

City of Deadwood, HPC Neighborhood Block Club Program Policies and Procedures

- 1. Requirements of a Neighborhood Block Club:** For purposes of this program, the neighborhoods are those traditional neighborhoods within the City of Deadwood Historic Preservation Commission (HPC) under this program. Changes, deviations or alterations of those neighborhoods as defined may not occur under this program without the consent of the HPC. Any such requests for additional Block Clubs should be made to HPC. Residents of each neighborhood Block Club shall agree to elect officers, hold regular meetings, and to have planned activities.
- 2. Forming a Neighborhood Block Club:** The residents will vote at a public meeting to become an organized Neighborhood Block Club and agree to all requirements.
- 3. Election of Officers:** In forming a Neighborhood Block Club, the residents from each neighborhood will elect a President, and Secretary/Treasurer at the time of organization of the Block Club and elections, as necessary, shall take place annually as determined by the council.
- 4. Term of the Officers:** The officers may serve terms of up to two years. No officer may serve more than three full consecutive terms in any one position. After hiatus of one year an officer may be elected to the same office. Elections of officers will take place at the September meeting with newly elected officials taking position at the following meeting. Vacancies of any Block Club officer will be voted on by the residents of said Block Club.
- 5. Duties of the Officers:**

 - President:** The President will preside over all meetings of the Block Club, call special meetings, perform all acts and duties usually performed by the executive officer, and, when so authorized by election of the residents, sign contracts or other instruments on behalf of the Block Club. In the case of the death, resignation, removal or disability of any Officer, the office shall be declared vacant and a successor elected no later than the next regular meeting and filled by a vote of the residents.
 - Vice President:** If authorized by the President, the Vice President may perform the President's duties. This may occur at regular or special meetings of the residents, or during any period when the President is unavailable or the office of the President is vacant.
 - Secretary/Treasurer:** The Secretary/Treasurer will keep a complete record of all meetings, with a copy of the minutes submitted to the agency or organization authorized to administer Historic Preservation Funds designated to benefit the Neighborhood Block Clubs. The Secretary/Treasurer will also serve notices and perform such other duties over the records and finances of the Block Club.
- 6. Removal of Officers:** Any Officers may be removed from office by a majority vote of the residents at a public meeting. Removal may only be for misconduct or malfeasance such as would hinder the Block Club from performing its stated purposes. Notice of any charge of misconduct or malfeasance must be given to the Historic Preservation Office, agency or organization authorized to administer Historic Preservation Funds designated to benefit the Neighborhood Block Clubs and every Officer for that neighborhood at least twenty days prior to the meeting and the Officer so charged shall have the opportunity to be heard in person or by counsel at a public meeting of the residents prior to any removal.

 - An Officer** who has three or more unexcused absences from any regular meetings may be removed from office with just cause as determined by a majority vote of the residents of the Block Club. Absences will be considered excused upon notice of the reason for the absence to the staff of the agency or organization authorized to administer Historic Preservation Funds designated to benefit the Neighborhood Block Clubs or the President no less than two hours prior to the meeting.
- 7. Regular Public Meetings:** Meetings will be held on an "as needed" basis with at least an annual meeting. Upon a majority vote of the residents in attendance at a meeting, a Block Club may adopt a regular meeting schedule.

8. **Notice of Public Meetings:** Notice of time and place of the meeting shall be given through the distribution of flyers, notification by telephone, or mailings, electronic communications. (Mailings shall be at the expense of the Block Club.) The designated and authorized agency or organization administers the Neighborhood Block Club program, as well as HPC shall be notified of all meetings.
9. **Administration of City of Deadwood Funds:** The HPC may provide funding to benefit Neighborhood Block Clubs for specified and limited purposes. HPC may designate and authorize an agency or organization to administer such funds. Such agency or organization will seek grant funds to be disbursed to each Block Club for their activities; furthermore, the administering agency or organization must present to the HPC office annual budget requests for each Block Club no later than the 1st day of May of each year. Annual requests must be approved by the HPC to qualify for funding and later reimbursement. The authorized agency or organization will provide training and other administrative or technical assistance to the Block Clubs. If at any time the authorized agency or organization is unable to obtain funding, the HPC Neighborhood Block Club program may be terminated.
10. **Procedure for the Disbursement of Neighborhood Block Club Funds:** All disbursements must be approved by the vote of the residents at a public meeting. All invoices for payments must be signed by the President and Secretary/Treasurer and approved for payment by the governing board of the agency or organization authorized to administer funds under this program. Expenditures of the Neighborhood Block Club funds must be validated through original invoices for HPC funding pursuant to these policies and procedures. All requests for reimbursement must be made on a timely basis to the Historic Preservation Office by the administering agency or organization.
11. **Neighborhood Activities:** All Neighborhood Block Club activities that rely on HPC funding will be approved by a majority vote of the residents at a public meeting. The governing body of any agency or organization authorized to administer HPC funding may veto a proposed activity, if it is determined that the proposed activity violates that agency's or organization's policy or is not in the best interest of the organization. Each year the Block Club will develop a list of activities (Work Plan) and resulting budgetary items to be submitted to the Historic Preservation Office for HPC consideration for approval prior to the first day of May, for funding consideration for the following year.

Items considered for HPC funding must meet the requirements of the Deadwood Historic Preservation Commission as allowed under Section 24:52:10:09(2) of the South Dakota Office of History's Administrative Rules.

12. The Council shall partner with Historic Preservation as part of the Nomination and Selection process for the Deadwood Historic Residence Restoration Program.

24:52:10:08. Allowable costs -- Nonconstruction. The following nonconstruction cost categories are allowable expenditures from the preservation fund:

(1) Administrative costs:

(a) Personnel services: Personnel salaries, benefits, and other personnel services expenditures to the extent that they protect, promote, and preserve historic resources consistent with this chapter;

(b) Contractual services: The cost of maintaining office and operational services through contract for functions carried out by preservation personnel;

(c) Travel: Transportation, lodging, per diem, and other costs associated with the travel of preservation personnel and the travel of others in support of historic preservation;

(d) Capital assets: Expenditures for equipment for operations in support of historic preservation activities. If significant periods of use of such equipment are devoted to work not directly benefiting historic preservation, the cost of purchase and operation shall be prorated between historic preservation and other funds;

(e) Supplies and materials: The costs of office supplies used to support preservation personnel;

(2) Curation of documents and artifacts: Repair, storage, and preservation of historical documents, photos, artifacts, and other materials related to the history of Deadwood and its environs;

(3) Historical interpretation: The preparation, presentation, and exhibition of historic preservation information used to educate the public on the subject of Deadwood history, preservation, and restoration;

(4) Historical and archaeological research: Costs associated with excavations, research, and other activities which locate, protect, and interpret historical and archaeological materials relating to the history of Deadwood;

(5) Legal expenses: Legal fees and associated costs that are in the direct interest of the preservation of historic property in Deadwood;

(6) Lobbying: The provision of information to legislative bodies and elected officials if the policies supported and the positions taken support the preservation of historic resources in Deadwood;

(7) Marketing: Research, data analysis, promotional materials or productions, and advertising, advertising campaigns, or costs associated with the organization, administration, or production of marketing activities if those materials and products focus on the historic character, historical development, or historic images of Deadwood;

(8) Growth management: Growth management activities, including plans for the physical development of the city and its broader environs, plans for the city's historic preservation program, and plans and specifications for facilities construction, including costs of expert technical or procedural advice, if such activities conform to historic preservation standards, policies, and plans;

(9) Preservation commission education: Support for educational information, seminars, workshops, and travel in the interest of assisting preservation commission members to study historic preservation. Each commission member shall receive training annually on historic preservation;

(10) Management of historic property: Costs of managing individual historic properties, including personal services, operating expenses, and other expenses associated with protecting or promoting historic property. Expenditures for operating property may include any activity or enterprise designed to support historic property or historic preservation in Deadwood;

(11) Real estate costs: Purchase of all or a partial interest in historic property; purchase of all or a partial interest in nonhistoric property if there is a direct and materially significant benefit to a particular historic structure or feature;

(12) Public education and public relations: Production charges, travel expenses, and other costs which directly benefit the preservation program in Deadwood by increasing the level of information generally known about historic restoration and preservation. This includes the production or providing of information on the history and preservation of Deadwood for people outside of Deadwood and providing information on historic preservation, growth management, and associated subjects;

(13) Technical support: The retention of expert or uncommon skills to support the city's historic preservation program;

(14) Visitor management: Expenditures for planning, preparation, and production of facilities and activities to accommodate visitors in Deadwood if those expenditures result in direct and material benefit to the historic qualities of the city; and

(15) Costs of city government substantively based on a formula mutually agreed upon by the city and the board related to historic preservation and allowable cost categories in this chapter.

24:52:10:09. Allowable costs -- Construction. The following construction costs are allowable:

(1) Restoration: Expenditures for restoration, rehabilitation, preservation, reconstruction, and stabilization of historic properties, structures, and features in Deadwood if they are in conformance with the applicable standards;

(2) Public improvements: Public improvements, involving the whole of infrastructure installation, repair, and improvements; public facilities; public fixtures; and recreational installations to the extent that they support, enhance, and protect the historic buildings, sites, properties, and features of Deadwood.

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