TITLE 1 - ADMINISTRATIVE CODE

[MUNICIPAL OFFICERS AND EMPLOYEES SDCL 9-14]

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CHAPTER 1.01 - OFFICERS

1.0101 Appointment of Officers. At the first regular meeting of each May, there shall be appointed a Finance Officer and such other officers as may be provided by ordinance, to hold office until the appointment and qualifications of successors. All such appointments shall be made by the Mayor with approval of the City Council. The City Council may, by resolution, enter into a contract pursuant to SDCL 9-14-23 with an attorney to provide legal services to the City as the City Attorney. (SDCL 9-14-1, 3)

1.0102 Salaries. The salaries of all appointed officers and employees of the City shall be fixed by resolution and shall be paid semi-monthly unless otherwise provided. The Finance Officer shall be bonded in such sum to be approved by the City Council in accordance with state law, conditioned for the faithful performance of the duties of such office. (SDCL 9-14-28)

1.0103 Employment Policies. All policies regarding personnel regulations and benefits of the City shall be included in the Personnel Policy Manual, which shall be filed with the Finance Officer and available to all personnel.

CHAPTER 1.02 - MAYOR AND CITY COUNCIL

1.0201 Composition. The City Council shall consist of the Mayor elected at large, who shall hold office for two years, and six aldermen, two elected from each ward, who shall hold office for two years. (SDCL 9-8-1, 3)

1.0202 Mayor - Duties. The Mayor shall preside at all meetings of the City Council, but shall have no vote except in case of a tie. The Mayor shall perform such other duties as may be prescribed by the laws and ordinances, and take care that such laws and ordinances are faithfully executed. The Mayor shall annually and from time to time give the City Council information relative to the affairs of the municipality, and shall recommend for their consideration such measures as he or she may deem expedient. The Mayor shall have the power to sign or veto any ordinance or resolution passed by the City Council, and the power to veto any part or item of an ordinance or resolution appropriating money. (SDCL 9-8-3)

1.0203 Meetings. The regular monthly meetings of the City Council shall be held at the City Hall or other designated place on the second Monday of each month at 7:00 p.m. except when Monday is a legal holiday, and in that case the meeting shall be held on another specified

date. Meetings may be held on other specific dates as set by the Mayor with the majority vote of the City Council. (SDCL 9-8-8)

1.0204 Special Meetings. Special meetings of the City Council may be held at any time on call of the Mayor, or in case of absence or inability to act, then by the President of the City Council; or if the Mayor and President of the City Council refuse to act, then by two (2) of the Aldermen. It shall be the duty of the Finance Officer to contact the Aldermen before the time specified for such meetings, and this may be done by telephone. (SDCL 9-8-8)

(Amended: Ordinance No. 525, 07-09-12)

1.0205 President and Vice-President of Council. At the first regular meeting after the annual election in each year and after the qualifications of the newly elected Aldermen, the City Council shall elect from its own members a President and Vice-President, who shall hold their respective offices for the municipal year.

The president of the City Council, in the absence of the Mayor, shall be the presiding officer of the City Council, and during the absence of the Mayor from the City or his temporary disability, shall be Acting Mayor and possess all powers of the Mayor.

In the absence or disability of the Mayor and President of the City Council, the Vice-President shall perform the duties of the Mayor and President of the Council. (SDCL 9-8-7)

1.0206 Compensation - Mayor and City Council. The compensation of the Mayor and City Council members shall be fixed by resolution and said amounts shall be placed on file in the office of the City Finance Officer.

1.0207 Committees. The Mayor, with approval of the City Council, shall appoint each year three Aldermen to each of the departments of street, water and sewer, parks and recreation, civil defense, police and fire and any other departments of the City, and such council members, so appointed, shall as requested by the Council, report as to the condition and matters in said department.

CHAPTER 1.03 - FINANCE REGULATIONS

1.0301 Purchase of Supplies. Purchase of all supplies and materials shall not be made without a purchase request approved by the Finance Officer. All materials and supplies shall, when received, be checked by the persons receiving the same, and a bill showing the name of the creditor and each article with the price thereof shall be filed with the Finance Officer. (9-14-18)

1.0302 Revenues and Special Funds. All money belonging to the City from taxation, licenses, fines, permits, the operation of utilities, or from any other source, shall be paid into the city treasury, and the City Council shall designate by ordinance to what fund or funds such money shall be applied. The Finance Officer shall keep full, true and just accounts of all financial affairs of the City and shall keep such accounts and furnish in such form and in such manner from time to time as required by the South Dakota Department of Revenue. (SDCL 9-14-18)

1.0303 Records Retention and Destruction. The Records Retention and Destruction Schedule Manual, authorized for South Dakota municipalities by the Office of Records Management,

Bureau of Administration, State of South Dakota, shall be adopted by the City Council, and a printed copy of such manual shall be filed with the Finance Officer.

CHAPTER 1.04 - LIBRARY BOARD

1.0401 Establishment. There shall be maintained a Joint City/School Library which shall provide library services pursuant to a contract entered into with the Lennox School District pursuant to the provisions of SDCL 14-2-29 (3) and SDCL Chapter 1-24. The joint public library shall replace the City Library previously offered by the City of Lennox.

1.0402 Operations. The Joint City/School Library shall be operated pursuant to an agreement entered into by the City of Lennox and the Lennox School District. All provisions of said agreement shall be in compliance with SDCL Chapter 14-2.

CHAPTER 1.05 - RESERVED

(Amended: Ordinance No. 520, 01-23-12)

CHAPTER 1.06 - PARK BOARD

1.0601 Created. There shall be created a Park Board for the City that shall act in an advisory role to the City Council on matters related to the establishment, improvement, care for, regulation and management of a system of public parks and parkways in and for the City in accordance with SDCL 9-38-8.

1.0602 Composition and Appointment. The Park Board shall be composed of not less than five or more than nine members, each of whom shall be a resident of the City. The members of the Board shall not hold any elective office of the City and shall receive no compensation for their services. The members shall be appointed at the first regular meeting of the City Council in September of each year. Initially the members shall be appointed to staggered terms, not to exceed three years, by Resolution of the City Council. Annually thereafter appointments or reappointments shall be for a term of three years or to complete an unexpired term. Such appointees shall hold office until their successors are appointed and qualified.

1.0603 Vacancies. Any vacancy on the Park Board shall be filled for the unexpired term of the member vacating such Board in the same manner as required for a regular appointment.

1.0604 Meetings. At the first regular meeting of the Park Board in September of each year, the Board shall elect from its members a Chairman, Vice Chairman, and Secretary, each of whom shall serve until the first regular meeting of the Board in August of the following year. The Park Board shall hold regular meetings at least once per quarter and as many special meetings as it deems proper.

1.0605 Records. The Secretary of the Park Board shall keep a record of its proceedings and make such reports as may be required. In the absence or inability of the Secretary to perform his or her duties, the Board may appoint a Secretary Pro-term to perform such duties. The records

of the Board kept by the Secretary shall be competent evidence of the proceedings of the Board.

1.0606 Budget Estimate. The Park Board, on or before the first day of July of each year, shall submit a budget estimate for general park purposes for the ensuing fiscal year to the City Council. Such estimate shall include monies necessary for maintaining, constructing and improving parks, parkways, public recreation areas and playgrounds which are under the control of the City Council.

1.0607 Duties. The Park Board, in addition to providing the annual budget estimate, shall provide an annual assessment of the public parks and parkways in and for the City. The Park Board may from time to time be requested to assist the City Council with identifying design and funding for improvements, fundraising and any other matters related to maintaining and improving the park system. The Park Board shall not, unless directed to, incur any expenses or invoke any policies.