

AGENDA
REGULAR WHITEWOOD COUNCIL MEETING
JUNE 16, 2025, 5:30 PM
CITY HALL

1. CALL THE MEETING TO ORDER.
2. ROLL CALL
3. APPROVE MINUTES from Regular Meeting on June 2, 2025.
4. APPROVE THE CLAIMS.
5. APPROVE SECOND READING OF ORDINANCE 2025-01- An Ordinance Granting Franchise to MDU.
6. DONATION TO NORTHERN HILLS AREA CASA PROGRAM. (\$1000 LAST YEAR)
7. ADOPT UNIFORM GRANT GUIDANCE POLCIES & PROCEDURES.
8. SET DATE FOR SPECIAL ELECTION.
9. 2026 MUNICIPAL ELECTION DATE. (JUNE OR NOVEMBER)
10. CHANGE IN EMPLOYEEEE MANUAL - ADDING VEHICLE POLICY
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. NEXT REGULAR COUNCIL MEETING- Monday, July 7, 2025, at 5:30pm
14. ADJOURN

REGULAR WHITEWOOD COUNCIL MEETING**June 2, 2025**

The Whitewood City Council met in regular session on Monday the 2nd of June 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, and Shelbi Bulat present. Attorney Fitzgerald, Police Chief Bach, Building Official Smit, Public Works Werlinger and Assistant Finance Officer Bestgen were also present.

Action 2025-083

Motion by Davidson, seconded by Fitzgerald, to approve the minutes from the regular meeting on May 19, 2025. All members present voting yes, motion carried.

Action 2025-084

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

CLAIMS-June 2, 2025**ESTIMATED WAGES –JUNE 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	4,318.40
BUILDING OFFICIAL- 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	2,306.56
LIBRARY ASST.- Donna Willson	540.00
LIBRARY ASST- Racine Morgan	540.00
LIBRARY ASST.- Olyn Smith	179.16
FINANCE OFFICER – Cory Heckenlaible	4,300.80
FINANCE & PW- Jessica Bestgen	2,571.52
TOTAL	\$39,774.64

GENERAL LEDGER

SD DEPT REVENUE & REGULATION- Garbage Tax	297.05
CITY DEPOSITS - Garza, Glatt, Scott, Wilson, Swanson 100.00 each	500.00
SD RETIREMENT- Employee Retirement	7,682.11
TOTAL	\$8,479.16

GENERAL FUND

WASTE CONNECTIONS- Garbage Collection	4,971.95
A & B BUSINESS - City Hall 255.01, Police 162.51	417.52
ALL NET CONNECTIONS - Microsoft 365 52.50, Serv. Maint 91.00	143.50
AMAZON CAPITAL - Parks 89.98, Hall 240.09, Police 54.77	384.84
AT&T - City cell phones	397.86

RUNNING SUPPLY - Parks	139.96
CHAIN SAW CENTER - Parks	208.98
INTEGRITY ACQUISITION - Pickup payment	1,237.44
JOHNER GRAVEL - Base course	6,394.50
LIGHTING MAINTENANCE - Exit lights	58.52
NAPA AUTO PARTS - Police	84.69
POSTMASTER - Water bill postage	73.00
REPUBLIC NATIONAL - May Liquor	4,833.27
SOUTHERN GLAZERS- May Liquor	660.16
WALMART - Supplies 16.09, Park 22.56	38.65
WELLS FARGO - City Hall 43.42, Go Daddy 435.42, TP 76.90, Parks 107.69, Vision 56.87	720.30
WESTERN STATIONERS - City hall	109.90
CHAMBER OF COMMERCE - Allocations	3,000.00
A&J SUPPLY- Shop 47.39, Police 19.99, Hale Hall 190.10, Parks 11.27	268.75
JOHNSON SOUTH DAKOTA- May Liquor	13511.07
SONSET STATION- PW Fuel	173.50
TOTAL	\$23,875.04

LIBRARY

ALL NET CONNECTIONS	22.75
AMAZON CAPITAL	313.93
BH LIBRARY CONSORTIUM	7.98
DEB TERHUNE - Supplies	185.57
TOTAL	\$530.23

WATER/SEWER FUNDS

RUNNING SUPPLY - Sewer	69.98
DANR - Drinking and surface waer dues	390.00
MDU - Generator	640.04
POSTMASTER - Water bill postage	426.00
CENTURY LINK - Treatment plant	38.74
DAKOTA PUMP- Lagoons Flow Meter	707.91
SPEARFISH ELECTRIC - Well 4	428.57
A&J SUPPLY	91.09
SONSET STATION- Pw Fuel	173.51
TOTAL	\$2,701.24

AUTOMATIC PAYMENTS

USDA RURAL DEVELOPMENT- Water Project Loan	4,028.00
USDA RURAL DEVELOPMENT- Trunk Sewer Project	1,057.00
EFTPS- Payroll Taxes 05/30/25	4,828.08
TOTAL	\$9,913.08

Action 2025-085

Motion by Noren, seconded by Davidson, to approve the first reading of Ordinance 2025-01- An Ordinance Granting a Franchise to Montana Dakota Utilities. Roll call, all members present voting yes, motion carried.

Action 2025-086

Motion by Davidson, seconded by Noren, to suspend sections 5003.2.2 of the International Fire Code from June 27, 2025, to July 6, 2025, to allow the selling of fireworks in City limits. All members present voting yes, motion carried.

Action 2025-087

Motion by Noren, second by Bulat, to adopt the following resolution. All members present voting yes, motion carried.

RESOLUTION 2025-02

A RESOLUTION AUTHORIZING THE USE OF FIREWORKS FOR THE YEAR 2025.

BE IT RESOLVED by the Common Council of the City of Whitewood, Whitewood South Dakota, that

In accordance with Section 131.16 of the City of Whitewood Code of Ordinances, the use of fireworks for the year 2025 shall be allowed on July 3, 2025, from 10:00 AM to 11:00 PM, July 4, 2025, from 10:00 AM to 12:00 AM, and July 5, 2025, from 10:00 AM to 11:00 PM.

This resolution shall become effective immediately upon adoption.

Dated this 2nd day of June 2025.

CITY OF WHITEWOOD

Mitchell U. Harmon

Mayor

ATTEST:

Cory Heckenlaible

Finance Officer

Action 2025-088

Motion by Noren, second by Cooper, to approve closing Meade Street from Laurel to Arthur, Pine Street from Custer to South Street, and Maple Street from alley to alley, June 28, 2025, and lifting the open container ordinance for the sections barricaded off during the hours of 9:00 AM to 12:00 AM, for the annual car show. All members present voting yes, motion carried.

Action 2025-089

Motion by Davidson, seconded by Noren, to accept the resignation of Ward II Councilmen Huseby. All members present voting yes, motion carried.

Action 2025-090

Motion by Noren, seconded by Fitzgerald, to hold a special election to fill the vacant Ward II council position. Roll call, Davidson no, Bulat yes, Cooper no, Fitzgerald yes, Noren yes. Motion carried.

Action 2025-091

Motion by Cooper, seconded by Noren, to not stop service to any resident who fails to comply with the lead-free water line inspection requirements. Roll call, all members present voting yes, motion carried.

Action 2025-092

Motion by Noren, seconded by Cooper, to approve the \$3,799.97 quote from VTI Computer Sales & Services for security cameras at the Oak Park booster station. Roll call, all members present voting yes, motion carried.

Action 2025-093

Motion by Noren, seconded by Fitzgerald, to suspend mosquito spraying for 2025, unless absolutely necessary. All members present voting yes, motion carried.

There being no further business, the meeting was adjourned at 5:57 PM.

MITCHELL U. HARMON
Mayor

Attest:

CORY HECKENLAIBLE
Finance Officer

CLAIMS- JUNE 16, 2025**GENERAL LEDGER**

DELTA DENTAL- Employee Dental Insurance	633.40
HEALTH POOL OF SD- Employee Health Insurance	8,188.53
UNITED HEALTH CARE- Employee Life Insurance	62.40
TOTAL	\$8,884.33

GENERAL FUND

A&B BUSINESS SOLUTIONS - Police	59.99
ALL NET - Backup 217.79, Email password 22.75	240.54
AMAZON - Hale Hall	25.94
BH ENERGY - HH 141.60, Park 457.55, Light 1063.06, CH 88.12, Shop 170.47, PD 190.95	2,214.30
BH PIONEER - Legal publication	182.47
BUTTE ELECTRIC - Exit Lights	350.19
CHAIN SAW CENTER - Parks	197.35
BJS - PD Fuel 705.56, Builg Insp fuel 84.25, CH 45.64	835.55
FITZGERALD LAW - Services April - June 2025	2,432.00
MDU - CH 43.10, HH 58.05, SHOP 51.48, PD 40.71, Library 28.14	221.53
MOTOROLA - PD	1,960.00
RASMUSSEN - HH Heater	10,352.00
RNDC - Bullwackers 563.77, BJs 1577.71	2,141.48
SOUTHERN - Stern 848.79, BJs 705.25, Iron Horse 206.07, Bullwackers 695.17	2,455.28
WAREING STURGIS - Street	107.18
TOTAL	\$23,775.80

LIBRARY

A&B BUSINESS SOLUTIONS	137.17
AMAZON	1,935.77
TOTAL	\$2,072.94

WATER/SEWER FUNDS

BH ENERGY	2,194.67
BUTTE ELECTRIC - Booster bump 276.59, Treatment Plant 1589.87	1,866.46
DANS DUMPSTER	100.00
MIDCONTINENT TESTING	56.25
MDU	370.25
SD 811	15.75
RAPID DELIVERY	33.80
WELLS PLUMBING	83.41
TOTAL	\$4,720.59

AUTOMATIC PAYMENTS

USDA RURAL DEVELOPMENT- Storm Sewer	1,226.50
USDA RURAL DEVELOPMENT- Laurel Stret Project	3,254.00
EFTPS- Payroll Taxes 06/13/25	5,417.06
TOTAL	\$9,897.56

Ordinance 2025-01

AN ORDINANCE GRANTING TO MONTANA-DAKOTA UTILITIES CO., A DELAWARE CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE FRANCHISE AND RIGHT TO CONSTRUCT, MAINTAIN AND OPERATE WITHIN AND UPON, IN AND UNDER STREETS, ALLEYS AND PUBLIC GROUNDS OF THE CITY OF WHITEWOOD.

A GAS TRANSMISSION AND DISTRIBUTION SYSTEM FOR TRANSMITTING AND DISTRIBUTING NATURAL OR MANUFACTURED GAS, OR A MIXTURE OF BOTH, FOR PUBLIC AND PRIVATE USE.

BE IT ORDAINED

SECTION 1. For convenience, herein, said municipal corporation is designated and referred to as "Municipality" and Montana-Dakota Utilities Co. is designated and referred to as "Grantee." Any reference to either includes their respective successors and assigns.

SECTION II. There is hereby granted to Montana-Dakota Utilities Co, a Delaware corporation, its successors and assigns, subject to the limitations herein stated, the right and franchise to occupy and use the streets, alleys and public grounds of the municipality as now, or hereafter constituted, for the purpose of constructing, maintaining, and operating, within, upon, in and under the same, a gas distribution system for transmitting and distributing natural or manufactured gas, or a mixture of both, for public and private use.

SECTION III. Grantee shall maintain an efficient distribution system for furnishing natural or manufactured gas, or a mixture of both for public and private use at such reasonable rates as may be approved by the Public Utilities Commission of the State of South Dakota and under such orders, rules or regulations as may be issued by a federal or state agency having jurisdiction thereof.

SECTION IV. This franchise shall not be exclusive and shall not be construed to prevent the Municipality from granting to any other party the right to use the streets, alleys, and public grounds of the Municipality for like purposes.

SECTION V. The Municipality reserves any right it may have, under its police power, or otherwise, to control or regulate the use of said streets, alleys, and public grounds by Grantee. This section shall not affect the right of Grantee to receive compensation for the expenses of changing, removing or relocating its facilities located in private right of way. Further, if at any time said Municipality shall vacate any street, alley or public grounds in which Grantee's facilities are located, an alternate route or private property easement shall be provided to Grantee. Grantee shall not be required to relocate facilities when any street, alley or public grounds in which they are located is vacated for the convenience of abutting property owners or another private party and not as an incident to the public improvement, unless the reasonable cost of such relocation and the loss and expenses resulting therefrom is first paid to Grantee.

SECTION VI. Grantee shall indemnify and save and hold the Municipality harmless from any loss or damage due to the construction, installation, and maintenance of its distribution system, and its use of the streets, alleys, and public grounds of the Municipality; however, Grantee shall not be required to indemnify and save or hold the Municipality harmless from loss or damage to the extent such loss or damage is caused by the acts, omissions, or negligence of the Municipality, its employees, assigns, agents, contractors, or other persons under its direction or control.

SECTION VII. Grantee shall have the right to assign this franchise to any party, or corporation, but all obligations hereunder shall be binding upon its successors and assigns.

SECTION VIII. Within thirty (30) days after Grantee is notified of passage and final approval of this Ordinance, Grantee shall file with the clerk or auditor of the Municipality its written acceptance of this franchise.

SECTION IX. This franchise shall continue and remain in full force and effect for a period of twenty (20) years from the date upon which this ordinance shall become effective as provided by law.

Dated this 16th day of June 2025.

CITY OF WHITEWOOD

By: _____

MITCHELL U. HARMON
Mayor

ATTEST:

By: _____

CORY C. HECKENLAIBLE

Finance Officer

(seal)

First Reading 6/02/2025

Second Reading 6/16/2025

City of Whitewood Proposal

Imagine being removed from the only thing you have ever known; placed in an unfamiliar home; a new school; having strangers explain why you have to live somewhere else; feeling lost and alone; not knowing if you will ever get to see your family again; dealing with a revolving door of people; realizing everything you once knew had disappeared, for who knows how long. It is a situation no one should have to experience. Sadly, child maltreatment is a hidden reality that happens all around us, often without being seen.

The CASA (Court Appointed Special Advocate) Cause began in 1976 by Seattle Juvenile Court Judge David W. Soukup. When tasked with making difficult decisions regarding the future of a three-year-old girl, he felt he didn't have sufficient information about her or what she needed to truly thrive. He wanted an inside perspective into her life. He devised the idea of training community members to become advocates for children who have experienced abuse and neglect.

Northern Hills Area CASA (NHCASA) was formed in 1986. We are a 501(c)(3) non-profit organization, associated with the National CASA Association. Our mission is to recruit, train, support, and empower local individuals to become powerful voices for children who have been removed from their homes and placed in the foster care system. The NHCASA team includes three full-time staff members and one part-time employee and operates with an annual budget of \$407,105.

Court Appointed Special Advocates are ordinary citizens who do extraordinary things for our most vulnerable population. CASAs receive over 32 hours of extensive training which is tailored to include topics such as mental health, substance abuse, trauma and the effects it has on the brain, child protective services, the judicial system, child development, and court report writing. After successful completion of the training program, they are sworn in by a Circuit Court Judge.

The advocacy role is unique in many ways. CASAs meet with the children they serve. They observe their living environments and note the children's interactions with their caregivers. Advocates meet with family members, physicians, therapists, social workers, daycare providers, school personnel, and any other person who is involved in the child's life. CASA volunteers create a report to the Court detailing their contacts, the child's wishes, and make recommendations based on the individual needs of the child. Judges within South Dakota's Fourth Judicial Circuit believe these everyday citizens are the eyes and the ears for the Court.

Our continued efforts to advocate for abused and neglected children equates to a financial burden to our organization of \$4,341 per year for each CASA appointed to a case. Thanks to the generous support of grantors, donors, sponsorships, and our signature fundraising events, we have been able to promote and protect the best interests of victims of child maltreatment for 39 years. In 2024, we matched 34 trained volunteers with 77 children in 7 counties of western South Dakota. This equated to a financial burden of \$147,594 to our program.

Our CASAs poured their hearts into their cases, with 7,378 hours of documented volunteer time. Additionally, they traveled 43,208 miles to advocate for children and families. Unfortunately, the number of child maltreatment cases is on the rise, as we have already served 52 children to date in 2025.

At NHCASA, our mission goes beyond advocacy. We are dedicated to engaging our community by raising public awareness about child maltreatment and our mission and inspiring action to protect children. As a result, we achieved an incredible milestone in the last year, welcoming 21 new CASA volunteers.

Proposal Request:

NHCASA is respectfully requesting a funding allocation of \$1,500 from the Town of Whitewood. This would allow one volunteer to be an advocate for a child in your community for three months. In 2024, we served 19 children in Lawrence County, with some of them being from Whitewood. In addition, we have CASA volunteers who reside in your town. With your financial assistance, we can continue to accomplish our vision of serving every victim of child maltreatment within the Fourth Judicial Circuit. This effort reflects our commitment to ensuring each child has a voice in Court and the opportunity for a safe, loving, permanent home.

We attribute our success, of serving *all* children involved in abuse and neglect court proceedings, to the continued support received from our communities. As a nonprofit organization, we receive funding through a variety of sources. Unfortunately, federal grants have decreased significantly, as our 2025 allocation was \$60,000 less than in 2024. In April, federal funding for the National CASA Association was terminated by the current administration. As a result, National CASA has suspended all services and support to state and local CASA programs. However, NHCASA doesn't rely on financial assistance from the national organization. We have been in existence for 39 years and have developed a positive rapport with the cities and counties we serve. Rest assured, every contribution we receive goes directly toward helping children maneuver through trying times, with the ultimate goal of achieving permanency in a timely manner. We will continue to offer best-interest advocacy, secure adequate resources, and will abide by the CASA core model. NHCASA is enthusiastic about the continued partnership with the City of Whitewood to support our program's mission. Thank you for your consideration of this grant proposal.

ELECTION DATE:	SEPTEMBER 9, 2025
PUBLISH NOTICE OF VACANCY:	JUNE 18 & 26, 2025
PETITION CIRCULATION:	JULY 14, 2025
DEADLINE TO FILE PETITION:	AUGUST 8, 2025
PUBLISH NOTICE OF ELECTION:	AUG 28 & SEPT 4, 2025
PUBLISH SAMPLE BALLOT:	SEPT 4, 2025

9-13-14.2. Special election to fill vacancy on governing body or in office of mayor--Procedures.

The governing body of any municipality may, by ordinance enacted prior to the vacancy, require that any vacancy on the governing body or in the office of the mayor is to be filled by a special election called for that purpose to be conducted as provided in § 9-13-14 and this section. No special election may be held less than ninety days before the annual municipal election. The finance officer of the municipality shall publish a notice in the official newspaper of the municipality stating that a vacancy exists, that the vacancy will be filled by special election, the date of the election, and the time and place where nominating petitions may be filed for the office. The notice shall be published once each week for two consecutive weeks beginning at least sixty days before the date of the special election. Nominating petitions for the vacancy shall be prepared and filed as provided in § 9-13-7, may not be circulated more than sixty days before the date of the special election, and shall be filed at least thirty days before the date of the special election. The number of signers required for a nominating petition shall be calculated as provided in § 9-13-9. If a nominating petition is filed before the second Tuesday in January, the prior year's calculation of registered voters shall be used. A notice of the special election shall be published as provided in §§ 9-13-13 and 9-13-14.

Source: SL 2005, ch 48, § 6; SL 2010, ch 74, § 6; SL 2019, ch 53, § 3.

NOTICE OF VACANCY
MUNICIPALITY OF WHITEWOOD

The following office will become vacant due to the resignation of office of the elective officer:

Council: Ward 2, 1 (One) Three Year Term

This vacancy will be filled by a special election on September 9, 2025.

Circulation of nominating petitions may begin on July 14, 2025, and petitions may be filed in the office of the Finance Officer located at 1025 Meade Street, Whitewood, SD 57793, between the hours of 8:00 a.m. and 5:00 p.m. (MST) not later than the 8th day of August 2025 or mailed by registered mail not later than the 8th of August 2025, at 5:00 p.m. (MST).

Cory Heckenlaible
Finance Officer
City of Whitewood

**NOTICE OF SPECIAL MUNICIPAL ELECTION
MUNICIPALITY OF WHITEWOOD**

A Special Municipal Election will be held on September 9, 2025, in Whitewood, South Dakota. If the polls cannot be opened because of bad weather, the election may be postponed for one week.

The election polls will be open from seven o'clock a.m. to seven o'clock p.m. mountain standard time on the day of the election.

At the election, the following office will be filled:

Alderpersion Ward II – Three Year Term

The polling place for each Ward of this municipality is as follows:

All Wards

1025 Meade Street – City Hall

Voters with disabilities may contact the city finance officer for information and special assistance in absentee voting or polling place accessibility.

Cory Heckenlaible
Finance Officer

Cory Heckenlaible

From: Brenda McGruder <bmcgrude@lawrence.sd.us>
Sent: Friday, June 6, 2025 12:28 PM
To: Jessica McKeown; Robin Lucero; Michelle DeNeui; Cory Heckenlaible; Donovan Renner; Proefrock, Susan; Margie Rantapaa; Brett Burditt; Craig Crosswait; Julie Evenson; Krystal Stulken; LFPD Treasurer
Subject: Re: HB1130


Happy Friday,

Michelle from the City of Spearfish reached out to me and I asked if I could share her response with all of you.

They are looking toward the November election for the following reasons. Just wanted to share as we start to move forward.

City of Spearfish: June is hard for us as we have audit the first week, finance officer school training the second week and then conflicts with GFOA and/or AGA national conferences too.

For new officials coming on in July is throwing them right into budget review and approvals. If they come on in November they will have a few months to learn before making budget decisions.

Thank you, 

Brenda McGruder

Lawrence County Auditor

90 Sherman Street

PO Box F

Deadwood SD 57732

Phone-605-578-1941

Fax-605-578-1065

bmcgrude@lawrence.sd.us

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recipient, please immediately notify the sender and destroy or return all copies of this message and all attachments.

"Though no one can go back and make a brand new start, one can start from now and make a brand new ending." Carl Bard

On Wed, Jun 4, 2025 at 2:22 PM Brenda McGruder <bmcgrude@lawrence.sd.us> wrote:

Good Afternoon All,

As of right now this is what I have for commitments for the June election. Please let me know if there are any corrections.

40-2 Yes

40-1 Yes

09-1 Yes

46-1 Yes

Whitewood ?

Lead Yes

Deadwood Yes

32 Yes but no election in 2026

27 ?

L-D San Yes

Thank you,



Brenda McGruder

Lawrence County Auditor

90 Sherman Street

PO Box F

Deadwood SD 57732

Phone-605-578-1941

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bmcgrude@lawrence.sd.us

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"Though no one can go back and make a brand new start, one can start from now and make a brand new ending." Carl Bard

On Mon, May 19, 2025 at 10:05 AM Brenda McGruder <bmcgrude@lawrence.sd.us> wrote:

Good morning,

Hopefully, everyone has had time to discuss the election changes going into effect next year with HB 1130.

The first decision is do you want to combine elections with us or run a separate election?

If you are considering combining elections with the county, we would appreciate having these conversations in the very near future. There is a lot of preparation that must be done for the combined election to run successfully.

If your intent is to run a separate election, we would like to have a letter from your district stating that you intend to run your election and what date you're planning on using.

Please reply to this email with what your district is thinking about doing and if needed to schedule a meeting time. We would like to hear back from you by Friday June 6th.

Thank you,



Brenda McGruder

Lawrence County Auditor

90 Sherman Street

FINANCIAL STATEMENT

May 31, 2025

	Balance 4/30/2025	REVENUE	EXPENSES	Balance 5/31/2025
<u>CASH COMPUTER</u>				
GENERAL FUND	1,301,259.68	186,057.87	(97,854.85)	1,389,462.70
LIBRARY	97,872.41	16,283.47	(7,230.72)	106,925.16
3RD CENT SALES TAX	44,778.07	2,068.01	(288.12)	46,557.96
ADDITIONAL TAX FUND	44,075.30	9,120.00	0.00	53,195.30
DEBT SERVICE	37,067.47	9,374.89	0.00	46,442.36
TIFD FUND	10,383.21	53,672.34	(53,672.34)	10,383.21
ECONOMIC DEVELOPMENT	125,457.01	23,242.27	(100,000.00)	48,699.28
CAPITOL PROJECT	-1,583,665.02	184,515.00	(45,628.02)	(1,444,778.04)
WATER	177,802.35	24,492.19	(83,676.05)	118,618.49
SEWER	475,652.15	28,288.79	(13,389.83)	490,551.11
Total Cash Per Computer	<u>\$730,682.63</u>	<u>\$537,114.83</u>	<u>(401,739.93)</u>	<u>\$866,057.53</u>

<u>CASH BANK</u>				
HIGHMARK F.C.U. ST SWR	14,198.85			14,198.85
PIONEER SAVINGS WATER	48,652.83			48,674.83
PIONEER SAVINGS ST ASSESS	31,883.17			31,897.58
PIONEER SAVINGS TRUNK SEW	15,510.06			15,515.80
PIONEER REG SAVINGS	208.50			208.53
PIONEER OPERATING ACCT	355,108.65			333,955.49
LESS O/S CHECKS	(14,483.44)			(76,689.92)
PLUS DEP IN TRANSIT	935.78			219,023.61
NSF CHECKS	0.00			98.93
N.M. CHECKS CLEARED	702.54			80.08
Total Cash Per Bank	<u>\$452,716.94</u>			<u>\$586,963.78</u>

Investments		<u>INTEREST</u>	
LPL FINANCIAL	278,174.19		279,093.75
Total Investments	<u>\$278,174.19</u>	<u>\$919.56</u>	<u>\$279,093.75</u>
LOSS/GAIN		<u>\$919.56</u>	
Total Cash Per Bank	<u>\$730,891.13</u>		<u>\$866,057.53</u>

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

ARTICLE X

MISCELLANEOUS PROVISIONS

10.1 Gratuities

No City employees shall accept any gift or gratuity that has any connection with municipal employment or the performance of municipal duties.

10.2 City Property

The use of City property for personal use is prohibited.

10.3 Incompatible Activity

No municipal employee shall participate in any activity, or enterprise which is inconsistent, incompatible, or in conflict with the duties and responsibilities of the position. The City Council shall make the ultimate determination as to whether or not a specific activity is prohibited.

10.4 Safety

All City Department Heads shall be responsible for establishing and maintaining active safety programs within their respective departments. All employees involved in activities using motorized equipment are required to wear full length trousers and protective foot wear, preferably boots. Shorts, cut-offs, sandals, tennis shoes or loose, flopping clothing are prohibited so as to avoid or minimize injury in case of accident. Radio headphones shall not be worn while on duty.

10.4.1 Employee Responsibility

All municipal employees are expected to conduct themselves and handle equipment in such a manner as to avoid accidents. Municipal employees are also responsible for observing all City and department safety rules, and are to report unsafe working conditions or equipment to his/her Department Head and/or Committee Chairman.

10.5 Public Relations

All municipal employees are responsible for providing their particular municipal services to the public in a courteous polite manner. All municipal employees are expected to maintain high standards of conduct and cooperation in their duties for the City. The City feels an individual accepts an additional responsibility to his or her community by accepting a position in municipal government, and urges its employees to act accordingly when off the job.

10.6 Release of Information

Public statements or the release of information on any matter related to municipal policy, administration, and the operation of any department or personnel management shall be limited to the City Council, Mayor, and Finance Officer.

10.7 Travel Vouchers

Travel vouchers detailing mileage and expenses incurred must be presented to the Finance Officer and must be brought to the City Council before payment can be made.

10.8 Passengers in City Vehicles

No one other than City agents, employees or Council members may be passengers in or on City-owned vehicles or equipment. Police ride-alongs will be on a case-by-case basis and must have the Council or Mayor's approval.

10.9 Emergency Closing

The Mayor, or in the Mayor's absence, the Council President, may close City facilities due to emergencies, which shall include but not limited to, inclement weather or loss of utilities.

10.10 Seat Belt Policy

The City is committed to doing everything possible to prevent injury to employees, prevent damage to property and to protect the employees and the public from the results of accidents. The City realizes that safety belts are an important and efficient means to accomplish this goal. Therefore, it is the policy that all City employees and his/her passengers shall be required to use seat belts when driving any City owned or leased vehicles (if equipped with seat belts) or while driving his/her personal vehicle on official City business. Failure to comply with this policy may result in disciplinary action.

10.11 Tobacco Policy

It is the policy of the City that the use of all tobacco is prohibited in all City owned buildings and vehicles, except in designated areas.

10.12 Bonds

Should the City require an employee to be bonded, the City will pay all premiums of such bond.

10.13 Internet and Email Usage

The City provides its employees with systems to send and receive electronic mail (e-mail) and information so they can work more productively. The City's e-mail system is a valuable business asset. The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by employees in the course of his/her workday, are the property of the City.

This policy explains rules governing the appropriate use of e-mail and the Internet and sets out the City's rights to access messages on the e-mail system or review files downloaded from the Internet. Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on the City's e-mail system. E-mail messages and files, like other types of correspondence and City documents, can be accessed and read by City or authorized individuals outside the City.

10.13.1 Confidential Information

E-mail and/or the Internet should not be used to communicate sensitive or confidential information. Employees should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient (s), since messages can be easily forwarded to other individuals. In addition, while the City endeavors to maintain the reliability of its e-mail system, employees should be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail messages.

Employees should consult his/her supervisor and the systems administrator before e-mailing highly sensitive or confidential information.

10.13.2 Restrictions

Employees are strictly prohibited from sending e-mail or otherwise using the e-mail system and/or the Internet in connection with any of the following activities, but not limited to:

- A. Engaging in illegal, fraudulent, or malicious activities.
- B. Engaging in activities on behalf of organizations with no professional or business affiliation with the City.
- C. Sending, viewing or storing offensive, obscene, or defamatory material.
- D. Annoying, harassing or discriminating other individuals.
- E. Sending uninvited e-mail of a personal nature.
- F. Using another individual's account or identity without explicit authorization.
- G. Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization.
- H. Permitting any unauthorized individual to access City's e-mail and/or computer system.
- I. Distributing or storing chain letters, jokes, solicitations or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

10.14 Operation of City Vehicles

City owned vehicles shall be used only for City business. Personal use of City owned vehicles is strictly prohibited. City employees must avoid any vehicle use that might result in or create the appearance of impropriety with regard to public perception concerning the misuse of City owned vehicles.

Employees must safely operate a City owned vehicle at all times. Employees must not operate a City owned vehicle off-route and/or out of the scope of work, commit traffic violations, or operate a vehicle under the influence of alcohol and/or any substance that in any way impairs their ability to safely operate the vehicle. Employees must immediately report any accident, theft, or damage involving a City owned vehicle to their supervisor and law enforcement regardless of the extent of damage or lack of injuries.

10.14.1 Vehicle Usage

The use and operation of City owned vehicles may be required of certain employees. At the end of every workday, City owned vehicles should be parked on City property. City owned vehicles may not be used in a commuting capacity solely by virtue of an employee's position.

10.14.2 Police Department Exception

Police Department employees may take a City owned vehicle to their residence between working shifts if their residence is located no more than 2 miles outside of the city limits of Whitewood.

10.14.3 On Call Public Works Exception

Public Works employees who reside no further than 5 miles outside of the city limits of Whitewood, and who are on call and expected as part of their job duties to respond to emergencies after hours or on weekends may take a City owned vehicle to their residence while on call.

10.14.4 Valid Driver's License

Employees driving City owned vehicles must possess a valid driver's license and must maintain a valid license during their employment with the City. Any change in license status or driving record must be reported to the City within 72 hours.

10.14.5 Motor Vehicle Record Check

Employees who operate any City owned vehicle must submit to a Motor Vehicle Record Check prior to employment as well as on an annual basis after securing employment, and meet insurance coverage. Motor Vehicle Record Checks will be completed in January of each year.

10.14.6 Acknowledgment of Driving Related Policies

Employees who drive any City owned vehicle must read and acknowledge they will adhere to the policies contained within this manual prior to driving a City owned vehicle. Furthermore employees must sign and date that they have read and understand the vehicle policies; this information will be kept on file at the Finance Office.

Violation of any City owned vehicle policy may result in disciplinary action up to and including termination of employment.