

**CITY OF CUSTER CITY
COUNCIL PROCEEDINGS- REGULAR SESSION
October 17th, 2011**

Council President Corbin Herman called to order the second regular meeting of the Common Council for the month of October, 2011 at 5:30 p.m. Present at roll call were Councilpersons Hattervig, Heinrich, Lampert, Schleining, and Chris Beesley, City Attorney. The Pledge of Allegiance was stated.

AGENDA

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

MINUTES

Councilperson Lampert moved, with a second by Councilperson Hattervig, to approve the minutes from the October 3rd, 2011 regular meeting. The motion unanimously carried.

CONFLICTS OF INTEREST

No conflicts of interest were stated.

DEPARTMENT HEAD DISCUSSION

Bob Morrison, Public Works Director, gave an overview of projects that are taking place and gave an update on the Elementary School Building. A special Council Meeting for October 31st, 2011 at 5:00 pm was scheduled to discuss the old Elementary School Building.

Rex Harris, Community Development Director, gave Council an update on the downtown TIF project.

Laurie Woodward, Finance Officer, gave Council a brief report on the claims in for payment and financial status of projects in progress.

FIRST READING – ORDINANCE #700 – BODY PIERCING & TATTOOING ESTABLISHMENT

Councilperson Lampert moved to table the first reading of Ordinance #700, Body Piercing & Tattooing Establishments till the next meeting. Seconded by Councilperson Schleining, the unanimously motion carried.

FIRST READING – ORDINANCE #701 – PARK LAND DEDICATION

Councilperson Lampert moved to approve the first reading of Ordinance #701, Park Land Dedication. Seconded by Councilperson Heinrich, the motion unanimously carried.

RESOLUTION #10-17-11A – PERSONAL APPEARANCE

Councilperson Hattervig moved to adopt resolution #10-17-11A, Personnel Manual Personal Appearance. Seconded by Councilperson Schleining, the motion unanimously carried.

RESOLUTION # 10-17-11A

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 09-05-95A; and

WHEREAS, the Common Council of the City of Custer City has determined that Employee Personnel Manual Policy be modified regarding Policy #2 General Policies, 2.4 Personal Appearance, with the following and it shall read as follows:

2.4 Personal Appearance

All employees are expected to exercise discretion and good taste in the matter of dress. Cleanliness and good grooming are expected of all personnel. Shirts shall be short-sleeved at minimum, with no tank tops being worn. Clothing items purchased with city funds shall be worn or used only when the employee is on duty, unless authorized by the department head.

Departments may require city issued uniforms be worn as their standard to ensure consistency and public identification. Public Works department employees shall be allowed a \$150 clothing allowance per year. Clothing allowance shall only be used to purchase clothing with the city's logo and ordered through the city's vendor. The city will pay the vendor directly and a spreadsheet shall be kept for each employee's allowance. Such employees must wear the city logoed uniforms to work.

Employees will have the same responsibilities to maintain work clothing as applies to other city issued property. Employees will be required to replace work clothing at their own expense if the work clothing is lost, stolen or damaged due to the employee negligence's. Employees are expected to report to work each day in clean and presentable clothing. When the clothing is considered unsuitable for work purposes, the clothing shall be destroyed. The wearing of suggestive attire, soiled clothing or radical departures from conventional dress is not permitted.

Department heads are authorized to develop and implement additional policies and practices, which relate to the provisions of this subject, which are not inconsistent with the guidelines set forth herein. Employees wearing inappropriate attire will be instructed by their department head or supervisor not to wear the attire again. A second offense will result in the employee being sent home to change into appropriate attire. Third and subsequent

offenses will result in disciplinary action. All offenses must be noted in writing and filed in the employees personnel file.

NOW THEREFORE BE IT RESOLVED that the Employee Personnel Manual is amended and superseded as adopted.

Dated this 17th day of October, 2011.

City of Custer City

S/Corbin Herman, Council President

RESOLUTION #10-17-11B – INTENT TO TRANSFER CITY HALL BUILDING TO FIRE DEPARTMENT

Councilperson Schleining moved to adopt Resolution #10-17-11B, Intent to Transfer City Hall Building to Fire Department. Seconded by Councilperson Lampert, the motion unanimously carried.

Resolution 10 -17 -11B

RESOLUTION EXPRESSING INTENT OF THE CITY TO TRANSFER CITY HALL TO CUSTER VOLUNTEER FIRE DEPARTMENT, A SOUTH DAKOTA NONPROFIT CORPORATION, AT SUCH TIME AS CITY GOVERNMENT OFFICES ARE MOVED TO THE FORMER ELEMENTARY SCHOOL BUILDING

Whereas the Custer School District 16-1 transferred by Quit Claim Deed , with certain conditions, the former Elementary School and surrounding grounds to the City of Custer on September 26, 2011;

Whereas the Custer Volunteer Fire Department, a South Dakota nonprofit corporation, needs additional building space to effectively and efficiently execute its mission to provide fire protection to the City of Custer and the local area;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Custer hereby declares that it is the intent of the Common Council of the City of Custer to transfer the building used as the current city hall to the Custer Volunteer Fire Department at such time as the municipal government offices are relocated to the former elementary school building.

Dated at the City of Custer City, County of Custer, State of South Dakota, this 17th day of October, 2011.

CITY OF CUSTER CITY

S/Corbin Herman, Council President

SHERIFF'S REQUEST – ADDITIONAL FUNDING FOR 2012

Councilperson Lampert moved to approve an additional \$21,000 for the law enforcement contract in 2012 to help with the cost of providing coverage for the additional four hours outside of the contracted hours. Seconded by Councilperson Hattervig, the motion carried with Councilperson Hattervig, Heinrich, Lampert and Schleining voting yes.

OLD ELEMENTARY SCHOOL BUILDING USE REQUEST – HIGH SCHOOL VOLLEYBALL TEAM

Councilperson Hattervig moved to approve the use of the Old Elementary School Building for the High School Volleyball Team on October 27th for the Father/Daughter Ball, upon proof of insurance being provided. Seconded by Councilperson Lampert, the motion unanimously carried.

DRAINAGE CHANNEL CHANGE ORDER

Councilperson Schleining moved to approve the drainage channel change order for \$9,781.95. Seconded by Councilperson Hattervig, the motion carried with Councilperson Heinrich, Lampert, Schleining and Hattervig voting yes.

CLAIMS

Councilperson Schleining moved, with a seconded by Councilperson Lampert, to approve the claims. The motion unanimously carried.

5280 Consulting, Professional Fees, \$4000.00

AWWA, Membership, \$295.00

AFLAC, Insurance, \$380.48

ALSCO, Repairs & Maintenance, \$234.70

Beesley Law Office, Professional Fees, \$2372.50

Black Hills Power & Light, Utilities, \$10881.15

Black Hills Power Equipment, Supplies, \$89.97

B Pro Inc, Advertising, \$225.00

Custer Lutheran Fellowship, Park Improvements, \$1000.00

Complete Concrete, TIF #4 Project, \$266267.29

Culligan, Repairs & Maintenance, \$17.50

Custer Community Health Service, Sales Tax Subsidy, \$42529.24

Custer County Auditor, Mitigation, \$1177.50

Chamber of Commerce, Sales Tax Subsidy, \$11217.74

Custer True Value, Supplies, \$741.70

Dakota Pump & Control, Capital Improvements, \$13759.09

Energy Lab, Professional Fees, \$2483.60
Element, Supplies, \$108.05
Fourfront Design, Professional Fees, \$9250.00
First Interstate Bank, Supplies, \$68.85
Frontier Photo, Supplies, \$159.00
Golden West Technologies, Professional Fees, \$270.00
Harris, Rex, Travel, \$281.20
Harris, Rex, Reimbursement, \$1200.00
Hills Materials, Supplies, \$877.28
Kadmas, Lee & Jackson, Professional Fees, \$415.63
Kellogg, Scott, Reimbursement, \$140.00
Lawrence & Schiller, Professional Fees, \$2085.30
Lexis Nexis, Supplies, \$68.71
NASASP, Membership, \$39.00
Nelson's Oil & Gas, Supplies, \$1244.75
Paypal, Supplies, \$102.63
Quality Weed Control Plus, Repair & Maintenance, \$1347.92
Quill, Supplies, \$234.40
Rapid Delivery, Supplies, \$50.05
Southern Hills Title, TIF #4 Project, \$1440.00
SRF Loan Payment, \$4639.68
South Dakota One Call, Supplies, \$32.55
S & B Motors, Supplies, \$113.25
Sander Sanitation, Repairs & Maintenance, \$12032.72
SD State Executive Management, Utilities, \$26.93
Superior Lamp, Supplies, \$1087.95
Unemployment Insurance, \$87.34
USDA Loan Payment, \$8910.00
USA Bluebook, Supplies, \$196.11
Verizon Wireless, Utilities, \$425.09
Wright Express, Supplies, \$1949.51
Wyss Associates, Professional Fees, \$2257.31
Walker, Gaile, Reimbursement, \$500.00
Naval, FNU, Utility Deposit Refund, \$0.25
Total Claims \$409,313.92

COMMITTEE REPORTS

Various committee reports were given.

ADJOURNMENT

With no further business, Councilperson Lampert moved to adjourned the meeting at 6:17 p.m. Seconded by Councilperson Heinrich, the motion unanimously carried.

ATTEST:

CITY OF CUSTER CITY

Laurie Woodward
Finance Officer

Corbin Herman
Council President