

**From:** Allender Steve  
**Sent:** Friday, July 12, 2013 12:53 PM  
**To:** 'Curtis J Fischer'  
**Cc:** Lewis Chad  
**Subject:** RE: HSBH Contract

Curtis:

I am attaching a draft contract for 2014. The content is the same as the 2012 contract. Based on a few factors on the city's side, we are proposing a 10% decrease in the contract amount. While we understand this is a substantial cut in funding, we also believe that shifting more of the fundraising burden to the Humane Society is healthy in the long run for both the Society and the City. A good example of this is seen in the improvement in animal license fee collections.

Let me know your thoughts and feel free to contact me if you wish to discuss.

*Steve Allender*

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**AGREEMENT FOR SHELTER AND ANIMAL CONTROL SERVICES BETWEEN  
CITY OF RAPID CITY AND THE HUMANE SOCIETY OF THE BLACK HILLS**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by the City of Rapid City, a South Dakota municipal corporation, hereinafter, "CITY" and the Humane Society of the Black Hills, Inc., a South Dakota non-profit corporation, with its principal place of business in Rapid City, South Dakota, hereinafter, "SOCIETY".

WHEREAS, the City has a need to provide animal sheltering services and animal control services within the City of Rapid City; and

WHEREAS, the SOCIETY currently operates an animal shelter within the City of Rapid City; and

WHEREAS, the parties have previously been engaged in a mutually beneficial contract whereby the SOCIETY has provided shelter services to the CITY; and

WHEREAS, the SOCIETY currently provides animal control services within the City of Rapid City on a contract basis; and

WHEREAS, the parties desire to continue their mutually beneficial association;

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties hereby agree as follows:

1. This agreement shall be effective upon execution and shall terminate December 31, 2014, unless terminated earlier as provided herein.
2. SOCIETY is at all times an independent contractor and no relationship of agency is intended to be created by this agreement. SOCIETY shall be solely responsible for employing the personnel necessary to provide the services required by this agreement. SOCIETY shall furnish a list of all employees including title and job description upon request of CITY. SOCIETY shall provide its own insurance.
3. The CITY will allow the SOCIETY to dispose of animals at the Rapid City Landfill at no cost to the SOCIETY.
4. SOCIETY shall provide the CITY the following services:
  - a. Maintain and operate a facility for the shelter of animals in accordance with contemporary standards of the humane treatment of animals.
  - b. Maintain regular posted office hours of not less than forty (40) hours at the animal shelter for the purpose of transacting business in connection with the obligations of the SOCIETY under this Agreement, and for the receiving of animals or for accepting applications for redemption of impounded animals. Said scheduled hours shall be provided to the CITY. Additionally, SOCIETY shall:

- i. Appoint and/or maintain competent and qualified agents for carrying out the obligations under this Agreement.
  - ii. Collect fees for animal licenses, rabies observation, spay and neuter deposits, impounding and authorized microchip implantation, humane traps, boarding, and euthanization fees, and any other fees required by law. SOCIETY shall be permitted to retain all monies collected. CITY shall not be responsible for the payment of any costs for services for which a fee has already been collected by SOCIETY;
  - iii. Maintain complete books and records of all funds collected, and of all animals taken into custody and impounded, showing the date, place, and manner whereby the animals are brought into custody with a description of the animal and a record of its final disposition;
  - iv. Submit quarterly reports to the Finance Officer of the City listing the following information in regard to the previous quarter:
    1. Total number of animals impounded at the shelter facility, including, when available, the location where animal came from and identification of the source of the animal;
    2. Purpose each animal was brought to shelter;
    3. Total number of rabies tests performed;
    4. Final disposition of animals;
    5. Number of animals registered/licensed and total fees collected;
    6. Total monies collected through reclaim fees by owners;
    7. Any other information requested by CITY.
  - v. Provide sufficient personnel, paid or otherwise, as well as additional kennels, vehicles, telephone service and offices as may be needed, and any other facilities that may be required to humanely house dogs, cats, and other animals that may be impounded. All books and records of SOCIETY shall be open for inspection by the designee(s) of CITY upon reasonable request to determine accuracy and compliance with this Agreement and applicable law;
  - vi. All unclaimed or unredeemed animals seized and impounded by lawful authority which are in the possession of SOCIETY shall become the property of SOCIETY upon its compliance with the three (3) day impoundment period required by Section 6.08.240 of the Rapid City Municipal Code. It is understood by the parties that all animals impounded and held for rabies observation are required to remain at the shelter for a period of (10) days, and animals impounded pursuant to any action or law will remain in the custody of the shelter pending the outcome of a judicial proceeding and order of the court.
- c. SOCIETY shall be responsible for the cost (not to exceed \$75.00) of any necessary emergency treatment for animals picked up by law enforcement officials when SOCIETY personnel are not available. Law enforcement officials picking up injured animals during times that the SOCIETY personnel are not available shall take the animal to a designated facility capable of providing an appropriate level of care, and will notify SOCIETY as soon as possible.

- d. SOCIETY shall Furnish and maintain equipment necessary for the operation of animal control functions in compliance with state laws and CITY ordinances.
- e. Provide appropriate vehicles equipped with the equipment necessary for the performance of its duties pursuant to this Agreement including, but not limited to devices necessary to capture, hold, and transport animals in a safe, humane manner.
- f. Provide uniforms for SOCIETY's employees that clearly identify the employees as Humane Officers.

5. CITY shall pay SOCIETY Twenty thousand eight hundred seventy three dollars and eighty four cents (\$20,873.84) on or before the first day of each month through December, 2014.

6. The only expenditures contemplated by the parties to be made by the City are those described in paragraph 5 herein.

7. SOCIETY shall not be entitled to any fine amounts imposed by a Court of law as a result of any violation of any provision of CITY ordinance. This section shall not prevent SOCIETY from seeking restitution for actual costs incurred.

8. SOCIETY shall be entitled to retain all boarding fees collected pursuant to its operation of the shelter. In addition, SOCIETY shall be entitled to retain all license fees.

9. ANIMAL CONTROL OFFICERS. The CITY shall authorize competent and qualified personnel of the SOCIETY to serve as Humane Officers to enforce CITY animal control ordinances and state statues relating to cruelty and abuse. It is specifically understood that the Humane Officers shall not be entitled to enforce any CITY ordinances other than those provided for and authorized by this Agreement.

10. SCHEDULE OF ENFORCEMENT. SOCIETY shall schedule and maintain personnel to perform the duties of animal control officers within the City of Rapid City.

- a. SOCIETY shall maintain regularly scheduled animal control hours of 8:00 a.m. through 5:00 p.m. Monday through Friday, excluding holidays. Said hours shall be posted. Any change shall be provided to Rapid City Police Department.
- b. SOCIETY shall provide emergency services Monday through Friday after 5:00 p.m., on weekends and on holidays on an on-call basis. The following shall constitute an emergency:
  - i. Vicious domestic animal or domesticated animal that poses a threat to human life.
  - ii. An animal whose owner law enforcement officials or other government officials have detained and whose welfare depends on being placed into protective custody by animal control.
  - iii. An animal whose life is endangered unless immediate care/assistance is provided and the Rapid City Police Department is unable to handle the situation.
  - iv. Any time confirmation is made by medical authority or a law enforcement officer that an animal has bitten a human.

11. OPERATIONS. In managing the operations of other animal control functions, the SOCIETY shall:

- a. Comply with the applicable laws of the State of South Dakota, CITY ordinances, and such reasonable administrative directives as may, from time to time, be issued by the CITY liaison officer(s).
- b. Establish, keep, and maintain a daily register of all animals impounded by the Humane Officers that shall include the disposition of all animals impounded or released from the animal shelter, on forms provided by SOCIETY.
- c. Not release or otherwise dispose of any animal impounded with SOCIETY under the terms of their Agreement unless and until all impoundment periods prescribed by the CITY ordinances have been satisfied unless such animal is determined to have been abandoned or, in the case of cats, deemed feral.
- d. Endeavor to answer all calls for service, but not be required to maintain a dedicated dispatch employee. The SOCIETY will have a message on their answering machine that directs callers to leave a message or dial 911 in case of an emergency.

12. ADDITIONAL DUTIES. In addition to its general obligations and duties, SOCIETY SHALL:

- a. Furnish, as available, humane traps to all residents who desire them, with the understanding that availability is restricted on weekends, holidays and during periods of inclement weather. During periods of high demand, the following shall be the priority:
  - i. Stray animals that have bitten a human;
  - ii. Skunks, raccoons, or other wildlife of similar size that pose a health hazard to human life;
  - iii. All other calls on a first-come first-served basis for a period of no more than three (7) days per trap per person, unless otherwise determined by the Humane officer.
- b. Dispose of all dead dogs, cats and other domestic animals similar in size upon request..
- c. Maintain and provide space for law enforcement to deliver non-injured animals taken into custody by law enforcement. SOCIETY shall provide ongoing and continuous access to law enforcement to such space.
- d. Agree to lease the real property, including all facilities located thereon at 1820 E. Saint Patrick Street to the City for \$1.00 a year if any of the following occur: 1) the SOCIETY ceases operation of the animal shelter; or 2) the SOCIETY ceases to provide animal control services; or 3) the SOCIETY files for bankruptcy.

13. The SOCIETY shall maintain the following minimum limits of insurance coverage:

- a. Worker's Compensation coverage required by law, including Employer's liability insurance of not less than:

|                           |              |               |
|---------------------------|--------------|---------------|
| Bodily Injury by Accident | \$100,000.00 | Each Accident |
| Bodily Injury by Disease  | \$100,000.00 | Each Employee |
| Bodily Injury by Disease  | \$500,000.00 | Policy Limit  |

- b. Commercial General Liability Insurance with Combined Single Limit of Liability of not less than:
- |   |                |
|---|----------------|
| General Aggregate                           | \$2,000,000.00 |
| Products and Completed Operations Aggregate | \$1,000,000.00 |
| Personal Injury Each Person                 | \$1,000,000.00 |
| Advertising Injury Each Person Limit        | \$1,000,000.00 |
| Each Occurrence Limit                       | \$1,000,000.00 |
- c. Professional liability insurance with minimum limits of One Million Dollars (\$1,000,000.00) each person and Three Million Dollars (\$3,000,000.00) aggregate. Professional liability insurance shall only be required when SOCIETY employs a veterinarian on its staff.
- d. Commercial automobile insurance with a combined single limit of not less than One Million Dollars (\$1,000,000.00) each person and One Million Dollars (\$1,000,000.00) each occurrence.
- e. Commercial umbrella insurance providing excess liability over primary coverage of employer's liability, commercial general liability, professional liability, and commercial automobile liability limits of not less than One Million Dollars (\$1,000,000.00) each occurrence and One Million Dollars (1,000,000.00) aggregate.
- f. Additional insurance regulations. Each insurance policy shall include the following conditions by endorsement to the policy:
- i. Each policy shall require thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage or limits, a notice thereof shall be given to CITY by certified mail to: City Finance Officer, 300 Sixth Street, Rapid City, South Dakota, 57701, or to such address as the CITY may designate in writing. The SOCIETY shall also notify CITY in a like manner within twenty-four (24) hours of receipt, of any notices of expiration, cancellation, non-renewal payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of the SOCIETY.
  - ii. Companies issuing the insurance policy, or policies, shall have no recourse against the CITY for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the SOCIETY.
  - iii. The Term "CITY" shall include all elected officials, boards, commissions, divisions, departments, and offices of the CITY and individual members and employees thereof in their official capacities, and while acting on behalf of the CITY.
  - iv. The CITY shall be endorsed to the required policy or policies as an additional insured, exclusive of professional liability insurance.
  - v. The policy clause "Other Insurance" shall not apply to any insurance policy coverage currently held by the CITY, to any future coverage, or to the CITY's self-insured retentions of whatever nature. The SOCIETY waives subrogation rights for loss or damage against the CITY.

14. SOCIETY shall indemnify, defend, and hold the CITY harmless from any and all damages, claims, suits, demands, or asserted obligations for injuries or damages arising out of the services described in this agreement.

15. No assignment of this agreement is valid unless CITY first grants its approval in writing.

16. No waiver of any obligation arising under this agreement shall be held to be a waiver of any right arising out of a subsequent breach.

17. If any party materially breaches any part of this agreement, the non-breaching party shall provide to the breaching party written notice of such breach. Thereafter, the breaching party shall have a reasonable opportunity to correct the breach. If the breach is not corrected within thirty (30) days or such longer period as may be mutually agreed upon, the non-breaching party may terminate this agreement upon written notice to the breaching party.

18. The parties agree that time is of the essence with regard to the enforcement of the City's animal control ordinances and state law provisions governing the same.

19. Representatives for the CITY and SOCIETY shall jointly participate and be present in a press conference showing cooperation and goodwill between the parties to this negotiation and describing possible changes in operations and hours based on current budget constraints and the ongoing refinement of the mission of the SOCIETY.

20. This Agreement and the rights and obligations of the parties hereto shall be governed by the laws of the State of South Dakota. Any dispute arising out of this agreement shall be litigated only in the Seventh Judicial Circuit Court for Pennington County, located in Rapid City, Pennington County, South Dakota.

21. This document contains the entire agreement of the parties. No other promises or consideration form any part of the parties' agreement. All prior proposals, negotiations or discussions are merged herein or intentionally omitted.

**CITY OF RAPID CITY**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Officer

(SEAL)

**HUMANE SOCIETY OF THE BLACK HILLS, INC.**

By \_\_\_\_\_  
, President