# AGENDA EGAN CITY – REGULAR MEETING January 18, 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 and AFTER the Chairman opens 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 December 21, 2022 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.

Zoning: None

Old Business: CO2 Pipeline Roundtable Update

### **New Business:**

Hearing to Vacate Part of Road Resolution 2023-01 Vacating Public Ground Adopt 2023 Fee Schedule / Wages / Fire Department Contracts /Official Newspaper/Attorney Transfer funds from General Fund to Sewer Lagoon Account

## **Committee Reports:**

Compliance/Code Enforcement Maintenance Parks Personnel & Financial Utilities

## Motion to approve bills presented

**Other:** Review Correspondence

Next Regular Meeting: February 15, 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 December 21, 2022

The Board of Trustees of the City of Egan, South Dakota met in regular session on December 21, 2022 at Egan City Hall, 110 W 3rd Street, Egan, SD.

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

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

Motion by Judstra, second by Chamblin, to approve the minutes from November 16, 2022 regular meeting. All present voted "aye".

#### **New Business:**

Motion by Judstra, second by Chamblin, to accept the petition from John & Jennifer Steinhauer to vacate Gilbert Street lying between Blocks 6 & 7 of Leinbach's Addition. Voting aye: Olson, Chamblin, Hansen, & Judstra. Abstaining: Steinhauer.

Motion by Judstra, second by Chamblin, to write off \$468.80 from Utility Account #178, and \$680.38 from Utility Account #81, due to Small Claims Judgments in favor of Egan City. All present voted "aye".

Discussed CO2pipeline roundtable with Moody County.

Reviewed the 2022 Bridge Inspection Report.

Motion by Judstra, second by Chamblin, to transfer \$1,550 from Public Safety to Public Works. All present voted "aye".

#### **Committee Reports:**

Maintenance: Rip rap postponed due to snow

Parks: Chamblin will contact GF&P regarding fence ordering

Personnel & Financial: Motion by Chamblin, second by Olson, to approve the financial report. All present voted

"aye".

Utilities: Reviewed 2022 water loss report & 6% increase from Big Sioux Rural Water beginning January 1, 2023

Motion by Chamblin, second by Judstra, to approve the following bills: Big Sioux Water \$2,842.24 (Water/water loan/supplies); Booster Publishing \$49.95 (Publishing); Century Link \$281.31 (Phone); CitiBusiness Card \$115.08 (Supplies); Department of Treasury \$858.82 (Payroll Tax); ECHO \$500.00 (Generator Maintenance); Eng Services \$1,090.00 (Garbage service); Jay Miles \$53.39 (Utility Deposit Refund); Moody County Auditor \$1770.20 (Oct/Nov Law Contract & Papers Served); Moody County Enterprise \$34.83 (Publishing); Ottertail \$833.46 (Nov Electrical); RDC \$84.90 (Internet/Static IP); River's Edge \$300.61 (Fuel); SDML \$125.00 (2023 Dues); SDPAA \$5,700.21 (Insurance); USDA - \$569.00 (Loan); USPS \$614.00 (Postage/Certified Mailing); Payroll – General \$4,241.09 All present voted "aye".

Correspondence reviewed.

Motion by Judstra, second by Chamblin, to adjourn at 6:30 pm. All present voted "aye".

Next Regular Meeting - January 18, 2023 6:00pm

Minutes submitted pending Board approval.

John Steinhauer
Chairman

Attest:

#### **RESOLUTION 2023-01 VACATING PUBLIC GROUND**

WHEREAS, a petition has been presented to the City of Egan, South Dakota, asking that certain public ground be vacated, said public ground being described as follows:

A portion of GILBERT STREET lying between Lot Seven (7) in Block Six (6) and Lot Twelve (12) in Block Seven (7) all in Leinbach's Addition to City of Egan, Moody County, South Dakota.

WHEREAS, a Public Hearing was held on said Petition and notice thereof given as provided by state law; and

WHEREAS, it appearing that the Petitioners represent all of the owners of the property adjoining the parts of the public ground to be vacated, that said public ground has not been used as a street within the last 20 years; now therefore

BE IT RESOLVED BY THE CITY OF EGAN, SOUITH DAKOTA that the public interest, convenience and necessity will be better served by proposed vacation of the public ground described above and that the Petition be granted; and

BE IT FURTHER RESOLVED that the public ground hereinabove described be and are hereby vacated in accordance with the law

Dated this 18th day of January, 2023 Trustees voting for the Resolution: Trustees voting against the Resolution: Trustees abstaining:

	John Steinhauer, Chairman
Attest:	
Brenda Duncan, Finance Officer	

Date Adopted: January 18, 2023 Date Published: January 25, 2023 Effective Date: February 14, 2023

# **Egan City Rates and Fees- 2023**

<u>Water</u> Base rate \$25.10 + \$5.05/1,000 gallon eff. 7-1-2021

\$225.00 – Replace Water Meter \$325.00 - New Service Meter & ERT

Sewer Residential - \$22.00

Commercial - \$30.00

<u>Lagoon</u> \$8.00

Residential Garbage \$12.06

Utility Deposit \$135.00

Returned Check Fee \$40.00

Late fees on Utility Bill \$4.00 if not paid by 5:00 pm on the 10<sup>th</sup> of each month

\$35.00 collection fee after 20<sup>th</sup> of each month \$40.00 disconnection fee after 20<sup>th</sup> of each month

<u>Labor Fees</u> \$45.00 Minimum One Hour

\$65.00 Minimum One Hour after Hours

Camping \$10 per night per site

<u>City Sales Tax</u> 2%

Dog Tag \$5.00 per dog neutered or spayed

\$10.00 per dog intact

\$40.00 per dog non-licensed

Liquor License \$200 to serve/sell on Sundays

\$300 – Off Sale Liquor License \$900 – On Sale Liquor License

Mowing \$125.00 per time

Notary Services \$2.00 for non-city resident

<u>Building Permits</u> \$10.00 application fee

\$1.00 per thousand or part of thousand

Conditional Use Permit \$140.00 + special meeting costs

<u>Variance Request</u> \$140.00 + special meeting costs

Rezoning Request \$140.00 + special meeting costs

Vacating Public Ground \$140.00 + special meeting costs

<u>NAME</u>	<b>DEPARTMENT</b>		
Chamblin, Cody	Council	\$150.00	Monthly
Chamblin, Cody	Maintenance	\$15.00	Hourly
Chamblin, Cody	Snow - Tract Operator	\$18.38	Hourly
Chamblin, Cody	PU Snowplow	\$26.78	Hourly
Chamblin, Cody	SnowPlow Operator	\$37.28	Hourly
Chamblin, Cody	Zoning Special Meeting	\$25.00	per Meeting
Duncan, Brenda	Finance	\$26.78	Hourly
Hammer, Kevin	Streets, Park, Bldg, Snow	\$15.00	Hourly
Hansen, Don	Streets, Park, Bldg, Snow	\$15.00	Hourly
Hansen, Nancy	Council	\$150.00	Monthly
Hansen, Nancy	Maintenance	\$15.00	Hourly
Hansen, Nancy	Zoning Special Meeting	\$25.00	per Meeting
Judstra, Brad	Council	\$150.00	Monthly
Judstra, Brad	Maintenance	\$15.00	Hourly
Judstra, Brad	Snow - Tract Operator	\$18.38	Hourly
Judstra, Brad	PU Snowplow	\$26.78	Hourly
Judstra, Brad	SnowPlow Operator	\$37.28	Hourly
Judstra, Brad	Zoning Special Meeting	\$25.00	per Meeting
Olson, Jerome	Council	\$150.00	Monthly
Olson, Jerome	Maintenance	\$15.00	Hourly
Olson, Jerome	Snow - Tract Operator	\$18.38	Hourly
Olson, Jerome	PU Snowplow	\$26.78	Hourly
Olson, Jerome	SnowPlow Operator	\$37.28	Hourly
Olson, Jerome	Zoning Special Meeting	\$25.00	per Meeting
Smith, Nathan	Maintenance	\$15.00	Hourly
Smith, Nathan	Snow-Tractor Operator	\$18.38	Hourly
Smith, Nathan	PU Snowplow	\$26.78	Hourly
Smith, Nathan	SnowPlow Operator	\$37.28	Hourly
Steinhauer, John	Council	\$150.00	Monthly
Steinhauer, John	Maintenance	\$18.38	Hourly
Steinhauer, John	Snow-Tractor Operator	\$18.38	Hourly
Steinhauer, John	PU Snowplow	\$26.78	Hourly
Steinhauer, John	SnowPlow Operator	\$37.28	Hourly
Steinhauer, John	Zoning Special Meeting	\$25.00	per Meeting

# December

# **Reconciliation of Cash Assets**

	В	eginning			TRAN	SFER		Ending
RECORDED CASH ASSETS:		Balance	F	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$	431,360.48	\$	22,473.42			\$ (15,014.63)	\$ 438,819.27
Water Fund	\$	(15,051.35)	\$	4,930.44			\$ (3,647.24)	\$ (13,768.15)
<b>Utility Deposit Fund</b>	\$	10,472.80	\$	135.00			\$ (53.39)	\$ 10,554.41
Sewer Fund	\$	578.11	\$	2,523.47			\$ (629.91)	\$ 2,471.67
Sewer Lagoon Rsrv Fund	\$	9,141.43	\$	874.88				\$ 10,016.31
SD Bridge Grant	\$	15,378.86						\$ 15,378.86
Veterans Memorial Park	\$	3,455.16						\$ 3,455.16
	\$	455,335.49	\$	30,937.21			\$ (19,345.17)	\$ 466,927.53
Debt Reserves (USDA)	\$	6,828.00						\$ 6,828.00
Water Fund Mny Mrkt	\$	4,327.58						\$ 4,327.58
Sewer Fund Mny Mrkt	\$	41,661.36	\$	23.81				\$ 41,685.17
Sewer Lagoon Mny Mrkt	\$	63,072.23						\$ 63,072.23
	\$	115,889.17	\$	23.81				\$ 115,912.98
SD FIT Investments	\$	1,241.39	\$	3.93				\$ 1,245.32
TOTAL CASH ASSETS:	\$	572,466.05	\$	30,964.95			\$ (19,345.17)	\$ 584,085.83
RECONCILED CASH ON HAN Checking Acct Balance 12/3								\$ 466,927.53
Outstanding Checks (listed b	elow)							\$ (4,005.11)
Reconciled Bank Balance								\$ 462,922.42
Outstanding Checks:	\$	(1.00)	\$	(406.58)				
	\$	(84.90)	\$	(406.57)				
	\$ \$	(55.00)	\$	(1,090.00)				
	\$	(49.95)	\$	(500.00)				
	\$ \$	(942.15)	\$	(53.39)				
	\$	(415.57)						
5 6. l		22.22					4.000	A 25.22
Petty Cash:	\$	32.38					\$ (6.00)	\$ 26.38

		Budgeted	Dec 22	Year to Date	Budget %
ncome					
101-310 Gener					
	axes Current		2784.73	66,470.60	
	Prior Year(s) Proper		1488.65	4,225.52	
	ax on Mobile Home		144.20	1,230.13	
	Special Meeting Fee			140.00	
101-313 Sale			3923.13	62,176.51	
	usement Taxes		0.00	-	
101-318 Tax	Deed Revenue		0.00	-	
Total 101-310	General	\$ 130,000	8340.71	134,242.76	103%
101-320 Licen	ses & Permits				
101-320.01 L	Liquor License		0.00	1,400.00	
101-320.02 E	Building Permit			663.00	
101-320.03	Dog Tags/Fow I License		264.20	649.11	
Total 101-320	Licenses & Permits	\$ 2,000	264.20	2,712.11	136%
101-330 Interg	overnment Revenue				
101-332.01	Fed Flood Reimbursement			-	
101-334 Stat	e Grants		3092.33	4,530.97	
101-335 Stat	e Shared Revenue (Covid)			24,685.47	
	101-335.01 Bank Franchise Tax			669.19	
	101-335.02 Port of EntryProrate			1,865.74	
	101-335.03 Liquor Tax Reversio			1,688.74	
	101-335.04 Motor Vech Licen 5			10,494.24	
	101-335.06 SD Flood Reimburs	ement		-	
	101-335.08 Lcl. Gov. HWY/Bridg			12,886.54	
101-338 Cou	inty Shared Revenue			12,000.0	
101 000 000	101-338.01 County Road Tax 259	V <sub>0</sub>		647.19	
Total 101-330	Intergovernment Revenue	\$ 30,000	3,092.33	57,468.08	192%
	es Goods Services	<b>V</b> 00,000	0,002.00	-	
	neral Government			_	
101-341 001	101-341.01 Zoning/Subdivis Fee		40.00	40.00	
	101-341.99 Other	.3	40.00	-0.00	
Total 101 24			40.00	40.00	
101-360 Misce	11 General Government		40.00	40.00	
101-300 WISCE			2.02	15.20	
	101-360.01 SDFIT Interest/Divid	ena	3.93	15.38	
	101-362 City Hall Rental		0570.44	40.570.04	
	101-363 Special Assessments		9572.11	10,573.61	
	Miscellan Revenue		3.93	10,588.99	
101-367 Donat				252.22	
	/eteran's Park			250.00	
	Senior Center			-	
	ation - Other			-	
Total 101-367			0.00	250.00	
101-390 Other	Source's			2,247.14	
	Other Source's		0.00	2,247.14	
101-370/380 Er	terprise Funds			-	
101-377 Can	npground			731.00	
Total 101-370/	380 Enterprise Funds	\$ -	0.00	731.00	
101-388 Solid	Waste			-	
101-388.10	Sarbage Sarbage		1093.03	12,773.80	
101-388.11	Sales Tax Collecte		71.04	795.50	
101-388 Soli	d Waste - Other			130.00	
	Solid Waste	\$ 14,000	1164.07	13,699.30	98%

otal Income	\$ 271,000	30,964.95	327,984.72	121.03%
Total 604-Sewer	\$ 40,000	3422.16	39,751.50	99%
,	¢ 40.000		· '	000/
604-383.02 Lagoon Project		874.88	10,016.31	
604-383.01.1 Sewer Interest		23.81	189.17	
604-383.01 Sewer	<b>T</b>	2523.47	29,546.02	
Total 602-390 Other Sources	\$ -	306.39	3,059.42	
602-390.6 Laor Fees				
602-390.4 Utility Deposits		135.00	735.00	
602-390.3 Late Fees		131.39	1,058.99	
602-390.2 Disconnect Fee		40.00	502.00	
602-390.1 Collection Fee			683.60	
602-390 Other Sources			-	
Total 602-238 Water	\$ 55,000	4759.05	63,194.42	115%
602-238.1-1 Water - Other			340.17	
602-381.02 Meter Chg			283.24	
602-238.1 Water		4759.05	62,571.01	
602-238 Water			-	

101-410-412 Pa	ayroll 941s					
Payroll Expe	enses			382.49	3,953.95	
	From Contingency \$1,000				-	
Гotal 101-410-	412 Payroll 941s	\$	4,500	382.49	3,953.95	88%
101-511-0000	Transfer Out					
412-Administi	rative					
101-412-427	Travel/RegistraFees				1,092.58	
101-412.1-41	I1 Salaries of board			2250.00	9,000.00	
101-412.2-42	22 Legal Srvcs/fees			0.00	75.00	
101-412-423	Publishing			84.78	1,711.22	
101-412-422	Insurance				-	
Total 412-Adm	ninistrative	\$ 13	2,000	2,334.78	11,878.80	99.0%
411.5 - Contin	gency-Transferred to Public Wo	rks			-	
414- Financial	Administratio					
101-414.1-41	I1-Attorney Fee				2,596.51	
101-414.2-41	11-Finance Office			1,499.68	13,815.13	
101-414.2-42	21 Insurance				1,106.37	
101-414.2-42	22 FO/Service & Fees			84.90	3,894.10	
101-414.2-42	26.1 FO Supplies			24.57	2,478.86	
101-414.2-42	27FOTravel/Conf Fees				-	
101-414.2-42	28- FO Phone			97.11	1,151.58	
101-414.2-42	29 FO Maintenance			0.00	-	
Total 414- Fina	ancial Administratio	\$ 2	9,000	1706.26	25,042.55	86%
419.2 Building	s					
101-419.2-42	21 Insurance			1,786.01	4,312.49	
101-419.2-42	25 Rep/maint			`	4,390.13	
101-419.2-42	26.1 Supplies				6,017.91	
101-419.2-42	28.1 Elec/LP Heat			144.14	7,123.01	
Total 419.2 Bu	ildings \$8000	\$ 2	3,244	1930.15	21,843.54	94%
	Ordinance 224 \$13000					
	Resolution 2022-05 \$2,244.23					
420 Public Saf	ety				-	
101-420.2-42	26.1 Supplies				-	
421 Police					-	
	101-421-422 Law Enforcement			1,770.20	10,054.11	
	101-422.9-449-FD-Contracts				7,000.00	
Total 420 Publ		\$ 1	7,450	1,770.20	17,054.11	98%
	\$1,550 to 430 Public Works					
430 Public Wo	rks					
431-HWY-St	reets					
	101-431.1-421 Insurance			892.17	2,914.59	
	101-431.1-425 Repairs Maint.				71,712.13	
	101-431.1-426.1 Gas Oil/Supplie				6,393.75	
	101-431.1-426.2 Materials				-	
	101-431.6-428 Street Lights			564.01	6,124.31	
431.7 Snow Re	emoval					
101-431.7-42	24 Snow RemovalWages			840.78	1,735.14	
101-431.7-42	25 Repairs/Maint.				681.25	
101-431.7-42	26.1GAS-SNOW PLOW			300.61	853.98	
101-431.7-42	26.2 Supplies			90.51	90.51	
Total 431.7 Sn	ow Removal & Public Works	\$ 9	0,550	2,688.08	90,505.66	100%
	Contingency \$4,000					

602-433.5-426.1 GasOil/Supplies 602-433.5-426.2 Water purchase			762.62	13,978.24 16,303.62	
602-433.5-426.1 GasOil/Supplies					
602-433.5-425 Repairs Maint.			.,. 55.66	13,349.51	
602-433.5-422 Services & Fees			1,736.00	17,760.22	
602-433.5-421 Insurance			51.80	51.80	
602-433.5-411 Salary			33.33	7,194.85	
602-433.5-410 Utility Deposit Refund			53.39	253.20	
602-433.5-441.2 USDA Water loa			569.00	6,828.00	
602-433.5-429-Locate/Misc/Othe	r		107.20	-,020.00	
602-433.5-428- Phone/Utilites			184.20	2,320.83	
602-433.5-421 Insurance				54.95	
420-Other Current Expenses					
602-Water					
Total 452 Parks	\$	7,000	2,965.63	6,740.46	96
101-452.2-429 Park Supplies				786.56	
101-452.2-428 Parks Elec			47.83	894.75	
			47.00	-	
101-452.2-426.1 Gas-Oil				1,010.33	
101-452.2-425-Park Repairs				1,616.35	
101-452.2-422 Services/Fees				525.00	
101-45.22-421 Insurance			2917.80	2,917.80	
452 Parks					
450 Culture & Rec.					
Total 440-Health/Welfare	\$	3,500	0.00	3,264.72	93
101-441.3-427				<u> </u>	
101-441.3-426 Spray				1,890.00	
101-441.3-422 Labor				1,374.72	
101-441.3 West Nile					
440-Health/Welfare				.,	•
Total 432.6-weed control			0.00	1,382.16	09
101-432.6-426.1 Gas-Oi/Supplies				, - -	
101-432.6-411 Salary				1,382.16	
432.6-weed control	-			•	
Total 432 Sanitation	\$	18,000	1237.04	17,196.46	96
101-432.4-425 Brush Pile Wages/rent			147.04	1,452.30	
101-432.3-429 SalesTax/dues				563.36	
101-432.3-426.1 Supplies				80.00	
101-432.3-422 Garbage			1,090.00	14,571.05	
101 122 2 122 Carbana			4 000 00	529.75	

Net

CHECKS - 12/22/2022 - 1/18/2023		
Name	Description	Amount
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 2,969.74
BOOSTER	December Publishing	\$ 49.95
CENTURY LINK	January Telephone	\$ 282.83
CITIBUSINESS CARD	Stree & Office Suuplies	\$ 64.33
DEPARTMENT OF TREASURY	Payroll Tax	\$ 248.40
ENG SERVICES	December Garbage	\$ 1,090.00
FLANDREAU FIRE DEPARTMENT	2023 Fire Contract	\$ 4,200.00
gWORKS	UBPay Software	\$ 592.00
INTUIT PAYROLL	Payroll Software	\$ 692.25
MOODY COUNTY AUDITOR	December Law Contract	\$ 857.60
MOODY COUNTY ENTERPRISE	December Publishing	\$ 31.60
NORTHERN TRUCK COMPANY	Snow Plow Parts	\$ 322.17
RDC	December/January Internet	\$ 171.33
RICK LUZE	Snow Removal	\$ 500.00
RIVER'S EDGE	Snow Plow Gas	\$ 356.83
SD DEPT OF AG & NATURAL RESOURCES	2023 Water Permit	\$ 50.00
SD ONE CALL	811 Fees	\$ 30.87
STATE OF SOUTH DAKOTA	Nov. & Dec. Sales Tax	\$ 97.28
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 2,847.98