AGENDA
EGAN CITY – REGULAR MEETING

 February 21, 2024

***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 January 17, 2024 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:*** Water rate increase for 2024 – BSRW suggestion of 4% increase = Base $25.10+$5.25/1,000 gallon (increase from $5.05 per gallon)

 Bridge replacement agreement – motion to approve signer

 Trent Fire department – 2nd email sent to Tom

 Colman Fire department – Reed (city attorney) is following up with Colman attorney

***New Business:***

2024 Board of Equalization meeting date (typically 3rd week of March)

Donation for Avenue of Flags (1 flag $80) – Egan’s American Legion 105 yr celebration

***Committee Reports:***

Compliance/Code Enforcement – Jake brake signs are ordered.

 Maintenance – Plan for road maintenance for summer/Review job description

Parks – 2 yr Bridge Re-inspection Program Resolution contract/Painting gazebo/Update on ball field fence (2nd email sent)

Utilities – Approval for ERT’s & bracket order for BSRW/Approval of meter order/Water Loss report

**Motion to Approve Personnel & Financial Reports**

**Motion to approve bills presented**

***Other:*** Review Correspondence

***Next Regular Meeting:*** March 20, 2024 at 6:00 pm

***Adjourn***

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

EGAN CITY MINUTES

January 17, 2024

The Board of Trustees of the City of Egan, South Dakota met in regular session on January 17, 2024at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee: Cody Chamblin, Dana Walters, Nancy Hansen and Jerome Olson. Also present: John Steinhauer, Amanda Walters,Michelle TenEyck, Mike Hein, Donna Koehn, Norm Koehn, Mike Larson and Jason Gierke

Meeting was called to order by Chairman Chamblin.

Motion by Olson, second by Hansen to approve the agenda. All present voted “aye.”

Motion by Olson, second by Hansen to approve the minutes of December 20, 2023. All present voted “aye.”

***Public Comment:***

* John Steinhauer - concerns about the city having a full audit. Last one was a partial in 2019
* Michelle TenEyck – would like to see a community volunteer committee formed to help those in need of snow removal, mowing, violation fixes and various small projects that are needed around the city. This would not be a committee not related to the city, but a stand-alone volunteer committee. It was stated that the city would not manage this committee due to liability issues and lack of staffing. Legal consultation will need to be sought to determine if a stand-alone volunteer committee can be formed.
* Donna Koehn – would like to see new carpet placed in the front of the Senior Center and a 10-minute parking sign put in the front to ensure no one uses it for long term parking.

***Zoning:*** Jason Gierke presented his plans for his current home. He will be using a portion as an AirBnb. Then once his family has moved to the area they will live in the home. He wants to live in his RV while he builds a new home once his family moves into his current home. The council will respond to his request for RV living when that time arrives. It was established that Jason is in compliance with zoning and can have a multi-family dwelling and can put another home on the property.

Normal session resumed.

***Old Business:***

* Egan City Spend Policy approved. Motion by Hansen, second by Walters. All presented vote “aye”
* Website – new website is up and running. The Finance Officer stated more content needs to be added and that will happen in the next couple of months.
* 2ndreading of Ordinance 227 Noise and Braking held. Motion by Chamblin, second Olson to approve final reading. All resent voted “aye”.
* 2ndreading of Ordinance 228 – Supplemental Appropriation Ordinance held. Motion by Hansen, second by Olson to approve final reading. All present voted “aye”.
* Lagoon project funds – $8.00 will remain in effect. That amount is now included in Sewer on the city bills. Rod Fortin, with SD Legislative Audit stated, via email, there was no need for a new resolution because the funds are staying in the Sewer fund. Resolution would only need to be completed if the amount was to change.

***New Business:***

* Donna Koehn had the following concerns:
	+ Ballfield – how to best get revenue to recoup the city’s investment. Maintenance of the fields is handled by Chamblin or Kevin Hammer at no cost. Koehn feels out of town, outside of Egan, should be charged for usage. Chamblin stated that now the fence is compliant to host sanctioned teams the opportunity to have more teams coming to Egan could present an opportunity to create revenue with fees. Koehn would like to see bids taken for concessions. Discussion tabled to gather list of improvements.
	+ Request made for city to have full financial audit. Was previously stated the Finance Officer will make those arrangements.
	+ Concerns regarding ***SDCL 3-16-7*** *Officer’s interest in public contract misdemeanor* presented. Koehn’s specific concern was that Jud’s Custom provided financial gain to a board member by using them as a vendor for the generator building. Violation of this law is a Class 2 misdemeanor. Any future projects that involve financial gain of a board member will be presented to the city attorney for council to ensure the law is followed.
* Jerome Olson voted in as VP Chairman. Motion by Hansen, second by Chamblin to approve. All present voted “aye”. Walter’s voting “nay”
* Big Sioux 2024 rate increase presented. Increase went from $2.17 per 1,000 gal to $2.26 per 1,000 gal. This increase being passed on to city residents was tabled until further information is gained. Motion by Hansen, seconded by Olson. All present voted “aye”.
* Motion by Hansen, second by Walters, to adopt the 2024 fee schedule as presented. All present voted “aye”. Water: 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 Lagoon: $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 10th of each month, $35.00 collection fee after 20th of each month, $40.00 disconnection fee after 20th of each month Labor Fees: $45.00 Minimum One Hour, $65.00 Minimum One Hour after Hours Camping: $15 per night per site City Sales Tax: 2% Dog Tag: $5.00 per dog neutered or spayed, $10.00 per dog intact, $40.00 per dog not licensed by January 1st 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 Building Permits: $10.00 application fee, $1.00 per thousand or part of thousand Conditional Use Permit: $140.00 + special meeting costs Variance Request: $140.00 + special meeting costs Rezoning Request: $140.00 + special meeting costs Vacating Public Ground: $140.00 + special meeting costs
* Motion by Walters, second by Chamblin, to raise the following hourly wages. All present voted “aye”. Wages: Kelly Wosje: $24.75/Hourly; Hammer, Kevin: Maintenance-$17.00/Hourly, Hansen, Don: Maintenance-$17.00/Hourly, Snow Removal using personal equipment $38.13/Hourly; Bosanco, Deb: Maintenance-$17.00/Hourly. Wages for Mike Hein will be reviewed before winter 2024.
* Motion by Chamblin, second by Olson, to accept the 2024 Fire Department contract with Flandreau. All present voted “aye”. Motion by Chamblin, second by Olson, to designate the Moody County Enterprise as the legal newspaper for Egan City. All present voted “aye”. Motion by Chamblin, second by Olson, to appoint Reed Mahlke as Egan City Attorney. Reed replaces Greg Gass, the previous attorney now retired.
* Joint Powers & Funding Agreement for Bridge Replacement contract – Motion by Walters, second by Chamblin to table to allow for board members to review contract
* 1st reading Ordinance 229 – Snow Removal on city/public streets – motion by Walters, second by Hansen to review and make changes before 2ndreading

***Committee Reports:***

Compliance/Code Enforcement: Olson will present all compliance concerns at next meeting.

Maintenance: A job description will be created for the Maintenance position. Walters, Finance Officer, and current Maintenance employee will work on putting one together. Hein will also put together a list of what he sees needs to be taken care of around the city; Walters will get quotes needed for a new skid steer; Motion made by Hansen, seconded by Olson to hire Mike Larson on an “as needed” basis to help with city snow removal at the hourly rates of Snow Plow $38.13/Maintenance $20.00. Finance Officer and Mike Hein will work on a plow schedule to ensure there is coverage when needed.

Parks: SDPAA Improvement Recommendations to be acknowledged

Utilities: Water Loss report not available due to no new meter readings. The water leak has been fixed by affected homeowner and non-working meters have been addressed by BSRW.

Motion by Walters, second by Olson to approve Financial Report. All present voted “aye”

* Motion by Olson, second Walters to approve the following bills: Big Sioux Water $3,212.88(Water/water loan); City of Sioux Falls $43.50(Water testing); Deluxe Checks $585.92 (Checks for bill/payroll);Eng Services $1,133.60 (Dec); Moody County Auditor $892.00 (Dec deputy coverage); Moody County Enterprise $78.53(Publishing); One Office Solutions $39.99 (Ice melt & tape); SD One Call $18.20 (811 Calls Oct-Dec); Valley Fibercom$189.35 (phone & internet);USDA $569.00(Loan); Payroll – General $1,561.34. All present voted “aye”.

Correspondence reviewed:

* Letter from Joy Chambley read. Points of concern long-range plans for the town, creating a space for the children to play. Has anyone been chosen for the open board position? Requesting all board members that have not attended the SDML training do so. Request the Finance Officer attend Finance Officers and Election training. She questioned the need for a 5 man board and a reminder that a variance for property needs to follow the set forth protocol.

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

Next Regular Meeting – February 22, 2024

Minutes submitted pending Board approval.

Cody Chamblin,Chairman

Attest:

Kelly Wosje, Finance Officer











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| ***1/17/24 - 2/21/24*** |  |  |
| **Name** |  **Description** |  **Amount** |
| Big Sioux Community Water | Water, Service, Loan |  $ 2,959.76  |
| Booster | Publishing |  $ 49.95  |
| Cardmember Services | Tools, creeper, Microsoft 365 (mo chg), adapter for welder, 2023 1099's and W2 forms |  $ 252.66  |
| City of Flandreau | Fire support contract |  $ 4,200.00  |
| Eng Services | January garbage service |  $ 1,133.60  |
| Erin Lenhoff | Utility deposit refund |  $ 135.00  |
| First District Assoc of Local Gov't | Annual Dues |  $ 386.25  |
| Moody County Enterprise | Publishing |  $ 145.17  |
| Napa Auto Parts | Oil/Filter |  $ 38.45  |
| Ottertail | Utilities - December |  $ 943.33  |
| Ottertail | Utilities - January |  $ 784.65  |
| RDC | Email, internet - final |  $ 194.36  |
| Rivers Edge | Fuel |  $ 160.85  |
| SD Dept of Revenue | Nov & Dec Sales Tax |  $ 124.82  |
| USDA RD-Water | Water Loan |  $ 569.00  |
| Vallery Fibercom | Phone/Internet |  $ 181.81  |
| PAYROLL | General |  $ 2,556.45  |