

TITLE 1 – ADMINISTRATION

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CHAPTER 1.01 – MUNICIPAL EMPLOYEES

- 1.0101 Appointment of Officers. At the regular meeting of each May, there shall be appointed a Municipal Finance Officer, Maintenance Superintendent and such other officers as may be provided by ordinance, to hold office until the appointment and qualification of successors. All such appointments shall be made by the Mayor, with the approval of the City Council. The City Council may by resolution enter into a contract pursuant to SDCL 9-14 with an attorney to provide legal services to the City as the City Attorney. (SDCL 9-14-1, 3 and 23)
- 1.0102 Salaries. The Salaries of all appointive officers and employees of the City shall be approved by the City Council by resolution or motion and shall be paid twice a month unless otherwise provided. (SDCL 9-14-28)
- 1.0103 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 9-14-6.1)
- 1.0104 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, and four aldermen, two to be elected from each ward.
- 1.0202 Terms. Beginning with the terms of office that shall commence with the election in April 2013, the terms of office of the aldermen for such election shall be three (3) years, or until their successors are elected and qualified.

Beginning with the terms of office that shall commence with election in April, 2014, the terms of office of the Mayor and Aldermen for such

election shall be four (4) years, or until their successors are elected and qualified.

The terms of office of the Mayor and Aldermen whose two-year terms of office commenced with the elections of April 12, 2011, and April 10, 2012, shall remain two-year terms.

- 1.0203 Regular Meetings. On the second Tuesday of each month at 7:00 p.m. the City Council shall meet at the City Hall or other designated place, to consider, take under advisement, and act upon such business as may come before it. (SDCL 9-8-8) The Council may adjourn, postpone or otherwise reschedule the regular meeting, and may set special meeting dates, in the manner provided by applicable state law.
- 1.0204 Compensation – Mayor and Alderman. The Mayor and Aldermen are to be allowed compensation as set by resolution or motion of the City Council. Compensation shall be paid annually unless otherwise requested

CHAPTER 1.03 – FINANCE REGULATION

- 1.0301 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 forms and in such manner from time to time as required by the South Dakota Department of Revenue (SDCL 9-14-18)
- 1.0302 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.
- 1.0303 The Finance Officer has the authority to enter into contracts and make purchases on behalf of the City for any amount not to exceed three hundred dollars (\$300.00)
- 1.0304 The Finance Officer must obtain advance verbal approval from the Mayor of the City of Baltic to enter into any contract or make any purchase on behalf of the City from three hundred dollars (\$300.00) to one thousand dollars (\$1,000.00)

- 1.0305 The Finance Officer must obtain advance approval by motion of the Balti City Council, recorded in the minutes, to enter into any contract or make any purchase on behalf of the City for any amount exceeding one thousand dollars (\$1,000.00).
- 1.0306 Department heads have the authority to enter into contracts and make purchase on behalf of the City for any amount not to exceed two hundred dollars (\$200.00).
- 1.0307 Department heads must obtain advance verbal approval from the Finance Officer prior to entering into a contract or making any purchase on behalf of the City for any amount exceeding two hundred dollars (\$200.00), such approval of the Finance Officer being subject to the limitations set forth herein.
- 1.0308 The Finance Officer an Department Heads are not required to obtain either advance verbal approval from the Mayor or advance approval by motion of the Baltic City Council, recorded in the minutes, to enter into any contract or make any purchase on behalf of the City to address an immediate threat to the public health or safety.

CHAPTER 1.04 - BOUNDARIES

- 1.0401 Boundaries. The corporate limits of the City shall be declared to be such as have been legally established and amended by law and ordinances of the City as show on the official map on file in the office of the Finance Officer. Such Map is hereby incorporated in this ordinance by reference and adopted as the official map showing the boundaries and limits of the City (SDCL 9-3-2, SDCL 9-4-1)

CHAPTER 1.05 – WARDS AND VOTING PRECINCTS

- 1.0501 Wards and Voting Precincts. The City shall be divided into two wards, which shall be designated respectively as Wards One and Two.

Ward One will encompass all that portion of the City lying West of a line drawn on the middle of 4th Street from the Southern City Limits to Lovely Avenue, and North of a line drawn on the middle of Lovely Avenue from 4th Street to Douglas Drive, and West of a line drawn on the middle of Douglas Drive from Lovely Avenue to Elm Avenue, South of a line draw on the middle of Elm Avenue From Douglas Drive to 3rd Street, and West of a line drawn on the middle of 3rd Street from Elm Avenue to the Northern City Limits. This area may commonly be call the West Side

Ward Two will encompass all that portion of the City lying East of a line drawn on the middle of 4th Street from the Southern City Limits to Lovely Avenue, and South of a line drawn on the middle of Lovely Avenue from 4th Street to Douglas Drive, and East of a line drawn on the middle of Douglas Drive from Lovely Avenue to Elm Avenue, North of a line drawn on the middle of Elm Avenue from Douglas Drive to 3rd Street and East of a line drawn on the middle of 3rd Street from Elm Avenue to the Northern City Limits. This area may commonly be called the East Side.

Ordinance #186 rescinded and replaced Section 1.0601 February 23, 2004

1.0502 All wards within the City of Baltic are hereby combined and consolidated into one election precinct for the purpose of holding annual municipal and other elections.