

CHAPTER 31: CITY OFFICIALS (ORD. 1062, passed 5/20/2019)

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OFFICERS AND EMPLOYEES

§ 31.01 APPOINTMENTS.

The City Commission shall appoint the following:

- (A) Any open terms of the Library Board of Trustees, Planning and Zoning Commission, Airport Board, and Recreation Board: and
- (B) One Member of the Tree Board;
- (C) and may appoint a Building Inspector. (Ord. 1051, passed 4-16-2018)

§ 31.02 OATH OF OFFICE.

All appointive officers and employees to the extent required by law shall qualify before entering upon the discharge of their duties by taking and subscribing an oath of office in the form required by the Constitution of this state and furnish an undertaking to be approved by the City Commission in such sum as it shall prescribe, conditioned for the faithful performance of the duties of their offices and to account, pay over and deliver all money or property coming into their hands by virtue of their office according to law.
(Prior Code, § 2.08.020)

§ 31.03 DUTIES.

The duties of the various appointive officers of the city shall be such as are ordinarily undertaken by said officers and as provided by the ordinances of the city and by the statutes of the state. Such officers shall do and perform such duties as may be assigned to them by the City Commissioners. (Prior Code, § 2.08.030)

§ 31.04 CONTRACTS.

The City Commission shall approve contracts with a City Attorney and City Engineer.
(Ord. 1051, passed 4-16-2018)

§ 31.05 MUNICIPAL EMPLOYEES

The City Commission shall hire personnel, professional and otherwise, required and necessary for municipal purposes, including but not limited to a Finance Officer and Chief Law Enforcement Officer. The compensation of such employees shall be set by the City Commission.

§ 31.06 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 Office. A copy shall be made available to all employees following the date of hire, following any amendment of personnel manual or upon request by city employee.

FINANCE OFFICER

§ 31.15 RECORDS, WARRANTS ON TREASURY, EXPENSES ESTIMATES, CONTRACTS AND CERTIFICATES OF WORK; DESTRUCTION OF RECORD.

The Finance Officer shall keep his or her office at such place as the governing body may direct, keep the corporate seal, all papers, and records of the municipality and a record of the proceedings of the governing body, whose meetings he or she shall attend. He or she shall draw and countersign all warrants on the treasury in pursuance of orders or resolutions of the governing body and keep a full and accurate account thereof in books provided for that purpose. He or she shall make or cause to be made estimates of the expenses of any work to be done by the municipality, countersign all contracts made on its behalf and certificates of work authorized by any committee of the governing body or by any municipal officer. However, the Finance Officer may destroy any record which a Records Destruction Board, acting pursuant to SDCL § 1-27-19 declares to have no further administrative, legal, fiscal, research or historical value. (Prior Code, § 2.12.010)

§ 31.16 FINANCIAL RECORDS MAINTAINED; SIGNATURE OF EVIDENCES OF INDEBTEDNESS.

The Finance Officer shall keep regular books of accounts in which he or she shall enter all indebtedness of the municipality, and which shall at all times show the financial condition of the municipality, the amount of bonds, warrants, certificates or other evidences of indebtedness issued by the governing body, and the amounts of all bonds, warrants, certificates or other evidences of indebtedness which have been redeemed and the amount of each outstanding. He or she shall countersign all bonds, warrants or other evidences of indebtedness of the municipality and keep accurate accounts thereof, stating to whom and for what purpose issued and the amount thereof. He or she shall keep an account with all receiving and disbursing officers of the municipality, showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the governing body. (Prior Code, § 2.12.020)

§ 31.17 OTHER DUTIES

The Finance Officer shall perform all duties necessary to comply with state law and as directed by the City Commission.

CITY ATTORNEY

§ 31.45 DUTIES.

When required by the governing body or any officer of the city, the City Attorney shall furnish an opinion upon any matter relating to the affairs of the city or the official duties of such officer; conduct the prosecution of all actions or proceedings arising out of the violation of any ordinance; and perform such other professional services incident to his or her office as may be required by ordinance or directed by the governing body. (Prior Code, § 2.16.010)