

UNAPPROVED MINUTES OF THE  
REGULAR MEETING OF THE  
JEFFERSON CITY COUNCIL  
JEFFERSON, SOUTH DAKOTA

November 6, 2023  
City Hall  
7:00 p.m.

Members present: P. Rigg, T. Boulware, J. Casper, M. LaFleur, J. Lokhorst, M Stokely and J. Van Beest

Others present: S. LaFleur-Sayler, T. Johnson, J. Myers, M. Roark, and D. Sharkey

Mayor Rigg called the Regular meeting of the City Council of Jefferson, South Dakota, to order. Motion to approve the agenda by Lokhorst second by Stokely. Motion carried. Motion to approve the minutes of the October 2, 2023, City Council meeting by Boulware second by Casper. Motion carried.

Actual Bank Balances:

Checking: \$ 23,376.97

Savings: \$219,927.98

C.D.: \$17,971.04

Petty Cash: \$100.00

Restricted Cash: \$10,705.00

**TOTAL FUND BALANCE AS of 10-31-2023: \$ 272,080.99**

Motion to approve the financial statement by Casper second by Lokhorst. Motion carried.

UNFINISHED BUSINESS:

The former JHS property was first on the agenda. CA LaFleur-Sayler advised the Mayor and City Council no response has been received from the property owner resulting in a default hearing being scheduled for 3:30 p.m. on December 5, 2023. Mayor Rigg will accompany CA LaFleur-Sayler to the hearing. The FO contacted SECOG about grants/monies the city could utilize for funding demolition of the JHS building. SD Brownfields Program was the only funding source, and it requires the owner to apply. Motion to move into Executive session with the Mayor, City Council members, City Attorney, Police Chief, and the FO present at 7:03 p.m. to discuss a legal matter by Stokely second by Casper. Motion carried. The regular meeting of the City Council reconvened at 7:12 p.m. with all members present.

CA LaFleur-Sayler presented paperwork for the closing of 503 Main Street. The lot was declared surplus by the city and was sold to McKenzie Construction by successful bid. CA LaFleur-Sayler stated the closing company requires a Resolution, signed by the Council President, authorizing the Mayor and Finance Officer to execute any and all documents for the closing.

RESOLUTION # 2023-R03

**A RESOLUTION AUTHORIZING THE MAYOR AND FINANCE OFFICER TO EXECUTE ANY AND ALL DOCUMENTS PERTAINING TO THE SALE OF CERTAIN PROPERTY TO MCKENZIE CONSTRUCTION, INC.**

WHEREAS, the City of Jefferson, a South Dakota municipal corporation, desires to authorize the Mayor and Finance Officer to sign any and all documents pertaining to the purchase of the following parcel:

*Lot 2, Block 5, Original Townsite of Jefferson, Union County, South Dakota, according to the recorded plat thereof; and*

WHEREAS, the following individuals currently hold the positions identified below, and shall serve until the next municipal election or until their successor are duly elected and have qualified or until their earlier resignation or removal:

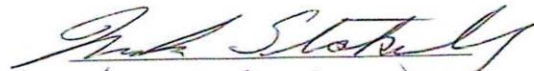
Padraic Rigg - Mayor  
Michaeleen Roark - Finance Officer

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jefferson, that Padraic Rigg, as Mayor and Michaeleen Roark, as Finance Officer are hereby authorized to execute in the name of the City of Jefferson any and all documents pertaining to the sale of the above described parcels.

CERTIFICATE

I, the duly appointed, qualified and acting City Council President of the City of Jefferson, hereby certify that the foregoing Resolution is a true and correct copy of the Resolution adopted by the City of Jefferson at a meeting held on the 6<sup>th</sup> day of November, 2023.

Witness my hand as Board Secretary this 6 day of November, 2023.

  
Mike Stokely (print name)  
Council President for the City of Jefferson

**NEW BUSINESS:**

Lot 7 Outlots, Jefferson City was next on the agenda. The Finance Officer shared drawings of 116 N. 2<sup>nd</sup> Street with the City Council. The drawings represented the addition of an enclosed deck made to the East side of the house. This addition was built without a variance or a building permit. The FO received a complaint so BI Roan was contacted and advised that he needed to look at the structure and speak to the property owner Tom Johnson. A discussion followed. Mr. Johnson introduced his Attorney Jeffrey Myers. It was noted the addition was made to an existing structure. The addition is approximately two inches off the East property line. Mr. Johnson wanted it noted the buffer of trees along that side of the property were removed by the adjacent landowner when he was required to leave that buffer. Mr. Johnson also stated he was told the city does not require a building permit for a deck. The FO stated the City does not issue permits for decks as they are typically open structures that do not change a living space. BI Roan looked at the structure and advised Mr. Johnson a building permit was required. The options for a remedy were discussed. The

City Council will consider the request for a variance for this property at their December 4, 2023, regular meeting and all adjacent landowners will be notified.

Police Department:

Police Chief Sharkey's report was reviewed and discussed. A copy is kept on file at City Hall.

Traffic warning x 2

Traffic Citation

Warrant Served

Warrant Negative Contact

Sex Offender Registration

Medical Call

Juvenile Delinquency

Agency Assist UCSO x 2.

Agency Assist Elk Point

Alarm

Parking Complaint

Extra Foot Patrol (Old JHS Bldg 3 AM)

Civil Issue

Family Dispute

Gas Drive Off

Street Department:

Esther Street repair work is done. A discussion followed on the repairs. SS Sharkey stated the area fixed was ground down prior to repair. The manhole by the former JHS football field was fixed with Frank's providing the riser.

Changed oil and windshield wipers in both Dodge pick-ups and Durango.

Both snowplows were put on and serviced

Sander put on truck and serviced.

Waiting for trees to finish dropping leaves before cleaning the streets again. SS Sharkey was asked to give residents a couple of days' notice prior to cleaning the streets.

Water/Wastewater Department:

The well holding tank was emptied and cleaned.

Parks Department:

Winterized the park bathrooms.

Mowed as needed.

Informational Items:

Trunk or Treat donations collected for the playground fund were \$929.00. Mayor Rigg suggested sending a Thank you to the Days of '59 committee and Jefferson Beer Supply for their involvement in this event.

CM Stokely asked if the manholes had been pulled and flushed. CC/FC Stokely will coordinate with Sharkey about providing a fire truck for water in areas too far from a hydrant.

Scheduling employee reviews was discussed. The only job description we are missing is for the Park Superintendent. The City Council will take copies of the job descriptions and review them. A time clock had been discussed but employees can make a daily note as to their workday times for now.

City Hall will be closed November 10, 2023, for Veterans Day.

City Hall will be closed November 23<sup>rd</sup> and 24<sup>th</sup>. 2023 for Thanksgiving.

Materials have been ordered to refurbish Christmas decorations.

Mayor Rigg noted the Elk Point-Jefferson football team is going to the State Championship games at USD in Vermillion again November 10<sup>th</sup>. The Leader Courier plans a page congratulating the EPJ team. The City Council agreed to sponsor a \$25.00 ad. A celebration after the game is planned for November 10<sup>th</sup> 2:00 p.m. to 6:00 p.m. at The Pointe in Elk Point. Motion to make a \$100.00 donation toward the celebratory reception by Stokely second by Lokhorst. Motion carried. PBS will live stream the game.

Claims: Motion to pay the audited, approved warrants by Casper second by Boulware. Motion carried. Monthly payroll: General Fund: \$26,194.08, Enterprise Fund-Water: \$ 1,699.66, EPF-Sewer: \$ 1,698.66, Paddy Rigg, cell phone, \$100.00, Bill Manger, cell phone, \$100.00, Dustin Sharkey, cell phone, \$100.00, Ace Hardware, water repairs, \$18.97, Bomgaars, supplies, \$183.94, Conoco, fuel, \$728.31, Corio, Charles and Sandra, Lot 2 in Outlot 10, \$25,000.00, Crary Huff Law Firm, September/October legal fees, \$1,215.80, DD-NSC Times, ad, \$25.00, DPC Industries, chemicals, \$50.00, EFTPS, OASI-Med-WH, \$9,895.95, Filthy Bins, garbage can cleaning, \$58.31, Franks Asphalt, street repair, \$22,301.06, Jefferson Ambulance ½ penny, \$11,442.07, Jefferson Fire Department, balance insurance monies, \$2,207.23, Jensen Insurance, insurance premium, \$5,803.00, Leader Courier, publishing, \$123.44, Longlines, phone, \$178.86, Loren Fischer Disposal, October service, \$4,140.00, MAE, utilities, \$1,805.48, Menards, supplies, \$156.48, O'Reilly's, oil/filters/wipers, \$342.01, Raines, Bre-Anna, RC Dep Ref, \$34.00, Roark, Michaeleen Adobe Acrobat program, \$286.40, Roark, Michaeleen, Christmas wreaths/Printer-Ink, \$516.55, Sams, supplies, \$315.54, Sioux City Journal, website, \$99.00, Siouxland Trailer Sales, cutting edges, \$125.00, SD 811, locates, \$19.04, SD Department of Labor, Unemp Ins., \$14.28, SD Department of Revenue, sales tax, \$276.04, SD Public Health Lab water test, \$71.00, SDRS, retirement, \$2,205.22, SDRS Supplemental Retirement, September, \$100.00, tudogs computing, ltd, computers/monitor service, \$2,683.42, US Bank, lagoon pyt., \$2,895.46, USA Blue Book, water supplies, \$215.48, Verizon, PD Hotspot August/September, \$80.08.

Adjournment:

Motion to adjourn regular session at 7:56 p.m. by Boulware second by Lokhorst. Motion carried. The next regular meeting of the Jefferson City Council will be Monday December 4, 2023.

Padraic Rigg  
Mayor  
Jefferson, South Dakota

ATTEST:  
Michaeleen Roark  
City Finance Officer  
Publish: November 16, 2023

Published once at the total approximate cost of: \$\_\_\_\_\_