any Deer, and Black Hills Firearm Deer. Regardless of the license(s) used, an antlerless deer must be harvested and checked in with SDGFP staff before Any Deer tags are allowed to be utilized. Only hunters who are successful in drawing a municipal hunt period are authorized to hunt within city limits per city ordinance.

### *Rules and Regulations*

All big game regulations, as well as the following rules, would apply to anyone hunting within the city limits of Rapid City pursuant to the municipal license. Only hunters successful in drawing a municipal license are allowed to hunt within Rapid City:

- A hunter must be a resident of South Dakota.
- A hunter must be 18 years of age to hunt alone. A hunter under the age of 18 must be accompanied (within arm's reach) by a qualified adult supervisor.
- A hunter must possess a hunter safety education certificate.
- An individual successful in the municipal license draw will be required to pass a proficiency test prior to being allowed to participate in the hunt. The proficiency test will require a hunter to place 3 of 4 arrows in an 8" diameter circle at 30 yards with a broadhead tipped arrow and the archery equipment to be used while hunting within Rapid City.

- A hunter must attend a mandatory briefing and training held at the SDGFP Outdoor Campus - West, located at 4130 Adventure Trail in Rapid City. Dates and times of the orientation will be sent to successful applicants.
- A hunter must obtain and display a Parking Permit distributed by SDGFP in his or her vehicle while the hunter is hunting in their assigned area.
- A hunter must first harvest an antlerless deer on a valid SD license before they may utilize an Any Deer license. The first antlerless deer must be checked by texting a picture of the doe tagged with the municipal tag to SDGFP staff.

Either SDGFP or RCPD may remove a hunter from the program for the following reasons: failure to comply with the rules above and all big game regulations; the violation by a permittee of any provision of the Rapid City Municipal Code, state law, or federal law; or other good cause. A written order of revocation shall be hand-delivered, sent by First-Class Mail to the permittee's last known address, or sent by email to permittee's last known email address. A written order of revocation is effective on the date that it is signed by either SDGFP or RCPD. A person who is removed from the program may appeal the revocation decision to the Common Council by submitting a written letter of appeal to the Rapid City Finance Officer or his or her designee within 14 calendar days of the effective date of the order of revocation. If, upon consideration, a majority of the Council votes to overturn the order of revocation, then the license shall be reinstated.

#### ***Hunting Locations and Periods***

At all times, hunters will be required to stay within the boundaries of their hunting area. This may be different from the property boundaries. Hunters needing to retrieve downed game from outside of the Hunting Area will need to receive permission from the appropriate landowner or will be subject to trespass charges.

Temporary hunting blinds or trees stands will be allowed, but blinds may not be placed prior to a particular hunter's access period and must be removed by the last day of their 28-day access window. Temporary tree stands may be used but the use of nails, screws, bolts or anything that will cause lasting damage to the tree is prohibited.

The first hunting period will be 26 days. The middle 6 hunting periods will be 28 days, starting on a Saturday and ending on a Friday. The eighth, and final, hunting period will be a total of 27 days. To maximize hunter participation and opportunity, hunt periods will overlap with adjacent hunt periods as shown below. There will be no more than 2 hunters permitted to be hunting on a particular area at any given time. Hunting periods for 2025 will be as follows:

Sept 1-Sept 26

Sept 13-Oct 10

Sept 27-Oct 24

Oct 11-Nov 7

Oct 25-Nov 21

Nov 8-Dec5

Nov 22-Dec 19

Dec 6-Jan 1

There will be 6 properties participating in the 2025 Rapid City Archery Antlerless Deer Access Permit Program. There would be a maximum of 48 hunters licensed for this program during the fall and winter of 2025.

# Blessed Sacrament Church Property



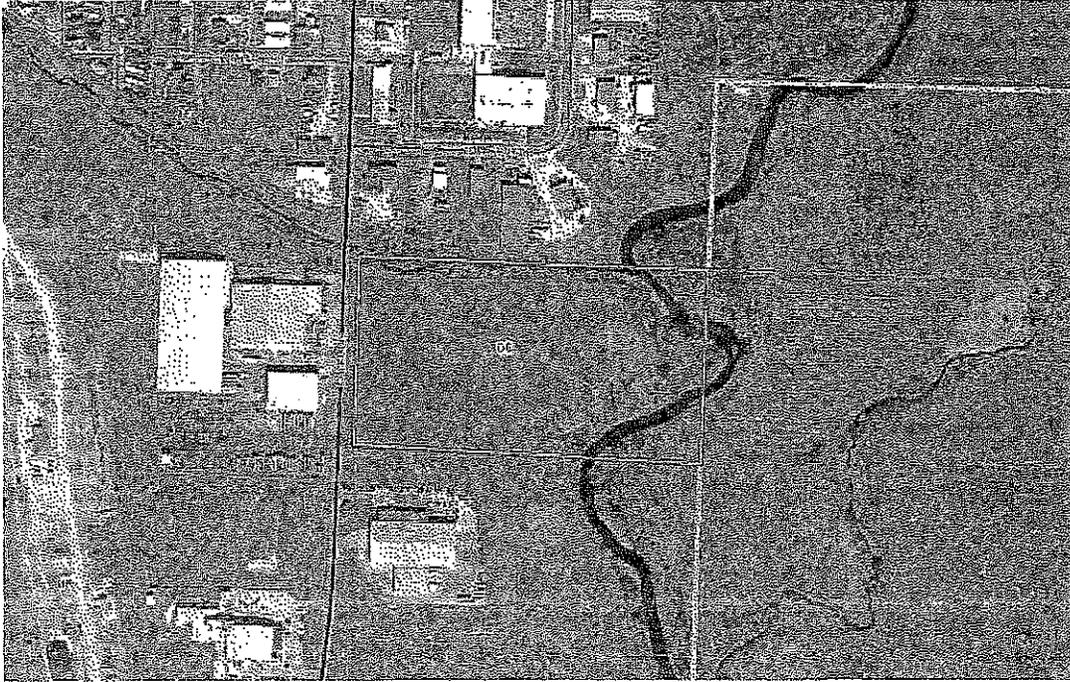
## Outdoor Campus - West Archery Complex



# Bailey Property



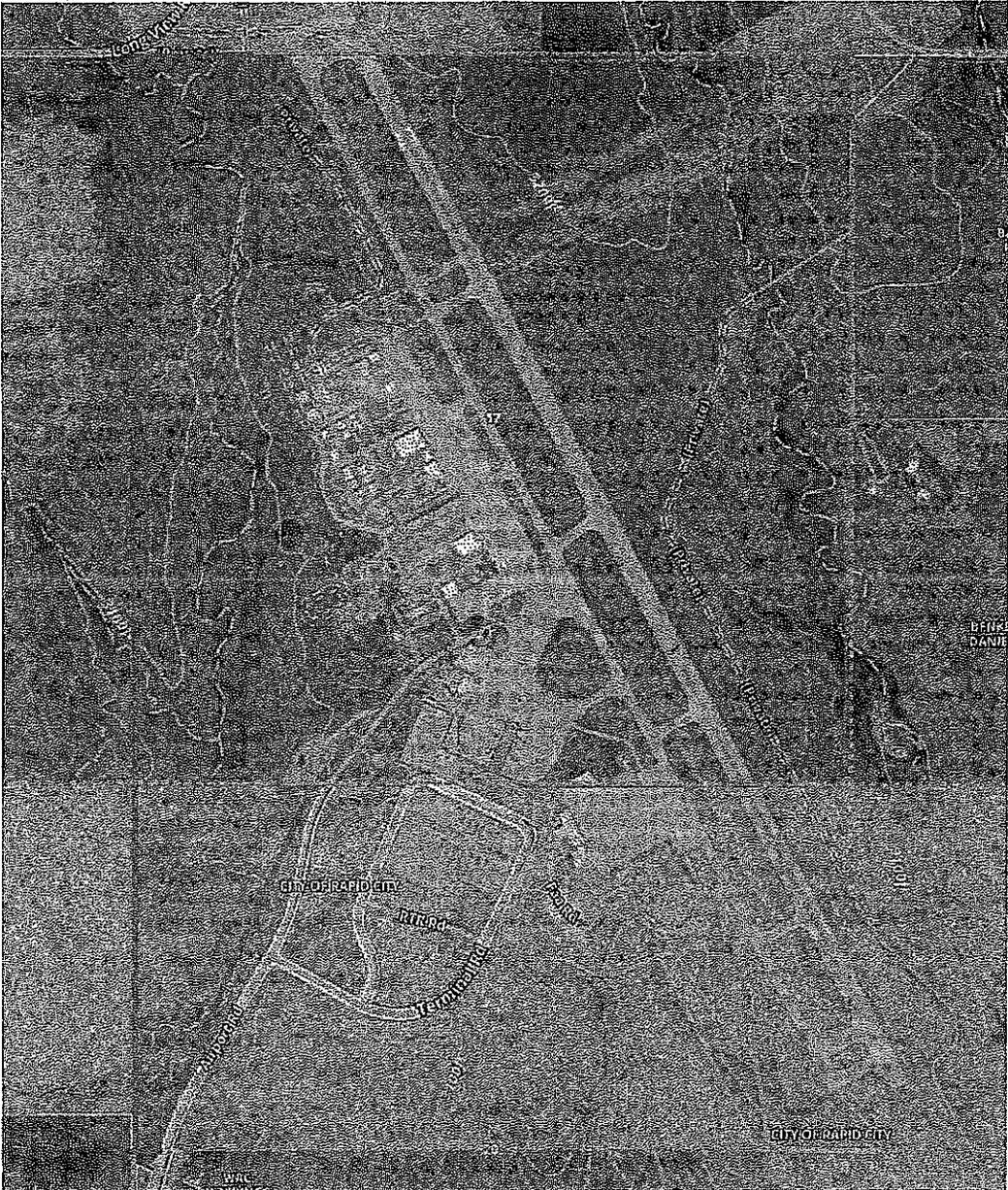
## Creek Drive Property



# Mount Rushmore Rd Property



# Rapid City Airport Property



## Cory Heckenlaible

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**From:** Amy Cermak <director@nhcasa.org>  
**Sent:** Thursday, February 26, 2026 11:58 AM  
**To:** Cory Heckenlaible  
**Cc:** Vanessa Reid  
**Subject:** Northern Hills Area CASA

Hello Cory!

Just checking on the status of funding for Northern Hills Area CASA for 2026. We received a donation in 2025 from the City of Whitewood for \$1,000, and we are certainly grateful for the contribution.

Thank you for your continued support of our program and the children we serve.

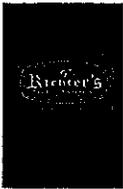
Have a wonderful day!

Amy

***Amy Cermak, M.Ed.***  
*Executive Director*  
*Northern Hills Area CASA*  
*741 N. 5th Street*  
*Spearfish, SD 57783*  
[www.nhcasa.org](http://www.nhcasa.org)  
*Office: (605) 722-4558*  
[director@nhcasa.org](mailto:director@nhcasa.org)  
*Cell: (605) 645-8837*

***To report child abuse or neglect, please call 1-877-244-0864. Intake Specialists will be available from 8 AM to 5 PM Monday through Friday. If reporting an emergency situation outside of these hours or on the weekend, please contact your local law enforcement.***

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

**RICHTER'S TIRE & EXHAUST**

701 Lazelle Street  
 Sturgis, SD 57785  
 (605) 720-8473  
 richterstire08@gmail.com  
 http://www.richterstireandexhaust.com

**Estimate for RO #44962**

Service Advisor: C M  
 Posted Date: 10/07/25 at 02:05 PM MDT  
 Client: CITY OF WHITEWOOD  
 Vehicle: 2019 Dodge Durango Special Service

<b>CITY OF WHITEWOOD</b> 1025 Meade Street Whitewood, SD 57793 Phone: (605) 641-2522 Email: josh@cityofwhitewood.com	<b>2019 Dodge Durango Special Service 5.7L</b> 8Cyl GAS EZH Naturally Aspirated VIN: 1C4SDJFT3KC708362 License: CTY0930 Color: N/A Odometer In: 76457 / Out: 76457	<b>RO # 44962</b> PO # - Time-In: 09/25/25 at 08:45 AM MDT Promised Time-Out: 09/26/25 at 03:00 PM MDT Save Parts: No
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**Client concerns:**

- WE RECHARGED AC ON 8/12/25 AND IT IS NOT WORKING NOW - DIAGNOSE
- OIL SERVICE
- ...

<b>1 - VEHICLE DIAGNOSTICS</b>			
<b>Note:</b> 9/25/25 - 249PM Vacuumed down system after finding it was completely empty of Freon Did vacuum test and passed Charged system with recommended grams of 964g Used sniffer to check all connections, hoses, condenser, and both evaporators front and rear from vents. Sprayed soapy water on both check valves and no bubbles or leaks present Sprayed soapy water on some connections I could see, no signs of leaks September 26, 2025 at 11:37 AM Recovered 890 grams of Freon September 26, 2025 at 01:59 PM Passed vacuum leak test Used uv light and found the condenser is leaking			
<b>Labor:</b>	VEHICLE DIAGNOSTICS	0.70 hrs	\$83.96
<b>Fee:</b>	Shop supplies		\$5.04
✓ Approved on 09/25/25 at 08:46 AM MDT			<b>\$89.00</b>

<b>2 - FLEET OIL SERVICE</b>			
<b>Note:</b> JESSE SKAVANG September 25, 2025 at 10:43 AM Drained and replaced oil Replaced oil filter			
<b>Labor:</b>	OIL SERVICE	0.50 hrs	\$59.98
<b>Parts:</b>	OIL FILTER - PF48F	1	\$13.98 \$13.98
	OIL - SP520SB	7	\$4.99 \$34.93
<b>Fee:</b>	Shop supplies		\$6.53
<b>Discount:</b>	FLEET DISCOUNT		-\$10.89
✓ Approved on 09/25/25 at 08:46 AM MDT			<b>\$104.53</b>

<b>3 - VEHICLE DIAGNOSTICS</b>			
<b>Note:</b> CODY PAUL September 26, 2025 at 11:37 AM Recovered 890 grams of Freon CODY PAUL September 26, 2025 at 01:59 PM Passed vacuum leak test Used uv light and found the condenser is leaking. EVAC FREON FROM VEHICLE AT THIS TIME			
<b>Labor:</b>	VEHICLE DIAGNOSTICS	1.00 hrs	\$119.95
<b>Fee:</b>	Shop supplies		\$7.20
✓ Approved on 09/26/25 at 10:57 AM MDT			<b>\$127.15</b>

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

Deposits are non-refundable. No returns or refunds on special ordered items or electrical parts. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control. We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter. You have the right to know before authorizing any additional repairs what those repairs will be and what they will cost. If required repairs exceed the authorized estimated amount, we must obtain your approval to perform the repairs. We will keep you informed and perform only repairs authorized by you.

Thank you for your business. The work is complete and your payment is due upon pickup of the vehicle. Any vehicle left more than 5 days after diagnostics or repairs are complete without prior authorization will result in daily storage charges. Any vehicle left over 14 days will result in a mechanics lien being started or will be towed off the lot. Vehicle owner will be responsible for all costs relating to any charges. Please contact us promptly if you have any questions about anything we did.

**Work Authorization Signature:**

Total Jobs: \$312.80  
 Total Fees: \$18.77  
 Discounts: -\$10.89  
**Subtotal: \$320.68**  
**Grand Total: \$320.68**  
**BALANCE DUE: \$0.00**

X

PAID

Payment History			Payment Signature	
11/20/25	CITY OF WHITEWOOD	\$104.53	Check Payment	037622
10/07/25	CITY OF WHITEWOOD	\$216.15	Other Payment	PARTS/LABOR WARRANTY

**Declined Jobs:**

1 - A/C CONDENSOR				
Labor:	Remove & Replace Air Conditioning Condenser	2.68 hrs		\$321.47
	REMOVE AND REINSTALL GRILL GUARD	1.32 hrs		\$158.33
Parts:	A/C Condenser and Receiver Drier Assembly - 7-3893	1	\$218.14	\$218.14
	AUTOMATIC TRANSMISSION FLUID - 6GMATF GLOBAL ALL MAKES/MODELS	1	\$9.26	\$9.26
Fee:	Shop supplies			\$39.58
<b>X Declined on 10/07/25 at 02:03 PM MDT</b>				<b>\$746.78</b>

2 - AIR CONDITIONING SERVICE R1234Y				
Labor:	AIR CONDITIONING SERVICE R1234Y	2.65 hrs		\$317.87
Parts:	R1234Y FREON - D15063391	33.37	\$8.44	\$281.64
	PAG 46 R1234YF - 59234	1	\$7.00	\$7.00
Fee:	Shop supplies			\$36.39
<b>X Declined on 10/07/25 at 02:03 PM MDT</b>				<b>\$642.90</b>

*\$ 1,389.68*

An arrest record or criminal conviction does not necessarily disqualify an applicant from employment. Each situation is evaluated on a case-by-case basis, with consideration given to the nature of the offense, the time elapsed since the incident, and its relevance to the duties of the position being sought.

Any applicant who provides misleading, erroneous or deceptive information on the application form, resume, or in an interview may be immediately eliminated from further consideration for employment and/or terminated from employment.

### 9.3 Employment Verification Requests/Reference Checks

All requests for job references, verification of employment, and other employment information shall be directed to the City Finance Office. Only personnel from the City Finance Office are authorized to release information regarding current or former employees.

Without written consent, the City will provide only the following information regarding current or former employees: confirmation of employment with the City, dates of employment (start and end date), job title, wage, current employment status (full time or part time), the department to which the employee is currently or was last assigned. Additional information will be released only upon receipt of written consent from the employee. This written authorization must specify the information being requested and must be signed by the employee in question.

### 9.4 Performance Evaluations

Performance evaluations are designed to provide the employee with a record of their performance, to encourage professional growth, and to promote communication between the supervisor and employee. The performance evaluation will be the responsibility of the employee's supervisor. Department Heads shall be evaluated jointly by the Mayor and respective City Council members assigned to their department. Performance evaluations are a continuous process. Evaluators should carry out informal, regular discussions with their employees throughout the year and summarize progress more formally in writing in the annual performance evaluation. Performance evaluations will be completed before the conclusion of the employee's training period to ensure the employee understands expectations of job performance and once each year thereafter prior to the end of December.

If an employee receives a performance evaluation with an overall score that falls below "meet expectations," the employee will be put on a performance improvement plan (PIP) and given time to correct their performance deficiencies. The employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the City. The length of time will depend on the performance improvement requirements and the

department head/supervisor's recommendation. When the employee is re-evaluated, their performance must be raised and then maintained at a rating of "meet expectations" or "exceeds expectations/outstanding" for continued employment.

The performance evaluations are tailored to each employee's position with specific standards and expectations. The purpose of the evaluation is to commend and acknowledge the employee's strengths, address weaknesses, suggest ways to improve, and discuss employee goals and objectives. Employees are encouraged, although it is completely voluntarily, to submit a self-assessment to their supervisor prior to their designated meeting. Department heads are required to submit a self-assessment. Self-assessments may be considered in developing a final year end rating for the employee. Self-assessments provide valuable insight into the employee's accomplishments, goals met, certifications achieved, classes and/or trainings attended, and to open a dialogue regarding the employee's performance. Performance evaluations will be conducted in a private meeting between the employee and their supervisor. At conclusion of the meeting, employees will be asked to sign their performance evaluation and receive a copy for their records. Signing does not imply agreement with the evaluation, but that the agreement and its documentation/information was communicated and/or discussed with the employee. Performance evaluations cannot be postdated. The original signed performance evaluation will be kept in the City Finance Office.

#### 9.5 Performance Improvement Plan (PIP)

A performance improvement plan (PIP) is intended to be a positive approach designed to assist an employee who has been identified with performance deficiencies the opportunity to succeed. A PIP is not intended as discipline. A PIP is intended to aid employees by implementing a structured, written improvement plan focusing on correcting any number of performance concerns including failures to meet measurable performance standards or any behavior related concerns. To implement a PIP, a supervisor will document what acceptable performance levels are, and how the employee's current performance is deficient. Specific examples regarding the unacceptable performance should be documented reflecting dates and detailed explanations. Specific and measurable objectives will be listed and explained so the employee knows what is expected from them to correct their performance deficiencies. The PIP can last up to 90 days depending on how long it would reasonably take to improve the specific issue(s). The supervisor and employee will also meet on a weekly basis to discuss progress. The supervisor will document improvements, concerns, and provide additional resources or training in an effort to correct deficiencies. Consequences for not meeting objectives of the PIP will also be communicated with the employee.

Outcomes of a PIP may vary but it will generally be one of the following: improvement in the employee's overall performance, the recognition of a skills or training gap and appropriate remedial action, and/or employment action such as

	Balance 1/31/2026	REVENUE	EXPENSES	Balance 2/28/2026
<b><u>CASH COMPUTER</u></b>				
GENERAL FUND	1,412,152.60	88,356.70	(116,915.04)	1,383,594.26
LIBRARY	118,677.15	168.85	(5,566.36)	113,279.64
3RD CENT SALES TAX	52,786.97	885.16	(465.13)	53,207.00
ADDITIONAL TAX FUND	55,835.30	120.00	0.00	55,955.30
DEBT SERVICE	16,558.56	0.00	0.00	16,558.56
TIFD FUND	10,383.21	5,795.70	(5,795.70)	10,383.21
ECONOMIC DEVELOPMENT	56,990.32	1,036.38	0.00	58,026.70
CAPITOL PROJECT	-1,636,939.70	92,629.00	0.00	(1,544,310.70)
WATER	120,701.48	23,346.46	(33,195.15)	110,852.79
SEWER	653,811.22	37,116.19	(23,221.29)	667,706.12
<b>Total Cash Per Computer</b>	<b><u>\$860,957.11</u></b>	<b><u>\$249,454.44</u></b>	<b><u>(185,158.67)</u></b>	<b><u>925,252.88</u></b>

<b><u>CASH BANK</u></b>				
HIGHMARK F.C.U. ST SWR	14,203.06			14,204.83
PIONEER SAVINGS WATER	48,833.04			48,847.09
PIONEER SAVINGS ST ASSESS	32,001.26			32,010.47
PIONEER SAVINGS TRUNK SEW	15,559.47			15,563.65
PIONEER REG SAVINGS	208.81			208.84
PIONEER OPERATING ACCT	430,994.41			519,122.92
LESS O/S CHECKS	(13,444.33)			(19,827.69)
PLUS DEP IN TRANSIT	45,956.01			27,667.37
NSF CHECKS	102.77			0.00
N.M. CHECKS CLEARED	1,224.99			1,326.54
<b>Total Cash Per Bank</b>	<b><u>\$575,639.49</u></b>			<b><u>\$639,124.02</u></b>

<b>Investments</b>		<b><u>INTEREST</u></b>	
LPL FINANCIAL	285,317.62		286,128.86
<b>Total Investments</b>	<b><u>\$285,317.62</u></b>	<b><u>\$811.24</u></b>	<b><u>\$286,128.86</u></b>
<b>LOSS/GAIN</b>		<b><u>\$811.24</u></b>	
<b>Total Cash Per Bank</b>	<b><u>\$860,957.11</u></b>		<b><u>\$925,252.88</u></b>

**Petty Cash:**

LIBRARY	\$50.00	\$50.00
WATER	\$150.00	\$150.00
POLICE	\$100.00	\$100.00
<b>Total Petty Cash</b>	<b><u>\$300.00</u></b>	<b><u>\$300.00</u></b>