

**AGENDA**  
**REGULAR WHITEWOOD COUNCIL MEETING**  
**April 6, 2026, 5:30 PM**  
**CITY HALL**

1. CALL THE MEETING TO ORDER.
2. ROLL CALL
3. APPROVE MINUTES from Regular Meeting on March 16, 2026.
4. APPROVE THE CLAIMS.
5. LEGAL UPDATE.
6. SECURED MICROSOFT PLATFORM- ALL NET CONNECTIONS- Bric Browning.
7. APPROVE QUOTE FOR NEW WATER PUMP FOR POLICE DURANGO.
8. EMPLOYEE MANUAL CHANGE IN ARTICLE IV, SECTION 4.2, STANDARD WORKWEEK.
9. EMPLOYEE MANUAL CHANGE IN ARTICLE IV, SECTION 4.4, OVERTIME.
10. EMPLOYEE MANUAL CHANGE IN ARTICLE V, SECTION 5.3, ANNUAL LEAVE.
11. SET DATE & TIME FOR PUBLIC HEARING TO VACATE A PORTION OF WALNUT STREET.
12. APPROVE RE-HIRING PART-TIME CERTIFIED POLICE OFFICER JOHN MARSHALL.
13. APPROVE SPECIAL EVENT LIQUOR LICENSE FOR IRON HORSE, JUNE 27, 2026.
14. 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.
15. PUBLIC COMMENTS
16. EXECUTIVE SESSION FOR PERSONNEL MATTERS PURSUANT TO SDCL 1-25-2 (1).
17. NEXT REGULAR COUNCIL MEETING – Monday, April 20, 2026, at 5:30pm
18. ADJOURN

**REGULAR WHITEWOOD COUNCIL MEETING****March 16, 2026**

The Whitewood City Council met in regular session on Monday the 16<sup>th</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 2026-043**

Motion by Davidson, seconded by Bulat, to approve the minutes from the regular meeting on March 2, 2026, all members present voting yes, motion carried.

**Action 2026-044**

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

**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
BJS 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
BLUEPEAK- Police 375.15, City Hall 450.57	825.72
SUNDANCE STATE BANK- Riley TIF	7,502.93
WESTERN HILLS HUMAN SOCIETY- Annual Contract Fee	500.00
BH OVERHEAD DOORS- Gargare Door Opener Police	2,591.00
<b>TOTAL</b>	<b>\$68,009.66</b>

**LIBRARY**

A&B BUSINESS SOLUTIONS	142.23
ALL NET CONNECTIONS	22.75
AMAZON CAPITAL	423.57

BLUEPEAK	205.07
BH ENERGY	121.51
MONTANA DAKOTA	67.55
<b>TOTAL</b>	<b>\$982.68</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
WESTERN PEAKS LOGISTICS- Samples	32.68
<b>TOTAL</b>	<b>\$20,984.98</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>

Action 2026-045

Motion by Bulat, seconded by Fitzgerald, to have the parks commissioners draft an ordinance change to allow hunting with a bow in city limits. All members present voting yes, motion carried.

Action 2026-046

Motion by J. Noren, seconded by Bulat, to approve a \$1,000 donation to the Northern Hills Area CASA Program. All members present voting yes, motion carried.

Action 2026-047

Motion by K. Noren, seconded by J. Noren, to approve the quote of \$1,389.68 from Richter's Tire and Exhaust for a new A/C unit in the police Durango. Roll call, all members present voting yes, motion carried.

Action 2026-048

Motion by Bulat, second by Fitzgerald, to enter into Executive Session for personnel matters pursuant to SDCL 1-25-2 (1) and legal matters pursuant to SDCL 1-25-2 (3), at 6:04 PM. All members present voting yes, motion carried.

At 6:24 PM, Mayor Harmon announced that Executive Session had ended.

Action 2026-049

Motion by J. Noren, seconded by Bulat, to give raises after Department Head Evaluations are completed and make them retroactive to January 1, 2026. All members present voting yes, motion carried.

There being no further business, the meeting was adjourned at 6:25 PM.

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MITCHELL U. HARMON  
Mayor

Attest:

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CORY HECKENLAIBLE  
Finance Officer

**CLAIMS- April 6, 2026**

**ESTIMATED WAGES –APRIL 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 Huffman	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	408.94
RYAN HUDSON- Reimburse Deposit	100.00
CITY OF WHITEWOOD- Take Deposit for bill- Hunter	100.00
SD RETIREMENT- Employee Retirement	6,030.47
<b>TOTAL</b>	<b>\$6,639.41</b>

**GENERAL FUND**

WASTE CONNECTIONS- Garbage Collection	6,912.16
A&B BUSINESS SOLUTIONS- City Hall 231.80, Police 171.37	403.17
ALL NET CONNECTIONS- Server MainT. 136.50, Ibackup Renewal 99.50, Monthly Backup 226.71	462.71
AMAZON CAPITAL- City Hall	56.97
AT&T	394.76
RUNNINGS- Battery 193.58, Shop 19.16	212.74
FORD CREDIT- Pickup Lease	1,237.44
JOHNSON SOUTH DAKOTA- March Liquor	15,752.28
MEADE LUMBER- Shop	7.14
LIGHTING MAINTENANCE- Exit Lights	58.52
MS MAIL- Bldg Insp Cards	28.67
NH AREA CASA PROGRAM- Donation	1,000.00
NORTHERN TRUCK EQUIPMENT- Sander Repair	397.00
REPUBLIC NATIONAL- March Liquor	3,121.14
RICHTER'S TIRE & EXHAUST- Police A/C Unit	1,336.86
BJ'S COUNTRY STORE- City Hall 32.90, Police Fuel 562.34	595.24
SOUTHERN GLAZERS- March Liquor	1,165.52
TAYLOR DYKES- Reimburse Fuel School	296.07
WELLS FARGO VISA- Shop 171.60, Dist 10 200.00, City Hall 74.23, Vision 33.52, BI 170.00	649.35
A&J SUPPLY- Streets 127.18, Parks 104.91	232.09
<b>TOTAL</b>	<b>\$34,319.83</b>

**LIBRARY**

AMAZON CAPITAL	221.87
ALL NET CONNECTIONS	22.75
DEB TERHUNE- Supplies	92.77

<b>TOTAL</b>	<b>\$337.39</b>
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**WATER/SEWER FUNDS**

DAKOTA PUMP- Cloud 9 Contract	2,100.00
ELECTRICAL ENGINEERING- Generator Annual Maintenance	550.00
HAWKINS CHEMICAL	402.76
POSTMASTER- Water Bill Postage	461.00
WESTERN PEAKS LOGISTICS- Samples	32.68
SPEARFISH ELECTRIC- Well 4 Motor Saver	1,360.13
WELLS FARGO VISA	76.90
A&J SUPPLY	31.98
<b>TOTAL</b>	<b>\$5,015.45</b>

**AUTOMATIC PAYMENTS**

USDA RURAL DEVELOPMENT- Water Project Loan	4,028.00
USDA RURAL DEVELOPMENT- Trunk Sewer Project	1,057.00
EFTPS- Payroll Taxes 04/03/26	6,043.77
<b>TOTAL</b>	<b>\$11,128.77</b>

## Cory Heckenlaible

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**From:** Bric Browning <bric@anetconnect.com>  
**Sent:** Thursday, April 2, 2026 9:12 AM  
**To:** Cory Heckenlaible  
**Subject:** SecureSD Microsoft Platform Recommendation

Hey Cory,

I wanted to follow up with some key details regarding the GCC licensing, funding coverage, and next steps for your organization.

### Licensing & Funding Coverage

SecureSD will be covering the cost of the Microsoft GCC licensing for your organization. This funding is currently approved through **June 2028**. At that time, the program may or may not receive additional funding.

If the program does not renew, your organization would need to begin budgeting for these licenses moving forward. We will make sure to communicate well in advance so you have time to plan accordingly.

### Domain Recommendation (.gov)

As part of this process, we also recommend moving to a **.gov domain** for improved trust and security. Dakota State University (DSU) currently has domains available and can generate one for your organization. The recommended formats are:

- name.sdcity.gov
- name.sdcounty.gov

Because many cities and towns share the same name across different states, DSU strongly recommends using either **sdcity.gov** or **sdcounty.gov** to clearly identify your organization as being located in South Dakota.

If you are interested in pursuing a .gov domain, please let me know and we can begin that process.

### Program Overview

SecureSD and Project Boundary Fence were created to help local cities, towns, and government entities strengthen their security posture.

All work required to migrate your services to the government (GCC) platform is fully covered under this funding. We will coordinate directly with DSU for billing, and your organization will not receive any invoices from us for this work.

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To give you an idea on costs if this program does not receive more funding (These are current numbers of licenses being used):

City of Whitewood			
Email Only	1	\$120	\$120
Apps For Business	1	\$144	\$144
Bus Standard	18	\$432	\$7,776

\$8,040

Please let me know if you have any questions or would like to move forward with the domain setup or licensing options. You can give me a call and we can discuss further if you'd like.

Bric Browning | Network Systems Administrator

All Net Connect

(605) 210-1399 | [Bric@anetconnect.com](mailto:Bric@anetconnect.com)

For emergencies contact LeAnn at 605-269-4141



**RICHTER'S TIRE & EXHAUST**

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

**Invoice for RO #46605**

Service Advisor: SR  
 Date Created: 03/18/26 at 07:59 AM MDT  
 Client: CITY OF WHITEWOOD  
 Vehicle: 2020 Dodge Durango Pursuit

<b>CITY OF WHITEWOOD</b> 1025 Meade Street Whitewood, SD 57793 Phone: (605) 641-2522 Email: josh@cityofwhitewood.com	<b>2020 Dodge Durango Pursuit 5.7L 8Cyl GAS</b> EZH Naturally Aspirated VIN: 1C4SDJFT1LC443040 License: CTY 1246 Unit #: CTY 1246   Color: Black Odometer In: 64319 / Out: 64319	<b>RO # 46605</b> PO # - Time-In: 03/18/26 at 07:59 AM MDT Promised Time-Out: 03/18/26 at 08:00 AM MDT Save Parts: No
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**Client concerns:**

- COOLANT LEAK

<b>1 - VEHICLE DIAGNOSTICS</b>			
Tech: B			
<b>Note: C2 INSPECTED AND VERIFIED CUSTOMERS CONCERN AT THIS TIME, PERFORMED COOLING SYSTEM PRESSURE TEST AND ISOLATED CUSTOMERS CONCERN TO FAILED WATER PUMP AT THIS TIME.</b>			
Labor:	VEHICLE DIAGNOSTICS	0.70 hrs	\$83.96
Fee:	Shop supplies		\$5.04
✓ Approved on 03/18/26 at 07:59 AM MDT			<b>\$89.00</b>

I have hereby authorized the above work to be done with all necessary materials. The shop will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond our control. Mechanics liens may be placed on vehicles until repairs are paid for in full.

Please have lug nuts checked/re tightened within 50 miles after have any tire removed from the vehicle. Failure to do so will remove any and all liability of this shop for any damages, injury, or accidental death.

**WARRANTY:** From the date of delivery, for a period of 12 months or 12,000 miles, whichever comes first, this firm will repair free of charge any defects in material or workmanship to the repairs stated on the invoice. All warranty work is to be done in our shop only. Warranty does not cover towing charges or customer supplied parts. There will be no warranty on any used, salvage, or customer supplied parts. Neglect/abuse of the vehicle will immediately void any and all warranties. In the event legal action is necessary to enforce this contract, I understand I am solely responsible for all cost, including but not limited to attorney's fees and court costs. I have read the above and acknowledge receipt of an estimate.

**TERMS:** Payment is due upon receipt. A 1-1/2% monthly finance charge (18% annum) will be charged on all invoices past 30 days.

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:**

X

Total Jobs:	\$83.96
Total Fees:	\$5.04
<b>Subtotal:</b>	<b>\$89.00</b>
<b>Grand Total:</b>	<b>\$89.00</b>
<b>BALANCE DUE:</b>	<b>\$89.00</b>

**Declined Jobs:**

<b>1 - WATER PUMP</b>			
Labor:	Remove & Replace Water Pump	2.44 hrs	\$292.68
Parts:	Water Pump (Standard) - 43562	1	\$165.55 \$165.55
	UltraStat Engine Coolant Thermostat - 5416203	1	\$35.07 \$35.07
	Premium OE Micro-V Belt - K060820	1	\$49.64 \$49.64
Fee:	Shop supplies		\$32.58
X Declined on 03/18/26 at 08:49 AM MDT			<b>\$575.52</b>

**BERGER SERVICES**

1106 MEADE ST  
WHITEWOOD, SOUTH DAKOTA. 57793  
Phone: 605-269-2483 Fax: 605- -

ESTIMATE #

[Empty Box]

**Estimate for Services**

Estimate Date : 3/18/2026

2020 Dodge - Durango Pursuit - 5.7L, V8 (345CI) VIN(T)  
Lic # : - SD Odom. In: 64329

VIN # : 1C4SDJFT1 LC443040

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
WATER PUMP - 5.7L Eng w/Oil Cooler 68346916AB	1.00	369.00	369.00	WATER PUMP - Remove & Replace - V8, Normal	287.50
Shop Supplies			11.50		
				**** Taxes ****	
				<STATE	\$28.06>
				<CITY	\$13.36>

Parts/Supplies: 380.50 Labor: 287.50 HazMat/Fees: 0.00 Tax: 41.42 Total: \$ 709.42

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. SMOG: I understand that I can have emission service and/or adjustments done elsewhere. I hereby waive this right.

TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within \_\_\_ days of the date shown above if I choose not to authorize the service recommended. All Parts removed will be discarded unless instructed otherwise: Save all Parts \_\_\_\_. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_



#### 4.2 Standard Workweek

The standard Forty (40) hour workweek, unless otherwise stated, for the purpose of calculating pay and overtime shall begin at 12:01 AM Sunday and end at 11:59 PM on Saturday.

No City employee shall work more than 40 hours per week. The City also realizes that emergency and extenuating circumstances may arise in which an employee is required to work additional hours. For the safety of the employee, no employee will work more than a 16 hour shift followed by 8 hours of rest, as per Federal standard.

Under the Fair Labor Standards Act (FLSA), positions are classified as either exempt or non-exempt based on job duties and compensation. Non-exempt (hourly) positions are subject to FLSA overtime requirements and must receive overtime pay for hours worked beyond 40 hours in a workweek. Exempt (salaried) positions are not eligible for overtime compensation under the FLSA.

All additional hours will be reviewed and approved by the Mayor, or in the case of his or her absence, by the President of the City Council.

#### 4.4 Overtime

Overtime is the time in excess of Forty (40) hours within the standard workweek as defined in Section 4.2, and does not include hours paid but not worked.

All overtime must be approved in advance by a supervisor. Supervisors may only authorize overtime if the work cannot otherwise be done during normal work hours. Employees are not authorized to perform overtime work without prior approval. Failure to obtain approval before working overtime is a violation of City policy and may result in disciplinary action, up to and including termination.

Employees who are authorized to work overtime must submit an overtime justification form documenting the hours worked and the nature of the work performed.

## ARTICLE V

### BENEFITS

#### 5.1 Group Health Insurance:

The city will provide all regular full-time employees with health and life insurance coverage and their families with health insurance coverage. This insurance coverage will become effective on the first of the month following one month of employment. The city will pay 90% of the premium cost.

#### 5.2 Retirement System Contributions:

##### South Dakota Retirement System (SDRS)

For eligible employees as defined in SDCL 3.-12, participation in the SDRS is mandatory and is administered in accordance with the policies and procedures as outlined by the SDRS. A deduction of six (6) percent for all class A employees and eight (8) percent for all class B (public safety) employees, of the monthly earnings, is made in each payroll period of which is matched by the City to go toward the retirement of the employee.

Vesting and distribution of benefits upon termination of employment will be administered in accordance with the policies and procedures as outlined by the South Dakota Retirement System.

##### Supplemental Retirement System

All regular full-time and regular part-time employees have the option to participate in an additional savings investment. Since it is an optional plan, the city will not participate to match the employee.

#### 5.3 Annual Leave:

All regular, full-time and part-time employees shall be allowed annual vacation leave with full pay. During the introductory period an employee shall accrue annual vacation leave at the regularly scheduled rate. Annual vacation leave cannot be used until the employee has completed one year of service. If the employee does not successfully complete one year of service, the accrued vacation leave is lost, and the employee will not be paid for the accumulated hours. Vacation leave shall be available to the employee after it has been earned and credited. Employees shall accrue annual vacation leave monthly as per the following schedule:

Regular Full-Time Employees:

Years of Service	Accrual Rate per Month	Annual Leave Accrual
Less than one year	3.3	40 Hours
One to five years	6.6	80 Hours
Six to fifteen years	10	120 Hours
Sixteen or more years	13.3	160 Hours

Regular Part-Time Employees:

Years of Service	Accrual Rate per Month	Annual Leave Accrual
Less than one year	1.65	20 Hours
One to five years	3.30	40 Hours
Six to fifteen years	5	60 Hours
Sixteen or more years	6.65	80 Hours

<u>Years of Service</u>	<u>Accrual Rate per Month</u>	<u>Annual Leave Accrual</u>	<u>Max Accrual</u>	<u>Max Payout (when leave)</u>
<u>Less than one year</u>	<u>3.3</u>	<u>40 Hours</u>	<u>120</u>	<u>60</u>
<u>One to five years</u>	<u>6.6</u>	<u>80 Hours</u>	<u>240</u>	<u>120</u>
<u>Six to fifteen years</u>	<u>10</u>	<u>120 Hours</u>	<u>360</u>	<u>180</u>
<u>Sixteen or more years</u>	<u>13.3</u>	<u>160 Hours</u>	<u>480</u>	<u>240</u>

<u>Years of Service</u>	<u>Accrual Rate per Month</u>	<u>Annual Leave Accrual</u>	<u>Max Annual</u>	<u>Max Payout</u>
<u>Less than one year</u>	<u>1.65</u>	<u>20 Hours</u>	<u>40</u>	<u>20</u>
<u>One to five years</u>	<u>3.30</u>	<u>40 Hours</u>	<u>80</u>	<u>40</u>
<u>Six to fifteen years</u>	<u>5</u>	<u>60 Hours</u>	<u>120</u>	<u>60</u>
<u>Sixteen or more years</u>	<u>6.65</u>	<u>80 Hours</u>	<u>160</u>	<u>80</u>

Annual vacation leave must be used on an annual basis. Unused vacation hours may be carried over into consecutive years to the maximum accrual limit. Employees will not be given credit for vacation hours accrued above max limit. It is the employees responsibility to ensure hours are used on a timely basis according to this policy. Only upon separation of employment, an employee will be paid for any accumulated vacation leave up to the maximum payout based on

their continuous and uninterrupted years of service. Reimbursement for vacation will be at the employees hourly rate on their last day of employment. or will be paid at regular time, to the employee on the employee's anniversary date. Requests for annual leave are subject to approval by each employee's department head, taking into consideration the workload at the time, along with the seniority of the employee and other particular considerations involved in the employee's request. A vacation request form will be used to schedule all vacation. These forms will be submitted with time sheets.

5.3.1 Vacation hours combined with hours worked may exceed 40 hours in any workweek if vacation was requested and taken in a regularly scheduled workday and subsequently the employee is requested/required to work extra hours to assist in covering shifts. Vacation hours and hours worked may not be combined to exceed regularly scheduled hours on a daily basis. Payment of hours exceeding 40 will follow policy 4.4 and 4.5 overtime.

5.4 Sick Leave:

Every regular full-time and part-time municipal employees shall be granted sick leave. Sick leave shall be available to the employee after it has been earned and credited. For all regular full-time employees sick leave will be with full pay at the rate of 8 hours per month with a maximum of 360 hours (45 working days) accumulation. For all regular part-time employees sick leave will be with full pay at the rate of 4 hours per month with a maximum of 180 hours (45 working days) accumulation. Sick leave is to be used only with approval of the employee's supervisor and only for one or more of the following reasons: illness or injury, quarantine, personal injury, or critical illness in the employee's immediate family. Immediate family shall mean the employee's spouse, children, parents, and parent's in-law, brothers and sisters, brother-in-law and sisters-in-law, grandparents, grandparents' in-law and grandchildren. Any municipal employee claiming sick leave over three working days may be required to show a certificate signed by a medical doctor which states that the employee was incapacitated for work during the period of his or her absence. A doctor's release will be required after any hospitalization. Earned sick leave benefits will not be paid when employment is terminated with the City.

5.4.1 Sick leave hours combined with hours worked may exceed 40 hours in any workweek if sick leave was requested and taken for a regularly scheduled work day and subsequently the employee is requested/required to work extra hours to assist in covering shifts. Sick leave hours and hours and worked may not be combined to exceed regularly scheduled hours on a daily basis. Payment of hours exceeding 40 will follow policy 4.4 and 4.5 overtime.

5.5 Sick Leave Donation:

**NOTICE OF PETITION  
FOR VACATION OF A PORTION OF  
WALNUT STREET**

Samuel Scott Lagge, filed a petition with the Common Council of the City of Whitewood, Lawrence County, South Dakota, requesting vacation of a portion of Walnut Street adjacent to Lots 1-5, Block 21 Original Town and that portion of Outlot B of Whitewood Outlots. Original Town, in the City of Whitewood, Lawrence County, South Dakota.

The Common Council has set a hearing on the proposed vacation in the Council Chambers in the City of Whitewood, Lawrence County, South Dakota, on the 4<sup>th</sup> day of May 2026, at the hour of 5:30 o'clock, p.m., when and where any person may appear and object to the proposed vacation or show cause, if any, why said Petition should not be granted.

Dated this 7<sup>th</sup> day of April 2026.

City of Whitewood

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**CORY HECKENLAIBLE**  
Finance Officer

Publish: April 16<sup>th</sup> & April 23<sup>rd</sup>

March 25, 2026  
Regular Whitewood Planning and Zoning Commission  
Minutes

The meeting was called to order at 5:30 PM by Rob Oviatt. The members also present were Dave Morgan, Mike Day and Shane Garry.

Motion by Oviatt, seconded by Garry to approve the agenda. All in favor, motion carried.

Motion by Morgan, seconded by Garry, to approve the minutes from the regular meeting on February 25, 2026. All in favor, motion carried.

There were no conflicts of interest noted.

A petition to vacate a portion of Walnut Street was presented by Scott Lagge for the property he owns, Lots 1-5, Block 21, Original Town and that portion of Outlot B of Whitewood Outlots. He provided the commission with a more detailed preliminary plat showing how he would replat the property into 4 parcels and each parcel would still have access. The commission would still like to have a utility easement if they were to vacate the street, and it was agreed. Motion by Garry, seconded by Morgan, to recommend to the City Council that the street be vacated contingent upon a 25' easement be put in the final plat. Morgan yes, Garry yes, Day yes, Oviatt nay. Motion carried.

There being no further business, motion by Oviatt, seconded by Garry to adjourn the meeting at 5:57 PM.

Next meeting: April 22, 2026.

Respectfully Submitted,

\_\_\_\_\_  
Cory Heckenlaible  
Finance Officer  
City of Whitewood

Accepted by \_\_\_\_\_  
Rob Oviatt

Page 25 5:30

**PETITION TO VACATE: STREETS AND ALLEYS R.O.W.**

TO THE CITY OF WHITEWOOD COMMON COUNCIL:

The owners of real property in the Town of Whitewood, SD, petition the Council to vacate the portion of the Streets and Alleys R.O.W. described below, because they have not been used, no longer serve any useful public purpose and has not been used for public travel for several years.

An exhibit of the proposed portion of the streets and alleys to be vacated is attached and made a part of this petition.

We request that you have this petition filed, set a hearing date and give notice of the time and place of the hearing as required by law. After the hearing, we request that you vacate the portion of the street by resolution as provided by law.

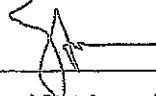
1) LEGAL DESCRIPTION: Also see Attached Legal Description.  
A portion of Walnut Street to be Vacated, located adjacent to:

Lots One (1), Two (2), Three (3), Four (4) and Five (5) in Block Twenty-one (21), Town of Whitewood, Lawrence County, South Dakota, according to Plat recorded in Plat Book 1 page 156,

and

That part of Outlot "B" situated in the subdivision entitled Outlets to the Town of Whitewood, that lies South of the South line of Hooker Street, Extending Easterly to the East side of said Outlet, Lawrence County, South Dakota, according to Plat recorded in Plat Book 1 page 175.

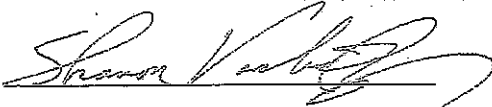
All located in the NE1/4 of the SW1/4 of the SE1/4 of Section 21, Township 6 North, Range 4 East, Black Hills Meridian, City of Whitewood, Lawrence County, South Dakota.

  
\_\_\_\_\_  
Samuel Scott Lagge, Land Owner

State of South Dakota

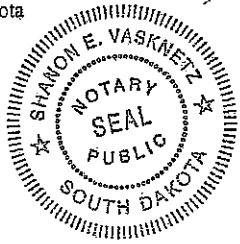
County of Lawrence

Subscribed and sworn to before me this 7 day of Feb, 2026.




Notary Public—South Dakota  
Expires

Nov. 19, 2031  
My Commission



I, Samuel Scott Lagge, have read the above "Petition to Vacate" and know its contents. It is true to the best of my knowledge.


Samuel Scott Lagge, Land Owner  
720 Hooker Street,  
Whitewood, SD 57793

  
\_\_\_\_\_  
Samuel Scott Lagge, Petitioner  
303-944-8552  
the.5280team@ccm.com

State of South Dakota

County of Lawrence

Subscribed and sworn to before me, this 7<sup>th</sup> day of February, 2026.

  
\_\_\_\_\_  
Notary Public—South Dakota  
Expires

Nov. 19, 2031  
My Commission





City of Whitewood  
**SPECIAL EVENTS**  
 Alcoholic Beverage License Application  
 License #202601

Business Name: <del>EMB</del> Enterprises LLC Owner Name: Andi Litten Address: 600 Whitewood Lane Rd Telephone #: 605-722-7544	Location of Event: <small>COMPLETE DESCRIPTION WITH STREET ADDRESS</small> Archert + Beds + Res. 906 Pine St. Whitewood, SD 57743 Dates of Event: June 27, 2026
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Description of Event:  
 Whitewood Cruise

Check which license you currently hold:      ( ) Malt Beverage     Liquor    ( ) Wine

Check which license is requested for Special Event:    ( ) Malt Beverage     Liquor    ( ) Wine


**Also Include:**  
 Proof of Insurance  
(ATTACH A VALID COPY OF CERTIFICATE OF INSURANCE OR LETTER FROM INSURER CONFIRMING THE POLICY IS IN PLACE NAMING THE CITY OF WHITEWOOD AS AN ADDITIONAL INSURED FOR THE ACTIVITIES DESCRIBED IN THE SPECIAL EVENT APPLICATION.)

\$75 Per day fee Malt Beverage.      No. of Days \_\_\_\_\_ X \$75 = \_\_\_\_\_ Total

\$100 Per Day fee On-Sale Liquor.      No. of Days 1 X \$100 = \$ 100 Total

Copy of Current Valid Alcoholic Beverage License

Has applicant requested use of City property as part of license request?     Yes     No

Signature  \_\_\_\_\_ Date March 30, 2026

COUNCIL DECISION     Approved     Disapproved