

LEGAL AND FINANCE COMMITTEE MINUTES  
Rapid City, South Dakota

November 2, 2016

A Legal and Finance Committee meeting was held at the City/School Administration Center in Rapid City, South Dakota, on Wednesday, November 2, 2016, at 12:30 p.m.

A quorum was determined with the following members answering the roll call: John Roberts, Steve Laurenti, Lisa Modrick and Jerry Wright. Absent: Amanda Scott

(NOTE: For sake of continuity, the following minutes are not necessarily in chronological order. Also, all referenced documents are on file with the Master Agenda.)

**ADOPTION OF AGENDA**

Motion was made by Modrick, second by Laurenti and carried to adopt the agenda.

**GENERAL PUBLIC COMMENT**

None.

**CONSENT ITEMS**

Motion was made by Wright, second by Laurenti and carried to approve Items 1-17 as they appear on the Consent Items with the exception of Item No. 10.

- 1) Approve Minutes for October 12, 2016

**MAYOR'S ITEMS**

- 2) LF110216-07 – Confirm the Re-Appointment of Jaqueline Gerry and New Appointment of Diane Cleveland to the Human Relations Commission

**FINANCE DEPARTMENT**

- 3) Acknowledge the Following Volunteers for Worker's Compensation Purposes: Karen Collins
- 4) Set a Special Council Meeting for December 27, 2016 at 12:30 p.m. to Pay the Final Bills of the Year
- 5) LF110216-01 – Authorize Mayor and Finance Officer to Sign an Amendment with Tyler Technologies for Decrease of \$734.75 in Recognition of the Maintenance and Support Fees that were Previously Paid for the Period of September 7, 2016 through May 27, 2017 for the Removal of the Applicant Tracking Module
- 6) LF110216-02 – Acknowledge August 2016 Sales Tax Report
- 7) LF110216-03 – Acknowledge September 2016 General Fund Cash Balance Report
- 8) LF110216-06 – Approve Resolution No. 2016-080 Resolution Declaring Miscellaneous Personal Property Surplus
- 9) LF110216-09 – Approve Resolution No. 2016-070B a Resolution Levying Assessment for Cleanup of Miscellaneous Property

**COMMUNITY RESOURCES**

- 10) LF110216-04 – Wright moved to take Resolution No. 2016-079 Creation of Budget Analyst Position to Council without recommendation with the request for more information from the Mayor on cost benefit

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analysis and justification of the position. Second by Modrick. Laurenti stated he has several questions and concerns regarding this item. It is his hope to continue this item until the next Legal and Finance Committee meeting in order to obtain further information. Specifically he is concerned that there is nothing attached to this item to justify the position. He asked why this position necessary, what is the cost benefit, could this position be filled by a request for proposal (RFP) instead of a full time position. He would also like to see more independence in this position rather than it being so closely tied to a political position. He would like the public to have more information on this position before it is approved. Modrick stated this position was proposed and discussed during the creation of the 2017 budget. She feels that the priority based budgeting could use a full time position working fully on the budget. This position is budgeted already in 2017 and she does not see it as a political position, she sees it as another way of creating a better budgeting system. Finance Officer Pauline Sumption stated the Mayor is out of town this week and asking him to have this requested information ready by Monday night may pose an issue. Laurenti asked Human Resources Director Jeff Barbier if the position description has been created. Barbier stated the position description has been created and can be attached to this item. After further discussion, Wright moved to amend his original motion to continue Resolution No. 2016-079 Creation of Budget Analyst Position to the November 16, 2016 Legal and Finance Committee meeting. Second by Modrick. Motion carried.

- 11) LF110216-08 – Approve Resolution No. 2016-074 Authorizing 2017 Non-Union Benefitted Employee Salary Adjustments
- 12) LF110216-10 – Authorize Mayor and Finance Officer to Sign a Three Year Contract with ESRI for an Enterprise License Agreement for GIS Software
- 13) LF110216-12 – Approve Request for Canyon Lake Senior Center to Receive \$25,209.23 of the FY 2016 Community Development Block Grant (CDBG) Contingency Funds and Authorize Mayor and Finance Officer to Sign the CDBG Contract
- 14) LF110216-13 – Approve FY 2017 CDBG Annual Action Plan (AAP) Preliminary Funding Recommendations
- 15) LF110216-14 – Approve Human Services Subsidy Funds Allocations
- 16) LF110216-15 – Approve Request for Cornerstone Rescue Mission to Receive \$38,765.77 of the FY 2016 Community Development Block Grant (CDBG) Contingency Funds and Authorize Mayor and Finance Officer to Sign the Amendment to Cornerstone’s FY 2015 CDBG Contract

**ATTORNEY’S OFFICE**

- 17) LF110216-16 – Authorize Mayor and Finance Officer to Sign the Amended Contract for Construction of Public Improvements Through Private Developer Tax Increment District Number Seventy with Alta Terra Development, LLC

END OF CONSENT CALENDAR

**NON-CONSENT ITEMS** – **Items 18 - 19**

**Public Comment opened** – **Items 18 - 19**  
**Public Comment closed**

**PARKS AND RECREATION DEPARTMENT**

- 18) LF110216-11 – Parks Division Manager Lon VanDeusen and Cemetery Supervisor Craig Nichols presented an update on the progress of the monument realignment project. There were donations made to the City for this particular project. A summary of the phases were attached to this item showing where the money has been spent thus far. There is a balance of \$10,765.00 remaining to

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spend on the project and there is a plan to use that money next year. Wright wanted to thank the two families who donated to the cemetery so this project could be completed. He feels that we as a community have a liability and a commitment to maintain that facility. He feels this should be discussed in the next budget process and adequately fund the cemetery so it is maintained properly. Laurenti thanked Lon and Jerry for their involvement in this project. He asked if they intend to spend all of the remaining money on the project. VanDeusen stated they are currently in phase 5 of the project and they do intend to use all of the money. They hope to have the project finished by Memorial Day 2017. Once the project is complete, they will present a final report to the Council. Laurenti moved to Acknowledge Report from Staff on Cemetery Monuments Realignment Project. Second by Modrick. Motion carried.

**FINANCE DEPARTMENT**

19) No. LF110216-05 – Wright moved to approve Introduction and First Reading of Ordinance No. 6147 Regarding Supplemental Appropriation #4 for 2016. Second by Laurenti. Motion carried. Laurenti asked Finance Officer Pauline Sumption to provide more details on this supplemental appropriation. Sumption stated when the original Community Development budget is approved for the Block Grants we do not know how much funding they are going to have or who it is going to so we always budget toward a contingency line item. This ordinance is allocating that contingency line item to the programs and the entities that are receiving Block Grant funds this year. In addition, there is a transfer from the General Fund to the RSVP fund for \$6,250 and that is being transferred quarterly to assist with their funding.

**ADJOURN**

There being no further business to come before the Council at this time, motion was made by Wright, second by Laurenti and carried to adjourn the meeting at 12:47 p.m.