

CITY OF CENTERVILLE
APPROVED REGULAR MEETING MINUTES
Monday, October 4, 2021
5:30 p.m.

Mayor Kent Austin called the meeting to order at 5:30 p.m.

The pledge of allegiance was recited.

Council members present: Jeff Nelson, Jackie Krebs, Conway Lunning, and Cory Simonsen via phone.
Absent: Adam Carlson and Vicki Sikkink

Others present: Kristin Hazen – Finance Officer, Jared Hybertson – Economic Development, Nolan Clark – Police Chief, and Cody Sikkink – Operations Manager. Visitors: Richard and Sandy Schryer

C. Lunning moved and J. Nelson seconded to approve the agenda with the additions under operations. Approve bids for chips seal through Parker and approve milling bid through Turner County. Motion carried. Unanimous.

K. Krebs moved and C. Lunning seconded to approve the regular meeting minutes from Tuesday, September 7, 2021. Motion carried. Unanimous.

J. Nelson moved and J. Krebs seconded to approve the warrants as presented. Motion carried. Unanimous.

WARRANTS

Unemployment ins. Div. of SD \$51.79 City of Centerville \$124.64 First National Bank \$8,716.87 First National Bank \$11,380.39 USDA Rural Development \$2,130.00 Argus Leader \$350.55 ARMSCOR CARTRIDGE INC. \$454.00 Automatic Irrigation, Inc. \$467.00 BAARS, TIMOTHY AND MARJI \$150.00 Badger Meter Inc \$67.35 BLUE360 MEDIA \$182.28 CENTER POINT LARGE PRINT \$44.34 COLONIAL LIFE \$511.71 CORE & Main LP \$3,077.90 CRARY HUFF LAW FIRM \$609.50 Dakota ACE Hardware \$162.94 Diesel Machinery, Inc. \$1,300.00 Fort Randall Telephone Co. \$586.77 Graham Tire \$3,230.00 KRISTIN HAZEN \$155.00 Health Pool of SD \$7,556.80 Hydro Klean \$3,415.00 Unemployment ins. Div. of SD \$2,100.00 JUNKER, ARDEN \$150.00 Law Enforcement Systems \$78.00 Unemployment ins. Div. of SD \$4,142.90 LOISEAU Construction, INC. \$19,781.70 METERING & TECHNOLOGY SOLUTION \$92.83 MidAmerican Energy Company \$59.41 Unemployment ins. Div. of SD \$2,819.06 MIDWEST MEDIA BLASTING \$785.00 VISA \$712.36 Unemployment ins. Div. of SD \$584.99 Brad Preheim \$27.72 Pump N Stuff \$910.24 Pump N Stuff \$186.85 Kim Satter \$300.00 SD Public Insurance Alliance \$1,038.18 SMITH IRROGATION EQUIPMENT \$9,170.00 Unemployment ins. Div. of SD \$795.99 Star Publishing \$803.43 TITAN MACHINERY \$41.00 Verizon Wireless \$136.86 Vermillion Garbage Service \$120.00 VERNON MANUFACTURING \$255.00 Xcel Energy \$4,133.54

September 2021 Payroll: Mayor & Council - \$2,086.96 Finance - \$4,293.62 Police - \$10,363.68 Parks - \$631.19; Streets - \$4,322.32; Water - \$4,477.54; Sewer - \$4,477.62 Library - \$4,504.63; Econ Dev - \$6,333.50;

Mayor Austin shared a building permits received from Chuck Bertrand, Leanne Wesdorp, Gary and Char Adamson, Joni Andal, and Brian Rook, previously approved by K. Hazen and K. Westra. K. Hazen shared a building permit received from Zech Stake. Mr. Stake requested a building permit for egress windows along with a fence around the property. K. Westra approved the egress windows and interior updates but requested council review the fence request. After reviewing the building permit request, the council declined the building permit request for the fence due to the material being used for the fence. A cattle panel fence is not acceptable residential material.

Mayor Austin opened the public hearing at 5:37pm to hear any questions, comments or concerns regarding the special one-day liquor license requests received from Brittany Austin and Adam Hanssen. There being none. C. Lunning moved and J. Nelson seconded to approve the one-day liquor license request to be held on October 29, 2021 for the Fall Festival. Motion carried. Unanimous.

Operations – Mayor Austin reported that he has received several compliments on the roads that are being milled. C. Sikkink shared that the chip sealing will start this week.

Senior Center update – K. Hazen received ISG Engineering’s Opinion of probable cost along with preliminary site plans for the Senior Center Building. K. Hazen has submitted these costs with the city attorney for approval to submit to The American Rescue Pan to help cover the costs of the project.

City dumpsters have been dropped off and Vermillion garbage has asked if we would like to purchase these dumpsters for \$2, 900.00 or rent them monthly. Mayor Austin ask K. Hazen to reach out to Wade and have him provide us a monthly price to rent the dumpsters.

K. Hazen contacted Loren Fischer Disposal to obtain a commercial garbage hauler license for his roll offs to be used in town. Mr. Fischer submitted his application along with the application fee and liability insurance.

K. Hazen shared that Lance Nelson turned down the City’s offer to work as the full time Assistant Operations/Public Works Manager of the City of Centerville.

Resolution: 2021-21

SUBJECT: Hire Matt Thompson as Full Time Assistant Operations/Public Works Manager for the City of Centerville

BE IT RESOLVED: by the city council of the City of Centerville, South Dakota that:

1. Matt Thompson is hired as the full time Assistant Operations/Public Works Manager of the City of Centerville effective September 27, 2021.
2. and that his rate of compensation be \$17.50 (seventeen dollars and fifty cents) per hour, with \$.25 (twenty five cents) per hour increases for each certification obtained.
3. and that after a 6 month probation an employee review will be held.

Adopted this 4th day of October, 2021 on a motion by J. Nelson seconded by C. Simonson. Motion carried. Unanimous.

Kent Austin, Mayor

ATTEST: _____
Kristin J. Hazen, Finance Officer

K. Hazen shared that Matt Thompson declined health insurance and will be receiving a health insurance stipend from the city.

C. Sikkink asked the council to add internet as well as a booster to help with service in the shop. Vast provided him with a quote of \$94.99 per month and Fort Randall Telephone Company provided a quote

for \$78.00 a month. C. Simonson moved and J. Nelson seconded to approve the quote from Fort Randall Telephone Company for \$78.00 per month. Motion carried. Unanimous.

Mayor Austin shared the Memorandum of Agreement made and entered by and between South Lincoln Rural Water and City of Centerville. This is the revised Agreement and Addendum changing the termination date to 20 years. The addendum also includes new language in paragraph 4 d which permits SLRWS to terminate the Agreement if they believe the expansion costs are too high. Mayor Austin will sign the final agreement as soon as the Agreement is complete and in the correct format. C. Simonson moved and J. Krebs seconded to approve the revised Agreement and Addendum. Motion carried. Unanimous.

Misc. – addition to approve bids for chip seal through Parker and approve the milling bid through Turner County. J. Nelson moved and C. Lunning seconded to approve the chip seal bid through Parker and to approve the milling bid through Turner County as presented. Motion carried. Unanimous.

C. Sikkink explained that the skid loader broom is no longer in good working condition. C. Lunning moved and J. Nelson seconded to approve C. Sikkink to purchase a new broom for the skid loader. Motion carried. Unanimous.

Police Officer Clark gave the monthly police report for June:

<u>September 2021</u>	
24 Calls for service/disturbance/assistance	1 Motor vehicle crash reports
15 Traffic stops	2 Arrest
3 Traffic assists for fire/ambulance calls	0 Domestic dispute calls
2 Animal calls	3 Mental health incidents
1 Unattended Death	

Chief Clark touched on the highlights from his Police Department report. A full report is available at City Hall.

Chief Clark requested 40 hours vacation time to be used in the upcoming month. Mayor Austin and council approved his request.

K. Hazen shared the email sent to her from Vicki Sikkink regarding code enforcement. K. Hazen stated that Vicki would like to address her letter and concerns at the next regular council meeting in November.

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

C. Simonson moved and J. Nelson seconded to approve the second reading of Ordinance 444-2022 - 2022 Appropriations Ordinance. Motion carried. Unanimous.

Appendix E

ORDINANCE NO. 444-2022 2022 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	\$ 18,207.90		\$ 18,207.90
410.99 Contingency	\$ 20,000.00		\$ 20,000.00
412 City Attorney	\$ 15,000.00		\$ 15,000.00
413 Elections	850.00		\$ 850.00
414.0 Financial Administration Gov't	\$ 60,069.05		\$ 60,069.05
419 Buildings	17,620.00		\$ 17,620.00
Total General Government	<u>\$ 131,746.95</u>	\$ -	<u>\$ 131,746.95</u>
420 Public Safety			
421 Police	151,530.88		151,530.88
421 Police Vehicle	-		-
422 Fire	36,300.00		36,300.00
Total Public Safety	<u>\$ 187,830.88</u>	\$ -	<u>\$ 187,830.88</u>
430 Public Works			
431 Highways and Streets	207,857.96		207,857.96
432 Sanitation	2,800.00		2,800.00
Total Public Works	<u>\$ 210,657.96</u>	\$ -	<u>\$ 210,657.96</u>
450 Culture and Recreation			
451 Recreation	4,450.00		4,450.00
452 Parks	52,044.49		52,044.49
453 Swimming	\$ 42,943.08		42,943.08
455 Library	87,126.04		87,126.04
Total Culture and Recreation	<u>\$ 186,563.61</u>	\$ -	<u>\$ 186,563.61</u>
	<u>General Fund</u>	<u>3rd Cent Fund</u>	<u>Memo Total</u>
460 Conservation and Development			
461 Economic Development	97,797.09	5,000.00	\$ 102,797.09
465 Planning & Zoning Board	800.00		\$ 800.00
Total Conservation and Development	<u>\$ 98,597.09</u>	<u>\$ 5,000.00</u>	<u>\$ 103,597.09</u>
Total 2021 Appropriations	<u>\$ 815,396.49</u>	<u>\$ 5,000.00</u>	<u>\$ 820,396.49</u>

	<u>General Fund</u>	<u>3rd Cent Fund</u>	<u>Memo Total</u>
Governmental Funds			
Unassigned Fund			
Balance	78,054.23		78,054.23
311 Taxes	422,540.26		422,540.26

General sales and use			
313 tax	200,000.00	4,910.00	204,910.00
315 Amusement taxes	200.00		200.00
320 Licenses and Permits	11,800.00		11,800.00
334 Grants	4,000.00		4,000.00
335.01 Bank franchise tax	3,400.00		3,400.00
335.02 Proate License Fees	800.00		800.00
335.03 Liquor tax reversion	5,500.00		5,500.00
335.04 Motor Vehicle licenses	12,500.00		12,500.00
335.08 Highway and bridge	21,000.00		21,000.00
338.02 County shared receipts: Roads	2,600.00		2,600.00
340 Charges for goods and services	1,100.00		1,100.00
346.02 Swimming Pool	8,500.00		8,500.00
346.99 Other recreation	100.00		100.00
360 Miscellaneous	3,200.00		3,200.00
361 Interest received	1,000.00	90.00	1,090.00
369.01 Rents and franchise fees	3,200.00	-	3,200.00
363 Special Assessments	5,000.00		5,000.00
369.99 Other	30,902.00		30,902.00
390 Capital Outlay Contribution	-		-
Total Means of Finance	<u>\$ 815,396.49</u>	<u>\$ 5,000.00</u>	<u>\$ 820,396.49</u>

Proprietary and Fiduciary Funds	Water Fund	Sewer Fund
Beginning Unrestricted Cash	357,811.02	335,350.62
Estimated Revenue	214,600.00	237,098.00
TOTAL AVAILABLE	<u>572,411.02</u>	<u>572,448.62</u>
Less Appropriations (Expenses)	140,794.19	90,893.71
Debt Service	45,522.00	93,143.00
ESTIMATED SURPLUS TO BE RETAINED	<u>\$386,094.83</u>	<u>\$ 481,554.91</u>

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

\$
406,040.26

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

First Reading: September 7, 2021

Second Reading: October 6, 2021

Published: October 4, 2021

Adopted: January 1, 2022

C. Simonson moved and C. Lunning seconded to approve the first reading of Ordinance #2021-06 Medical Cannabis Establishments. Motion carried. Unanimous.

J. Nelson moved and C. Lunning seconded to approve the first reading of Ordinance 2021-07 Amending zoning regulations – Medical Cannabis Dispensary. Motion carried. Unanimous.

J. Nelson moved and J. Krebs seconded to approve the first reading of Ordinance 2021-08 supplemental appropriations. Motion carried. Unanimous.

C. Lunning moved and J. Nelson seconded to approve Resolution 2021-22 Media Policy. Motion carried. Unanimous.

RESOLUTION 2021-22

A RESOLUTION OF THE CITY OF CENTERVILLE, SD, AMENDING THE CITY OF CENTERVILLE'S PERSONNEL POLICY TO INCLUDE SECTION 2.19: MEDIA POLICY.

BE IT ORDAINED BY THE CITY OF CENTERVILLE, SD:

Section 1. That the Personnel Policy Manual for the City of Centerville, SD, is hereby amended to include the following:

2.19 Media Policy

From time to time during the course of your service for the City of Centerville, you may receive unsolicited contact from representatives of the media including but not limited to newspaper reporters, television and radio reporters and news people, and others. The purpose of this policy is to inform you of the proper steps to follow when such contact occurs.

1. Chief Nolan Clark has been designated as the only authorized spokesperson for the City of Centerville in the event of communications with the media. Therefore, if you receive contact from the media, advise them that you cannot comment and refer them to Chief Clark. His telephone number is (605) 563-3911 and email address is cvillepd@hcinet.net.
2. In addition to referring members of the media to our designated contact person, notify your immediate supervisor immediately of any media contact.
3. Media representatives will understand that you cannot comment. They will appreciate a referral to someone who may or may not be able to answer their questions.
4. When an incident occurs that could give rise to a claim against you or others of your fellow employees, please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy – e.g. not comment on any occurrence and refer the media to the designated contact person.
5. Never give into what is a natural urge to be helpful if you are contacted by the media. You must follow this policy and the procedures described herein.

6. You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment. As noted above, they will understand this position.
7. No comment means no comment. Do not explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson.
8. Keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow the policy, make no comment, and direct the media representatives to the designated contact person.
9. If you are present during Executive Session of the (City Commission, City Council, County Commission, etc.) where litigation or claims are discussed, keep in mind that executive sessions are privileged, that no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occur during the course of executive session.

If you have any questions about the application of this policy, please contact your immediate supervisor.

Adopted this 4th day of October 2021.

Kent Austin, Mayor

ATTEST:

Kristin Hazen, Finance Officer

Seal

Publication Date: October 13, 2021

Effective Date: October 24, 2021

J. Krebs moved and C. Lunning seconded to approve Resolution 2021-23 American Rescue Plan. Motion carried. Unanimous.

RESOLUTION 2021-23
SOUTH DAKOTA RESOLUTION

RESOLUTION IN SUPPORT OF THE AMERICAN RESCUE PLAN FUNDING REQUEST
MADE BY THE LEWIS & CLARK REGIONAL WATER SYSTEM FOR ITS EXPANSION
TO 60 MILLION GALLONS PER DAY

WHEREAS, the City of Centerville is a member of the Lewis & Clark Regional Water System (L&C); and

WHEREAS, the L&C “base system” is being constructed to deliver 44.19 million gallons a day (MGD), but the long-time plan has been to expand the System to 60 MGD; and

WHEREAS, in mid-2020 discussions began on moving forward with the expansion, which culminated in all 20 members indicating an interest in late 2020 to participate in the 15.81 MGD expansion; and

WHEREAS, the Expansion Commitment Agreement was sent to the members on August 4, 2021 with a January 3, 2022 deadline for approval and payment of a non-refundable deposit; and

WHEREAS, the City of Centerville set a new water use record this summer and in several cases members exceeded their base system reserved capacities from L&C; and

WHEREAS, the high water use as a result of the drought, stronger than expected growth, as well as the members’ expectations that the base system would have been completed about 15 years ago, made it clear the importance of completing the expansion as soon as feasible; and

WHEREAS, completing the expansion as soon as feasible, which will take several years or more, is to meant to address “current needs” upon completion and not “future growth”; and

WHEREAS, the entire cost of the expansion is the responsibility of the members; and

WHEREAS, it was thought a couple years ago the members would have more time to save money to help cover their respective share of the expansion cost; and

WHEREAS, the realization that the expansion is needed sooner than originally thought means the members will need to pay for their share of the expansion sooner than originally thought; and

WHEREAS, the cost of the expansion will directly impact through rates the households and businesses who purchase water from L&C’s members; and

WHEREAS, those households and businesses in many cases are still feeling the adverse financial impacts of the pandemic; and

WHEREAS, to help reduce the cost of the expansion and thereby keep the rate increases from being overly onerous, L&C is requesting American Rescue Plan (ARP) funding from South Dakota, Iowa and Minnesota for the portions of the expansion infrastructure in the borders of those states that can be awarded by the end of 2024 and completed by the end of 2026; and

WHEREAS, even if all three states approve L&C’s ARP funding requests the vast majority of the expansion cost, which including inflation indexing is estimated to top \$117 million, will still need to be covered by the members; and

WHEREAS, the water rate increases to the households and businesses served by L&C's members will not need to be as high if the ARP funding requests are approved; and

WHEREAS, the members of L&C are prepared to cover the non-state cost shares should the ARP funding requests be approved.

NOW, THEREFORE BE IT RESOLVED, the City of Centerville strongly supports the Lewis & Clark Regional Water System's American Rescue Plan funding request to the State of South Dakota for \$44.7 million and respectfully urges approval be granted.

Date Adopted: October 4, 2021

By: _____
Kent Austin, Mayor

By: _____
Kristin Hazen, Finance Officer

K. Hazen introduced an ordinance to establish the ethical obligations of a municipal elected official. After discussion, K. Hazen will bring the first reading of this ordinance to the next regular council meeting in November.

K. Hazen shared the recommendations received from the loss control program through Safety Benefits Inc. She and the other department heads will be reviewing and will be working toward completing the recommendations.

C. Lunning moved and J. Nelson seconded to go into executive session to discuss personal matters. Motion carried. Unanimous. Mayor Austin declared in executive sessions at 6:21 p.m.

Mayor Austin declared out of executive session at 6:50 p.m.

The next regular City Council meeting will be held Monday, November 1, 2021 at 5:30 p.m.

There being no further matters to discuss, J. Krebs moved and J. Nelson seconded the meeting be adjourned. Motion carried. Unanimous. Meeting adjourned at 6:50 p.m.

Kent Austin, Mayor

Attest: _____
Finance Officer