

Legal Finance Agenda

Monday, June 24, 2024 @ 6:00 P.M.

511 6th Avenue – City Hall – Council Chamber

We have just convened a meeting of the Legal Finance Committee for the City of Belle Fourche. Today's date is June 24, 2024. It is 6:00 P.M. in the evening.

An audio and video recording of this open session Committee meeting is being made. I am asking that anyone who wishes to address the Committee on issues request acknowledgement through the Committee Chair.

1. Pledge of Allegiance.
2. Adopt the Agenda as Presented.
3. Community Input – This section of the agenda permits a person to make comments regarding public business. Each speaker is allowed a maximum of three (3) minutes.
4. Recommend approval of Resolution NO. 31-2024 – Purchasing.
5. Recommend authorization to issue a city credit card to Finance Officer Wayne Tonsager. (As set by Resolution, the credit limit will be \$7,000).
6. Informational.
7. Adjourn.

RESOLUTION NO. 31-2024

**A RESOLUTION ESTABLISHING PROCEDURES AND RESTRICTIONS
FOR PURCHASING GOODS AND SERVICES**

WHEREAS, the City of Belle Fourche deems it appropriate to establish procedures and restrictions for purchasing goods and services;

WHEREAS, it is financially responsible to review and adjust those procedures and restrictions;

THEREFORE, BE IT RESOLVED that procedures and restrictions for purchasing goods and services are established as follows:

As referenced in Belle Fourche Ordinance 2.04.100 – Purchasing, the following procedures and restrictions shall apply:

- A. A City Department Head, or their authorized designee, shall have authority to purchase, without prior approval of the Common Council, supplies, materials or equipment for the use and benefit of the City in an amount of no more than three thousand dollars (\$3,000.00).
- B. A City Department Head, or their authorized designee, must obtain funding approval from the Finance Office or the appropriate Committee to purchase supplies, materials, or equipment in an amount of more than three thousand dollars (\$3,000.00), but less than five thousand dollars (\$5,000.00).
- C. A City Department Head, or their authorized designee, must obtain prior approval of the Common Council to purchase supplies, materials, and equipment in an amount of five thousand dollars (\$5,000.00) or more. Purchases in excess of the limitations established by state law shall be subject to the advertising and bid requirements of SDCL Chapter 5-18.
- D. Exceptions:

~~i. The limits set forth within this resolution shall not apply to purchases of inventory by the Liquor Store Manager, Assistant Manager or person designated by the Common Council.~~

~~i. The limits set forth within this resolution shall not apply to the City Administrator as referenced in Belle Fourche Ordinance 2.18.050 – Authority to approve expenditures and enter into City contracts.~~

- ii. The Public Works Director, Police Chief, or their authorized designee(s), shall have authority to purchase, without prior approval of the Common Council, supplies, materials or equipment for the use and benefit of the City in an amount of no more than seven thousand dollars (\$7,000.00) per item or order.

E. Credit Card Limits:

- i. City Department Heads, the Building Inspector, Building Maintenance Superintendent, Cemetery-Parks Superintendent, or their authorized designee(s), shall be issued a credit card with a limit of no more than seven thousand dollars (\$7,000.00). Individuals named within this section shall be required to follow purchasing limitations as outlined above.
- ii. The Museum Director, Streets-Water-Sewer Superintendent, Landfill Superintendent, or their authorized designee(s), shall be issued a credit card with a limit of no more than ten thousand dollars (\$10,000.00). Individuals named within this section shall be required to follow purchasing limitations as outlined above.
- iii. The [City Administrator](#), Public Works Director, Police Chief, or their authorized designee(s), shall be issued a credit card with a limit of no more than fifteen thousand dollars (\$15,000.00). Individuals named within this section shall be required to follow purchasing limitations as outlined above.

I, the undersigned, do hereby certify that the above is a true and correct copy of a resolution duly adopted by the City of Belle Fourche, at a regular meeting duly convened on _____, 2024.

Wayne Tonsager, Finance Officer

(SEAL)

Dated at Belle Fourche, South Dakota this _____ day of _____ 2024.

Randy D. Schmidt, Mayor

Attest: _____
Wayne Tonsager, Finance Officer