

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

May 5, 2025  
Jefferson City Hall  
7:00 p.m.

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

Others present: J. Potratz, M. Nelkie, 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 LaFleur. Motion carried.

Motion to approve the minutes of the April 7, 2025, City Council meeting by Casper second by  
Stokely. Motion carried.

Actual Bank Balances:

Checking: \$ 37,406.56

Savings: \$ 178,077.09

CD: \$ 18,174.37

Restricted Cash: \$10,685.76

Petty Cash: \$100.00

TOTAL FUND BALANCE AS of 4-30-2025: **\$244,443.78**

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

UNFINISHED BUSINESS:

Survey Plat Lots 1,2 and 3, Enterprise 1<sup>st</sup> Addition to the City of Jefferson, Union County, South Dakota was first on the agenda. Jeff Potratz was present to discuss this matter with the City Council. FO Roark reported CA Darrell Jesse advised the City should request a prescriptive easement be added to the proposed plat for access to city utilities and ingress/egress for the property owners who have garages that face that unnamed driveway. A discussion followed. Mayor Rigg and the City Council thanked Mr. Potratz for attending the meeting. Motion to move into Executive session at 7:13 p.m. by Lokhorst with the Mayor, City Council, Police Chief and Finance Officer present to discuss a legal matter second by Stokely. Motion carried. The Regular City Council meeting reconvened at 7:32 p.m. with all members present. Motion by Stokely to table action on the survey plat of Lots 1, 2 and 3, Enterprise 1<sup>st</sup> Addition to the City of Jefferson, Union County, South Dakota second by Casper. Motion carried.

The status of the trailer park at 615 Main Street was discussed. Trailer #1 is occupied and in good condition. PC Sharkey red tagged trailers #3 and #4 but not #2, at that time, due to the fact that the owner's stepson hired someone to empty and demolish the trailer. The demolition of trailer #2 started with the removal of some windows and siding but then the job was considered too difficult for the people hired and they left. A discussion followed with the FO advising the City Council she had CA Jesse prepare letters for the trailer owners. The FO will direct the CA to send those out to the responsible parties.

#### NEW BUSINESS:

FO Roark administered Oaths of Office to Mayor-At-Large Rigg, incumbent Council Members Stokely-Ward I, Boulware Ward-II, Lokhorst Ward-III, and appointed Council Member Nelkie-Ward II.

Motion to approve the application from BFC, Inc. dba Bud's Bar for Retail (on-off sale) Malt Beverage and SD Farm Wine License for 2025-26 by Casper second by Stokely. Motion carried.

Motion to approve the application from DJVM, LLC dba Jefferson Conoco for Retail (on-off sale) Malt Beverage and SD Farm Wine License for 2025-26 by Lokhorst second by Casper. Motion carried.

SS Sharkey presented a proposal from The Road Guy regarding the chip and seal project for City streets. The cost for approximately 19,000 to 20,000 Sq. yards @\$2.25 per sq. yd. for the approximate cost of \$45,000.00. The project covers all streets except Lincoln, Esther, and Dakota. Motion to accept the proposal by Casper second by Lokhorst. Motion carried.

Motion to approve the one-day Malt Beverage license application from St. Peter's Parish for June 28, 2025, by Stokely second by Casper. Motion carried.

Motion to approve the one-day Malt Beverage license application from St. Peter's Parish for August 2, 2025, by Stokely second by Boulware. Motion carried.

A request from ROCS for a transportation match for Union County transit rides. No action was taken.

FO Roark reported the US Treasury sent an initial notice of recoupment for the State and Local Recovery Funds received for COVID monies. The FO sent the US Treasury a timeline as to how the COVID relief monies were spent. After that submission and gaining access the US Treasury reporting website FO Roark submitted the necessary compliance report by the deadline.

#### Police Department:

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

Traffic Verbal Warning x 7

Traffic Warning

Animal Call x 3

Agency Assist Union County

Medical Call

Fire Call

Theft from Storage Unit

Red Tag x 2

Animal Bite (County Call)

Ambulance Call

Sex Offender Registration

Pet Tags 167

#### Street Department:

Street repairs for this Spring/Summer- have an estimate from The Road Guy

Will be putting the flags up next week.

#### Water/Wastewater:

Normal operation and working as it should.  
Multiple locates.

Parks and Rec:

Dump day, Good turnout- filled all the dumpsters, plus one. (I did break the windshield in the Skid loader. Hauled to Titan for a new window and had it serviced)  
Unwinterized the park bathrooms.  
Mowed

CM LaFleur asked if and when the gutters would be cleaned out. SS Sharkey said they would be done before chip and seal.

FO Roark asked PC Sharkey to red-tag trailer #2.

Motion by Lokhorst to move into Executive session at 8:01 p.m. with the Mayor, City Council , Police Chief and Finance Officer present to discuss a personnel matter second by Boulware. Motion carried. The Regular meeting of the City Council reconvened at 8:06 p.m. Motion by LaFleur to approve a raise for W/WWTS Sharkey of \$292.00 for taking on all aspects of the water/sewer second by Nelkie. Motion carried.

Informational Items/Public Input:

City will be closed: May 26, 2025, for Memorial Day

The 2024 Annual report was presented and will be published in the Leader Courier.

Claims:

Motion to pay the audited, approved warrants by Nelkie second by Stokely. Motion carried.  
Monthly payroll/insurance benefits: General Fund: \$ 10,482.03, Enterprise Fund-Water: \$ 597.36, EPF-Sewer: \$597.36, Paddy Rigg, cell phone, \$100.00, Dustin Sharkey, cell phone-, \$100.00, Ace Hardware, street supplies, \$ 145.10, Bentson Pest Mgt., annual pest contract, \$200.00, Brian's Repair, Inc., Tire repair, \$30.90, Core and Main, LP, water meters, \$324.24, Conoco, fuel, \$393.56, EFTPS-IRS, 941 taxes, \$4,047.75, Eakes, supplies, \$200.62, Internet Networx, Website listing, \$194.00, Jefferson Fire Department, siren batteries, \$659.80, Leader Courier, publishing, \$495.41, Longlines, internet/phone, \$281.88, Loren Fischer Disposal, April service/Spring clean-up, \$6,165.64, Mid-American Energy, utilities, \$ 1,917.68, Metro Electric, water service, \$102.00, PVS DX, Inc., water chemicals, \$60.00, Roark, Michaelleen, supplies, \$138.98, Siouxland Humane Society, stray cat, \$56.00, SD Public Health Lab, water tests, \$15.00, SD DOR, sales tax, \$276.04, SDRS, March SD Retirement, \$1,606.40, SDRS, April SD Retirement, \$1,606.40, Sue Lulf Memorial Walk/Run, safety donation, \$300.00, Titan Machinery, Skid steer service/windshield, \$4,088.91, USA Blue Book, water supplies, \$359.55, US Bank, final lagoon payment, \$2,896.20.

Adjournment:

Motion to adjourn regular session at 8:09 p.m. until the June 2, 2025, regular meeting by Boulware second by Nelkie. Motion carried.

Padraic Rigg  
Mayor  
Jefferson, South Dakota

ATTEST:

Michaeleen Roark  
City Finance Officer  
Publish: May 15, 2025

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