

**CITY OF CUSTER CITY
COUNCIL PROCEEDINGS- REGULAR SESSION
August 18th, 2014**

Mayor Gary Lipp called to order the second regular meeting of the Common Council for the month of August, 2014 at 5:30 p.m. Present at roll call were Councilpersons Maciejewski, Heinrich, Kothe, Fischer, Herman, Schleining and Attorney Chris Beesley. The Pledge of Allegiance was stated.

AGENDA

Councilperson Fischer moved, with a second by Councilperson Maciejewski, to approve the agenda. The motion unanimously carried.

MINUTES

Councilperson Kothe moved, with a second by Councilperson Heinrich, to approve the minutes from the August 4th regular council meeting and the August 6th special council meeting. The motion unanimously carried.

CONFLICTS OF INTEREST

No conflicts of interest were stated.

DEPARTMENT HEAD DISCUSSION

Bob Morrison, Public Works Director, gave Council an update on current projects.

Laurie Woodward, Finance Officer, mentioned that she has been working on the budget and other items.

RESOLUTION #08-18-14A – INCIDENTAL DISBURSEMENT ACCOUNT

Councilperson Schleining moved to adopt Resolution #08-18-14A, Incidental Disbursement Account. Seconded by Councilperson Fischer, the motion carried with Councilpersons Maciejewski, Heinrich, Kothe, Fischer, Herman and Schleining voting yes.

RESOLUTION 08-18-14A

AUTHORIZATION OF CITY OF CUSTER INCIDENTAL DISBURSEMENT ACCOUNT

WHEREAS, the City of Custer, South Dakota recognizes the need for an incidental disbursement account in order to transact timely payments and reimbursements for specified transactions.

WHEREAS, SDCL 9-23-23 allows the City of Custer to establish an incidental account for advanced payments or for claims requiring immediate payment, not to exceed the specified amount established by the governing body.

WHEREAS, the City of Custer authorizes the following transaction types and limits:

City of Custer credit cards-\$10,000 total

Utilities-\$20,000 total

Petty Cash Account Reimbursement-\$600.00 total

Miscellaneous Time Sensitive Expenditures - \$5,000 total

WHEREAS, the City of Custer requires a detailed account of the expenditures from the incidental account shall be presented at regular intervals not to exceed one month with verified vouchers, itemized and supported by receipted bills or other information as general evidence of payment. All expenditures from this account shall be listed with other bills in the regular governing body proceedings with the bill list. All claims made on the incidental account require signatures of two officers of the city.

NOW THEREFORE BE IT RESOLVED that we, the assembled members of the Common Council of the City of Custer do hereby authorize an incidental disbursement account as specified.

Dated this 18th day of August, 2014.

City of Custer City

Attest: S/Laurie Woodward, Finance Officer

S/Gary Lipp, Mayor

RESOLUTION #08-18-14B – PERSONNEL MANUAL – JOB DESCRIPTION – PLANNING & PUBLIC WORKS TECHNICIAN

Councilperson Heinrich moved to adopt Resolution #08-18-14B, Personnel Manual . Job Description . Planning & Public Works Technician. Seconded by Councilperson Kothe, the motion carried with Councilpersons Heinrich, Kothe, Fischer, Herman, Schleining and Maciejewski voting yes.

RESOLUTION # 8-18-14B

WHEREAS, the City of Custer City has previously adopted an Employee Manual; and

WHEREAS, updating and amending of said Employee Personnel Manual was provided for in Resolution 9-5-95A; and

WHEREAS, the Common Council of the City of Custer City has determined that a Planning and Public Works Technician position description is necessary and desirable.

WHEREAS, the Common Council of the City of Custer City has determined that the position description needs to be modified.

NOW THEREFORE BE IT RESOLVED that the Employee Personnel Manual is amended to include the attached exhibit ~~9A~~ Planning and Public Works Technician Position Description, as though set forth in full herein, and adopted by reference; and the replace previous position description.

Dated this 18th day of August, 2014

City of Custer City

Attest: S/Laurie Woodward, Finance Officer

S/Gary Lipp, Mayor

SECOND EXTENSION OF AGREEMENT FOR EXPLORATION & OPTION TO PURCHASE

Councilperson Heinrich moved to approve and authorize the Mayor to sign the Second Extension of Agreement for Exploration and Option to Purchase for 60 days with Bruce-Tenn LLC for a potential new well. Seconded by Councilperson Kothe, the motion carried with Councilperson Maciejewski, Heinrich, Kothe, Fischer, Herman and Schleining voting yes.

STREET CLOSURE & SHOWMOBILE USE REQUEST – TRACY KELLEY

Councilperson Maciejewski moved to approve Tracy Kelley's request for closure of Sixth Street from the alley north of Mt. Rushmore Road to Crook Street on August 28th from 4-6 pm and use of the showmobile for the annual block party event. The motion was seconded by Councilperson Heinrich. Councilperson Maciejewski and Heinrich amended their motion and second to make the approve contingent upon proof of special event insurance being provided in an amount satisfactory to the Council President & Attorney and a hold harmless agreement being signed. The motion unanimously carried.

AMENDMENT TO INMAN PARK MASTER PLAN CONTRACT

Councilperson Schleining moved to approve the amendment to the Inman Park Master Plan Contract to allow the \$2,718.77 left in the contract to be used for creating maps & signage for Big Rock Park and the Disc Golf Course and a small amount of design work to help locate an appropriate trail connection between Big Rock Park and the Overlook. Seconded by Councilperson Heinrich, the motion carried with Councilperson Kothe, Fischer, Herman, Schleining, Maciejewski and Heinrich voting yes.

LIQUOR STORE SIGN BID

Councilperson Maciejewski moved to approve the bid from Curt Schmitz of \$1.00 for the old City Liquor Store sign & metal pipe, that was previously surplus, including removal of the sign with a hold harmless agreement being signed. Seconded by Councilperson Herman the motion unanimously carried.

CITY ATTORNEY CONTRACT

Councilperson Herman moved to approve the City Attorney Contract with Chris Beesley for July 1, 2014 through June 30, 2016 with the monthly retainer of \$800 and hourly rate of \$125 per hour. Seconded by Councilperson Fischer, the motion carried with Councilperson Fischer, Herman, Schleining, Maciejewski, Heinrich and Kothe voting yes.

ANIMAL CONTROL CONTRACT WITH BATTLE MOUNTAIN HUMANE SOCIETY

Councilperson Fischer moved to approve the Animal Control Contract with Battle Mountain Humane Society for September 1 . December 31, 2014 at \$800 per month. Seconded by Councilperson Herman, the motion carried with Councilperson Herman, Schleining, Maciejewski, Heinrich, Kothe and Fischer voting yes.

COMMITTEE REPORTS

Various committee reports were given.

EXECUTIVE SESSION

Councilperson Herman moved to go into and out of executive session for proposed litigation and contract negotiation per SDCL 1-25-2 at 6:06 pm, with the Attorney, Public Works Director and Finance Officer present. Seconded by Councilperson Heinrich, the motion unanimously carried. Council came out of executive session at 7:00 pm, with no action taken.

CLAIMS

Councilperson Herman moved, with a second by Councilperson Schleining, to approve the following claims. The motion carried unanimously.

A&B Electric, Repair & Maintenance, \$413.10

AFLAC, Insurance, \$536.05

Audit-Video Solutions, Repair & Maintenance, \$224.50

Black Hills Power & Light, Utilities, \$7479.19

Black Hills Power Equipment, Repair & Maintenance, \$141.39

Culligan, Repair & Maintenance, \$18.50

Chamber of Commerce, Sales Tax Subsidy, \$34768.61

Custer True Value, Supplies, Repair & Maintenance, \$1314.87

Custer Veterans Memorial, Other, \$500.00

Fastenal, Safety Equipment, \$211.20

SRF Loan Payment, \$4639.68

Freeman's Electric, Repair & Maintenance, \$1300.00

Golden West Technologies, Professional Fees, \$379.00
Hadlock, Cheryl, Professional Fees, \$4154.06
Hawkins, Supplies, \$5749.80
Heeb, Slade, Other, \$1186.36
Hillyard, Supplies, \$1083.00
Jenner Equipment, Repair & Maintenance, \$95.64
Kellogg, Scott, Reimbursement, \$130.00
Leos Auto Repair, Repair & Maintenance, \$187.99
Lynn's Dakotamart, Supplies, \$229.12
McGas, Utilities, \$31400.00
Motion Industries, Supplies, \$644.15
Petty Cash, Supplies, \$110.17
Rapid City Telco Federal Credit Union, Supplies, Travel, Utilities, \$1364.30
Rapid Delivery, Professional Fees, \$81.00
S&B Motors, Supplies, \$109.95
Sander Sanitation, Garbage Collection Contract, \$14482.58
SD Executive Management Finance Office, Utilities, \$29.89
SD One Call, Supplies, \$25.20
USDA Loan Payment, \$8910.00
VFW, Supplies, \$500.00
Wright Express, Supplies, \$1785.73
Total Claims, \$124,185.03

2015 BUDGET WORK SESSION

Council worked on the 2015 budget.

ADJOURNMENT

With no further business, Councilperson Kothe moved to adjourn the meeting at 7:28 p.m.
Seconded by Councilperson Maciejewski, the motion carried unanimously.

ATTEST:

CITY OF CUSTER CITY

Laurie Woodward
Finance Officer

Gary Lipp
Mayor