

CITY OF CENTERVILLE  
UNAPPROVED MEETING MINUTES  
Monday, January 9, 2023  
5:30 p.m.

President Krebs called the meeting to order at 5:30 p.m.

The pledge of allegiance was recited.

Council members present: Vicki Sikkink, Jackie Krebs, Conway Lunning, Josh Clayton, and Cory Simonsen  
Absent: Mayor Austin and Cory Simonsen

Others present: Kristin Hazen – Finance Officer, Nolan Clark - Police Chief, Jared Hybertson – Economic Development Coordinator, Cody Sikkink – Operations Manager, Mary Clayton – Zoning Board President, and Tim Austin – Code Enforcement specialist.

President Krebs asked if there were any additions or corrections to the agenda. There being none. C. Lunning moved and J. Clayton second to approve the agenda as presented. Motion carried. Unanimous.

V. Sikkink moved and C. Lunning seconded to approve the special meeting minutes from Monday, December 27, 2022 with the correct Ordinance No 2022-5 Supplemental Ordinance to be republished. Motion carried. Unanimous.

ORDINANCE NO. 2022-5  
SUPPLEMENTAL APPROPRIATIONS ORDINANCE

Be it ordained by the City of Centerville that the following sum is supplementally appropriated to meet the obligations of the municipality:

FUND 101 General Fund	DEPT 412 City Attorney	
4220	Professional Services	\$4,196.17
DEPT 413 Elections		
4230	Publishing	DEPT 414 Finance Officer \$148.12
4150	Group Health	\$1,736.84
4151	Delta Dental	\$22.32
4283	Telephone	\$125.03
4290	Other Expenses	\$19.13
DEPT 419 Gen Govt Buildings		
4260	Supplies & Materials	\$83.14
4281	Electricity/Utilities	\$2,076.65
4290	Other Expenses	\$5,050.46
4293	SLFRF - Reim	\$5,596.00
DEPT 421 Police Department		
4261	Equipment Fuel	\$1,788.36
4271	Lodging Expense	\$153.75
4281	Electricity/Utilities	\$504.97
DEPT 422 Fire Department		
4220	Professional Services	\$30.23
4262	Computer	\$216.67
4263	Vehicle Supplies &	\$49.15

4281	Electricity/Utilities	\$1,264.97
4283	Telephone	\$338.69
4290	Other Expenses	\$110.19
DEPT 431 Street Department		
4151	Delta Dental	\$26.53
4240	Rentals	\$1,733.34
4250	Repairs &	\$55.09
4264	Asphalt Materials	\$24,993.20
4265	Gravel & Sand	\$439.60
4281	Electricity/Utilities	\$3.31
4283	Telephone	\$207.95
4290	Other Expenses	\$942.45
DEPT 452 Parks Department		
4110	Regular Salaries	\$138.19
4151	Delta Dental	\$8.88
4240	Rentals	\$495.00
4281	Electricity/Utilities	\$195.31
4290	Other Expenses	\$5,899.99
DEPT 453 Swimming Pool		
4160	Unemployment	\$61.23
4283	Telephone	\$42.11
4290	Other Expenses	\$684.60
DEPT 455 Library		
4160	Unemployment	\$82.57
DEPT 461 Economic Development	4283 Telephone	\$125.00
DEPT 465 Plan & Zoning Board		
4160	Unemployment	\$0.36
Total Supplemental Appropriations		<u>\$59,645.55</u>

Source of funding

Unassigned Fund Balance – General

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Kent Austin, Mayor

First Reading December 12, 2022

Second Reading December 27, 2022

Adoption December 27, 2022

Effective January 16, 2022

A. Carlson moved and C. Lunning seconded to approve the warrants presented. Motion carried. Unanimous.

WARRANTS

JANUARY 2023

CENTERVILLE POSTMASTER \$500.00 WATER BILLING POSTAGE AT&T MOBILITY \$80.08 POLICE WIRELESS

CENTERVILLE POSTMASTER \$108.00 POST OFFICE BOX 2023 Century Business \$59.40 CHARGES 11-5-22 TO 12-4-22

CODE ENFORCEMENT SPECIALISTS \$1,009.66 10-31-22 THRU 12-15-22 CORE & MAIN LP \$3,692.82 5-1/4 WB67 HYD

6'6" MJ SHOE 10" BO Dakota ACE Hardware \$159.06 FLEX-A-SPOUT COUPLE FLEX DANR - FISCAL OFFICE \$950.00 NPDES MUNICIPAL DUES DIEDRICHSEN. MARY \$150.00 WATER DEPOSIT REFUND Diesel Machinery, Inc. \$1,300.00 RENTAL 12-15-22 TO 1-11-23 FLOWERS BY BOB \$50.00 LINDA MOTHER PASSING Fort Randall Telephone Co. \$690.96 PHONE/INTERNET/FAX HANISCH, NICK \$150.00 WATER DEPOSIT REFUND Health Pool of SD \$8,868.42 HEALTH INSURANCE Lewis & Clark Rural Water \$2,631.57 DECEMBER 2022 McLeod's Printing & Office Sup \$413.26 UNIFORM TRAFFIC TICKETS, WARNING, & ENVELOPES Mick's Station \$43.45 FUEL Mid-American Research Chemical \$1,375.90 SHOP/POOL MID-STATES ORGANIZED CRIME \$100.00 MOCIC MEMBERSHIP 2023 New Century Press, Inc. \$58.24 MEETING MINUTES Overdrive \$300.00 POSTAGE 1/2 SCHOOL PARKER FARM AND AUTO SUPPLY IN \$863.73 MISC SUPPLIES AND MATERIALS SPLIT SHOP PETERSON CONSTRUCTION \$150.00 WATER DEPOSIT REFUND Pollman Excavating, Inc. \$1,574.88 GRAVEL/HYDRO VAC POWELL, SANDRA \$150.00 WATER DEPOSIT REFUND Pump N Stuff-City \$151.07 FIRE DEPT FUEL Pump N Stuff- City \$1,139.11 POLICE DEPT FUEL Pump N Stuff- City \$797.01 CITY FUEL RDO EQUIPMENT CO. \$149.49 FUEL FILTER EXVACATOR RUNNINGS \$35.97 FIRESTARTER GEL/BLEND PELLETS SD Assc. of Rural Water System \$500.00 2023 CLASS B MEMBER DUES SD Municipal League \$1,165.85 2023 MUNICIPAL DUES SD Police Chief's Association \$97.00 2023 PD ASSOCIATION DUES SDML Workers Compensation Fund \$9,571.44 2023 RENEWAL BILLING SECOG \$1,674.00 2023 SECOG DUES Sioux Falls Humane Society \$100.63 NOVEMBER 2022 CONTRACT DUES Total Stop Food Store #747 \$7.58 SUPPLIES Vander Haag's Inc. \$1,125.00 DOOR MIRROR VANVOORST, SAM \$150.00 WATER DEPOSIT REFUND Vermillion Garbage Service \$120.00 COMMERCIAL GARBAGE CODE ENFORCEMENT SPECIALISTS \$1,500.00 2023 RETAINER FEE City of Centerville \$58.83 SR. CENTER WATER City of Centerville \$59.23 CITY HALL WATER City of Centerville \$62.77 CITY SHOP/POLICE COLONIAL LIFE \$729.00 INSURANCE MidAmerican Energy Company \$1,747.22 JANUARY 2023 VISA \$1,151.77 SHELL OIL Xcel Energy \$3,054.42 DECEMBER 2022 Xcel Energy \$136.41 SENIOR CENTER USDA Rural Development \$2,130.00 JAN 2023 First National Bank \$8,716.87 JAN CW-01 First National Bank \$11,380.39 JAN DW-01 Internal Revenue Service \$1,394.26 Vendor Liability

No building permits to present.

President Krebs asked if there was any public comments. Mary Clayton shared her frustration with 601 Idaho and how the code enforcement process has taken too long. She expressed that it is an eye sore for those who live in the neighborhood. President Krebs thanked her for her feedback and invited Mary to talk about planning and zoning.

On behalf of the Planning & Zoning Board, President Mary Clayton followed up on the previously approved variance of setback requirements required at 411 Center. It has been noted that the building has not been placed in the appropriate approved location. J. Clayton moved and C. Lunning seconded to approve a fee of \$500.00 (five hundred dollars) as noted in Chapter 1. General Provisions 1.09, if the building is not brought into compliance by June 1, 2023. A letter will be issued by K. Voegeli and sent to the owners. Motion carried. Unanimous.

Tim Austin with Code Enforcement Specialists, was requested by V. Sikkink to be added to the agenda dated January 9, 2023 to discuss code enforcement issues. President Krebs invited Mr. Austin to join them at the table. K. Hazen asked the council to share any questions or concerns they may have regarding the City of Centerville's code enforcement processes. V. Sikkink shared her personal frustrations toward Mr. Austin. J. Clayton asked Mr. Austin to clarify the process. K. Voegeli shared the newly adopted Ordinance showing the code enforcement process. Mr. Austin also explained that there is a courtesy notice allowing the property owner to come into compliance. If the violation has not been corrected after 30 days, a notice of violation and impending penalties is issued. After another 30 days, a notice of noncompliance is issued and a penalty/fine of \$500.00 per month (as set by City Council) is invoiced and sent/delivered to the property owner. V. Sikkink expressed that the process is too long and suggested getting rid of the abatement process and go straight to the fine. Several council members want to wait to amend the code enforcement process until they see how the new process has been utilized. V. Sikkink also told Mr. Austin

about the pool with no fence located at 901 State Street. She explained that this property has been mentioned this summer but no letters were ever sent to them. Mr. Austin explained that he doesn't recall being told about the property and asked for a copy of the ordinance stating the fence requirements. V. Sikkink told Mr. Austin that he should take better notes. K. Voegeli stated that she will get him a copy of the ordinance. Mr. Austin shared that in 2022 there was over 30 properties brought into compliance. Which was the highest compliance rate of all communities that he contracts with.

President Krebs asked if they would like to approve the 2023 retainer fee and contract provided by Joel Johnson, D/b/a C.E.S. Code Enforcement Specialists, LLC. J. Clayton moved and C. Lunning seconded to approve the contract and to pay the \$1,500.00 (one thousand five hundred dollar) retainer fee for the 2023 year. Motion carried. Unanimous.

There being no further question or comments for Mr. Austin, President Krebs invited Linda to share her library report.

#### 2022 Library Report

Summer reading program 2022 was a success, it ran June through July. Each week we had craft days, movie days, special programming, Lego/puzzle day, scavenger hunts, story times/special readers, and trivia walks. Author Kevin Lovegreen performed on June 29<sup>th</sup>, our Tornado Days entertainment. We had a pizza party as our grand finale (last day) reward for reading. Each child who read 400 minutes also received a Royal Bake Shop coupon for 1 item. We averaged about 58 kids and 14 adults each day. Vhonda Miller and Darla Carlson helped during the program.

At the back to school Open House we treated everyone with ice cream cups.

I have story time on Wednesday's at 10:00am and 1:00 p.m. each week. The meeting room is being used by the public more. There is 2 book clubs that meet each month, a Bible study group that meets on Tuesday evenings, A Confirmation class that meets on Wednesday's, after school.

Daryl and Lisa Yax donated pumpkins once again to the library. We sold pumpkins and had a pumpkin decorating contest.

The library hosted an author visit with Christine Wevik on October 17. She talked about her new book "Someone Now," and on October 24, Jamie had author Cleo Waters from Irene come and do a story time.

I did a story time for a homeschooled group of about 20 at Thanksgiving time. I read a couple Thanksgiving themed books, did a couple interactive poems and a craft. They will probably do this again.

Christmas open house. Author/ Illustrator Bruce Arant presented to the public and students on Dec. 2. We served coffee, cider, and cookies throughout the day. We also had our annual silent auction and made our Santa ornament again this year.

Librarians organized the Angel Tree Project and also had a "Shop Local Raffle Basket." We split the basket into two before the drawing. Winner of the first basket was Laurie Muller and Melissa Cole was our second winner.

The first Monday of each month we have been having Muffin Monday. We sell muffins as a fundraisers for the library.

The library continues to get memorials.

We have 2 new student aides helping us in the library, Cheyenne G. & Kalie B.

The state library is offering to libraries, State Park passes for check out, with some stipulations.

New people to the community are coming in to get library cards.

President Krebs thanked Linda for sharing her report and for all that she does.

C. Sikkink told council that he was asked by the school if he could help remove the snow pile from the grounds. Sikkink told council that he is willing to help and will track his hours. He believes \$100 an hour would cover their time and materials of the job. K. Voegeli explained that she can issue an invoice once the job is completed.

C. Sikkink told council that Dakota Pump & Control does their yearly pump inspection and it has kept repair costs down. He recommends renewing the inspection agreement. C. Lunning moved and J. Clayton seconded to approve the 2023 Dakota Pump & Control Inspection Contract. Motion carried. Unanimous.

C. Sikkink presented a list of volunteer fireman. Volunteers for the City of Centerville for year 2023 were recognized and it is the intent of the City Council to cover these volunteers for work comp purposes. The list is available at City Hall. V. Sikkink moved and C. Lunning seconded to approve the list of volunteer firemen provided by Fire Chief Cody Sikkink. Motion carried. Unanimous.

Police Chief Clark gave the monthly police report for December:

<u>December 2022</u>		
35 Calls for service/disturbance	2 Well-being checks	14 Traffic stops
3 Motor vehicle crash report	2 Arrests	4 Assists for fire/ambulance calls
4 Domestic dispute call	1 Mental health incidents	1 Animal calls

Chief Clark asked the council to purchase a 12-gauge patrol shotgun for around \$500.00 (five hundred dollars). C. Lunning moved and J. Clayton seconded to approve the purchase of the shotgun. Motion carried. Unanimous.

Economic Development: J. Hybertson touched on the highlights from his Economic Development report. Report is available at City Hall or on the city website.

J. Hybertson shared the current CDC board member list. In their CDC By-Laws it states that two of their board members will be appointed by the Centerville City Council. K. Voegeli will be adding appointments to the next agenda.

Finance. K. Voegeli presented the revenue/expense report for January 2023.

President Krebs recommended going into executive session. V. Sikkink moved and C. Lunning seconded

to go into executive session to discuss personnel matters.

President Krebs declared in executive session at 6:28 p.m.

President Krebs declared out of executive session at 6:45 p.m.

J. Clayton moved and A. Carlson seconded to approve a 6% (six percent) raise for the 2023 year. Motion carried. Unanimous.

**RESOLUTION: 2023-01**

SUBJECT: ESTABLISHING THE SALARIES AND WAGES OF THE CITY OF CENTERVILLE, (SDCL-6-1-20)

BE IT RESOLVED: By the City Council of the City of Centerville, SD as follows:

**City**

Cody Sikkink (Operations Manager)	\$ 25.26
Matt Thompson (Operations Manager Asst.)	\$ 20.28
Kristin Hazen (Finance Officer, Salary)	\$ 4,775.16
Katie Westra (Deputy Finance Officer)	\$ 22.34
Jared Hybertson (Economic Development, Salary)	\$ 4,927.56

**Police**

Nolan Clark (Police Chief)	\$ 24.75
Parker Rausch	\$ 20.52
Certified Police Officers	\$ 17.50
Non-certified Police Officers	\$ 15.50

**Library**

Linda Holmberg (Head Librarian)	\$ 20.33
Substitutes New Hire	\$ 11.00
Summer Reading Program	\$ 12.00
Mary Ferwerda	\$ 16.18
Lauren Petersen	\$ 12.72
Darla Carlson	\$ 11.82

Mayor	\$ 330.00 quarterly
	\$ 50.00 per meeting
Council Members	\$ 75.00 quarterly
	\$ 50.00 per meeting
Zoning Board	\$ 25.00 per meeting

Adopted on this 9<sup>th</sup> day of January, 2023 on a motion by J. Clayton and seconded by A. Carlson. Motion carried. Unanimous.

\_\_\_\_\_  
Kent Austin, Mayor

ATTEST: \_\_\_\_\_  
Kristin J. Voegeli, Finance Officer

Finance Officer K. Voegeli designated the New Era as the designated City's official newspaper. V. Sikkink moved and C. Lunning seconded the New Era be designated as the City's official newspaper. Motion carried. Unanimous.

Finance Officer K. Hazen designated the One American Bank in Centerville as the City's official depository. V. Sikkink moved and J. Clayton seconded the approval to designate One American Bank in Centerville as the City's official depository. Motion carried. Unanimous.

K. Voegeli presented the application received from Novak Sanitary Services. J. Clayton moved and C. Lunning seconded to approve the application received from Novak Sanitary Service. Motion carried. Unanimous.

V. Sikkink moved and C. Lunning seconded to set election date as Tuesday, April 11, 2023 and appoint K. Voegeli as election official. Motion carried. Unanimous.

K. Voegeli shared a judgment lien docket that was filed December 13, 2011. Anthem Title Escrow Services had reached out to have us review the judgement and asked the payoff amount. After contacting the city attorney, the original judgment was \$4,953.80, plus the accrued interest from December 13, 2011 through January 16, 2022 is approximately \$5,500.00. The council does have the ability to waive any portion or all of the interest which has accrued over the past 11 years. K. Voegeli asked the council how they would like to move forward. C. Lunning moved and A. Carlson seconded to deny waiving any portion of the interest and to pay the full amount owed plus the accrued interest. Motion carried. Unanimous.

C. Lunning moved and A. Carlson seconded to approve the first reading of Ordinance 2023-2 Recreational Parking on Roads. Motion carried. Unanimous.

V. Sikkink moved and C. Lunning seconded to approve the first reading of Ordinance 2023-3 Trailer Coach Title. Motion carried. Unanimous.

J. Clayton moved and C Lunning seconded to approve the vacation request from K. Voegeli. Motion carried. Unanimous.

There being no further matters to discuss, V. Sikkink moved and J. Clayton seconded the meeting be adjourned. Motion carried. Unanimous. Meeting adjourned at 7:05 p.m.

\_\_\_\_\_  
Kent Austin, Mayor

Attest: \_\_\_\_\_  
Finance Officer