

**CITY OF CUSTER CITY
COUNCIL PROCEEDINGS- REGULAR SESSION
January 7th, 2019**

Mayor Corbin Herman called to order the first meeting of the Common Council for the month of January 2019 at 5:30 p.m. Present at roll call were Councilpersons Blom, Whittaker, Nielsen, Fischer, Moore and Arseneault. City Attorney Chris Beesley was present. The Pledge of Allegiance was stated.

AGENDA

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

MINUTES

Councilperson Nielsen moved, with a second by Councilperson Blom, to approve the minutes from the December 17th regular council meeting and the December 28th special council meetings. The motion unanimously carried.

CONFLICTS OF INTEREST

No conflicts of interest were stated.

EXECUTIVE PROCLAMATION – AMERICAN LEGION CUSTER POST #46 CENTENNIAL YEAR

Councilperson Arseneault moved to approve the executive proclamation for American Legion Custer Post #46 Centennial Year. Seconded by Councilperson Fischer, the motion unanimously carried.

CITY OF CUSTER, SOUTH DAKOTA
PROCLAMATION TO ESTABLISH 2019 AS
CUSTER POST #46, AMERICAN LEGION, CENTENNIAL YEAR

WHEREAS, The American Legion has been a staunch advocate for veterans and their families since 1919; and

WHEREAS, The American Legion was founded on the four pillars of care for veterans, a strong national defense, Americanism, and children and youth; and

WHEREAS, The American Legion has played a leading role in initiatives and breakthroughs that have affected the lives of Americans in every community, from U.S. Flag Code to the GI Bill; and

WHEREAS, Custer Post #46 has fulfilled the Legion's Congressionally chartered mission since July 28th, 1919 through programs such as, Honor Guard, Department of Veterans Affairs Oversight and Support, Veterans Service, Veterans Relief Poppy Program, Veterans Graves Registration, Veterans Graves Decoration, National Security, Blood Drives, Flag Education, Community Service Awards, Patriotic Events, Legislative Action, Boys State, Girls State, Student Oratory Program, Youth Trooper Academy, High School Rodeo Americanism, School Awards, Veterans in the Classroom, Scouting Support, Public Relations; and

WHEREAS, Custer Post #46 and the American Legion are celebrating their centennials in 2019;

NOW, THEREFORE, I, Corbin L. Herman, Mayor of the City of Custer, South Dakota do hereby proclaim 2019 as "Custer Post #46, American Legion, Centennial Year."

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the Custer City on this 7th day of January 2019.

City of Custer City

S/Corbin Herman, Mayor

ATTEST: Laurie Woodward, Finance Officer

FIRST READING – ORDINANCE #817 – WATER CONSERVATION CREDIT

Councilperson Nielsen moved to approve Ordinance #817, Water Conservation Credit. Seconded by Councilperson Fischer, the motion unanimously carried.

FIRST READING – ORDINANCE #818 – FIRE SAFETY REGULATIONS

Councilperson Fischer moved to approve Ordinance #818, Fire Safety Regulations. Seconded by Councilperson Nielsen, the motion unanimously carried.

RESOLUTION #01-07-19A – PERSONNEL MANUAL

Councilperson Whittaker moved to adopt Resolution #01-07-19A, Personnel Manual. Seconded by Councilperson Moore, the motion unanimously carried.

RESOLUTION # 01-07-19A

WHEREAS, the Common Council of 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 02-05-18B; and

WHEREAS, the Common Council of the City of Custer City has determined that said Employee Personnel Manual Policy should be modified.

IT IS NOW THEREFORE RESOLVED that the Employee Personnel Manual, consisting of 128 pages (attached hereto and incorporated herein), is amended as stated in the attached.

IT IS FURTHER RESOLVED, that said Personnel Manual may be subject to modification as requested by staff or required by circumstances and approved by Council.

Dated this 7th day of January 2019

City of Custer

S/Corbin Herman, Mayor

Attest: Laurie Woodward, Finance Officer

RESOLUTION #01-07-19B – SAFETY MANUAL

Councilperson Nielsen moved to adopt Resolution #01-07-19B, Safety Manual. Seconded by Councilperson Blom, the motion unanimously carried.

RESOLUTION NO. 01-07-19B

WHEREAS, the Common Council of the City of Custer City has previously adopted a Safety Manual; and

WHEREAS, updating and amending of said Safety Manual was provided for in Resolution #07-16-12B; and

WHEREAS, the Common Council of the City of Custer City has determined that said Safety Manual should be reviewed, modified and adopted.

IT IS NOW THEREFORE RESOLVED, that the City of Custer City Safety Manual consisting of 74 pages, (attached hereto and incorporated herein) is hereby adopted;

IT IS FURTHER RESOLVED, that said Safety Manual shall be subject to modification as requested by staff or required by circumstances; and shall be reviewed annually and may be modified with Council approval.

Dated this 7th day of January 2019.

CITY OF CUSTER CITY

S/Corbin Herman, Mayor

ATTEST: Laurie Woodward, Finance Officer

RESOLUTION #1-07-19C – WAGE SCALE (COLA APPLIED)

Councilperson Arseneault moved to adopt Resolution #1-07-18C, Wage Scale (COLA applied). Seconded by Councilperson Fischer, the motion unanimously carried.

Resolution #01-07-19C

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

WHEREAS, updating and amending of said Employee Wage Scale is necessary; and

WHEREAS, the salary schedule shall be adjusted yearly according to the COLA percentage (3% for 2019) approved by the Common Council; and

WHEREAS, the Common Council of the City of Custer City has determined that the Employee Wage Scale be modified in accordance with the attached incorporated Employee Wage Scale, which is labeled exhibit "A";

NOW THEREFORE BE IT RESOLVED that the 2019 Employee Wage Scale is adopted and supersedes all previous Employee Wage Scales.

Dated this 7th day of January 2019.

CITY OF CUSTER CITY

S/Corbin Herman, Mayor

ATTEST: Laurie Woodward, Finance Officer

RESOLUTION #1-07-19D – DEPOSITORIES LISTING

Councilperson Fischer moved to adopt Resolution #1-07-19D, Depositories Listing. Seconded by Councilperson Nielsen, the motion unanimously carried.

RESOLUTION # 01-07-19D

A Resolution Granting Authority to Invest Municipal Funds

WHEREAS, it has been determined by the Common Council of the City of Custer City, that it is in the best interest of the City of Custer City to invest all funds not immediately needed by the City of Custer City for day to day operations; and

WHEREAS, the State of South Dakota, Department of Legislative Audit, has determined that the authority to invest City funds is a local Council decision and must be authorized each year.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Custer City, that the Custer City Finance Officer, or designee, is hereby authorized to invest any such City funds, that are not immediately needed for the day to day operation of the City, from the following list of depositories, at the best interest rate available and for the period of time determined to be the most beneficial to the City.

First Interstate Bank, Custer, SD
Black Hills Federal Credit Union, Custer, SD
Edward Jones, Custer, SD
SD Public Funds Investment Trust, Sioux Falls, SD
Sentinel Federal Credit Union, Custer, SD
Highmark Credit Union, Custer, SD
Dacotah Bank, Custer, SD

Dated this 7th day of January, 2019.

City of Custer City

S/Corbin Herman, Mayor

ATTEST: Laurie Woodward, Finance Officer

RESOLUTION #1-07-19E – INCIDENTAL DISBURSEMENT ACCOUNT

Councilperson Whittaker moved to adopt Resolution #1-07-19E, Incidental Disbursement Account. Seconded by Councilperson Blom, the motion unanimously carried.

RESOLUTION 01-07-19E

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 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, the City of Custer authorizes the Finance Officer to pay payroll and all regular monthly bills in a timely manner to avoid penalties and take advantage of discounts, prior to Council approval, with the bills being approved at each regular meeting.

AND NOW THEREFORE BE IT RESOLVED, the City of Custer authorizes the Finance Officer and staff to use the credit cards as needed.

Dated this 7th day of January, 2019.

City of Custer City

S/Corbin Herman, Mayor

ATTEST: Laurie Woodward, Finance Officer

PUBLIC COMMENTS

Hank Whitney gave Council an update on the Custer Bark Park fundraising. No other public comments were received.

MINOR PLAT – OZUM TRACT OF BLOCK 125

Councilperson Fischer moved to approve the minor plat for Ozum Tract of Block 125. Seconded by Councilperson Blom, the motion unanimously carried

MINOR PLAT – PLAT OF SCHNELLER TRACT REVISED AND OMODT TRACT

Councilperson Nielsen moved to approve the minor plat for Plat of Schneller Tract Revised and Omodt Tract. Seconded by Councilperson Whittaker, the motion unanimously carried

DESIGNATION OF OFFICIAL NEWSPAPER

Councilperson Fischer moved to designate the Custer County Chronicle as the City's official newspaper. Seconded by Councilperson Whittaker, the motion unanimously carried

DESIGNATION OF ADMINISTRATIVE OFFICIAL TO APPROVE RAFFLES

Councilperson Whittaker moved to approve designating the Finance Officer and the Deputy Finance Officer, in the Finance Officer's absence, to approve raffle request. Seconded by Councilperson Blom, the motion unanimously carried.

COMBINED ELECTION AGREEMENT – CUSTER SCHOOL DISTRICT

Councilperson Nielsen moved to approve the combined election agreement with Custer School District for the June 5th, 2019 election. Seconded by Councilperson Moore, the motion unanimously carried.

2019 CHAMBER LEASE AGREEMENT

Councilperson Nielsen moved to approve the 2019 Chamber of Commerce lease agreement for \$500 per month. Seconded by Councilperson Blom, the unanimously motion.

OLD TIME COUNTRY FOURTH OF JULY CELEBRATION REQUEST – CHAMBER OF COMMERCE

Councilperson Moore moved to approve the Chamber of Commerce request for the Old Time Country Fourth of July Celebration, July 2-4, 2019. The request includes usage of Way Park (July 3-4), use of the Showmobile (July 2-4) with placement of the Showmobile on Fourth Street next to Way Park, parade request (July 4th) with the parade being on Eighth Street proceeding down Mt Rushmore Road to Second Street with the Parade line up on Washington Street, flag-raising ceremonies (July 4th) at the Veteran's Memorial and use of city's 3 large tents, trash cans, picnic tables, traffic barriers and water key. Seconded by Councilperson Fischer, the motion unanimously carried.

2019 RECREATION SERVICE AGREEMENT WITH YMCA

Councilperson Whittaker moved to approve the 2019 recreational services agreement with the Custer YMCA for \$29,000. Seconded by Councilperson Nielsen, the motion carried with Councilperson Blom, Whittaker, Nielsen, Fischer, Moore and Arseneault voting yes.

CUSTER CRUISIN SOCIAL MEDIA CONTRACT – GREEN OWL MEDIA

Councilperson Nielsen moved to approve the Custer Cruisin social media contract with Green Owl Media for a total of \$3,432 for 2019. Seconded by Councilperson Whittaker, the motion carried with Councilperson Whittaker, Nielsen, Fischer, Moore, Arseneault and Blom voting yes.

APPROVAL OF CEMETERY GRAVE DIGGER

Councilperson Fischer moved to approve Dallas Alexander Construction as the grave digger for the Custer City Cemetery contingent upon proof of insurance being provided. Seconded by Councilperson Whittaker, the motion unanimously carried.

ANNUAL WAGE LISTING

Councilperson Moore moved to approve the Annual Wage Listing as presented. Seconded by Councilperson Whittaker, the motion unanimously carried.

Scott Kellogg	\$32.24	Lance Stansbury	\$22.51	Jeri Hewitt	\$22.81
Gaile Walker	\$22.81	Brian Raber	\$20.37	John Christie	\$17.92
Rick Kothe	\$15.82	Jeff Clark	\$15.82	Sydney Gramkow	\$16.91
Lynnette Merritt	\$21.07	Kim Conwell	\$18.62		

Salaried positions:

Bob Morrison	\$78,435.12
Laurie Woodward	\$69,332.08
Tim Hartmann	\$55,872.55
Mayor	\$1,442 monthly
Councilpersons	\$515 monthly
Planning Commission members	\$50 per meeting

CLAIMS

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

2018 Claims

Dacotah Bank, TIF #2 Payment, \$1,441.88
Dacotah Bank, TIF #4 Payment, \$54.62
Dacotah Bank, TIF #4 Payment, \$195.38
First Interstate Bank, TIF #4 Payment, \$54.62
Black Hills Energy, Utilities, \$281.49
Kimball Midwest, Supplies, \$175.78

Bit Finance/ State Long Distance, Utilities, \$28.69

Verizon Wireless, Utilities, \$418.48

Wright Express, Supplies, \$41.30

Total Claims \$ 2,692.24

2019 Claims

Custer County Treasurer, Law Enforcement Contract, \$93,750.00

ESRI, Membership, \$400.00

Itron, Supplies, \$822.61

NASASP, Dues, \$39.00

SDML Worker Comp, Insurance, \$71,455.00

SD Department of Natural Recourses, Permit, Certification, \$2,596.00

SD Building Officials Association, Dues, \$50.00

SD Association of Code Enforcement, Dues, \$40.00

SD Municipal League, Dues, Travel & Conference, \$2,048.42

SDML Street Maintenance, Dues, \$35.00

SD Human Resources Association, Dues, \$50.00

SD GFOA, Dues, \$70.00

SD Association of Rural Water, Travel & Conference, \$675.00

SDWWA, Certification, \$30.00

Tyler Technologies, Repair and Maintenance, \$15,671.37

The Hartford, Insurance, \$63.62

USDA Forest Service, Permit, \$443.49

US Postal Service, Supplies, \$225.00

Wellmark, Insurance, \$14,795.26

Total Claims \$149,259.77

DEPARTMENT HEADS & COMMITTEE REPORTS

Various committee reports were given in addition to department heads giving an update.

ADJOURNMENT

With no further business, Councilperson Whittaker moved to adjourn the meeting at 6:05 p.m.
Seconded by Councilperson Moore, the motion carried unanimously.

ATTEST:

CITY OF CUSTER CITY

Laurie Woodward
Finance Officer

Corbin Herman
Mayor