

**WATERTOWN CITY COUNCIL
WORK SESSION AGENDA
CITY HALL
23 SECOND STREET NORTHEAST
WATERTOWN, SOUTH DAKOTA**

Monday, August 7, 2017

5:30 PM

1. Call to Order
2. Discussion on Ordinance No. 17-34 amending Section 13.0303 of the Revised Ordinances of the City of Watertown to update fireworks permitting
3. Discussion on Ordinance No. 17-35 amending Chapter 7.03 of the Revised Ordinances of the City of Watertown to update City Council Procedures and Duties
4. Future agenda items
5. Adjournment

Rochelle M. Ebbers, CPA
Finance Officer

The City of Watertown, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA Compliance: The City of Watertown fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Finance Office 24 hours prior to the meeting so that appropriate auxiliary aids and services are available.

ORDINANCE NO. 17-34

AN ORDINANCE AMENDING SECTION 13.0303 OF THE REVISED ORDINANCES OF THE CITY OF WATERTOWN REGARDING THE PERMITTING OF FIREWORKS DISPLAYS

BE IT ORDAINED by the City of Watertown that Section 13.0303 regarding the permitting of fireworks displays as authorized by state law, shall be amended as follows:

13.0303: FIREWORKS

No person shall discharge or set off any firecracker, skyrocket, roman candle, torpedo or other kind of fireworks or pyrotechnic display, except when the same is permitted as a public display of fireworks by written permit from the Order or Proclamation of the Mayor of this City City Council, per SDCL 34-37-13, with the recommendation of the Fire Chief or the Chief's designee. Said permit shall only be effective after payment to the Finance Officer of a fee in an amount established by resolution of the City Council. Said permit shall be revocable at any time at the full discretion of the Fire Chief or the Chief's designee, and the permit fee refunded if revoked prior to the designated time for the public display.

Each act of discharging or setting off any article of fireworks or pyrotechnic display shall be a separate offense, except it shall be legal to discharge such fireworks in the area annexed to the City by Resolution Y-1832 on the Fourth of July and during the period beginning at dusk on December 28th and extending through 10:00 p.m. on January 1st, with the exception of Sandy Shore State Park and Recreation Area, where discharging or setting off fireworks requires the written authorization of the South Dakota Department of Game, Fish and Parks.
(E-679) (Ord 11-26 Rev 12-02-11)

The above and foregoing Ordinance was moved for adoption by Alderperson _____, seconded by Alderperson _____, and upon voice vote motion carried, whereupon the Mayor declared the Ordinance duly passed and adopted.

I certify that Ordinance 17-34 was published in the Watertown Public Opinion, the official newspaper of said City, on this ____ day of _____, 2017.

Rochelle M. Ebbers, CPA

First Reading:
Second Reading:
Published:
Effective:

City of Watertown

Attest:

Rochelle M. Ebbers, CPA
Finance Officer

Sarah Caron
Mayor

ORDINANCE 17-35

AN ORDINANCE AMENDING CHAPTER 7.03 TO UPDATE CITY COUNCIL PROCEDURE AND DUTIES

BE IT ORDAINED by the City of Watertown, South Dakota, that Chapter 7.03 of the Revised Ordinances of the City of Watertown be amended as follows:

Chapter 7.03 CITY COUNCIL PROCEDURE

Section

[7.0301 Special Meetings](#)

[7.0302 Rules of Order](#)

[7.0303 City Council Member Board Duties](#)

7.0301: SPECIAL MEETINGS

Special meetings of the City Council may be called by the Mayor, the President of the Council or by any two ~~Aldermen~~[Council members](#), to consider only such matters as shall be mentioned in the call for such meeting, and written notice shall be given at least twenty four (24) hours prior to such meeting, to each member of the Council then in the City. (C-1)

7.0302: RULES OF ORDER

The following rules of order and procedure shall be the rules and procedure of the City Council:

Rule 1

The Mayor shall take the chair at the hour fixed for the Council meeting and shall immediately call the members to order and have the roll called.

Rule 2

S(h)e shall preserve order and decorum and decide questions of order, subject to appeal to the Parliamentarian by any member; and shall decide all votes.

Rule 3

Questions shall be distinctly put in this form, to-wit: All those in favor of the motion (or ordinance or resolution), signify by saying aye; all those opposed to the motion (or ordinance or resolution) signify by saying no. If the Mayor doubts, or division be called for by a member of the Council, the Council shall vote by roll call to be called by the Finance Officer or person designated by the Finance Officer. Those in favor of the motion and those opposed shall both be recorded in the minutes of the meeting if a roll call is taken.

Rule 4

After the roll call of members, if a quorum be present, the order of business shall be as follows, via:

- 1st Applications, remonstrances and communications.
- 2nd Reports of officers of the city.
- 3rd Resolutions offered and considered.
- 4th Ordinances introduced and first reading.
- 5th Reports of standing committees.
- 6th Reports of special committees.
- 7th Ordinances, second reading and action thereon.

8th Unfinished business.

9th New business.

A quorum shall consist of one (1) more than one half of the total number of ~~alderpersons~~Council members.

Rule 5

When any member is about to speak in debate, or deliver any matter to the Council, he or she respectfully addresses himself or herself to "The Presiding Officer" and shall confine himself or herself to the questions under debate, and avoid personality.

Rule 6

Whenever any member is called to order, he or she shall maintain silence until it is determined whether he or she is in order or not.

Rule 7

When two or more persons rise at once, the Mayor shall name the member who is to speak.

Rule 8

While the Mayor is putting any question, or addressing the Council, none shall make any disturbance, or when a member is speaking, shall entertain private discourse; nor while a member is speaking, shall pass between him or her and the chair.

Rule 9

Every member who shall be present when a question is put shall give his or her vote, unless the Council, for special reasons, shall excuse him or her. Any member wishing to be excused from voting may make a brief verbal statement of his or her reason for making such request, and the question shall then be taken without further debate.

Rule 10

Every motion or amendment shall be reduced to writing, if the Mayor or any member so desire; in such case it shall be signed by the member or committee offering the same.

Rule 11

When a motion is made and seconded, it shall be stated by the Mayor or, being in writing, it shall be handed to the auditor and read aloud before being debated.

Rule 12

After a motion is stated it shall be deemed to be in possession of the Council; but may be withdrawn at any time before a decision or any amendment.

Rule 13

When a question is under debate, no motion shall be received unless to adjourn, to lay on the table, to refer, to postpone to a day certain, to amend, or to postpone indefinitely; and these several motions shall have precedence in the order in which they stand arranged; a motion to postpone to a day certain, to refer, to postpone indefinitely, being decided, shall not again be allowed at the same meeting.

Rule 14

A motion to adjourn shall take precedence over all other motions except a motion to fix the time to which to adjourn. This motion and the motion to lay on the table shall be decided without debate, but a motion to adjourn when refused shall not be removed until further business shall have been had.

Rule 15

When a motion or question shall have been once put or carried in the affirmative or negative, it shall be in order for any member who voted with the prevailing side to move for a reconsideration thereof at the same or the next meeting only; and such motions shall take precedence of all questions, except a motion to adjourn. A motion of reconsideration being put and lost, shall not be renewed.

Rule 16

Any member may call for a division of the questions when the same will admit of it. A motion to strike out and insert shall be deemed indivisible. A motion to strike out being lost, shall not preclude an amendment.

Rule 17

Every petition, memorial, remonstrance, resolution or ordinance or report of committee, shall be endorsed with the appropriate title; and immediately under the endorsement the name of member presenting the same shall be written.

Rule 18

In addition to any committee required by any ordinance, the Mayor, with the approval of the City Council, shall, at the first regular meeting of the City Council after the annual election, or as soon thereafter as convenient, appoint standing committees upon each of the following subjects and consisting of the numbers stated after each committee. The Mayor shall be a voting member of those committees. An attempt shall be made to keep as even a distribution as possible of councilpersons on the committees.

1. Finance and Safety- 5 councilpersons.
2. Public Works and Safety- 5 councilpersons.

Each committee shall report its activities to the full Council.

All committees required by any ordinance shall:

- A. Hold meetings open to the public;
- B. Provide public notification of meeting agendas not less than twenty-four (24) hours in advance, unless an emergency is declared;
- C. Record minutes of their meetings which shall be available to the public for inspection at the City Finance Office during regular business hours. (Ord. 13-25; Rev. 10-11-13)

Rule 19

Every ordinance shall receive readings as required by state law and be subject to all requirements of the laws of the State of South Dakota. Any ordinance, resolution or motion may be referred as per state law.

Rule 20

It shall be competent for any member, when a vote is about to be taken, to call for the ayes and noes, which shall be inserted in the records; a call for the ayes and noes cannot be interrupted in any manner whatever.

Rule 21

These rules of order may be changed only by the procedures set forth governing ordinances of cities of the first class by the laws of the State of South Dakota.

Rule 22

The chairpersons of the different standing committees or of any select committee appointed by the Council shall give notice of meetings thereof to members of the committee.

Rule 23

When a blank is to be filled, and different sums or times are proposed, the question shall be, first, upon the smallest sum or the longest time.

Rule 24

The rules of parliamentary practice, as laid down in Robert's Rules of Order, shall govern in all cases not covered by the foregoing rules.

Rule 25

The Mayor, with the approval of the Council, at the first regular meeting of the City Council of each year or as soon thereafter as convenient, shall appoint a Parliamentarian. The Parliamentarian may be, but need not be, a city employee. The Parliamentarian selected shall be responsible for designating a replacement if he/she is to be absent from any regularly scheduled meetings of the City Council.

Rule 26

Every newly elected Council ~~person~~ member shall be furnished with an Ordinance Book and a Municipal Officials Handbook.

Rule 27

Pursuant to SDCL 1-25-1, a Council member shall be deemed present at a meeting if, upon the taking of the roll, they appear in person or participate in the meeting telephonically or by other electronic means approved by the Council. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means. All votes taken during a meeting with a member participating electronically shall be taken by roll call. Council members will exercise their best efforts to ensure a physical quorum at all Council meetings.

Pursuant to the authority vested in the City of Watertown under SDCL 9-19-13; the City Council has declared this ordinance to be necessary for the immediate preservation of the public peace, health, safety, or support of the municipal government and its existing public institutions, and it shall therefore take effect immediately upon its passage on March 3, 2014. (Ord. 14-08; Add. 03-03-14)

Rule 28

The proposed agenda for all City Council meetings shall be compiled by the Finance Officer and shall be reviewed by the Mayor, prior to its issuance to the public and to the City Council. Revisions to a proposed agenda (including revisions to supporting documentation) drafted after issuance of the agenda shall be reviewed by the Mayor, and any resulting revised agenda must be issued no less than twenty-four (24) hours prior to the start time of the City Council meeting where it is to be addressed. This 24-hour requirement does not apply to revisions to supporting documentation, which are otherwise regulated pursuant to SDCL 1-27-1.16.

7.0303: CITY COUNCIL MEMBER BOARD DUTIES

1. The following City boards shall have a City Council member appointed as a full, voting member, as authorized by SDCL 9-14-16:
 - a. Animal Control Board, pursuant to Section 3.0403 of the Revised Ordinances of the City of Watertown;
 - b. Park and Recreation Board, pursuant to Section 14.0102 of the Revised Ordinances of the City of Watertown; and

c. Watertown Regional Library Board of Trustees, pursuant to SDCL 14-2-35.

2. The following City, nonprofit, and other governmental boards shall have a City Council member appointed as a non-voting liaison:

a. Watertown Regional Airport Board, pursuant to Section 1.0503 of the Revised Ordinances of the City of Watertown;

b. Upper Big Sioux River Watershed Advisory Board, pursuant to Section 7.1602(1) of the Revised Ordinances of the City of Watertown;

c. Watertown Planning Commission and Board of Adjustment, pursuant to Sections 21.0201(2) and 21.0202(1) of the Revised Ordinances of the City of Watertown;

d. Codington County Commission;

e. Mayor's Committee for People with Disabilities;

f. Watertown Convention and Visitor's Bureau;

g. Watertown Fair Housing Board;

h. Watertown Housing Authority;

i. Watertown Municipal Utilities Board;

j. Watertown Urban Renewal Board; and

k. Watertown Volunteer Center Board.

The above and foregoing Ordinance was moved for adoption by Alderperson _____, seconded by Alderperson _____, and upon voice vote motion carried, whereupon the Mayor declared the Ordinance duly passed and adopted.

I certify that Ordinance 17-35 was published in the Watertown Public Opinion, the official newspaper of said City, on this ____ day of _____, 2017.

Rochelle M. Ebbers, CPA

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Second Reading:

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Effective:

City of Watertown

Attest:

Rochelle M. Ebbers, CPA
Finance Officer

Sarah Caron
Mayor