

AGENDA
EGAN CITY – REGULAR MEETING
November 15, 2023

Persons wishing to comment on items on the Agenda shall raise their hand, state their name, and request to speak; following presentation of the agenda item and AFTER the Chairman opens the item up for public comment.

Call Meeting to Order

Conflict of Interest Items on current agenda for anyone on the Council

Motion to approve agenda

Motion to Approve October 18 and 30, 2023 minutes

Public Comment: This is the opportunity for persons to address the Council on items NOT on the agenda. If the item requires Council action, it will be scheduled for an upcoming meeting. This session is limited to 30 minutes allowing **3 minutes per citizen**.

Old Business: City of Egan purchasing policy

Website update – need new content (photos in landscape view)

New Business: Barb Warborg and Donna Koehn

- Codified law/Bid laws
- Snow removal
- Lagoon charge
- Volunteer committee
- Payroll

John Steinhauer

- Road contract

Contingency transfer

Community Involvement

Committee Reports:

Compliance/Code Enforcement

Maintenance - shred/burn pile

Parks - maintenance of building next to Porta Potty (who maintains?). Status of fence?

Utilities

Motion to Approve Personnel & Financial Reports

Motion to approve bills presented

Other: Review Correspondence

- Pressure Tank repairs quote
- Insurance Values listing – bring to current
- Moody County Multi-Jurisdictional Pre-Disaster Mitigation paper
- Jason Gierke – residency in camper

Next Regular Meeting: December 20, 2023 at 6:00 pm

Adjourn

AGENDA SUBJECT TO CHANGE UP TO TWENTY FOUR (24) HOURS PRIOR TO MEETING TIME

EGAN CITY MINUTES
REGULAR MEETING
October 18, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on October 18, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members Cody Chamblin, Brad Judstra, Dana Walters, Jerome Olson and Nancy Hansen. Also present: John Steinhauer, Denise Hollaren, Barb Warborg, Randy Roiger, Amanda Walters, Norm & Donna Koehn, Marty Skroch and Troy Wellman

Meeting was called to order by Chairman Chamblin.

Motion by Judstra, second by Olson, to approve the agenda. All present voted "aye."

Motion by Judstra, second by Hansen to approve the minutes of September 20, 2023. All present voted "aye."

Public Comment:

John Steinhauer expressed concern over the following issues: City board should adopt a policy on spending limits, hours of the city dump need to be reviewed and trucks using jake brakes are a nuisance

Randy Roiger would like a street light put on the corner of 4th Street

Normal session resumed.

Zoning: Reviewed building permit issued

Old Business:

Moody County Museum – Donation amount approved for \$100.00 Motion by Hansen, second by Walters, to approve. All present voted "aye."

Colman Fire Department contract was not approved per the City of Egan attorney. Attorneys for both cities are in communication. Colman attorney will revisit contract with department.

Ball field fence – materials have been ordered by contractor RW Fencing.

New Business:

Sheriff Wellman addressed concerns of city residents regarding the excessive speeding in the city limits. He explained the County received a Federal overtime grant that will allow for additional hour to enforce speeding and DUI violators, which will allow more coverage within Egan city limits. Wellman also discussed a 2025 grant opportunity for lighted mobile speeding signs

Public hearing held for four mowing assessments. Motion by Hansen, second by Olson, to approve Resolution 2023-03 – Resolution of Assessment. All present voted "aye"

Liquor license renewal for Blue Jays reviewed. Motion by Hansen, second by Judstra to approve license renewal

Normal session resumed.

Committee Reports:

Compliance/Code Enforcement: Nothing to cover

Maintenance: Lagoon is being flushed on Thur., Oct 19

Parks: Porta potty will be drained for the season Tue., Oct 31

Utilities: September Water report reviewed, FO will contact Valley Fiber again about getting internet hooked up to city office

Motion by Hansen, second by Judstra, to approve Financial Report. All present voted "aye"

Motion by Hansen, second by Judstra, to approve the following bills: Asphalt Pros \$80,000.00 (paving of 4 city blocks); Big Sioux Water \$3,392.89(Water/water loan); Booster \$49.95(Publishing); Cardmember Services \$593.36 (Office supplies and shop supplies); Century Link \$282.93(Telephone); City of Sioux Falls \$43.50 (3rd Qrt Water testing); Eng Services \$1,133.60(Monthly Garbage); Helsper, McCarty \$1,120.00 (Fire contract work; Lacey Rentals \$150.00 (Porta Potty Service) Moody County

Enterprise \$139.76 (Publishing); One Office Solutions \$491.55 (Office supplies); Ottertail Power Company \$746.85 (Electric August); RDC \$84.90 (Internet/Static IP); Rivers Edge \$291.00 (Tank Rental); RW Fencing \$21,126.15 (½ down for new fence at ballfield); SD Public Health \$181.00 (Water testing); USDA \$569.00 (Loan); Payroll – General \$2,550.54 All present voted “aye” with Walters voting “nay”

Motion by Judstra, second by Hansen, to go into executive session for personnel reasons per SDCL 1-25-2. All present voted “aye”.

Normal session resumed. Correspondence reviewed.

New office computer motion failed to pass on floor pending additional quotes

New city website host tabled until next meeting

Quote reviewed for new skidsteer for city. Tabled pending additional quotes

Motion by Walters, second by Hansen to adjourn. All present voted “aye”.

Next Regular Meeting – November 15, 2023 6:00pm

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Kelly Wosje, Finance Officer

<u>OCTOBER WATER REPORT</u>		
Present Reading	10/19/2023	3,893,996
Previous Month Reading	9/20/2023	3,358,890
Gallons Pumped		535,106
Metered Water		301,337
Non-Metered Water		233,769
Total Non-Metered Water		233,769
Gallons Pumped		535,106
%Water Loss		44%
Gallons per minute loss		5.411319444

October 2023	Reconciliation of Cash Assets					
	Beginning		TRAN SFER			Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 101,161.62	\$ 15,632.34			\$ (95,098.32)	\$ 21,695.64
Water Fund	\$ 6,982.93	\$ 5,724.09			\$ (799.36)	\$ 11,907.66
Sewer Fund	\$ 1,512.88	\$ 2,700.62			\$ (75.81)	\$ 4,137.69
Sewer Lagoon Rsrv Fund	\$ 7,486.31	\$ 904.23			\$ -	\$ 8,390.54
	\$ 155,549.32				\$ (95,973.49)	\$ 59,575.83
Debt Reserves (USDA)	\$ 6,853.32	\$ 27.94				\$ 6,881.26
Water Fund Mny Mrkt	\$ 4,327.58					\$ 4,327.58
Sewer Fund Mny Mrkt	\$ 41,843.32					\$ 41,843.32
Sewer Lagoon Mny Mrkt	\$ 74,467.81					\$ 74,467.81
	\$ 127,492.03	\$ 27.94			\$ -	\$ 127,519.97
BankWest Money Market	\$ 183,753.99	\$ 551.56				\$ 184,305.55
Utility Deposits	\$ 10,667.00					\$ 10,667.00
SD Bridge Grant	\$ 5,378.86					\$ 5,378.86
Vets Memorial	\$ 3,142.28					\$ 3,142.28
	\$ 202,942.13	\$ 551.56	\$ -	\$ -	\$ -	\$ 203,493.69
SD FIT Investments	\$ 169,911.70	\$ -				\$ 169,911.70
TOTAL CASH ASSETS:	\$ 652,109.87	\$ 579.50	\$ -	\$ -	\$ (95,973.49)	\$ 556,715.88
RECONCILED CASH ON HAND AND IN BANK:						
Checking Acct Balance 10/31/2023						\$ 55,576.84
Outstanding Checks (listed below)						\$ (11,065.23)
Reconciled Bank Balance						\$ 44,511.61
Outstanding Checks:	\$ (1.00)					
	\$ (84.90)					
	\$ (415.58)					
	\$ (6,010.75)					
	\$ (803.00)					
	\$ (3,750.00)					
Petty Cash:	\$ 115.50	\$ (66.00)				\$ 49.50

	Budgeted	Oct	Year to Date	Budget %
Income				
101-310 General				
101-311.01 Taxes Current		6,794.87	51,742.32	
101-311.02 Prior Year(s) Proper		319.43	1,877.08	
101-311.07 Tax on Mobile Home			2,195.04	
101-313 Sales Tax			39,558.27	
101-318 Tax Deed Revenue			38.95	
Total 101-310 General	\$ 150,000	7,114.30	95,411.66	64%
101-320 Licenses & Permits				
101- Liquor License			-	
101-320.02 Building Permit		525.00	1,581.01	
101-320.03 Dog Tags/Fowl License			516.98	
Total 101-320 Licenses & Permits	\$ 2,000	525.00	2,122.99	106%
101-330 Intergovernment Revenue				
101-335 State Shared Revenue (Covid)			545.71	
101-335.01 Bank Franchise Tax			471.69	
101-335.02 Prorate License Fees		1,174.46	1,967.91	
101-335.03 Liquor Tax Reversion		457.82	6,488.59	
101-335.04 Motor Vech Licen 5%		2,735.80	13,312.86	
101-335.08 Lcl. Gov. HWY/Bridg		3,624.96	13,250.53	
101-338 County Shared Revenue			647.19	
101-338.01 County Road Tax 25%			647.19	
Total 101-330 Intergovernment Revenue	\$ 30,000	7,993.04	36,684.48	122%
101-341 General Government				
101-341.01 Zoning/Subdivis Fees			140.00	
Total 101-341 General Government		0.00	140.00	
101-360 Miscellan Revenue				
101-360.01 SDFIT Interest/Dividend			3,380.68	
101-360.01 BankWest Interest		551.56	3,782.00	
101-363 Special Assessments			125.00	
101-369 Other			200.00	
Total 101-360 Miscellan Revenue		551.56	7,487.68	
Total 101-367 Donation		0.00	1,600.00	
101-390 Other Source's			1,700.80	
Total 101-390 Other Source's		0.00	1,700.80	
101-370/380 Enterprise Funds				
101-377 Campground			722.00	
Total 101-370/380 Enterprise Funds	\$ -	0.00	722.00	
101-388 Solid Waste				
101-388.10 Garbage		1,159.24	10,926.75	
101-388.11 Sales Tax Collecte		70.74	692.54	
101-388 Solid Waste - Other			100.00	
Total 101-388 Solid Waste	\$ 14,000	1,229.98	11,719.29	84%
602-238 Water				
602-238.1 Water		5,450.16	52,722.68	
602-381.02 Meter Chg			405.64	
Total 602-238 Water	\$ 63,000	5,450.16	53,128.32	84%
602-390 Other Sources				
602-390.1 Collection Fee		70.00	712.00	
602-390.2 Disconnect Fee		75.00	313.82	
602-390.3 Late Fees		128.93	1,081.39	
602-390.4 Utility Deposits			479.19	
Total 602-390 Other Sources	\$ -	273.93	2,586.40	
604-383.01 Sewer		2,700.62	24,810.20	
604-383.01.1 Sewer Interest		27.94	264.62	
604-383.02 Lagoon Project		904.23	8,390.54	
Total 604-Sewer	\$ 50,000	3,632.79	33,465.36	67%
			-	
Total Income	\$ 309,000	26,770.76	246,793.98	79.87%

Expense				
101-410-412 Payroll 941s				
Payroll Expenses		205.81	2,762.10	
Total 101-410-412 Payroll 941s	\$ 3,300	205.81	2,762.10	84%
411- Legislative				
101-411-420 Ins SDPAA-W/C		6,813.75	6,813.75	
411.5 - Contingency	\$ 5,000	0.00	-	
412-Administrative				
101-412.1-411 Salaries of board			6,450.00	
101-412.2-422 Legal Srvcs/fees			1,318.00	
101-412-423 Publishing			2,258.62	
Total 412-Administrative	\$ 12,000	0.00	10,026.62	83.6%
414- Financial Administratio				
101-414.1-411-Attorney Fee			490.00	
101-414.2-411-Finance Office		1,318.91	16,358.97	
101-414.2-421 Insurance			-	
101-414.2-422 FO/Service & Fees		282.52	5,139.83	
101-414.2-426.1 FO Supplies		4,286.14	5,667.98	
101-414.2-428- FO Phone		96.07	995.70	
101-414.2-429 FO Maintenance			-	
Total 414- Financial Administratio	\$ 24,000	5,983.64	28,652.48	119%
419.2 Buildings				
101-419.1-411 Salary		537.70		
101-419.2-425 Rep/maint			55.00	
101-419.2-426.1 Supplies		92.45	260.93	
101-419.2-428.1 Elec/LP Heat		124.01	2,874.70	
101-419.2-429 Other			1.00	
Total 419.2 Buildings \$8000	\$ 12,000	754.16	3,191.63	27%
420 Public Safety				
421 Police				
101-421-422 Law Enforcement			7,924.80	
101-422.9-449-FD-Contracts			5,900.00	
Total 420 Public Safety	\$ 18,000	0.00	13,824.80	77%
430 Public Works				
431-HWY-Streets				
101-431.1-411 Salary		275.00	892.17	
101-431.1-425 Repairs Maint.		80,000.00	90,533.79	
101-431.1-426.1 Gas Oil/Supplie			5,738.29	
101-431.6-428 Street Lights		482.34	5,348.14	
431.7 Snow Removal				
101-431.7-424 Snow RemovalWages			3,110.84	
101-431.7-425 Repairs/Maint.			500.00	
101-431.7-426.1GAS-SNOW PLOW			559.36	
101-431.7-426.2 Supplies			45.78	
Total 431.7 Snow Removal & Public Works	\$ 90,000	80,757.34	106,728.37	119%
432 Sanitation				
101-432.3-411 Salary		44.00	562.28	
101-432.3-422 Garbage			12,183.14	
101-432.3-426.1 Supplies			83.30	
101-432.3-429 SalesTax/dues			389.50	
101-432.4-425 Brush Pile Wages/rent			101.09	
Total 432 Sanitation	\$ 18,000	44.00	13,319.31	74%
432.6-weed control				
101-432.6-411 Salary		63.40	1,242.96	
Total 432.6-weed control		63.40	1,242.96	0%
440-Health/Welfare				
101-441.3 West Nile				
101-441.3-422 Labor			858.24	
101-441.3-426 Spray			1,318.24	
Total 440-Health/Welfare	\$ 3,500	0.00	2,176.48	62%
450 Culture & Rec.				
452 Parks				
101-452.2-422 Services/Fees		150.00	650.00	
101-452.2-425-Park Repairs		261.53	4,932.54	
101-452.2-428 Parks Elec		64.69	772.52	
101-452.2-429 Park Supplies			21,421.06	
Total 452 Parks	\$ 27,500	476.22	27,776.12	101%
602-Water				
420-Other Current Expenses				
602-433.5-428- Phone/Utilites		186.86	1,897.70	
602-433.5-441.2 USDA Water loan		569.00	5,690.00	
602-433.5-422 Services & Fees			19,441.53	
602-433.5-426.1 GasOil/Supplies			1,700.32	
602-433.5-426.2 Water purchase			11,040.82	
602-433.5-426.3 Water Testing		43.50	355.00	
602-433.5-441 Principal BSCWS			2,927.98	
602-433.5-442 Interest BSCWS			508.22	
Total 602-Water	\$ 50,000	799.36	43,561.57	87%
604-Sewer				
604-432.3-422 Services & Fees			843.69	
604-432.3-425 Rep/Maintenance			18,192.60	
604-432.3-426.1 Supplies/Gas Oil				
604-432.3-426.2 Materials			17.15	
604-432.3-427 Travel/Fees			370.00	
604-432.3-428 Phone/Utilities		75.81	1,057.31	
604-432.3-429-Locate/Dues/NFS			-	
Total 604-Sewer	\$ 26,000	75.81	20,672.51	80%
Discrepancy		0.00	-	
Total Expense	\$ 289,300	\$95,973.49	281,649.40	
et Income		-69,202.73	-34,855.42	

<i>CHECKS - 10/18/23 11/14/23</i>		
Name	Description	Amount
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,425.44
DONLEY'S COMPUTER REPAIR CENTER	Computer System	\$ 3,750.00
GWORKS	UBPay Annual Subscription	\$ 639.00
IMMENSE IMPACT, LLC	Website set up & Annual Sub	\$ 1,004.00
K&S ELECTRIC	Outlet install for Valley Fibercom	\$ 137.56
MOODY COUNTY AUDITOR	October deputy coverage	\$ 892.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 98.60
MOODY COUNTY MUSEUM	Donation	\$ 100.00
ONE OFFICE SOLUTION	Toner and file folders	\$ 179.97
SDML	Workers Comp Insurance	\$ 803.00
SDPAA	2024 Annual Liability Insurance	\$ 6,010.75
SD Dept of Revenue	Sales Tax Sept/Oct	\$ 178.81
SD ONE CALL	811 calls	\$ 226.38
SD PUBLIC HEALTH LABORATORY	Water Testing	\$ 150.00
SD SECRETARY OF STATE	Notary fee	\$ 30.00
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 2,175.16