

CITY OF CENTERVILLE
APPROVED REGULAR MEETING MINUTES
Monday, October 6, 2022
5:30 p.m.

Mayor Austin 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 and Cory Simonsen,
Absent: Josh Clayton and Adam Carlson

Others present: Kristin Hazen – Finance Officer, Cody Sikkink, Operations Manager, Nolan Clark - Police Chief, Jared Hybertson –Economic Development Coordinator, Tim Austin – Code Enforcement Officer and Jim Bolin, running for re-election to the South Dakota State Senate to represent District 16.

Mayor Austin asked if there was any additions or corrections to the agenda. There being none. V. Sikkink moved and C. Lunning second to approve the agenda. Motion carried. Unanimous.

J. Krebs moved and C. Lunning seconded to approve the regular meeting minutes from Tuesday, September 1, 2022. Motion carried. Unanimous.

J. Krebs moved and C. Lunning seconded to approve the warrants presented. Motion carried. Unanimous.

WARRANTS

SEPTEMBER 2022 Payroll: Council - \$2,000.48 Finance - \$4,491.93 Police - \$10,893.98 Parks - \$1,065.24 Pool - \$1,071.72; Streets - \$4,836.41; Water - \$5,613.82; Sewer - \$5,613.83; Library - \$4,994.19; Econ Dev - \$6,584.92;

SEPTEMBER 2022

SD Retirement System \$3,767.00 Vendor Liability AT&T MOBILITY \$80.08 PD TELEPHONE BLUE360 MEDIA \$184.45 CRIMINAL LAW BOOK BLY, KEVIN \$2,700.00 18 STUMP REMOVAL CENTER POINT LARGE PRINT \$92.28 BOOKS Century Business \$27.83 CHARGES FOR 8-05-22 TO 09-04-22 CORE & MAIN LP \$1,137.60 CITY HALL STORM SEWER CRARY HUFF LAW FIRM \$210.00 LEGAL FEES Dakota ACE Hardware \$150.39 PIPE PVC, ELBOW, BRUSH Dept of Health Laboratory Serv \$181.00 SPECIMEN TESTING Dept of Revenue & Regulation \$24.30 AUGUST 2022 SWIMMING POOL Diesel Machinery, Inc. \$1,300.00 KOMATSU RENTAL ECHO ELECTRIC SUPPLY BR 05 \$132.53 LED WRAP LUMEN CITY HALL Fireball Industries, Inc. \$168.00 PARK SIGNS Health Pool of SD \$7,515.33 OCTOBER 2022 HEALTH INSURANCE Micro Marketing Associates \$88.78 AUDIO MR GS TIRES \$380.00 LAWN MOWER TIRE REPAIR New Century Press, Inc. \$172.48 MEETING MINUTES PUBLISHING Olson's Ace Hardware \$93.97 20 CHAIN WOODCUTTER VISA \$118.44 BILLION DURANGO OUT ON A LIMB, LLC \$500.00 VERMILLION ST REMOVAL BRANCHES Brad Preheim \$27.72 TRAVEL EXPENSE L & C BOARD MEETING Pump N Stuff- City \$1,101.70 FUEL PD RUNNINGS \$416.86 UNIFORMS/GRASS SEED SAFETY BENEFITS INC. \$75.00 2022 ANNUAL SAFETY & LOSS CONTROL TRAINING CONFERENCE Sanitation Products, Inc. \$58.25 SWITCH FOR SWEEPER Sioux Falls Area Humane \$76.90 CITY CONTRACT AUGUST 2022 TRAFFIC SOLUTIONS INC. \$969.38 F & I PAVEMENT MARKINGS Vermillion Garbage Service \$120.00 COMMERCIAL GARBAGE CODE ENFORCEMENT SPECIALISTS \$1,826.92 CODE ENFORCEMENT PRO FEES Joni Andal \$150.00 DEPOSIT REFUND Badger Meter Inc \$68.25 SERVICES FOR SEPT 2022 Fort Randall Telephone Co. \$694.03 TELEPHONE/INTERNET/FAX HYBERTSON, JARED \$33.60 MILIAGE REIM Lewis & Clark Rural Water \$3,536.24 SEPTEMBER 2022

New Century Press, Inc. \$8.96 PUBLISHING Internal Revenue Service \$2,987.13 Vendor Liability Internal Revenue Service \$3,378.96 Vendor Liability One American Bank \$78,848.83 TRANSFER TO SAVINGS CLFRF NEU FUNDS COLONIAL LIFE \$729.00 DENTAL/VISION/ACCIDENT Verizon Wireless \$136.57 SHOP/PD TELEPHONE Xcel Energy \$238.54 SENIOR CENTER Xcel Energy \$4,313.99 SEPTEMBER 2022 MidAmerican Energy Company \$86.05 UTILITY GAS BILLING USDA Rural Development \$2,130.00 USDA LOAN PAYMENT First National Bank \$11,380.39 DW-01 LOAN PAYMENT First National Bank \$8,716.87 CW-01 LOAN PAYMENT Unemployment Ins. Div. of SD \$128.80 QUARTER 3 UNEMPLOYMENT

K. Hazen shared building permits received from Mark Buechler, Sean & Jackie Krebs, and Tim Hermanson previously approved by K. Hazen and K. Westra.

K. Hazen shared the building permit received from Angela Alexander previously approved on 10-15-2022. Ms. Alexander has requested an extension for her building permit. J. Krebs moved and V. Sikkink seconded to approve a thirty (30) day extension for her building permit. Motion carried. Unanimous.

No public comments.

Mayor Austin opened the public hearing at 5:40 p.m. to hear any concerns or questions regarding the one-day liquor license requests received from Britany Austin and Adam Hanssen. There being none. C. Lunning moved and J. Krebs seconded to approve the one-day liquor license requests for October 22, 2022 for the Fall-O-Ween Festival. Motion carried. Unanimous.

Code Enforcement. Tim Austin reviewed the code enforcement list and discussed the next steps. V. Sikkink shared her concerns regarding several properties that need more attention. Mr. Austin and K. Hazen discussed the fining process and proposed the first reading of Ordinance #2022-4 to amend Chapter 91: Public Nuisances, 91.02 notice to abate. After reviewing the Ordinance, C. Lunning moved and C. Simonsen seconded to approve the first reading of Ordinance #2022-4. Motion carried. Unanimous.

V. Sikkink moved and C. Lunning seconded to approve a civil fine of five hundred dollars (\$500.00) for every thirty (30) days that the violation remains at 731 Main St. This fine will start on October 28, 2022 and will continue after due notice or in part upon a determination of good cause by the City Code Enforcement Officer, City Administrator, City Council, or by a Judge. Motion carried. Unanimous.

Mayor Austin told the Code Enforcement Officer about the City Ordinance/Zoning Regulations regarding the limit of parked motor vehicles. He said that no person shall allow more than four motor vehicles to be regularly kept at any private residential property unless parked within a garage or enclosed by a fence. Mayor Austin added that these vehicles must be parked on a hard surfaced driveway or on asphalt, concrete, gravel, stone, or similar materials. They may not be parked within the yard.

Operations Manager C. Sikkink requested to purchase a saw and pole trimmer. V. Sikkink moved and C. Simonsen seconded to approve the purchase request received from C. Sikkink. Motion carried. Unanimous.

Discussion was held regarding the sidewalk ADA specifications.

C. Sikkink expressed that the baby pool will need to be repaired before opening next summer.

Police Chief Clark gave the monthly police report for August:

Septemeber 2022

26 Calls for service/disturbance	2 Well-being checks	11 Traffic stops
2 Motor vehicle crash report	0 Arrests	3 Assists for fire/ambulance calls
2 Domestic dispute call	0 Mental health incidents	3 Animal calls

RESOLUTION: #2022-24

SUBJECT: HIRING OF PART-TIME HELP – POLICE OFFICER

BE IT RESOLVED: by the city council of the City of Centerville, SD as follows:

Lon Hatcher – Part Time Certified Police Officer @ \$19.50 (nineteen dollars and fifty cents) per hour

Adopted on this 3rd day of October, 2022 with a motion made by C. Simonsen seconded by C. Lunning. Motion carried. Unanimous.

Kent Austin, Mayor

Attest:

Kristin Voegeli, Finance Officer

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

Finance. K. Hazen presented the revenue/expense report for September 2022 and the September 2022 bank statements.

K. Hazen shared the 2023 South Dakota Minimum Wage will be increasing to \$10.80 which is an 8.5% increase. She provided a spreadsheet showing current wage details as well as the comparison if council would consider the SD minimum wage increase, longevity increase, as well as yearly review wage increase. Discussion was held and will be voted upon in December of 2022.

Finance Officer Hazen also shared a five year comparison showing the balances of each appropriations ordinance and bank account balances from 2018.

V. Sikkink moved and J. Krebs seconded to approve the second reading of Ordinance #444-2023 - 2023 budget ordinance. Motion carried. Unanimous.

**ORDINANCE NO. 444-2023
2023 APPROPRIATION ORDINANCE**

Be it ordained by the City of Centerville, SD, that the following sums are appropriated to meet the obligations of the municipality.

	<u>General Fund</u>	<u>3rd Cent Fund</u>	<u>Memo Total</u>
Governmental Funds			
410 General Government	\$ 19,220.20		\$ 19,220.20
410.99 Contingency	\$ 20,000.00		\$ 20,000.00
412 City Attorney	\$ 18,000.00		\$ 18,000.00
413 Elections	850.00		\$ 850.00
414.0 Financial Administration	\$ 70,191.57		\$ 70,191.57
419 Gov't Buildings	19,620.00		\$ 19,620.00
Total General Government	<u>\$ 147,881.77</u>	\$ -	<u>\$ 147,881.77</u>
420 Public Safety			
421 Police	176,919.85		176,919.85
422 Fire	35,800.00		35,800.00
Total Public Safety	<u>\$ 212,719.85</u>	\$ -	<u>\$ 212,719.85</u>
430 Public Works			
431 Highways and Streets	205,878.76		205,878.76
432 Sanitation	3,300.00		3,300.00
Total Public Works	<u>\$ 209,178.76</u>	\$ -	<u>\$ 209,178.76</u>
450 Culture and Recreation			
451 Recreation	4,450.00		4,450.00
452 Parks	49,211.82		49,211.82
453 Swimming	\$ 43,740.00		43,740.00
455 Library	73,554.41		73,554.41
Total Culture and Recreation	<u>\$ 170,956.23</u>	\$ -	<u>\$ 170,956.23</u>
	<u>General Fund</u>	<u>3rd Cent Fund</u>	<u>Memo Total</u>
460 Conservation and Development			
461 Economic Development	105,157.25	5,000.00	\$ 110,157.25
465 Planning & Zoning Board	800.00		\$ 800.00
Total Conservation and Development	<u>\$ 105,957.25</u>	<u>\$ 5,000.00</u>	<u>\$ 110,957.25</u>
Total 2023 Appropriations	<u>\$ 846,693.86</u>	<u>\$ 5,000.00</u>	<u>\$ 851,693.86</u>

The following designates the fund or funds that money derived from the following sources is applied to.

	<u>General Fund</u>	<u>3rd Cent Fund</u>	<u>Memo Total</u>
Governmental Funds			
Unassigned Fund Balance	70,924.40		70,924.40
311 Taxes	437,119.45		437,119.45
312 Special Assessments	4,000.00		4,000.00
313 General sales and use tax	217,800.00	8,770.00	226,570.00
315 Amusement taxes	-		-
320 Licenses and Permits	15,000.00		15,000.00

334	Grants	-		-
335.01	Bank franchise tax	7,000.00		7,000.00
335.02	Proate License Fees	1,000.00		1,000.00
335.03	Liquor tax reversion	6,500.00		6,500.00
335.04	Motor Vehicle licenses	14,000.00		14,000.00
335.08	Highway and bridge	23,000.00		23,000.00
338.02	County shared receipts: Roads	2,600.00		2,600.00
340	Charges for goods and services	2,100.00		2,100.00
346.02	Swimming Pool	8,500.00		8,500.00
346.99	Other recreation	500.00		500.00
360	Miscellaneous	1,450.00		1,450.00
361	Interest received	1,000.00	230.00	1,230.00
369.01	Rents and franchise fees	3,200.00	-	3,200.00
369.99	Other	27,000.00		27,000.00
390	Capital Outlay Contribution	-		-
Total Means of Finance		<u>\$ 771,769.45</u>	<u>\$ 9,000.00</u>	<u>\$ 851,693.85</u>

Proprietary and Fiduciary Funds	<u>Water Fund</u>	<u>Sewer Fund</u>
Beginning Unrestricted Cash	356,198.23	335,350.62
Estimated Revenue	216,000.00	237,098.00
TOTAL AVAILABLE	<u>572,198.23</u>	<u>572,448.62</u>
Less Appropriations (Expenses)	86,940.33	92,599.62
Debt Service	45,521.56	75,220.37
ESTIMATED SURPLUS TO BE RETAINED	<u>\$439,736.35</u>	<u>\$ 479,849.00</u>

The finance officer is directed to certify the following dollar amount of tax levies made in this ordinance to the County Auditor.

General Property Tax \$ 422,119.45

(Signed and Dated by Mayor, acting Mayor, or President of Board of Trustees)

First Reading: September 6, 2022

Second Reading: October 3, 2022

Published: October 13, 2022

Adopted: January 1, 2023

K. Hazen shared the Urban & Community Forestry Grant program is available to apply for again this year. She expressed that she has been working closely with SECOG and would like to continue to do so. V. Sikkink moved and C. Simonsen seconded to approve moving forward with the application process. Motion carried. Unanimous.

Mayor Austin set the next regular council meeting at 5:30 p.m. on Monday, November 7, 2022.

There being no further matters to discuss, C. Simonsen moved and V. Sikkink seconded the meeting be adjourned. Motion carried. Unanimous. Meeting adjourned at 7:06 p.m.

Kent Austin, Mayor

Attest: _____
Finance Officer