



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

300 Sixth Street

Patsy Horton, GIS Coordinator
GIS Division
City web: www.ci.rapid-city.sd.us

Phone: 605-394-4120
Fax: 605-394-6636
e-mail: patsy.horton@ci.rapid-city.sd.us

MEMORANDUM

TO: Legal and Finance Committee

FROM: Patsy Horton, GIS Coordinator

DATE: March 5, 2001

RE: Land Information System (LIS) Task Force Bylaw Changes

Below is a draft of the proposed change to the LIS Task Force Bylaws, as adopted by the Task Force at the June 2, 2000 meeting. The current Bylaws specifies that there will be one member each from the City Council and County Commission on the Task Force. This proposed change outlined below will require that two representatives from both the City Council and County Commission serve on the Task Force.

The County Commission will consider this item at its March 20, 2001 meeting.

ARTICLE II – Membership

Section 1. The membership and provisions for the establishment of the LIS Task Force are provided in the Amended Joint Resolution adopted by the Rapid City Council and the Pennington County Board of Commissioners dated May 5, 1998. The Task Force shall be comprised of ~~one~~ two members of the City Council, ~~one~~ two members of the County Commission, the Director of the City/County Emergency Services Communications Center, the City/County Planning Director, the City Director of Public Works, and the Director of Equalization.

LIS Task Force recommendation: Approve proposed amendment to the LIS Task Force Bylaws.

LAND INFORMATION SYSTEMS (LIS) TASK FORCE
BYLAWS

ARTICLE I – Purpose

Section 1. The Land Information Systems (LIS) Task Force is established to provide coordination and oversight in implementation, operation, and maintenance of a joint Rapid City/Pennington County Land Information System. The LIS Task Force shall develop and adopt policies, standards and guidelines, and any other recommendations to prioritize steps necessary to implement and maintain the joint Land Information System.

Section 2. The LIS Task Force shall be responsible for adopting standards for procurement of services, equipment, software, data conversion or collection, or any and all expenditures of funds related to land information systems by any Rapid City or Pennington County governmental unit; however, any governmental unit or organization receiving less than 25% of its funding from the City and/or County is exempt from this mandate.

Section 3. The LIS Task Force shall be responsible for recommending annual budget allocations for the joint Rapid City/Pennington County Land Information System to both the City Council and County Board of Commissioners.

ARTICLE II – Membership

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Section 2. Each City Council member and County Commissioner shall be appointed for a term of two (2) year. The City Council member shall be appointed by the Mayor with City Council confirmation. The existing LIS Task Force member from the City Council and County Commission can be considered for a subsequent term.

Section 3. Each member on the Task Force shall have one (1) vote. The chairperson shall be considered a non-voting member and will have the authority to vote to make or break a tie.

Section 4. Each department having a member on the Task Force may also provide for an alternate on the Task Force. In the event of the absence of a member at any meeting of the Task Force, their alternate shall, by representation, have all the rights of such absent member.

ARTICLE III – Officers

Section 1. A chairperson and vice-chairperson shall be elected by the Task Force at the first meeting in January each year. The existing chairperson and vice-chairperson can be

considered for a subsequent term. The chairperson and vice-chairperson shall serve for a one-year term.

Section 2. The chairperson shall preside at the meetings of the Task Force. S/he shall determine the need for and call special meetings of the Task Force. S/he may perform such other duties as prescribed by the Board.

Section 3 The vice-chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson. S/he may perform other duties as prescribed by the Task Force.

Section 4. Any officer may resign at any time by giving written notice to the Task Force. Vacant office positions shall be filled by elective action of the remaining Task Force members from among candidates proposed by nomination of Task Force members.

ARTICLE IV – Meetings

Section 1. The LIS Task Force shall meet as necessary to ensure successful implementation, operation and maintenance of the Land Information System.

Section 2 A majority, consisting of four (4) members shall constitute a quorum for transacting the official business of the Task Force. The quorum shall constitute voting members of the Task Force.

Section 3 Special meetings of the LIS Task Force may be called at any time by the Chairperson.

Section 4. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the LIS Task Force.

ARTICLE VI – Amendments

These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the LIS Task Force provided notice is given in advance such that business is included on the Task Force's agenda. It shall take a majority vote of the Task Force membership to amend or adopt these Bylaws.

ARTICLE VII – Technical Committee

Section 1. The LIS Task Force shall create a standing Technical Committee to make recommendations to the Task Force regarding policies, standards and guidelines for the joint Land Information System. This Technical Committee shall be appointed from city and county employees to adequately address each department's land information needs. The Technical Committee is ongoing and shall be restricted to non-LIS Task Force members.

Section 2. The LIS Task Force shall create special subcommittees to advise them in the various implementation, operation and maintenance issues of the joint Land Information System.

The subcommittees shall serve at the discretion of the LIS Task Force and shall be appointed on a departmental or individual basis. The subcommittees shall include representation from all stakeholders as necessary to fully address the specific land information issue. The subcommittees shall be disbanded when the specific issue has been resolved.

ARTICLE VIII – Effective Date

These Bylaws shall be in full force and take effect immediately upon their adoption by two-thirds (2/3) of the entire membership of the LIS Task Force and approval by the Rapid City Council and the Pennington County Board of Commissioners.

LAND INFORMATION SYSTEMS (LIS)
TASK FORCE

Chairperson

PENNINGTON COUNTY COMMISSIONERS

Chairperson

ATTEST:

Auditor

(SEAL)

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)