

**AGENDA**  
**EGAN CITY – REGULAR MEETING**  
**March 15, 2023**

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**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 February 15, 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.

***Old Business:*** Colman & Trent Fire Department 2023 Contract

***Zoning:***

***New Business:***

Cindy Menning - Utility Bill  
Clayton Rentschler - Pipeline  
2022 Annual Report  
2023 Agreement for Mosquito Control

***Committee Reports:***

Compliance/Code Enforcement  
Maintenance  
Parks  
Utilities

***Motion to Approve Personnel & Financial Reports***

***Motion to approve bills presented***

***Other:*** Review Correspondence

***Equalization Meeting:*** Monday, March 20, 2023 at 6:00 pm

***Next Regular Meeting:*** April 19, 2023 at 6:00 pm

***Adjourn***

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

REGULAR MEETING  
February 15, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on February 15, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members John Steinhauer, Jerome Olson, Nancy Hansen, and Brad Judstra. Member absent: Cody Chamblin. Also present were Bill Hawkins, DeWayne Taggart, Tye Wangberg, and Jason Landis, representing Colman Fire Department, and Tom Scherff, representing Trent Fire Department.

Meeting was called to order by Chairman Steinhauer.

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

Motion by Judstra, second by Olson, to approve the minutes from January 18, 2023 regular meeting. All present voted "aye".

**Old Business:** Pipeline map was discussed.

**New Business:** Discussion with Colman and Trent Fire Departments requesting changing 2023 Fire Contract regarding liability. Fire Departments will submit new contract for March 15, 2023 meeting for Board review. Colman and Trent Fire Department representatives left the meeting. Motion by Judstra, second by Hansen, to increase 2023 Fire Contract fee to \$1,700.00 for both Colman and Trent Fire Departments. All present voted "aye".

2023 Board of Equalization meeting was set for March 20, 2023 at 6:00pm at Egan City Hall. For appeals to be heard, taxpayers must have written objection filed with Egan City Finance Officer by Thursday, March 16, 2023.

**Committee Reports:** Personnel & Financial: Motion by Judstra, second by Hansen, to approve the financial report. All present voted "aye". Utilities: Reviewed water loss report.

Motion by Steinhauer, second by Judstra, to approve the following bills: Big Sioux Water \$3,054.37 (Water/water loan/supplies); Booster Publishing \$49.95 (Publishing); C & R Custom Repair \$202.05 (Repairs); Century Link \$289.88 (Phone); CitiBusiness Card \$15.14 (Supplies); ECHO \$325.00 (Annual Fee); Eng Services \$1,090.00 (Monthly Garbage); Moody County Enterprise \$118.37 (Publishing); Moody County Register of Deeds \$30.00 (Filing Fees); RDC \$84.90 (Internet/Static IP); River's Edge \$202.53 (Fuel); SD Dept of Transportation \$388.68 (2022 Bridge Report); Sturdevant's \$102.26 (Supplies); USDA - \$569.00 (Loan); Payroll – General \$970.45 All present voted "aye".

Correspondence reviewed.

Motion by Steinhauer, second by Judstra, to adjourn at 6:45 pm. All present voted "aye".

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

Equalization Meeting – March 20, 2023 6:00pm

Minutes submitted pending Board approval.

John Steinhauer, Chairman

Attest:

Brenda Duncan, Finance Officer

MUNICIPALITY OF Egan  
 STATEMENT OF FUND CASH BALANCES  
 ALL FUNDS  
 31-Dec-22

	General Fund	Fund	Fund	Enterprise Funds				Total
				Water Fund	Sewer Fund	Fund	Fund	
<b>Cash Assets:</b>								
Cash in Checking Accounts	462,922.42							462,922.42
Change and Petty Cash	26.38							26.38
Passbook Savings								0.00
Savings Certificates								0.00
Money Market Account				11,155.58	104,757.40			115,912.98
SDFIT	1,245.32							1,245.32
								0.00
								0.00
<b>101 FUND CASH BALANCES</b>	<b>464,194.12</b>	<b>0.00</b>	<b>0.00</b>	<b>11,155.58</b>	<b>104,757.40</b>	<b>0.00</b>	<b>0.00</b>	<b>580,107.10</b>
(Note 1)								
Municipal funds are deposited or invested with the following depositories:								
				First Savings Bank				578,861.78
				SD FIT				1,245.32
								<u>580,107.10</u>
Note 1: These amounts must equal the amounts stated on the bottom line of Exhibit II, page 3.								



MUNICIPALITY OF Egan  
STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES  
ALL FUNDS  
For the Year Ended December 31, 2022  
(continued)

	General Fund	Fund	Fund	Enterprise Funds					Total
				Water Fund	Sewer Fund	Fund	Fund	Fund	
ENTERPRISE FUNDS									
410 Personal Services									0.00
420 Other Expenses				52108.45	19637.45				71,745.90
426 Supplies and Materials				30281.86	7516.29				37,798.15
Total Disbursements	198862.41	0.00	0.00	82390.31	27153.74	0.00	0.00	0.00	308406.46
391.01 Transfers In				27087.88					27,087.88
51100 Transfers Out	(14696.83)	( )	( )	( )	(813.12)	( )	( )	( )	(15,509.95)
391.02 Lease Proceeds									0.00
391.03 Sale of Municipal Property									0.00
391.04 Compensation for Loss or Damage to Capital Assets									0.00
391.2 Money Received From Borrowing									0.00
391.07 Capital Contributions (Grants)									0.00
430 Capital Assets				( )	( )	( )	( )	( )	0.00
441 Debt Service-Principal	-			(6396.87)	( )	( )	( )	( )	(6,396.87)
442 Debt Service-Interest	-			(4554.54)	( )	( )	( )	( )	(4,554.54)
									0.00
									0.00
Subtotal of Receipts, Disbursements and Transfers	8420.14	0.00	0.00	0.00	11784.64	0.00	0.00	0.00	20204.78
Fund Cash Balance, January 1, 2022	455773.98			11155.58	92972.76				559,902.32
Adjustments:									0.00
									0.00
									0.00
Restated Fund Cash Balance, January 1, 2022	455773.98	0.00	0.00	11155.58	92972.76	0.00	0.00	0.00	559,902.32
FUND CASH BALANCE, DECEMBER 31, 2022	464194.12	0.00	0.00	11155.58	104757.40	0.00	0.00	0.00	580,107.10

February 2023		Reconciliation of Cash Assets				
	Beginning		TRAN	SFER		Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 425,913.17	\$ 7,987.03			\$ (3,521.65)	\$ 430,378.55
Water Fund	\$ 420.34	\$ 4,901.01			\$ (3,813.20)	\$ 1,508.15
Utility Deposit Fund	\$ 10,397.00					\$ 10,397.00
Sewer Fund	\$ 1,801.37	\$ 2,370.58			\$ (325.00)	\$ 3,846.95
Sewer Lagoon Rsrv Fund	\$ 706.98	\$ 814.91				\$ 1,521.89
SD Bridge Grant	\$ 15,378.86					\$ 15,378.86
Veterans Memorial Park	\$ 3,142.28					\$ 3,142.28
	\$ 457,760.00	\$ 16,073.53			\$ (7,659.85)	\$ 466,173.68
Debt Reserves (USDA)	\$ 6,828.00					\$ 6,828.00
Water Fund Mny Mrkt	\$ 4,327.58					\$ 4,327.58
Sewer Fund Mny Mrkt	\$ 41,711.59	\$ 24.41				\$ 41,736.00
Sewer Lagoon Mny Mrkt	\$ 74,414.60					\$ 74,414.60
	\$ 127,281.77	\$ 24.41				\$ 127,306.18
SD FIT Investments	\$ 1,249.50	\$ 4.00				\$ 1,253.50
TOTAL CASH ASSETS:	\$ 586,291.27	\$ 16,101.94			\$ (7,659.85)	\$ 594,733.36
<b>RECONCILED CASH ON HAND AND IN BANK:</b>						
Checking Acct Balance 2/28/2023						\$ 463,393.41
Outstanding Checks (listed below)						\$ (670.80)
Reconciled Bank Balance						\$ 462,722.61
Outstanding Checks:	\$ (1.00)					
	\$ (84.90)					
	\$ (500.00)					
	\$ (84.90)					
Petty Cash:	\$ 26.38					\$ 26.38

## February Profit & Loss

	Budgeted	Feb	Year to Date	Budget %
<b>Income</b>				
<b>101-310 General</b>				
101-311.01 Taxes Current		1,001.21	1,757.56	
101-311.02 Prior Year(s) Proper			-	
101-311.07 Tax on Mobile Home			75.85	
101-311.09 Special Meeting Fee			-	
101-313 Sales Tax		5,784.95	10,858.88	
101-315 Amusement Taxes			-	
101-318 Tax Deed Revenue			-	
<b>Total 101-310 General</b>	<b>\$ 150,000</b>	<b>6,786.16</b>	<b>12,692.29</b>	<b>8%</b>
<b>101-320 Licenses &amp; Permits</b>				
101-320.01 Liquor License			-	
101-320.02 Building Permit			33.00	
101-320.03 Dog Tags/Fowl License		88.83	321.98	
<b>Total 101-320 Licenses &amp; Permits</b>	<b>\$ 2,000</b>	<b>88.83</b>	<b>354.98</b>	<b>18%</b>
<b>101-330 Intergovernment Revenue</b>				
101-332.01 Fed Flood Reimbursement			-	
101-334 State Grants			-	
101-335 State Shared Revenue (Covid)			-	
101-335.01 Bank Franchise Tax			-	
101-335.02 Port of Entry Prorate			-	
101-335.03 Liquor Tax Reversion			427.20	
101-335.04 Motor Vech Licen 5%			1,504.86	
101-335.06 SD Flood Reimbursement			-	
101-335.08 Lcl. Gov. HWY/Bridg			2,641.08	
101-338 County Shared Revenue			-	
101-338.01 County Road Tax 25%			-	
<b>Total 101-330 Intergovernment Rever</b>	<b>\$ 30,000</b>	<b>0.00</b>	<b>4,573.14</b>	<b>15%</b>
<b>101-340 Charges Goods Services</b>				
101-341 General Government			-	
101-341.01 Zoning/Subdivis Fees			-	
101-341.99 Other			-	
<b>Total 101-341 General Government</b>		<b>0.00</b>	<b>-</b>	
<b>101-360 Miscellan Revenue</b>				
101-360.01 SDFIT Interest/Dividend		4.00	10.79	
101-362 City Hall Rental			-	
101-363 Special Assessments			-	
<b>Total 101-360 Miscellan Revenue</b>		<b>4.00</b>	<b>10.79</b>	
<b>101-367 Donation</b>				
101-367.01 Veteran's Park			-	
101-367.02 Senior Center			-	
101-367 Donation - Other			-	
<b>Total 101-367 Donation</b>		<b>0.00</b>	<b>-</b>	
<b>101-390 Other Source's</b>			1,532.41	
<b>Total 101-390 Other Source's</b>		<b>0.00</b>	<b>1,532.41</b>	
<b>101-370/380 Enterprise Funds</b>				
101-377 Campground			-	
<b>Total 101-370/380 Enterprise Funds</b>	<b>\$ -</b>	<b>0.00</b>	<b>-</b>	

	<b>101-388 Solid Waste</b>			-	
	101-388.10 Garbage		1,043.96	1,879.28	
	101-388.11 Sales Tax Collecte		68.08	122.10	
	101-388 Solid Waste - Other			-	
	<b>Total 101-388 Solid Waste</b>	<b>\$ 14,000</b>	<b>1,112.04</b>	<b>2,001.38</b>	<b>14%</b>
	<b>602-238 Water</b>			-	
	602-238.1 Water		4,807.70	8,919.52	
	602-381.02 Meter Chg			-	
	602-238.1-1 Water - Other			-	
	<b>Total 602-238 Water</b>	<b>\$ 63,000</b>	<b>4,807.70</b>	<b>8,919.52</b>	<b>14%</b>
	<b>602-390 Other Sources</b>			-	
	602-390.1 Collection Fee			-	
	602-390.2 Disconnect Fee			-	
	602-390.3 Late Fees		93.31	184.56	
	602-390.4 Utility Deposits			-	
	602-390.6 Laor Fees			-	
	<b>Total 602-390 Other Sources</b>	<b>\$ -</b>	<b>93.31</b>	<b>184.56</b>	
	604-383.01 Sewer		2,370.58	4,419.08	
	604-383.01.1 Sewer Interest		24.41	50.83	
	604-383.02 Lagoon Project		814.91	1,521.89	
	<b>Total 604-Sewer</b>	<b>\$ 50,000</b>	<b>3,209.90</b>	<b>5,991.80</b>	<b>12%</b>
				-	
	<b>Total Income</b>	<b>\$ 309,000</b>	<b>16,101.94</b>	<b>36,260.87</b>	<b>11.73%</b>



Expense				
<b>101-410-412 Payroll 941s</b>				
Payroll Expenses		86.89	475.84	
<b>Total 101-410-412 Payroll 941s</b>	<b>\$ 3,300</b>	<b>86.89</b>	<b>475.84</b>	<b>14%</b>
<b>411.5 - Contingency</b>	<b>\$ 5,000</b>	<b>0.00</b>	<b>-</b>	
<b>412-Administrative</b>				
101-412-427 Travel/RegistraFees			-	
101-412.1-411 Salaries of board			-	
101-412.2-422 Legal Srvc/fees			-	
101-412-423 Publishing		168.32	249.87	
101-412-422 Insurance			-	
<b>Total 412-Administrative</b>	<b>\$ 12,000</b>	<b>168.32</b>	<b>249.87</b>	<b>2.1%</b>
<b>414- Financial Administratio</b>				
101-414.1-411-Attorney Fee			-	
101-414.2-411-Finance Office		897.98	2,317.32	
101-414.2-421 Insurance			-	
101-414.2-422 FO/Service & Fees		114.90	1,253.23	
101-414.2-426.1 FO Supplies		15.14	725.94	
101-414.2-427FOTravel/Conf Fees			-	
101-414.2-428- FO Phone		100.05	197.83	
101-414.2-429 FO Maintenance			-	
<b>Total 414- Financial Administratio</b>	<b>\$ 24,000</b>	<b>1,128.07</b>	<b>4,494.32</b>	<b>19%</b>
<b>419.2 Buildings</b>				
101-419.2-421 Insurance			-	
101-419.2-425 Rep/maint			-	
101-419.2-426.1 Supplies			-	
101-419.2-428.1 Elec/LP Heat			213.55	
<b>Total 419.2 Buildings \$8000</b>	<b>\$ 12,000</b>	<b>0.00</b>	<b>213.55</b>	<b>2%</b>
<b>420 Public Safety</b>				
101-420.2-426.1 Supplies			-	
421 Police			-	
101-421-422 Law Enforcement			857.60	
101-422.9-449-FD-Contracts			4,200.00	
<b>Total 420 Public Safety</b>	<b>\$ 18,000</b>	<b>0.00</b>	<b>5,057.60</b>	<b>28%</b>
<b>430 Public Works</b>				
<b>431-HWY-Streets</b>				
101-431.1-421 Insurance			-	
101-431.1-425 Repairs Maint.		590.73	949.66	
101-431.1-426.1 Gas Oil/Supplie		102.26	102.26	
101-431.1-426.2 Materials			-	
101-431.6-428 Street Lights			543.46	
<b>431.7 Snow Removal</b>				
101-431.7-424 Snow RemovalWages		114.39	1,700.77	
101-431.7-425 Repairs/Maint.		38.46	611.98	
101-431.7-426.1GAS-SNOW PLOW		202.53	559.40	
101-431.7-426.2 Supplies			45.78	
<b>Total 431.7 Snow Removal &amp; Public W</b>	<b>\$ 90,000</b>	<b>1,048.37</b>	<b>4,513.31</b>	<b>5%</b>
<b>432 Sanitation</b>				
101-432.3-411 Salary			-	
101-432.3-422 Garbage		1,090.00	2,180.00	
101-432.3-426.1 Supplies			-	
101-432.3-429 SalesTax/dues			97.28	
101-432.4-425 Brush Pile Wages/rent			101.09	
<b>Total 432 Sanitation</b>	<b>\$ 18,000</b>	<b>1,090.00</b>	<b>2,378.37</b>	<b>13%</b>

	101-441.3 West Nile				
	101-441.3-422 Labor			-	
	101-441.3-426 Spray			-	
	101-441.3-427			-	
	<b>Total 440-Health/Welfare</b>	<b>\$ 3,500</b>	<b>0.00</b>	<b>-</b>	<b>0%</b>
	450 Culture & Rec.				
	452 Parks				
	101-45.22-421 Insurance			-	
	101-452.2-422 Services/Fees			-	
	101-452.2-425-Park Repairs			-	
	101-452.2-426.1 Gas-Oil			-	
	101-452.2-428 Parks Eec			62.46	
	101-452.2-429 Park Supplies			-	
	<b>Total 452 Parks</b>	<b>\$ 27,500</b>	<b>0.00</b>	<b>62.46</b>	<b>0%</b>
	602-Water				
	420-Other Current Expenses				
	602-433.5-421 Insurance			-	
	602-433.5-428- Phone/Utilites		189.83	374.88	
	602-433.5-429-Locate/Misc/Other			-	
	602-433.5-441.2 USDA Water loan		569.00	1,138.00	
	602-433.5-410 Utility Deposit Refund			-	
	602-433.5-411 Salary			-	
	602-433.5-421 Insurance			-	
	602-433.5-422 Services & Fees		1,736.00	3,487.44	
	602-433.5-425 Repairs Maint.			-	
	602-433.5-426.1 Gas Oil/Supplies			-	
	602-433.5-426.2 Water purchase		974.75	1,864.87	
	602-433.5-426.3 Water Testing			43.50	
	602-433.5-429 Dues/Other/NFS			-	
	602-433.5-441 Principal BSCWS		288.53	575.74	
	602-433.5-442 Interest BSCWS		55.09	111.50	
	<b>Total 602-Water</b>	<b>\$ 50,000</b>	<b>3,813.20</b>	<b>7,595.93</b>	<b>15%</b>
	604-Sewer				
	604-432.3-411 Salary			-	
	604-432.3-421 Insurance			-	
	604-432.3-422 Services & Fees		325.00	390.43	
	604-432.3-425 Rep/Maintenance			-	
	604-432.3-426.1 Supplies/Gas Oil			-	
	604-432.3-426.2 Materials			-	
	604-432.3-428 Phone/Utilities			181.70	
	604-432.3-429-Locate/Dues/NFS		0.00	-	
	<b>Total 604-Sewer</b>	<b>\$ 26,000</b>	<b>325.00</b>	<b>572.13</b>	<b>2%</b>
	Discrepancy			-	
	<b>Total Expense</b>	<b>\$ 289,300</b>	<b>\$7,659.85</b>	<b>25,613.38</b>	
	<b>Net Income</b>		<b>8,442.09</b>	<b>10,647.49</b>	

**CHECKS - 2/16/2023 through  
3/15/2023**

<b>Name</b>	<b>Description</b>	<b>Amount</b>
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 2,865.58
BOOSTER	Publishing	\$ 49.95
CENTURY LINK	Telephone	\$ 293.75
CITIBUSINESS CARD	Office Supplies	\$ 15.14
DEPARTMENT OF TREASURY	Payroll Liabilities	\$ 160.76
ENG SERVICES	Garbage	\$ 1,090.00
gWORKS	Annual Dues-Public Alert	\$ 352.00
MOODY COUNTY AUDITOR	Law Enforcement	\$ 857.60
MOODY COUNTY ENTERPRISE	Publishing	\$ 41.22
ONE OFFICE SOLUTION	Office Supplies	\$ 51.99
OTTERTAIL POWER	Electric/Street Lights	\$ 851.79
RDC	Internet/Static IP/Web Host	\$ 84.90
STURDEANT'S	Supplies	\$ 35.78
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 4,434.56