

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

September 8, 2020  
Jefferson City Hall  
7:00 p.m.

Members present: J. Bogenreif, K. Bogenreif, M. Lokhorst, J. Monahan, G. Schaeffer, M. Stokely and L. Whitlock

Others present: R. Crum, S. LaFleur-Sayler, S. Odson, E. Spindler, M. Roark and D. Tielke

Mayor Bogenreif called the Regular meeting of the City Council of Jefferson, South Dakota, to order. Motion to approve the agenda by K. Bogenreif second by Lokhorst. Motion carried. Motion to approve the minutes of the August 3, 2020 regular City Council meeting by Schaeffer second by Stokely. Motion carried.

**Bank Balances:**

Checking: \$ 37,872.00

Savings: \$97,684.50

C.D.: \$17,775.27

Petty Cash: \$100.00

**TOTAL FUND BALANCE AS of 8-31-2020: \$ 153,431.77**

Motion to approve the financial statement by Whitlock second by K. Bogenreif. Motion carried.

**UNFINISHED BUSINESS:**

The first item on the agenda was the property at 113 North 3<sup>rd</sup> Street. Motion by Schaeffer to go into Executive session at 7:02 p.m. to discuss a legal issue with the Mayor, City Council, City Attorney, Police Chief and Finance Officer second by Monahan. Motion carried. The regular meeting of the City Council reconvened at 7:12 p.m. with all members present. Duane Tielke was present as the owner of the property. Mr. Tielke had been provided a list of items that were necessary for repair. Mr. Tielke was asked to address the list and what has been finished.

1. Rear roof needs to be replaced. Mr. Tielke said he did not know why that was an issue.
2. Rotten and damaged siding and windows need to be replaced. Mr. Tielke stated those have been replaced or fixed.
3. Remove trees and shrubs growing around foundation walls, they also block exterior doors. Mr. Tielke stated that he has removed the trees and shrubs. He shall be using chemicals to kill the stumps.
4. Garage in the rear needs to be removed. Mr. Tielke stated that was his project for this week. He stated that he was working on the inside installing a bathtub, sheet rock and painting, etc.
5. All utilities electric, plumbing and heating need to be inspected. Mr. Tielke stated he thought that was a suggestion.
6. Interior stair hand-rail and railing has been finished.

The City Council was given pictures of the garage and trash in the backyard. CM Monahan advised Mr. Tielke that his deadline for all the repairs was September 8<sup>th</sup> stating Mr. Tielke should have concentrated on the required list. Mr. Tielke has until September 14<sup>th</sup> to have the garage and debris removed. On September 15, 2020, the City of Jefferson will have someone here to do the work, at Mr. Tielke's expense. All utility inspections are to be done and the affidavits filed in City Hall. CA LaFleur-Sayler went down the list with Mr. Tielke so that he

verbally acknowledged the repairs that are required. No City services will be turned on at the property and no one shall be allowed to rent the house until these repairs are finished.

The FO advised the City Council the City did receive the FEMA monies for the March 2019 blizzard/flood damages. A map of the area showing the flood plain/way was included in the packet.

A request from the City to the Union County States Attorney's office for a response regarding reimbursement was next on the agenda. Motion by Lokhorst to move into Executive session at 7:24 p.m. with the Mayor, City Council, City Attorney, Police Chief and Finance Officer present. The regular meeting of the City Council reconvened at 7:45 p.m. with all members present.

The second reading of ORDINANCE CHAPTER #350 took place. Ordinance Chapter #3.50 is the 2021 Annual Appropriations Ordinance.

2021 Ordinance Chapter #3.50

BE IT ORDAINED BY THE CITY COUNCIL OF JEFFERSON SOUTH DAKOTA, THAT THE FOLLOWING SUMS ARE APPROPRIATED TO MEET THE OBLIGATIONS OF THE MUNICIPALITY OF JEFFERSON, SOUTH DAKOTA

**TAX SUPPORTED FUNDS:**

GENERAL GOVERNMENT

411	Mayor and City Council	\$	11,000.00
414.1	Professional Services	\$	15,000.00
414.2	Finance Officer	\$	50,024.00
	<b>TOTAL OFFICIAL SALARIES</b>	<b>\$</b>	<b>76,024.00</b>
	<b>TOTAL CURRENT EXPENSES</b>	<b>\$</b>	<b>38,104.00</b>
	<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>	<b>\$</b>	<b>114,128.00</b>
419.2	<b>BUILDING EXPENSES</b>	<b>\$</b>	<b>7,300.00</b>
	PUBLIC SAFETY		
421	POLICE DEPARTMENT	\$	108,278.00
422	FIRE/AMBULANCE DEPARTMENTS	\$	22,000.00
	<b>TOTAL PUBLIC SAFETY EXPENSES</b>	<b>\$</b>	<b>130,278.00</b>
	STREET DEPARTMENT		
431	<b>TOTAL STREET DEPARTMENT EXPENSES</b>	<b>\$</b>	<b>88,239.00</b>
	PARKS DEPARTMENT		
452	<b>TOTAL PARKS DEPARTMENT EXPENSES</b>	<b>\$</b>	<b>38,432.00</b>
	SANITATION DEPARTMENT		
430	<b>TOTAL SANITATION DEPARTMENT EXPENSES</b>	<b>\$</b>	<b>48,713.00</b>
	<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>	<b>\$</b>	<b>427,090.00</b>

**SELF SUPPORTING FUNDS:**

**ENTERPRISE FUND**

**WATER DEPARTMENT**

433	CURRENT EXPENSES	\$	41,946.00
	<b>TOTAL WATER DEPARTMENT EXPENSES</b>	<b>\$</b>	<b>41,946.00</b>

**SEWER DEPARTMENT**

432	CURRENT EXPENSES	\$	29,017.00
415	SEWER TREATMENT AND DISTRIBUTION	\$	11,580.00
	<b>TOTAL SEWER DEPARTMENT EXPENSES</b>	<b>\$</b>	<b>40,597.00</b>

	<b>TOTAL ENTERPRISE FUND EXPENSES</b>	<b>\$</b>	<b>82,543.00</b>
	<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>	<b>\$</b>	<b>427,090.00</b>

**ESTIMATED REVENUE**

311.2	General Property Tax (Prior Year)	\$	3,000.00
313	2% Sales Tax	\$	120,300.00
319	Penalty and Interest	\$	500.00
320	Licenses/Permits/Fees	\$	3,200.00
321	License Reversion	\$	3,000.00
335.1	Bank Franchise Fee	\$	1,500.00
335.2	Pro-Rate	\$	50.00
335.3	Alcoholic Beverage License (City)	\$	3950.00
335.4	Motor Vehicle License	\$	7,192.00
335.6	Mobil Home Tax	\$	1,600.00
338	Port of Entry	\$	500.00
338.1	Road Tax	\$	2,300.00
338.2	Reserve Road/Bridge Tax	\$	2,000.00
338.3	Wheel Tax	\$	2,200.00
344.1	Sanitation Hauling	\$	51,282.00
344.3	Fines	\$	5,000.00
346.3	Vending Machine Tax	\$	100.00
361	Investment Earnings	\$	25.00
	Utility	\$	765.00
	<b>TOTAL ESTIMATED REVENIES FOR 2021</b>	<b>\$</b>	<b>208,464.00</b>

THAT THERE IS HEREBY LEVIED upon all the taxable property within said City of Jefferson, South Dakota, for the purpose of the funds to meet the lawful expenses and liabilities for the City of Jefferson, South Dakota, as set forth for the fiscal 2021, a tax sufficient to raise the following amount which is received by the City and shall be credited to the following fund:

**LEVIED FOR THE GENERAL FUND** **\$ 218,626.00**

That the Finance Officer of the City of Jefferson, South Dakota, be authorized and directed to certify said levy to the County Auditor of Union County.

Motion to approve Ordinance Chapter #3.50 by Monahan second by Lokhorst. Motion carried

Joe Bogenreif  
Mayor  
Jefferson, South Dakota

ATTEST:  
Michaeleen Roark  
City Finance Officer

First Reading: August 3, 2020  
Second Reading: September 8, 2020  
Approved: September 8, 2020  
Published: September 17, 2020

2021	CITY OF JEFFERSON		
	Jefferson, South Dakota		
	GENERAL FUND		
	410 General Government		
411	Mayor and Council	\$	11,000.00
414.1	Professional Services	\$	15,000.00
414.2	Finance Officer	\$	50,024.00
TOTAL	OFFICIAL SALARIES	\$	<b>76,024.00</b>
	CURRENT EXPENSES		
414.1	FICA (City Share)	\$	3,650.00
412.2	Medicare	\$	854.00
413	SD Retirement (City Share)	\$	2,500.00
414	Workmans Compensation	\$	1,500.00
421	Insurance/Bonds/Unemployment Ins.	\$	17,000.00
422	Service/Fees/Due	\$	2,600.00
423	Publish/Postage	\$	3,000.00
426.1	Supplies	\$	3,000.00
426.2	Materials	\$	2,000.00
428	Utilities	\$	2,000.00
TOTAL	GENERAL GOVERNMENT EXPENSES	\$	<b>38,104.00</b>
	419.2 GENERAL GOVERNMENT BUILDING		
425	Repairs/Maintenance	\$	3,000.00
426.2	Materials	\$	600.00

428	Utilities	\$	3,700.00
TOTAL	GG BUILDING EXPENSES	\$	<b>7,300.00</b>

421 POLICE PROTECTION

411	Salaries	\$	78,674.00
412.1	FICA (City Share)	\$	4,878.00
412.2	Medicare	\$	1,126.00
413	SD Retirement (City Share)	\$	4,600.00
414	Workmans Compensation	\$	1,000.00
425	Repairs/Maintenance	\$	10,000.00
426.1	Supplies	\$	5,000.00
428	Utilities	\$	3,000.00
TOTAL	POLICE DEPARTMENT EXPENSES	\$	<b>108,278.00</b>

422.00 FIRE DEPARTMENT/RESCUE SQUAD

422.09	Services/Fees	\$	15,000.00
446	Annual Appropriation	\$	7,000.00
TOTAL	FIRE DEPARTMENT/RESCUE SQUAD EXPENSES	\$	<b>22,000.00</b>

431 STREET DEPARTMENT

411	Salaries	\$	16,588.00
412.1	FICA (City Share)	\$	963.00
412.2	Medicare	\$	225.00
413	SD Retirement (City Share)	\$	1,040.00
414	Workmans Compensation	\$	530.00
424	Street Repairs	\$	46,393.00
425	Vehicle Expenses	\$	8,000.00
428	Utilities	\$	14,500.00
TOTAL	STREET DEPARTMENT EXPENSES	\$	<b>88,239.00</b>

452 PARKS DEPARTMENT

411	Salaries	\$	24,544.00
412.1	FICA (City Share)	\$	1,851.00
412.2	Medicare	\$	335.00
413	SD Retirement (City Share)	\$	1,402.00
414	Workmans Compensation	\$	300.00
426.1	Supplies	\$	2,000.00
426.2	Maintenance	\$	4,000.00
426.6	Development	\$	4,000.00
TOTAL	PARK DEPARTMENT EXPENSES	\$	<b>38,432.00</b>

430 SANITATION DEPARTMENT

452.2	Hauling	\$	45,740.00
428	Sales Tax	\$	2,973.00
TOTAL	SANITATION/SALES TAX EXPENSES	\$	<b>48,713.00</b>

TOTAL GENERAL GOVERNMENT EXPENSES	\$	<b>427,090.00</b>
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SELF SUPPORTING ENTERPRISE FUND

433 WATER DEPARTMENT

411	Salaries	\$	13,420.00
412.1	FICA (City Share)	\$	785.00
412.2	Medicare	\$	184.00
413	SD Retirement (City Share)	\$	800.00
414	Workmans Compensation	\$	400.00
422	Chemicals	\$	2,500.00
424	Repairs	\$	8,000.00
426.1	Maintenance	\$	4,000.00
426.2	Drink Fees/Testing	\$	2,357.00
427	Water Meters	\$	5,000.00
428	Utilities	\$	4,500.00
TOTAL	WATER DEPARTMENT EXPENSES	\$	<b>41,946.00</b>

432 SEWER DEPARTMENT

411	Salaries	\$	13,421.00
412.1	FICA (City Share)	\$	785.00
412.2	Medicare	\$	185.00
413	SD Retirement (City Share)	\$	776.00
414	Workmans Compensation	\$	200.00
415	Lagoon Payment	\$	11,580.00
422	Chemicals	\$	1,000.00
424	Repairs	\$	9,000.00
426.1	Maintenance	\$	3,000.00
426.2	Wastewater Fees	\$	50.00
428	Utilities	\$	600.00
TOTAL	SEWER DEPARTMENT EXPENSES	\$	<b>40,597.00</b>

TOTAL ENTERPRISE FUND EXPENSES \$ **82,543.00**

TOTAL GENERAL GOVERNMENT EXPENSES \$ **427,090.00**

Published once at the approximate cost of:

NEW BUSINESS:

The first reading of Ordinance Chapter #4.04 took place. Ordinance Chapter #4.04 is an ORDINANCE TO PROVIDE A REAL ESTATE TAX INCENTIVE TO ATTRACT INDUSTRY AND CONSTRUCTION TO THE CITY OF JEFFERSON, SOUTH DAKOTA PURSUANT TO SDCL 10-6. The second reading will take place at the Regular City Council meeting to be held Monday October 5, 2020.

A resolution is needed so the City of Jefferson may receive CARES Act Funds related to the COVID-19 public health crisis.

**City of Jefferson**  
**Jefferson, South Dakota**  
**Resolution Number 2020-R02**

**A RESOLUTION AUTHORIZING THE EXECUTION OF  
CONTRACTUAL DOCUMENTS WITH THE STATE OF  
SOUTH DAKOTA FOR THE RECEIPT OF CARES ACT  
FUNDS TO ADDRESS THE  
COVID-19 PUBLIC HEALTH CRISIS**

WHEREAS, pursuant to section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (the “CARES Act”), the State of South Dakota has received federal funds that may only be used to cover costs that: (a) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (b) were not accounted for in the budget most recently approved as of March 27, 2020, for the State of South Dakota; and (c) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, the City of Jefferson acknowledges that the State of South Dakota, in its sole discretion, may retain full use of these funds for the purposes delineated in the CARES Act; and

WHEREAS, the City of Jefferson acknowledges that in order to provide financial assistance to counties and municipalities in South Dakota, the State of South Dakota, in its sole discretion, may allocate CARES Act funds Act on a statewide basis to reimburse counties and municipalities as delineated herein; and

WHEREAS, the City of Jefferson seeks funding to reimburse eligible expenditures incurred due to the public health emergency with respect to COVID-19; and

WHEREAS, the City of Jefferson acknowledges that any request for reimbursement of expenditures will only be for expenditures that were not accounted for in the budget for the City of Jefferson most recently approved as of March 27, 2020; and

WHEREAS, the City of Jefferson acknowledges that it will only seek reimbursement for costs incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

NOW, THEREFORE BE IT RESOLVED by the City of Jefferson that the Mayor of Jefferson may execute all documents as required by the State in order to receive CARES Act funds.

It is further:

RESOLVED that any request for reimbursement will be only for those costs authorized by the State that: (1) Are necessary expenditures incurred due to the public health emergency with respect to COVID-19; (2) Were not accounted for in the City budget most recently approved as of March 27, 2020; and (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

It is further:

RESOLVED that the City will not request reimbursement from the State under the CARES Act for costs for which the City previously received reimbursement, or for which the City has a reimbursement request pending before another source.

Approved and adopted this 8<sup>th</sup> day of September 2020.

Joseph Bogenreif  
Mayor  
City of Jefferson, South Dakota

ATTEST:

Michaeleen Roark  
City Finance Officer  
City of Jefferson, South Dakota

The City Council received information pertaining to the property inspections performed 8-25-2020 by BI Roan. Motion to move into Executive session at 7:50 p.m. with the Mayor, City Council, City Attorney, Police Chief and Finance Officer present by Monahan second by Schaeffer. Motion carried. The Regular City Council meeting reconvened at 8:01 p.m. with all members present.

The north stucco wall of City Hall has damage to the stucco. PC Crum contacted Doug Griffin from Griffin Masonry for an estimate on repairs. The area damaged is approximately 567 sf. The proposal for removal, metal lath, exterior stucco and texture would be \$11,340.00. CM Stokely asked PC Crum how many bids he received for repairs. A discussion followed. PC Crum was directed to get prices from other masons and to check into putting tin on the City Hall building with gutters. PC Crum will bring the information back to the October meeting.

H&H Water Tower sent their report with pictures from the cleaning and inspection of the water tower. No issues were found, and the tower is in good repair. Bob Hille with H&H will check into the status of the exposed concrete platforms for the legs.

Police Department:

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

Traffic Stops

Agency Assist- with the SO

Unattended death

Theft- Conoco employee theft

Transient

Sick animal- a raccoon was removed from Lincoln Street

Warrant arrest

Family dispute- ongoing

Driving while revoked- Arrest

Street Department:

Division Street curb repairs- in progress. The rain has hindered some of the work.

Street sweeping was discussed. The last time we hired the sweeping done it was expensive and not a job well done. SS Crum stated there is a sweeper with gutter attachment available for the skid steer. SS Crum priced the pick-up broom, gutter brush and water attachment.

Titan Machinery	\$8,400.00
Murphy Tractor	\$7,250.00
Siouxland Bobcat	\$7,250.00



Murphy Tractor has a demo on the way for SS Crum to try. A discussion followed.

Water Department:

Water tower cleaned and inspected

Clear well was cleaned

Hydrants flushed

Wastewater Department:

No issues to report

Informational Items/Public Input:

A thank you from EPJ After Prom was read to the City Council.

The FO informed the City Council that Game Time is offering a playground equipment grant for park equipment. At the present time CM Lokhorst and FO Roark have \$11,000.00 in donations to apply towards the equipment. Game Time can match up to 100% of the dollar amount the entity has to pledge. FO Roark asked that she be allowed to apply for the grant. The City Council directed the FO to proceed with the application. A discussion about possibly raising more money through donations was also discussed.

Claims:

Motion to pay the audited, approved warrants by Schaeffer second by K. Bogenreif. Motion carried.

Monthly payroll/insurance benefits: General Fund: \$13,709.79, Enterprise Fund: \$1,840.10, Joe Bogenreif, cell phone, \$100.00, Randy Crum, cell phone September, \$100.00, Evan Spindler, cell phone September, \$100.00, Conoco, fuel, \$260.99, Crary Huff, legal fees, \$297.00, DPC Industries, chemicals water, \$70.00, Dave's Glass Co., water plant, \$665.11, EFTPS-IRS, 941 taxes, \$4,544.04, EP Ace Hardware, supplies, \$25.47, H&H Water Tower, water tower, \$3,444.54, JP Cooke, pet tags, \$72.75, Leader Courier, publishing, \$219.33, Longlines, service, \$178.56, Loren Fischer Disposal, August service, \$3,795.00, Maguire Iron, water, \$1,650.00, Menards, supplies, \$424.62, MidAmerican Energy, utilities, \$1,387.68, Ritz Sales, mower service, \$189.55, Michaelleen Roark, supplies/mileage, \$102.02, SC Journal, web, \$198.00, SDRS, August retire, \$1,581.92, SD DOR, sales tax, \$246.62, SD Public Health Lab, water tests, \$30.00, Southeast Farmers Elevator, maint, \$16.00, Evan Spindler, uniform, \$113.68, Staples, supplies, \$462.19, Verizon, hotspot, \$40.03, Nicki Werner, misc help, \$100.00.

Adjournment:

Motion to adjourn regular session at 8:32 p.m. until the October 5, 2020 regular meeting by Monahan second by Lokhorst. Motion carried.

Joe Bogenreif  
Mayor  
Jefferson, South Dakota

ATTEST:

Michaelleen Roark  
City Finance Officer  
Publish: September 17, 2020

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