

CITY OF CENTERVILLE  
APPROVED MEETING MINUTES  
Monday, February 6, 2023  
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, Josh Clayton, Cory Simonsen and Adam Carlson.

Others present: Kristin Hazen – Finance Officer, Nolan Clark - Police Chief, Jared Hybertson – Economic Development Coordinator, Cody Sikkink – Operations Manager

Mayor Austin asked if there were any additions or corrections to the agenda. There being none. C. Simonsen moved and C. Lunning second to approve the agenda as presented. Motion carried. Unanimous.

V. Sikkink moved and C. Simonsen seconded to approve the regular meeting minutes from Monday, January 9, 2023. Motion carried. Unanimous.

C. Simonsen moved and J. Clayton seconded to approve the warrants presented. Motion carried. Unanimous.

#### WARRANTS

##### JANUARY/FEBRUARY 2023

SD Retirement System \$3,280.68 Vendor Liability BARTLETT, RONNIE \$150.00 WATER DEPOSIT REFUND Butler Machinery Company \$484.41 SOCKET PARTS SKID LOADER CENTER POINT LARGE PRINT \$46.74 BOOKS Century Business \$36.35 CHARGES TO Chamber of Commerce \$100.00 MEMBERSHIP City of Sioux Falls \$43.50 TH QTR BACTERIA WATER TESTS CORE & MAIN LP \$2,350.00 SEWER COMBO AIR VALVE CRARY HUFF LAW FIRM \$320.00 LEGAL FEES DADS AUTOMOTIVE REPAIR, INC. \$410.95 SPARK PLUGS CHEVY Dakota ACE Hardware \$165.96 MISC SUPPLIES Diesel Machinery, Inc. \$1,300.00 THRU EMBLEMS, INC. \$367.00 METALLIC SHOULDER PATCH Fort Randall Telephone Co. \$692.75 PHONE INTERNET HATCH GUNS & AMMO \$493.92 REMINGTON TACTICAL G Health Pool of SD \$11,462.09 HEALTH INSURANCE JUSTICE FIRE AND SAFETY \$102.00 ANNUAL MAINTENANCE Lawson Products \$118.76 HEX WASH CABLE TIES Lewis & Clark Rural Water \$2,393.10 JANUARY Menards \$422.90 X STUD MR GS TIRES \$594.40 TIRE REPAIR PD New Century Press, Inc. \$319.20 ADVERTISING Pump N Stuff- City \$298.44 FUEL CITY Pump N Stuff- City \$439.91 FUEL POLICE South Dakota One Call \$13.44 FEES FOR OCTOBER THROUGH DECEMBER SOUTHEAST FARMERS CO-OP \$3,352.28 RUBY DYED DIESEL WHEELDRYER, RITA \$115.40 REFUND NOV & DEC WATER BILL MAIN TK HANDYMAN SERVICE \$3,286.55 City Hall Window replacement Internal Revenue Service \$3,511.00 Vendor Liability Unemployment Ins. Div. of SD \$56.34 QTR NEMPLOYMENT WAGE REPORTING City of Centerville \$178.76 CITY HALL SENIOR CENTER SHOP POLICE COLONIAL LIFE \$729.00 DENTAL VISION ACCIDENT AT&T MOBILITY \$80.08 NIGHTHAWK PD MidAmerican Energy Company \$1,576.71 GAS UTILITY VISA \$1,554.89 MISC SUPPLIES Verizon Wireless \$136.24 PD MODEM SHOP Xcel Energy \$3,352.73 ELECTRICITY SYNCB/AMAZON \$426.83 BOOKS VISA \$108.25 OFFICE SUPPLIES

K. Hazen shared building permits received from Juanita Pickner previously approved by K. Westra.

Mayor Kent Austin opened the public hearing at 5:32 p.m. to hear any questions or concerns on the request received from the Centerville Development Corporation regarding a rezone.

K. Hazen shared the change in zoning request from Centerville Development Corporation along with the meeting minutes received from the Planning and Zoning Commission. The CDC applied to rezone to tract A & track B of Kuck's Subdivision from agricultural to residential for the purpose of creating a new housing development. The Planning & Zoning Committee voted unanimously in favor of granting the request.

K. Hazen also shared the first reading of Zoning Ordinance 2023-1 amending Chapter 10.10, additional use regulations, off-street parking requirements.

There being no questions or concerns to the change in zoning request received from the CDC and no questions regarding the first reading of Zoning Ordinance 2023-1, V. Sikkink moved and J. Clayton seconded to approve the Planning and Zoning Committee request to rezone and the first reading of Zoning Ordinance 2023-1. Motion carried. Unanimous.

There being no further questions or concerns. Mayor Austin closed the public meeting at 5:34 p.m.

No Public comments.

Operations – Mayor Austin discussed the need of a sander as the current sander is in need of repair or be replaced. C. Sikkink said they will need an apron as well. C. Simonsen moved and V. Sikkink seconded to approve the purchase of a new SaltDogg 2.0 Cubic Yard Spreader for \$5,300.00 (five thousand three hundred dollars) from Custom Truck Equipment Inc. Motion carried. Unanimous.

Mayor Austin updated the council on the sewer jetter truck that was not purchased in 2022 but was previously approved. Mayor Austin explained that they have found another sewer jetter truck that they would like to purchase and possibly rent out to the neighboring communities. The truck will be right around \$35,000 to \$37,000 thousand dollars (thirty five to thirty seven thousand dollars). A. Carlson moved and C. Lunning seconded to approve the purchase the sewer jetter Truck. Motion carried. Unanimous.

Police Chief Clark gave the monthly police report for January:

January 2023		
38 Calls for service/disturbance	3 Well-being checks	11 Traffic stops
2 Motor vehicle crash report	2 Arrests	4 Assists for fire/ambulance calls
1 Domestic dispute call	1 Mental health incidents	1 Animal calls

Chief Clark discussed the current SRO (School Resource Officer) Program and suggested attending SRO training to help assist the county. Chief Clark stated that this does not mean he will be taking over but is being proactive if the county does decide to pull the SRO program. Mayor Austin asked the council if they would be interested in Chief Clark attending this training in March. C. Simonsen moved and J. Clayton seconded to approve Chief Clark attend the SRO Training in March in Detroit Lakes, MN. 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.

City leaders met with ISG Engineering last week to discuss the Capital Improvements Planning program they are spearheading. Jared feels like this would be a great opportunity, but after discussion, maybe not the best fit for Centerville. Thankfully, Centerville is a little bit a head of the game when it comes to identify the infrastructure projects that they have on the horizon. We now believe it would be money better spent to focus on planning and specific for those specific projects we already know are coming up rather than such a broad look at everything we have around town.

J. Hybertson would like to revisit the City's Vacant Building Ordinance that the City passed back in 2017. He knows the ordinance can be challenging but it did help spark several cleanup projects and helped to open several economic development opportunities. Many of our new businesses that we have today are operating in buildings that were once on the vacant building register. For the prosperity of our community, it may be time to revisit how we are enforcing this ordinance. K. Voegeli said she will reach out to Tim Austin with Code Enforcement Specialists to see if he is able to assist with this process.

J. Hybertson also discussed getting the HRC (Housing & Redevelopment Commission) back together to help provide additional housing in Centerville.

Finance. K. Voegeli presented the revenue/expense report for February 2023 and bank statements from January 2023.

V. Sikkink moved and J. Krebs seconded to approve the second reading of Ordinance 2023-2 Recreational Parking on Roads. Motion carried. Unanimous.

#### ORDINANCE NO. 2023-2

AN ORDINANCE OF THE CITY OF CENTERVILLE, SD, AMENDING THE MUNICIPAL ORDINANCES OF THE CITY BY ADDING TITLE VII: TRAFFIC CODE, CHAPTER 72: PARKING, SECTION 72.17: PARKING OF RECREATIONAL VEHICLES ON PUBLIC STREETS, ALLEYS, AND OTHER PROPERTIES.

BE IT ORDAINED BY THE CITY OF CENTERVILLE, SD:

*Section 1. That Title VII of the Municipal Ordinances of Centerville, SD, is hereby amended to include the following:*

#### § 72.17 PARKING OF RECREATIONAL VEHICLES ON PUBLIC STREETS, ALLES, AND OTHER PROPERTY

(A) Definitions. For the purposes of this section, the following terms shall have the following meaning given herein:

- (1) "Park," "parking," "stored," and "storage" mean on-street parking for a continuous period more than twenty-four hours.
- (2) "Motorized Recreational Vehicle" means a motorhome built on a truck or bus chassis or a van chassis.
- (3) "Recreational Vehicle" means motorized and non-motorized vehicles that combine transportation and living quarters for travel, recreation, or camping.
- (4) "Traffic Lane" means a portion of a roadway designed to accommodate the forward movement of a single line of vehicles.

(B) A recreational vehicle parked on a public street, alley, or other publicly owned land shall not be occupied or used for living or sleeping purposes.

This provision shall not apply to recreational vehicles lawfully parked or stored on designated recreational vehicle campgrounds within the City.

(C) A recreational vehicle parked in the same or substantially the same location on a public street, alley, or other publicly owned land for a period greater than 72 hours shall be towed in accordance with § 72.16 of these municipal codes.

(D) A recreational vehicle or any components thereof must not be closer than six (6) feet from any traffic lane.

(E) The recreational vehicle shall not be connected to city water or sewer services or an external source of electricity unless it is actively being cleaned or some other maintenance service is being performed.

This provision shall not apply to recreational vehicles lawfully parked or stored on designated campgrounds within the City.

(F) All recreational vehicles stored or parked on a public street, alley, or other publicly owned land must have a current license plate affixed thereto and visible at all times. Any vehicle without a current valid license plate shall be declared an inoperable vehicle and subject to § 72.16 of these municipal codes.

Adopted this 6<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

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

Seal

First Reading: January 9, 2023

Second Reading & Adoption: February 6, 2023

Publication: February 16, 2023

Effective Date: March 8, 2023

Published once at the approximate cost of \_\_\_\_\_.

C. Simonsen moved and J. Krebs seconded to approve the second reading of Ordinance 2023-3 Trailer Coach Title. Motion carried. Unanimous.

#### ORDINANCE NO. 2023-3

AN ORDINANCE OF THE CITY OF CENTERVILLE, SD, AMENDING THE MUNICIPAL ORDINANCES OF THE CITY BY AMENDING TITLE XV: LAND USAGE, CHAPTER 151: TRAILER COACH PARKS.

*Section 1. That Title XV, Chapter 151 of the Municipal Ordinances of Centerville, SD is hereby amended as follows:*

#### CHAPTER 151: RECREATIONAL VEHICLES

Section:

- 151.01 Definitions
- 151.02 Areas
- 151.03 License Required
- 151.04 Application for License
- 151.05 Application for Parking Recreational Vehicle in Residential Lot
- 151.06 License Fee
- 151.07 License Granted
- 151.08 Transfer of License
- 151.09 Revocation and Suspension of License
- 151.10 Connected with Water and Sewer Systems
- 151.11 Electricity
- 151.12 Garbage Disposal
- 151.13 Application of Plumbing, Electrical, and Building Codes

#### § 151.01 DEFINITIONS

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*PERSON.* Natural person, firms, partnership, associations, companies, and corporations.

*MOTORIZED RECREATIONAL VEHICLE.* A motorhome built on a truck or bus chassis or van chassis.

*RECREATIONAL VEHICLE.* Motorized and non-motorized vehicles that combine transportation and living quarters for travel, recreation, or camping.

*RECREATIONAL VEHICLE PARK.* Any plot of ground upon which one or more recreational vehicles, occupied for dwelling or sleeping purposes, are located, regardless of whether or not a charge is made for the accommodation.

§ 151.02 AREAS

It shall be unlawful for any person to build, construct, convert, install, or operate a recreational vehicle park without first having obtained a license as hereinafter required.

§ 151.03 LICENSE REQUIRED

- (A) No person shall establish or maintain a recreational vehicle park, as defined herein, without first obtaining a license therefor from the City, and agreeing in writing to comply with the terms of this chapter.
- (B) All recreational vehicle parks in existence upon the effective date of this chapter shall obtain a license and fully comply with the requirements of this chapter. Any recreational vehicles already parked and established upon any lot or lots within the City of the effective date of this chapter may be granted a special permit by City Council to remain parked or located on site, even though the same may not comply fully with the provisions of this chapter.
- (C) The special permit shall be given at the discretion of City Council.

§ 151.04 APPLICATION FOR RECREATIONAL VEHICLE PARK LICENSE

Any reputable person desiring to establish, maintain, or operate a recreational vehicle park, must submit an application in writing to the Authorized Agent for a license which application shall set forth the following:

- (A) Sketch of area to be used for camp purposes, showing dimensions, driveways, proposed location of units, and location of sanitary conveniences;
- (B) Statement relative to water supply, sewage, and garbage disposal;
- (C) Location and legal description of the recreational vehicle park; and
- (D) Plans and specifications of all buildings, and the buildings constructed or to be constructed with the recreational vehicle park.

§ 151.05 APPLICATION FOR PARKING RECREATIONAL VEHICLE IN RESIDENTIAL LOT

Any reputable person desiring to park or store a second recreational vehicle in the residential lot must submit an application in writing to the Authorized Agent for a license which application shall set forth the following:

- (A) A description of all recreational vehicles that will be parked or stored;
- (B) License plate number of all recreational vehicles parked or stored; and
- (C) Sketch of the area and location that recreational vehicles will be parked.

§ 151.06 LICENSE FEE

The annual fee for a recreational vehicle park license shall be \$5 for the first recreational vehicle and \$2.50 for each recreational vehicle parking space contained within the park. The annual fee for parking a second recreational vehicle in a residential lot shall be \$50.

§ 151.07 LICENSE GRANTED

Before a license is granted, all applications shall be examined by the City Council, Health Officer, and/or Chief of Police, who shall investigate the applicant and inspect the premises and proposed plan to make certain that the applicant is compliant with all provisions of the city ordinances and the laws of the state in regard to safety and sanitation. The officers shall submit their findings, in writing, to the City Council. Licenses issued hereunder grant no right to erect any buildings or to do any plumbing, or to do any electrical work.

§ 151.08 TRANSFER OF LICENSE

No license shall be transferred, without first making application in writing to the City Council for the transfer, which application shall set forth the following:

- (A) The name and post office address of the person holding the license;
- (B) The name and post office address of the person whom application for the transfer is made; and
- (C) The location and legal description of the recreational vehicle park upon which the application for transfer is made.

§ 151.09 REVOCATION AND SUSPENSION OF LICENSE

The governing body may revoke any license issued pursuant to this chapter if, after due hearing, it determines that the holder thereof has violated any provisions of this chapter or any recreational

vehicle or recreational vehicle park becomes a nuisance or is maintained in an unsanitary, unsafe, or unlawful manner.

§ 151.10 CONNECTED WITH WATER AND SEWER SYSTEMS

- (A) Recreational vehicles parked in a recreational vehicle park must be connected to city water and sewer systems if any portion of the plot is within two hundred (200) feet thereof. Where those facilities cannot be made available, water supply for the camp shall have the approval of the City Health Officer, and septic tanks shall be installed as directed by the Health Officer; in no case shall privies be allowed.
- (B) It shall be unlawful to permit water from sinks, showers, or other fixtures of any kind in any unit, to be discharged onto the ground or street.

§ 151.11 ELECTRICITY

Recreational vehicle parks must provide electricity for each recreational vehicle. Ground, washrooms, toilets, and other service buildings must be properly lighted with electricity at all times.

§ 151.12 GARBAGE DISPOSAL

Sufficient water tight metal cans with tight-fitting covers shall be provided and the garbage disposed of by the person operating the recreational vehicle park, at least once each week.

§ 151.13 APPLICATION OF PLUMBING, ELECTRICAL, AND BUILDING CODES.

All plumbing, electrical work, and building done at any licensed camp shall be done in accordance with the Plumbing, Electrical, and Building Codes of the City.

Adopted this 6<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

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

Seal

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Christmas/New Year Pot Luck set for February 10, 2023.

K. Voegeli shared that Ben Elliott with Independent Audit Services, P.C. has shared that he is trying to wind down his practice and has asked if we would be able to have another firm do our 2022 audit. K. Voegeli is currently reaching out to other firms to see if we are able to find another accounting firm to work with the city. Mr. Elliot has worked with the cities financials since 2005 and will greatly be missed.

K. Voegeli to advertise for summer help.

K. Voegeli shared an updated job description for the head librarian position. L. Holmberg was able to compile the job description and K. Voegeli would like to add this job description to the personnel policies. J. Clayton moved and V. Sikkink seconded to approve the head librarian job description and to add it to the personnel policies handbook. Motion carried. Unanimous.

K. Voegeli asked if the council would like her to place an advertisement in the paper regarding new members joining the Zoning Board, CDC Board and/or the HRC board. This would be something that would be set in May 2023 after the election has been completed. K. Voegeli suggests all current board members join the regular council meeting set in May.

V. Sikkink moved and C. Lunning seconded to a set the Equalization Board Hearing for Monday, March 6, 2023 at 5:30 p.m. at the City Hall. Motion Carried. Unanimous.

There being no further matters to discuss, C. Simonsen moved and V. Sikkink seconded the meeting be adjourned. Motion carried. Unanimous. Meeting adjourned at 6:28 p.m.

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

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