

AGENDA
EGAN CITY – REGULAR MEETING
August 16, 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 July 19 & 31, 2023 minutes

Public Comment: This is the opportunity for persons to address the Council on items not on the current 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.

Adjourn to meet as Board of Adjustment

Resume normal session

Old Business: FEMA –derecho tree pile

New Business: Stacie Gruenhagen-Valley Fibercom
Brian Gundvaldson – Memorial
Mike Hein – Slow Children at Play signs
Propane Contract
Valley Fibercom well water request
Moody County Museum Request
First Reading Ordinance 226 – 2024 Budget

Meet as joint Zoning Board and Board of Trustees

First Reading Ordinance 225 – Amending Ordinance 154, Zoning Regulations

Resume normal session

Committee Reports:

Compliance/Code Enforcement
Maintenance
Parks
Utilities

Motion to Approve Personnel & Financial Reports

Motion to approve bills presented

Executive Session per SDCL 1-25-2 - Personnel

Other: Review Correspondence

Next Regular Meeting: September 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
July 19, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on July 19, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members Cody Chamblin, Brad Judstra, Jerome Olson, and Nancy Hansen. Also present were: Mike Hein, Colin Kelley, Mike Larson, John Shaeffer, Denise Hollaren, and John Steinhauer.

Meeting was called to order by Chairman Chamblin.

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

Motion by Judstra, second by Hansen to approve the minutes of July 10, 2023 Special Meeting. All present voted "aye."

Public Comment:

Motion by Chamblin, second by Olson, to adjourn and meet as Board of Adjustment. All present voted "aye".

Normal session resumed.

Zoning: Reviewed building permits issued.

Old Business: Discussion on Colman and Trent fire contracts. Motion by Olson, second by Hansen, to sign revised fire contracts for Colman and Trent. All present voted "aye". Discussion on burning brush pile from May 12, 2022 derecho. Motion by Hansen, second by Olson, to notify FEMA that we will be burning brush pile instead of chipping. All present voted "aye".

New Business: Discussion with Colin Kelly, IMEG regarding grant funding for replacing Egan City bridge. Motion by Judstra, second by Hansen, to make application for grant and approve Resolution 2023-02. All present voted "aye". Motion by Judstra, second by Olson, to approve the Special Event License for Blue Jays on July 30, 2023. All present voted "aye". Motion by Hansen, second by Judstra, to approve SDARWS to GPS, digitize, digital files, map above ground water system appurtenances, curb stops, and above ground wastewater system appurtenances. All present voted "aye". Motion by Hansen, second by Judstra to table action on surplus generator. All present voted "aye".

Committee Reports:

Compliance/Code Enforcement: Start proceedings on one nuisance abatement

Maintenance: Chamblin & Judstra will determine area to be chip sealed. Motion by Chamblin, second by Olson, to place Judstra on maintenance payroll. All present voted "aye". Judstra has been in contact with Heiman to certify fire extinguishers. F&M to be contacted for repair of tractor tire. Speed bumps will be installed on First Street. Request from Mike Hein for signage and speed bumps on 2nd Street. No action taken.

Parks: Fields being used. Tournament will be at the end of July. Discussion on GF & P fishing pond, improvements behind ball field for future campsites, campground lock box, dumpster at ball field for Tournament, and as of July 1, 2023 GFI's are not required in campgrounds.

Utilities: Discussion on Moody County Internet Service being terminated January 1, 2024 along with website service and email service. Will send notice in August Utility billing of Lead & Copper survey. Motion by Judstra, second by Olson, to contract with ValleyFiber for Internet and telephone service. All present voted "aye".

Motion by Judstra, second by Olson, to approve Financial Report. All present voted "aye".
Discussion on who personnel reports to.

Motion by Olson, second by Hansen, to approve the following bills: Big Sioux Water \$3,375.53 (Water/water loan/supplies); Booster Publishing \$49.95 (Publishing); Card Member Services \$10.43 (Supplies); Century Link \$296.67 (Telephone); CitiBusiness Card \$164.51 (Dropbox Subscription); Department of Treasury \$ 429.60 (Payroll Tax); Donald Hansen \$16.57 (Supplies); Ekern Home Equipment \$148.74 (Supplies/service); Eng Services \$1,133.60 (Monthly Garbage); Lacey Rentals \$200.00 (Porta Potty Service); Moody County Auditor \$1,784.00 (May & June Law Enforcement); Moody County Enterprise \$121.77 (Publishing); Moody County Register of Deeds \$4.00 (Copies); Ottertail Power Company \$1,772.79 (June & July Electrical & Street Lights); RDC \$84.90 (Internet/Static IP); SD DOT \$195.62 (Balance on Bridge Report); SD One Call \$70.84 (Locate Fees); Tyler Lumber \$63.39 (Parts); USDA - \$569.00 (Loan); Payroll – General \$2,351.23 All present voted "aye".

2024 Budget Work Session.

Correspondence reviewed. No action taken.

Motion by Judstra, second by Olson to adjourn. All present voted "aye".

Next Special Meeting – July 31st – time to be determined – Finance Officer interviews

Next Regular Meeting – August 16, 2023 6:00pm

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Brenda Duncan, Finance Officer

EGAN CITY MINUTES
SPECIAL MEETING
July 31, 2023

The Board of Trustees of the City of Egan, South Dakota met in special session on July 31, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members Cody Chamblin, Brad Judstra, and Nancy Hansen. Member absent: Jerome Olson.

Meeting was called to order by Chairman Chamblin.

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

Public Comment: None

New Business: Motion by Judstra, second by Hansen, to go into executive session per SDCL 1-25-2.

Motion by Chamblin to resume regular session.

Motion by Judstra, second by Hansen to adjourn. All present voted "aye".

Next Regular Meeting – August 16, 2023 6:00pm

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Brenda Duncan, Finance Officer

ORDINANCE NO. 226
2024 APPROPRIATION ORDINANCE

Be it ordained by the City of Egan that the following sums are appropriated to meet the obligations of the municipality and levying the annual tax for the year 2024 in the sum of seventy thousand dollars (\$70,000.00)

General Fund

Governmental Funds		
410 General Government		
410	Personal Services	4,500.00
411	Legislative	12,000.00
411.5	Contingency	5,000.00
414	Financial Administration	42,000.00
419.2	Buildings	17,500.00
Total General Government		81,000.00
420 Public Safety		
421	Law Enforcement	13,000.00
422	Fire Department	8,000.00
431	Streets	180,000.00
432	Sanitation	20,500.00
Total Public Safety		241,500.00
440 Health and Welfare		
441.3	West Nile	3,500.00
Total Health and Welfare		3,500.00
450 Culture and Recreation		
452	Parks	8,000.00
Total Culture and Recreation		8,000.00
Total Appropriations and Accumulations		\$314,000.00

General Fund

Governmental Funds

310	Taxes	160,000.00
320	Licenses & Permits	4,000.00
330	Intergovernmental Revenue	25,000.00
360	Miscellaneous Revenue	16,000.00
388.1	Solid Waste	14,000.00
390	Other Sources/Cash on Hand	95,000.00

Total Means of Finance **\$314,000.00**

Enterprise Funds

Proprietary and Fiduciary Funds	Water Fund	Sewer Fund
Beginning Unrestricted Cash	0.00	0.00
Estimated Revenue	63,000.00	41,000.00
Total Available	63,000.00	30,000.00
Less Appropriations (Expenses)	60,000.00	20,000.00

The finance officer is directed to certify the tax levies in this ordinance to the County Auditor.

Cody Chamblin, Chairman

Date

Attest:

Kelly Wosje, FO

First Reading: August 17, 2022

Second Reading & Adoption: September 21, 2022

Published: September 28, 2022

Effective: October 18, 2022

ORDINANCE 225

AN ORDINANCE ENTITLED, AN ORDINANCE TO AMEND ORDINANCE 154, AN ORDINANCE ESTABLISHING ZONING REGULATIONS FOR THE TOWN OF EGAN, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, IN ACCORDANCE WITH THE PROVISIONS OF CHAPTERS 11-4 AND 11-6, 1967 SDCL AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH.

Be it ordained by the City Board of the Town of Egan, South Dakota:

That:

Chapter 4.05 PARKING

Section 4.05.01 Parking, Storage, or Use of Major Recreation Equipment.

For purposes of these regulations, major recreational equipment is defined as including boats and boat trailers, travel trailers, pick-up campers or coaches (designed to be mounted on automotive vehicles), motorized dwellings, tent trailers, and the like, and cases or boxes used for transporting recreational equipment, whether occupied by such equipment or not. No major recreational equipment shall be parked or stored in the required front yard of any lot in a residential district, provided however, that such equipment may be parked anywhere on residential premises for a period not to exceed thirty (30) days. No such equipment shall be used for living, sleeping, or housekeeping purposes when parked or stored on a residential lot, or in any location not approved for such use.

Be Amended to Read:

For purposes of these regulations, major recreational equipment is defined as including boats and boat trailers, travel trailers, pick-up campers or coaches (designed to be mounted on automotive vehicles), motorized dwellings, tent trailers, and the like, and cases or boxes used for transporting recreational equipment, whether occupied by such equipment or not. ~~No major recreational equipment shall be parked or stored in the required front yard of any lot in a residential district, provided however, that such equipment may be parked anywhere on residential premises for a period not to exceed thirty (30) days.~~ No such equipment shall be used for living, sleeping, or housekeeping purposes *for more than 30 consecutive days* when parked or stored on a residential lot, or in any location not approved for such use.

First Reading: 8/16/2023

Second Reading: 9/20/2023

Published: 9/27/2023

Effective: 10/16/2023

<u>JULY WATER REPORT</u>		
Present Reading	7/20/2023	2,056,714
Previous Month Reading	6/20/2023	1,476,924
Gallons Pumped		579,790
Metered Water		454,800
Non-Metered Water		124,990
Total Non-Metered Water		124,990
Gallons Pumped		579,790
%Water Loss		22%
Gallons per minute loss		2.55

July 2023		Reconciliation of Cash Assets				
	Beginning		TRAN SFER			Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 125,423.91	\$ 16,563.40			\$ (8,530.04)	\$ 133,457.27
Water Fund	\$ 6,411.09	\$ 5,948.50			\$ (5,450.80)	\$ 6,908.79
Sewer Fund	\$ 8,738.20	\$ 2,184.20			\$ (216.08)	\$ 10,706.32
Sewer Lagoon Rsrv Fund	\$ 4,976.12	\$ 736.40				\$ 5,712.52
	\$ 155,549.32	\$ 25,432.50			\$ (14,196.92)	\$ 166,784.90
Debt Reserves (USDA)	\$ 6,828.00					\$ 6,828.00
Water Fund Mny Mrkt	\$ 4,327.58					\$ 4,327.58
Sewer Fund Mny Mrkt	\$ 41,789.21	\$ 27.05				\$ 41,816.26
Sewer Lagoon Mny Mrkt	\$ 74,467.81					\$ 74,467.81
	\$ 127,412.60	\$ 27.05			\$ -	\$ 127,439.65
BankWest Money Market	\$ 182,125.87	\$ 547.13				\$ 182,673.00
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
	\$ 201,314.01	\$ 547.13	\$ -	\$ -	\$ -	\$ 201,861.14
SD FIT Investments	\$ 167,833.94	\$ 677.01				\$ 168,510.95
TOTAL CASH ASSETS:	\$ 652,109.87	\$ 26,683.69	\$ -	\$ -	\$ (14,196.92)	\$ 664,596.64
RECONCILED CASH ON HAND AND IN BANK:						
Checking Acct Balance 7/31/2023						\$ 154,417.55
Outstanding Checks (listed below)						\$ (798.15)
Reconciled Bank Balance						\$ 153,619.40
Outstanding Checks:	\$ (1.00)					
	\$ (84.90)					
	\$ (415.58)					
	\$ (296.67)					
Petty Cash:	\$ 119.50	\$ (4.00)				\$ 115.50

		Budgeted	July	Year to Date	Budget %
Income					
101-310 General					
	101-311.01 Taxes Current			37,380.39	
	101-311.02 Prior Year(s) Proper			1,557.65	
	101-311.07 Tax on Mobile Home			2,195.04	
	101-311.09 Special Meeting Fee			-	
	101-313 Sales Tax		9,073.73	39,557.57	
	101-315 Amusement Taxes			-	
	101-318 Tax Deed Revenue			38.95	
	Total 101-310 General	\$ 150,000	9,073.73	80,729.60	54%
101-320 Licenses & Permits					
	101-320.01 Liquor License		25.00	-	
	101-320.02 Building Permit		21.00	1,045.00	
	101-320.03 Dog Tags/Fowl License			516.98	
	Total 101-320 Licenses & Permits	\$ 2,000	46.00	1,586.98	79%
101-330 Intergovernment Revenue					
	101-332.01 Fed Flood Reimbursement			-	
	101-334 State Grants			-	
	101-335 State Shared Revenue (Covid)			545.71	
	101-335.01 Bank Franchise Tax			471.69	
	101-335.02 Prorate License Fees			793.45	
	101-335.03 Liquor Tax Reversion		383.75	1,198.75	
	101-335.04 Motor Vech Licen 5%		3,514.24	8,173.07	
	101-335.06 SD Flood Reimbursement			-	
	101-335.08 Lcl. Gov. HWY/Bridg		2,109.29	9,625.57	
	101-338 County Shared Revenue				
	101-338.01 County Road Tax 25%			647.19	
	Total 101-330 Intergovernment Revenue	\$ 30,000	6,007.28	21,455.43	72%
101-340 Charges Goods Services					
	101-341 General Government			-	
	101-341.01 Zoning/Subdivis Fees			140.00	
	101-341.99 Other			-	
	Total 101-341 General Government		0.00	140.00	
101-360 Miscellan Revenue					
	101-360.01 SDFIT Interest/Dividend		547.13	2,138.36	
	101-360.01 BankWest Interest		677.01		
	101-362 City Hall Rental				
	101-363 Special Assessments			125.00	
	101-369 Other		200.00	200.00	
	Total 101-360 Miscellan Revenue		1,424.14	2,263.36	
101-367 Donation					
	101-367.01 Veteran's Park			-	
	101-367.02 Senior Center			-	
	101-367 Donation - Other			-	
	Total 101-367 Donation		0.00	-	
101-390 Other Source's					
	Total 101-390 Other Source's			1,700.80	
101-370/380 Enterprise Funds					
	101-377 Campground		220.00	517.00	
	Total 101-370/380 Enterprise Funds	\$ -	220.00	517.00	
101-388 Solid Waste					
	101-388.10 Garbage		956.45	7,423.72	
	101-388.11 Sales Tax Collecte		59.94	476.56	
	101-388 Solid Waste - Other			100.00	
	Total 101-388 Solid Waste	\$ 14,000	1,016.39	8,000.28	57%

602-238 Water			-	
602-238.1 Water		5,593.24	34,522.89	
602-381.02 Meter Chg			405.64	
602-238.1-1 Water - Other			-	
Total 602-238 Water	\$ 63,000	5,593.24	34,928.53	55%
602-390 Other Sources			-	
602-390.1 Collection Fee			607.00	
602-390.2 Disconnect Fee		75.00	238.82	
602-390.3 Late Fees		145.26	743.71	
602-390.4 Utility Deposits		135.00	405.00	
602-390.6 Labor Fees				
Total 602-390 Other Sources	\$ -	355.26	1,994.53	
604-383.01 Sewer		2,184.20	16,869.53	
604-383.01.1 Sewer Interest		27.05	184.30	
604-383.02 Lagoon Project		736.40	5,712.52	
Total 604-Sewer	\$ 50,000	2,947.65	22,766.35	46%
			-	
Total Income	\$ 309,000	26,683.69	178,298.88	57.70%

Expense					
101-410-412 Payroll 941s					
	Payroll Expenses		201.38	1,893.42	
	Total 101-410-412 Payroll 941s	\$ 3,300	201.38	1,893.42	57%
	411.5 - Contingency	\$ 5,000	0.00	-	
412-Administrative					
	101-412-427 Travel/RegistraFees			-	
	101-412.1-411 Salaries of board			4,500.00	
	101-412.2-422 Legal Srvcs/fees			-	
	101-412-423 Publishing		171.72	1,197.53	
	101-412-422 Insurance			-	
	Total 412-Administrative	\$ 12,000	171.72	5,697.53	47.5%
414- Financial Administratio					
	101-414.1-411-Attorney Fee			490.00	
	101-414.2-411-Finance Office		1,625.56	11,119.77	
	101-414.2-421 Insurance			-	
	101-414.2-422 FO/Service & Fees		249.41	4,627.51	
	101-414.2-426.1 FO Supplies		26.37	1,166.22	
	101-414.2-427FOTravel/Conf Fees			-	
	101-414.2-428- FO Phone		106.49	701.02	
	101-414.2-429 FO Maintenance			-	
	Total 414- Financial Administratio	\$ 24,000	2,007.83	18,104.52	75%
419.2 Buildings					
	101-419.2-421 Insurance			-	
	101-419.2-425 Rep/maint			-	
	101-419.2-426.1 Supplies		157.87	157.87	
	101-419.2-428.1 Elec/LP Heat		302.77	2,049.69	
	Total 419.2 Buildings \$8000	\$ 12,000	460.64	2,207.56	18%
420 Public Safety					
	101-420.2-426.1 Supplies			-	
	421 Police			-	
	101-421-422 Law Enforcement		1,784.00	6,140.80	
	101-422.9-449-FD-Contracts			4,200.00	
	Total 420 Public Safety	\$ 18,000	1,784.00	10,340.80	57%
430 Public Works					
431-HWY-Streets					
	101-431.1-411 Salary			553.77	
	101-431.1-421 Insurance			-	
	101-431.1-425 Repairs Maint.		195.62	11,108.52	
	101-431.1-426.1 Gas Oil/Supplie			710.21	
	101-431.1-426.2 Materials			-	
	101-431.6-428 Street Lights		1,100.91	3,755.74	
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 Work	\$ 90,000	1,296.53	20,344.22	23%

432 Sanitation					
101-432.3-411 Salary				336.00	
101-432.3-422 Garbage			1,133.60	8,782.34	
101-432.3-426.1 Supplies				83.30	
101-432.3-429 SalesTax/dues			99.77	301.14	
101-432.4-425 Brush Pile Wages/rent				101.09	
Total 432 Sanitation	\$ 18,000		1,233.37	9,603.87	53%
432.6-weed control					
101-432.6-411 Salary				1,100.31	
101-432.6-426.1 Gas-Oi/Supplies				-	
Total 432.6-weed control			0.00	1,100.31	0%
440-Health/Welfare					
101-441.3 West Nile					
101-441.3-422 Labor				-	
101-441.3-426 Spray				-	
101-441.3-427				-	
Total 440-Health/Welfare	\$ 3,500		0.00	-	0%
450 Culture & Rec.					
452 Parks					
101-45.22-421 Insurance				-	
101-452.2-422 Services/Fees			200.00	300.00	
101-452.2-425-Park Repairs			927.23	986.09	
101-452.2-426.1 Gas-Oil				-	
101-452.2-428 Parks Elec			188.45	557.11	
101-452.2-429 Park Supplies			58.89	158.12	
Total 452 Parks	\$ 27,500		1,374.57	2,001.32	7%
602-Water					
420-Other Current Expenses					
602-433.5-421 Insurance				-	
602-433.5-428- Phone/Utilites			190.18	1,325.58	
602-433.5-429-Locate/Misc/Other				-	
602-433.5-441.2 USDA Water loan			569.00	3,983.00	
602-433.5-410 Utility Deposit Refund				-	
602-433.5-411 Salary				-	
602-433.5-421 Insurance				-	
602-433.5-422 Services & Fees			3,052.09	13,583.53	
602-433.5-425 Repairs Maint.				-	
602-433.5-426.1 GasOil/Supplies				1,626.00	
602-433.5-426.2 Water purchase			1,295.91	6,868.82	
602-433.5-426.3 Water Testing				87.00	
602-433.5-429 Dues/Other/NFS				-	
602-433.5-441 Principal BSCWS			295.20	2,038.33	
602-433.5-442 Interest BSCWS			48.42	367.01	
Total 602-Water	\$ 50,000		5,450.80	29,879.27	60%
604-Sewer					
604-432.3-411 Salary				-	
604-432.3-421 Insurance				-	
604-432.3-422 Services & Fees			35.42	493.69	
604-432.3-425 Rep/Maintenance				4,855.00	
604-432.3-426.1 Supplies/Gas Oil				-	
604-432.3-426.2 Materials				-	
604-432.3-428 Phone/Utilities			180.66	814.52	
604-432.3-429-Locate/Dues/NFS			0.00	-	
Total 604-Sewer	\$ 26,000		216.08	6,163.21	24%
Discrepancy			0.00	-	
Total Expense	\$ 289,300		\$14,196.92	107,336.03	
Net Income			12,486.77	70,962.85	

CHECKS - 7/20/2023 through 8/16/2023

Name	Description	Amount
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,516.58
BOOSTER	Publishing	\$ 321.90
BROOKINGS REGISTER	Publishing	\$ 60.00
CARD MEMBER SERVICES	Supplies	\$ 240.69
CENTURY LINK	Telephone	\$ 298.84
CITY OF COLMAN	Mosquito Spraying	\$ 2,176.48
CITY OF SIOUX FALLS	Water Testing	\$ 43.50
CODY CHAMBLIN	Park Supplies	\$ 18.79
DEPARTMENT OF TREASURY	Payroll Liabilities JULY	\$ 484.00
DONALD HANSEN	Supplies	\$ 26.54
ECHO	Generator Maintenance	\$ 350.00
ENG SERVICES	Garbage	\$ 1,133.60
HEIMAN FIRE EQUIPMENT	Extinguisher service	\$ 55.00
K&S ELECTRIC	Park Repairs	\$ 97.02
LACEY RENTALS	Porta Pot Service	\$ 100.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 268.31
OTTERTAIL POWER CO	Electric-July Park	\$ 35.85
RDC	Internet/Static IP/Web Host	\$ 84.90
RIVERS EDGE	Gas/Oil	\$ 420.07
SDARWS	Annual Dues	\$ 360.00
TYLER LUMBER COMPANY	Supplies	\$ 23.76
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 2,902.13