

**ORDINANCE NO. 3852**

**AN ORDINANCE ESTABLISHING A DEPARTMENT OF GOLF BY  
AMENDING TITLE 2 OF THE RAPID CITY MUNICIPAL CODE BY ADDING  
CHAPTER 2.86 AS A NEW CHAPTER.**

WHEREAS the City of Rapid City has not established a park board as outline in SDCL chapter 9-38; and

WHEREAS the Rapid City Common Council controls and supervises the public parks within the City of Rapid City, including the municipal golf courses in accordance with SDCL § 38-7; and

WHEREAS the Rapid City Common Council intends to retain control and supervision of the municipal golf courses; and

WHEREAS the operation of municipal golf courses entails the management of a substantial amounts of public money and resources; and

WHEREAS the City of Rapid City desires to establish a board to assist the Rapid City Common Council in the day-to-day operation of the City's municipal golf courses in order to protect the City's health, welfare and safety; and

WHEREAS the City of Rapid City finds it in the public interest to operate the City's municipal golf courses a manner that preserves and protects their quality and at the same time ensures cost effective management of public resources;

NOW THEREFORE BE IT ORDAINED by the City of Rapid City that Title 2 of the Rapid City Municipal Codes is hereby amended to include a new chapter as follows:

**2.86.010 Department of Golf**

There is hereby created for the City a department of golf.

**2.86.020 Director of Golf**

The department of golf shall be managed by the Director of Golf, who shall be appointed by the Mayor, with the approval of the Common Council.

**2.86.030 Qualifications and Duties of the Director of Golf**

A. The Director of Golf shall as a minimum qualification possess a demonstrated record of golf course management expertise.

B. Duties of the Director of Golf

1. Oversee the day-to-day operation of the city's golf operations.
2. Supervise all City employees assigned to the golf operation.
3. Assist the Golf Course Management Advisory Board in carrying out its functions.
4. Other Duties as assigned.

#### **2.86.040 Golf Course Management Advisory Board**

There is hereby established a Golf Course Management Advisory Board whose purpose is to oversee the management of the operation of the City's golf courses and for advising the Rapid City Common Council on questions of management of City golf courses.

#### **2.86.050 Composition of the Board**

A. The Golf Course Management Advisory Board shall consist of seven members who shall have a demonstrated interest in and understanding of the game of golf and the have following additional qualifications:

1. One alderman of the Rapid City Common Council, who shall be appointed by the Mayor with the consent of the Common Council and whose term shall be one year.
2. The City Finance officer.
3. One citizen volunteer with demonstrated advertising and marketing expertise.
4. One citizen volunteer with demonstrated food and beverage expertise.
5. Three citizen volunteers with demonstrated records of business success.

B. Each of the citizen volunteer members of the board shall be appointed by the Mayor with the approval of the Rapid City Common Council and shall serve at the pleasure of the Mayor. When making the initial appointments to the Board, the Mayor shall designate two citizen volunteers who shall serve for one year, two citizen volunteers who shall serve for two years, and one citizen volunteer who shall serve for three years. Thereafter, upon the expiration of the term of a citizen volunteer, all citizen volunteers shall be appointed for successive three years. Citizen volunteers may be reappointed for consecutive terms.

C. If any member of the Board fails to attend three meetings within any twelve month period, a majority of the remaining members of the Board may recommend removal of that member to the Mayor. The Mayor shall consider the recommendation and determine whether or not to retain the member. If the Mayor chooses to remove the member, a replacement shall be appointed to complete the balance of the term.

**2.86.060 Duties of the Board**

- A. Create and recommend to the Common Council a mission statement for the City's golf operations.
- B. Supervise the management of the municipal golf operations and make recommendations to the Common Council for improvement.
- C. Recommend to the Mayor and Council a candidate to fill the position of Director of Golf.
- D. Annually review the performance of the Director of Golf and recommend to the Mayor and Council, compensation adjustments, make recommendations to the Mayor for hiring, firing and disciplinary actions regarding the Director of Golf, as necessary.
- E. The Board shall, in cooperation with the City personnel department, develop and recommend to the Common Council a job description and classification for the Director of Golf.
- F. Oversee and make recommendations to the Mayor and Council regarding the operation of the Pro Shops and food and beverage sales.
- G. Submit a recommendation to the Mayor and Council for an annual budget for the City's golf course operation.
- H. Submit requests for expenditures to the City Finance Office for approval by the Common Council, as required.
- I. Develop and recommend to the Common Council for adoption short-term and long-term business plans for the City's golf course operations.

**2.86.070 Meetings of the board.**

- A. The Board shall meet at least once per month. The Board shall establish a regular meeting time and location. All meetings of the board shall be open to the public, except for executive sessions as allowed by state law.
- B. Five voting members shall constitute a quorum of the Board.

C. The Board shall elect from its membership a Chair who shall serve for one year or until the expiration of his/her term. The Chair shall conduct the meetings of the Board and may call special meetings of the Board as necessary. The Chair shall have the right to vote on matters before the board to the same extent as all other members.

CITY OF RAPID CITY

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Finance Officer

(SEAL)

First Reading:

Second Reading:

Published:

Effective: