

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

August 24, 2026
City Hall
7:00 p.m.

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

Others present: A. Cronin, K. Koch, M. Roark, and D. Sharkey.

Mayor Rigg called the special meeting to order. The purpose of the special meeting was to hold the second reading of Ordinance Chapter 3.66 the ANNUAL APPROPRIATIONS ORDINANCE FOR 2027, SECOG Action Plan Resolution, the second reading of ORDINANCE Amendment Chapter #5.08-01A and the second reading of ORDINANCE Amendment Chapter #13.08-01A.

2027 BUDGET ORDINANCE CHAPTER #366

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	\$	14,000.00
414.1	Professional Services	\$	35,000.00
414.2	Finance Officer	\$	64,500.00
	TOTAL OFFICIAL SALARIES	\$	113,500.00
	TOTAL CURRENT EXPENSES	\$	62,040.00
	TOTAL GENERAL GOVERNMENT EXPENSES	\$	175,540.00
419.2	BUILDING EXPENSES	\$	21,000.00
	PUBLIC SAFETY		
421	POLICE DEPARTMENT	\$	87,419.00
422	FIRE/AMBULANCE DEPARTMENTS	\$	40,000.00
	TOTAL PUBLIC SAFETY EXPENSES	\$	127,419.00
	STREET DEPARTMENT		
431	TOTAL STREET DEPARTMENT EXPENSES	\$	136,080.00
	PARKS DEPARTMENT		
452	TOTAL PARKS DEPARTMENT EXPENSES	\$	41,900.00

	ECONOMIC DEVELOPMENT		
465	TOTAL ECONOMIC DEVELOPMENT	\$	2,000.00

	SANITATION DEPARTMENT		
430	TOTAL SANITATION DEPARTMENT EXPENSES	\$	58,907.00

	TOTAL GENERAL GOVERNMENT EXPENSES	\$	562,846.00
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SELF SUPPORTING FUNDS:
ENTERPRISE FUND

	WATER DEPARTMENT		
433	CURRENT EXPENSES	\$	64,702.00
	TOTAL WATER DEPARTMENT EXPENSES	\$	64,702.00

	SEWER DEPARTMENT		
432	CURRENT EXPENSES	\$	61,292.00
	TOTAL SEWER DEPARTMENT EXPENSES	\$	61,292.00

	TOTAL ENTERPRISE FUND EXPENSES	\$	125,994.00
	TOTAL GENERAL GOVERNMENT EXPENSES	\$	562,846.00

ESTIMATED REVENUE

311.2	General Property Tax (Prior Year)	\$	2,000.00
313	2% Sales Tax	\$	200,000.00
319	Penalty and Interest	\$	250.00
320	Licenses/Permits/Fees	\$	2,000.00
321	License Reversion	\$	3,000.00
335.1	Bank Franchise Fee	\$	3,810.00
335.3	Alcoholic Beverage License (City)	\$	4,000.00
335.4	Motor Vehicle License	\$	8,000.00
335.6	Mobil Home Tax	\$	300.00
338	Port of Entry	\$	800.00
338.1	Road Tax	\$	2,500.00
338.2	Reserve Road/Bridge Tax	\$	1,800.00
338.3	Wheel Tax	\$	4,500.00
344.1	Sanitation Hauling	\$	48,600.00
344.3	Fines	\$	440.00
361	Investment Earnings	\$	300.00
	Utility	\$	1,500.00
	AG Tax	\$	100.00
	Sales Tax Collections on Garbage Service	\$	2,900.00
	TOTAL ESTIMATED REVENUES FOR 2027	\$	286,800.00

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 year 2027, 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	\$	276,046.00
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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 #366 by Stokely second by Lokhorst. Motion carried.

Padraic (Paddy) Rigg
Mayor
Jefferson, South Dakota

ATTEST:

Michaeleen Roark
City Finance Officer

First Reading: July 6, 2026
Second Reading: August 3, 2026
Final Reading and Approval: August 24, 2026
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Mayor Rigg recognized CM Nelkie. CM Nelkie advised he contacted Adam Denney in regard to the proposed Resolution addressing adopting the Safe Streets for All Comprehensive Action Plan. Should the City adopt the proposed Resolution it does not create any immediate legal or financial obligations. Passing this Resolution could help but does not guarantee the City receiving any grants for which they might apply. Any future SS4A Implementation Grants would require this Resolution to be in place as it demonstrates the City's commitment to reducing serious injuries and fatalities. This also provides a prioritized list of projects and strategies that can help guide future planning, budgeting, and grant applications. This plan is to serve as a guide for future decision making without mandating expenditures.

RESOLUTION #2026-R01

A RESOLUTION OF THE CITY OF JEFFERSON, SOUTH DAKOTA CITY COUNCIL ADOPTING A SAFE STREETS FOR ALL (SS4A) COMPREHENSIVE SAFETY ACTION PLAN

WHEREAS, traffic fatalities and serious injuries represent a significant public health concern nationally, statewide, and locally, with rural counties experiencing disproportionately high rates of fatal and serious crashes; and

WHEREAS, the United States Department of Transportation's Safe Streets and Roads for All (SS4A) program, established through the infrastructure investment and Jobs Act (IIJA), provides federal funding to support the development and implementation of comprehensive, data-driven roadway safety plans aimed at eliminating traffic-related deaths and serious injuries; and

WHEREAS, a Comprehensive Safety Action Plan is required to identify high-injury networks, analyze crash data, elevate community input, and prioritize evidence-based strategies to reduce and ultimately eliminate fatal and serious traffic crashes; and

WHEREAS, a regionwide Comprehensive Safety Action Plan has been developed through the South Eastern Council of Governments (SECOG) to establish clear safety goals, performance measures, underrepresented consideration, and implementation strategies that reflect local needs across nineteen cities and one county; and

WHEREAS, the City of Jefferson is one of the participating communities in the SECOG Comprehensive Safety Action Plan and has also completed a Municipal Local Safety Action Plan that develops more specific policy and project recommendations for City streets and roadways.

WHEREAS, the approval of this Resolution satisfies the requirement for formal governing body commitment as part of an application for SS4A Planning, Implementation and Demonstration Grant funding. The Mayor of Jefferson is authorized to sign all applicable SS4A grant application documents.

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON CITY COUNCIL;

1. Authorization

The City of Jefferson City Council hereby approves the SECOG and City of Jefferson Safe Streets for All Comprehensive Safety Action Plan consistent with SS4A program requirements.

2. Commitment Safety Goals

That the City adopts Vision Zero as a guiding principle and commits to working toward the complete elimination of traffic fatalities and serious injuries through the adoption of the Comprehensive Safety Action Plan.

3. Outcome-based safety metrics

The City will monitor three outcome-based safety metrics as evidence of progress to reaching their safety goals including:

- Annual number of roadway fatalities and serious injuries (KSI).
- Five-year rolling averages for fatalities and serious injuries to smooth annual variability.
- Changes in crash frequency and severity along the High-Injury Network.

4. Designation of Responsible Authority

The City of Jefferson City Council is authorized to monitor the implementation of this Resolution and the SS4A Comprehensive Safety Action Plan.

Adopted this 24th day of August 2026 on a motion by Nelkie and a second by Boulware. Motion carried.

Padraic Rigg-Mayor

ATTEST:
Michaeleen Roark- City Finance Officer

The second reading of ORDINANCE AMENDMENT CHAPTER #5.08-01A was held. A brief discussion followed.

ORDINANCE CHAPTER #5.08-01A

AN ORDINANCE AMENDING RULES AND REGULATIONS WITH REGARD TO TRAILER PARKINGS
AND CAMPS IN THE CITY OF JEFFERSON, SOUTH DAKOTA

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF JEFFERSON, SOUTH DAKOTA:

**The following Sections of Chapter 5.08 of the Jefferson City Municipal Code shall be
amended to read as follows:**

Section 1. Section 5.08.020 of the Jefferson Municipal Code is amended to read as follows:

Section 5.08.020 Definitions

For the purpose of this chapter, the following terms shall be construed to have the meaning herein given.

(a) The word "camp car" or "trailer" shall mean any self-propelled or towable vehicular portable structure designed as a dwelling for travel, recreational, and vacation uses, which:

(1) Is identified on the unit by the manufacturer as a travel trailer, motorhome, fifth-wheel trailer, or truck-camper;

(2) Is not more than 15 feet in body width;

(3) Can operate independent of connections to external sewer, water, and electrical systems; and

(4) Does not include automobiles, trucks, or buses adapted for vacation use but not identified by the manufacturers as travel trailers.

(b) The term "public automobile camp" or "trailer camp" shall mean an approved area, lot or parcel of land, reserved, and maintained for the parking of camp cars or trailers and the residence therein of motorists and trailer owners, when such area, lot or parcel of land contains no less than one thousand square feet for each camp car or trailer accommodated in or upon such area, lot or parcel of land, exclusive of the space devoted to or set apart for buildings, driveways or roadways in and upon such area, lot or parcel of land, whether a charge is made for the use of the public automobile camp and its facilities or not. "Public automobile camp" shall not include automobile or trailer sales lot on which unoccupied trailers are parked for the purpose of inspection and sale.

(c) The term "unit" means the section of ground in any public automobile camp used or designated for use as a location for a single trailer.

(d) The word "person" shall include a natural person, firm, corporation, cooperative organization, or association, mutual or joint stock company.

Section 2. Section 5.08.060 of the Jefferson Municipal Code is amended to read as follows:

5.08.060 Permanent Occupancy

Trailers and camp cars cannot be used as a permanent place of abode or permanent dwelling except within a public automobile camp approved by the City. An approved public automobile camp must comply with all applicable building, plumbing, sanitary, health, zoning, and electrical ordinances and obtain all required permits. Individual trailers and camp cars located within an approved public automobile camp shall not be required to obtain separate permits. Trailers and camp cars shall not be required to be individually connected to the City sanitary sewer system if the public automobile camp provides an approved wastewater disposal system in compliance with applicable law.

Section 3. Section 5.08.120 of the Jefferson Municipal Code is amended to read as follows:

5.08.120 Disposal of Waste

It shall be unlawful to permit waste from sinks, showers, or other fixtures in camp cars or trailers to be deposited on any street, alley, public automobile camp, or any lot within the corporate limits of the City of Jefferson. Sinks and showers in camp cars or trailers, when in use, shall be constructed so as to provide for suitable and proper receptacles for wastes therefrom, such wastes to be removed and such receptacle to be thoroughly cleaned in such manner as to assure no odor therefrom. No toilet situated in any trailer shall be used while said trailer is in a public automobile camp unless connected to a sanitary sewer system or equipped with an approved self-contained holding tank capable of being emptied at an approved sanitary disposal facility.

Section 4. Section 5.08.130 of the Jefferson Municipal Code is amended to read as follows:

5.08.130 Caretaker

All public automobile camps shall be provided with a caretaker, whose duty it shall be to enforce all sanitary rules and regulations, and to see to it that no part of this ordinance relating to sanitation, safety, fire prevention, or the preservation of peace is violated; and the management thereof shall keep and maintain in good repair and operation all sanitary appliances on said premises. It shall also be the duty of such caretaker to conduct such camp in such a manner that there shall be observed therein all code sections of the City of Jefferson providing for the protection and preservation of the public peace and good order of said City.

Section 5. Section 5.08.140 of the Jefferson Municipal Code is amended to read as follows:

5.08.140 Garbage and Littering

A sufficient number of approved garbage receptacles shall be provided to care for the disposal of all garbage and wastes, and all such garbage and waste shall be disposed of according to the rules and regulations of the section on garbage collection service. Littering of the ground with

rubbish, garbage or other refuse shall at all times be prohibited, and fly tight metal depositories, with tight fitting covers, for such materials shall be located as herein provided, and such depositories shall not be permitted to become unsightly or emit foul odor. Waste must be collected and disposed of in accordance with applicable municipal, county, state, and federal regulations.

Section 6. Section 5.08.150 of the Jefferson Municipal Code is amended to read as follows:

(a) No trailer camp shall be located within the boundaries of the fire limits of the City of Jefferson now or hereafter in effect, except upon approval by the City Council pursuant to subsection (b) of this section.

(b) The City Council may issue a license for the location of a trailer camp in any district in which licenses are herein prohibited after a public hearing, if upon such hearing said City Council finds the denial of such license will cause unnecessary hardship on the applicant, and finds in addition that the owner of all property within 200 yards of the proposed camp will not suffer unnecessary hardship by reason of the operation of the camp at the proposed location. Notice of such hearing shall be given by publication one time in an official newspaper of the City at least one week prior to the date set for hearing.

(c) No trailer camp shall be located within the limits of the City of Jefferson unless town water and sewer connections and fire protection facilities are available.

(d) No occupied trailer shall be located within the City limits of the City of Jefferson, less than ten feet from any other building or vehicle or five feet from the boundary line of the tract upon which the same is located.

Section 7. Section 5.08.170 of the Jefferson Municipal Code is amended to read as follows:

5.08.170 Fences

The area including such public automobile camp shall be suitably fenced or otherwise marked by natural or constructed boundary features sufficient to identify the limits of the camp and provide for orderly ingress and egress.

Section 8. Repealer.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 9. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 10. Effective Date.

This ordinance shall take effect and be in force twenty (20) days after its passage and publication according to law.

Motion to approve ORDINANCE CHAPTER #5.08-01A by Lokhorst second by Boulware. Motion carried.

PASSED AND APPROVED this 24th day of August 2026.

Padraic Rigg- Mayor

ATTEST:

Michaelleen Roark- City Finance Officer

First Reading: July 6, 2026

Second Reading: August 3, 2026

Final Reading and Approval: August 24, 2026

Effective: September 24, 2026

Publish: September 4, 2026

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The second reading of ORDINANCE AMENDMENT CHAPTER #13.08-01A was held.

ORDINANCE 13.08-01A

AN ORDINANCE AMENDING ZONING RULES AND REGULATIONS WITH REGARD TO TRAILER PARKINGS AND CAMPS IN THE CITY OF JEFFERSON, SOUTH DAKOTA

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF JEFFERSON, SOUTH DAKOTA:

Section 1. Section 13.08.020 of the Jefferson Municipal Code is amended to read as follows:

13.08.020 Mobile Home Definition

A mobile home is defined as a detached, single-family dwelling unit with all of the following characteristics:

- (1) Designed for long-term occupancy, and containing sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities, with plumbing and electrical connections provided for attachment to outside systems;
- (2) Designed to be transported after fabrication on its own wheels, or on flatbed or other trailers or detachable wheels; and

(3) Arriving at the site where it is to be occupied as a dwelling complete, including major appliances and furniture, and ready for occupancy except for minor and incidental unpacking and assembly operations, location on foundation supports, connection to utilities, and the like.

Section 2. Section 13.08.040 of the Jefferson Municipal Code is amended to read as follows:

13.08.040 Mobile Home Park

A mobile home park may be established within the limits of the City of Jefferson, provided that such mobile home park meets all of the following requirements:

- A. Shall have an area of not less than one (1) acre, nor more than five (5) acres, and no lot, office or service building shall be closer to a street right-of-way or other adjacent property line than twenty-five feet (25').
- B. The margins along the side and rear property lines shall be appropriately landscaped for a depth of not less than twenty-five feet (25').
- C. All lots in a mobile home park shall have an area of not less than one thousand (1,000) square feet and the total number of lots per gross acre shall not exceed fourteen (14).
- D. A minimum of ten feet (10'), measured from any entrance, lean-to or other extension from said mobile home, shall be maintained between mobile homes.
- E. A request for location of a mobile home park within the City of Jefferson shall be in writing and shall set forth the location and legal description of the proposed mobile home park, a sketch of the proposed mobile home park, which sketch shall show dimensions, drive-ways, proposed locations of mobile homes and the location of sanitary convenience and other buildings and improvements within the mobile home park.
- F. Such application shall be filed with the City Finance Officer and shall be referred to the City Council for approval in accordance with this ordinance. Notice of publication shall be submitted in the official newspaper of the City of Jefferson for one (1) week, the last publication of which shall be not less than five (5) days prior to the meeting, to the Board of Trustees to consider such application.
- G. Every mobile home owner shall cause the home to be skirted with material approved by the Building official after placement of the home. Areas enclosed by the skirting shall be maintained so as not to provide a harborage for rodents or create a fire hazard.

Section 3. Repealer.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 5. Effective Date.

This ordinance shall take effect and be in force twenty (20) days after its passage and publication according to law.

Section 6. General Penalty

It shall be unlawful and the violation of this chapter for any person to occupy for residential purposes or for the purpose of a home occupation any mobile home which is not so located, maintained, or equipped as to fully comply with the provisions and requirements of this chapter.

Penalty, see § 1.12.

Motion to approve ORDINANCE CHAPTER #13.08-01A by Lokhorst second by Nelkie. Motion carried.

PASSED AND APPROVED this 24th day of August 2026.

Padriac Rigg- Mayor

ATTEST:

Michaeleen Roark- City Finance Officer

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Motion to adjourn at 7:17 p.m. by Boulware second by Lokhorst. Motion carried,
The next Regular meeting of the City Council will be held September 8, 2026.

Padraic Rigg
Mayor
Jefferson, South Dakota

ATTEST:
Michaeleen Roark

City Finance Officer

Publish: September 4, 2026

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