

AN ORDINANCE PRESCRIBING THE DUTIES OF CITY OFFICERS

ORDINANCE NO. 19

The City Council of the City of Alexandria, do ordain as follows:

CITY CLERK

- Sec. 1. That the City Clerk before entering upon the duties of his office shall take the oath prescribed by law, and execute to the said City of Alexandria, a bond, in the sum of one thousand (\$1000.00) dollars, substantially for the faithful and complete discharge of all the duties, and obligations of his office, with not less than two good and sufficient sureties, to be approved by the City Council.
- Sec. 2. That he shall have the custody of all public records, books, and papers of the City Council and such other papers pertaining to City affairs as may be delivered into his custody, except his own bond, which shall be kept by the City Treasurer. He shall record at length in a separate book kept for that purpose, all official and other bonds taken by the City, and also such contract and other documents in which said City has an interest, as the City Council may direct, and shall keep and Alphabetical Index to all books and records in his office as far as practicable.
- Sec. 3. He shall attend all meetings of the City Council, and furnish the Mayor with an abstract of all unfinished business, and keep a correct journal of the proceeding of said Council in books provided for that purpose, and shall also keep in a separate book, a record of the titles and copies of all ordinances passed by the Council, the time when passed, and attach his certificate at the close of each ordinance, of the time and manner in which the same was published, and the affidavit of the printer, foreman or the printer or publisher of the newspaper in which such ordinance was published, which book shall be alphabetically indexed: and he shall preserve in a book, a printed copy of each ordinance passed by the Council in Consecutive order.
- Sec. 4. That he shall sign all licenses authorized to be issued, and to keep a record thereof, and keep a record of the appointment or election of City Officers, and notify such officers, of their election or appointment, and the time they shall appear and qualify.
- Sec. 5. That he shall make out, and enter in a book, kept for that purpose, during the month of April of each year, a complete alphabetical list of all persons living in the City, liable to the city for a poll tax, the amounts of same extended and correctly footed up, and shall specify in said book the side of the streets or avenues upon which each person resides, and believes what streets and avenues; and shall deliver, to the Street Commissioner, a copy of said list, and also a copy thereof to the City Treasurer, who shall be charged by said Clerk, with the amount thereof.
- Sec. 6. That he shall make a list of all persons owning or harboring dogs in said City, specifying the number of such dogs, and the sex to each, of such persons and the amount of tax or license on each, and the total amount shall be correctly footed up, and he shall deliver a copy thereof to the City Marshall, and also a copy thereof to the City Treasurer, and charge him with the amount thereof.

- Sec. 7. That he shall draw an order on the City Treasurer for the payment of each bill or claim against said City, audited and allowed by the City Council, which order shall be numbered, dated, state the amount for which it is drawn, on what fund, for what purpose to whom payable and the rate of interest if any, which order shall be signed by the Mayor and the said Clerk, and the seal of the City shall be attached thereto and said Clerk shall give to the order drawn therefore, and shall present said bill or claim so audited, allowed and numbered to the Mayor at the time the signature of the Mayor is affixed to the order drawn therefore. The blanks for the orders herein contemplated shall be printed and kept in a bound book upon the stubs of which shall be entered the number of the order, the amount for which issued, to whom payable, then the corresponding claim or bill was audited, the rate of interest if any, and the payer of each order, shall upon delivery receipt on said stub for said order, which stub shall be preserved by the Clerk. He shall also sign or execute with the Mayor all bonds, ordered and other evidences of debts or money due, authorized by the City Council.
- Sec. 8. That said Clerk shall keep the books of said City in a systematic and correct manner, charging himself with all the bills and claims audited and allowed by the City Council, and the city poll tax, and tax on dogs, and all matter passing through his hands in a similar manner, and all property coming into his possession by virtue of his office, and crediting himself with all orders, drawn and issued also the city poll tax, and dog tax, when said lists are delivered to the said City Treasurer, and all matters and property lawfully passing out of his hands, and said book shall be correctly balanced up on the last day of the each month, said books shall consist of a journal of all bills and claims allowed, and orders issued therefore, and the time when allowed by the City Council, the City poll tax and dog tax and all other matters passing the hands of the Clerk, and a ledger upon which shall be posted all entries upon said journal properly classified to be by the law of said Territory or Ordinance of said City, or orders of the City Council.
- Sec. 9. That the said City Clerk shall make a monthly report tot eh said City Council on the last secular day of every month in each year, and an annual report at the time of making his report for the month of March in each year, of all bonds, special funds orders, common orders, or any other evidence of debt issued during each month, or year respectively by order of said City Council and also all bills and claims allowed, for which no orders have been drawn, specifying the amount drawn, or allowed on each fund and all other financial matters pertaining to his office.
- Sec. 10. That said City Clerk shall receive from and receipt to said City Treasurer upon the Order of the Committee on finance for all paid and cancelled warrants, and every other evidence of debt or money due, issued by the City, and preserve the same in his office unless otherwise ordered by the City Council, in packages of consecutive numbers as far as possible, with the lowest and highest number therein marked on the outside thereof. He shall keep a corporate seal of said City, in some secure place, locked up and not allow any other person to handle the same except in his presence, and by his directions and he shall cause the same to be affixed to all documents and papers requiring the same.

CITY TREASURER

- Sec. 11. That the City Treasurer of the said City of Alexandria, before entering upon the duties of his office, shall take oath prescribed by law, and also execute to said City of Alexandria, a bond in the sum of not less than Twenty-Five Hundred (\$2500.00) Dollars in substance, for the full, faithful and complete discharge of all the duties and obligations of his office, with not less than five good and sufficient sureties to be approved by the City Council.
- Sec. 12. That the said City Treasurer shall preserve, in his office, after the same has been recorded, the official bond of said City Clerk. He shall turn over to the said Clerk, upon the orders of the committee on finance, after his accounts shall have been audited and settled, all paid and cancelled warrants, and every other evidence of debt or money due, issued by order of said City, the same to be arranged in packages of consecutive number therein marked on the outside thereof, and shall take the Clerk's receipt therefore, unless otherwise ordered by the City Council.
- Sec. 13. That said City Treasurer shall collect, and report for all taxes and moneys payable to said City, and may receive in payment for city poll tax of the person liable for such tax, the receipt of certificate of the Street Commissioner for the amount of labor performed, or money received in lieu thereof in payment of or to apply on such poll tax.

CITY MARSHALL

- Sec. 14. That it shall be the duty of the City Marshall of said City to see that all the ordinances of said City are enforced, and to inform himself in relation to any and all violations thereof, and prosecute the offenders before the proper tribunal, causing information to be filed on such other proceedings as may be necessary, and the necessary witnesses to be procured and prevent, as far as possible, any riot, disturbance, breach of the peace, or commission of any crime or misdemeanor, and cause all persons guilty of such offenses to be arrested and punished as provided by law.
- Sec. 15. That the said City Marshall shall at his own expense, procure a uniform such as is generally worn by city police, and shall wear the same while on duty.

STREET COMMISSIONER

- Sec. 16. That it shall be the duty of the Street Commissioner of the said City, under the direction of the committee on streets, to superintend all the repairs and improvements upon all the streets, avenues, alleys and public grounds in said City, ordered by said City Council and such repairs as he may deem necessary, provided that in all repairs not made by order of said Council he shall secure the concurrence of said committee before making the same.
- Sec. 17. That said Street Commissioner shall keep a time book in which shall be kept the name of each person that works upon the street under his supervision, the date of each day or part of day worked.
- Sec. 18. That he shall keep a correct account of the amount of work done and material used on any street, or other place and shall state distinctly in all bills presented to the City Council the amount of

labor performed, and who performed the same, and make to the City Council a report of the same.

Sec. 19. That the indebtedness so created in favor of the several persons, who so performed labor shall be paid out of the proper fund by order of the City Council to the persons aforesaid.

Sec. 20. That the said Street Commissioner shall notify each person liable to city poll tax, when labor in payment of the same is to be performed, and upon the performance of the labor, he shall give a receipt for the amount of labor performed.

He shall also report to the City Treasurer, before the first day of September in each year, the names of all persons who have performed labor to apply on city poll tax, and the amount of work performed by each.

Sec. 21. That he shall charge himself with amount of material on hand when he takes the office, and the amount of material purchased during his term of office, and shall credit himself with all the materials used on the streets, sidewalks, and other places, and shall distinctly state how much material has been used, and where used, and shall make an annual report of property and matters pertaining to his office, at the same time the City Clerk is required to report.

Sec. 22. That he shall give such security for the performance of his duty, as the City Council may direct.

Sec. 23. All reports of officers herein required to be made, and also all other reports of all other officers having in charge money or property belonging to the City, shall be fully verified by their oath.

Sec. 24. All ordinances or resolutions not consistent with this ordinance, heretofore adopted by the City Council, are hereby repealed.

This Ordinance shall take effect on the 18th day of June, A.D. 1886.

C. W. McCrone
City Clerk

P. F. Wickhern
Mayor

I hereby certify that the above and foregoing is a true and correct copy of Ordinance No. Nineteen (19) as passed by the City Council of the City of Alexandria, Hanson County, South Dakota, on the 3rd day of June, A.D. 1886.

Dated this 18th day of March, A.D. 1887.

P. F. Wickhern
Mayor

C. W. McCrone
City Clerk