

AGENDA
EGAN CITY – REGULAR MEETING
July 19, 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 10, 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

Zoning: Review Building Permits

Old Business: Colman & Trent Fire Contracts
FEMA – Brush pile from derecho

New Business: Resolution 2023-02 Bridge Improvement Grant application
Special Event License
SDARWS-System Mapping
Surplus Generator

Committee Reports:

Compliance/Code Enforcement
Maintenance
Parks
Utilities

Motion to Approve Personnel & Financial Reports

Motion to approve bills presented

Other: 2024 Budget work session
Review Correspondence

Next Regular Meeting: August 16, 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 10, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on July 10, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members Cody Chamblin, Jerome Olson, Nancy Hansen, and Brad Judstra. Also present were: Denise Hollaren, John Steinhauer, Don Hansen, Dana Walters, and Amanda Walters.

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, to amend and approve minutes of June 14, 2023 as amended. Amendment to strike the amendment of changing the minutes of May 17, 2023, to change Olson to Hansen as seconding the Chairman motion. Second by Hansen. All present voted "aye."

Public Comment: None

Old Business: Discussion on revising Egan City Zoning Ordinance Chapter 4.05 Parking, Storage, or Use of Major Recreation Equipment. First reading of amendment to change Ordinance will be August 16, 2023. Discussion on placement of new road signs. IMEG will be notified to place signs on SE corner of intersections.

New Business: Noted that Trustee 1 John Steinhauer resigned from the Board and as an employee when turning in keys at May 17, 2023 meeting. Motion by Olson, second by Hansen, to nominate Judstra as Vice Chairman. Motion by Judstra to nominate Hansen as Vice Chairman, Hansen respectfully declines. Vote for Judstra as Vice Chairman all present voting "aye". One sealed bid was received for cutting and baling of ball field and sewer lagoon area. Motion by Judstra, second by Olson, to award bid to Nick Otto for \$200.00. All present voting "aye". Motion by Judstra, second by Hansen, to approve Bender Sewer cleaning proposal. All present voting "aye". Discussion on job description for maintenance position. Board will discuss again at July 19, 2023 meeting. Motion by Judstra, second by Olson, to rerun ad for Finance Position and to include starting wage at \$20.00 or more depending on qualifications. All present voting "aye". Motion by Judstra, second by Olson, to authorize Chairman Chamblin to sign Ball Field grant. All present voting "aye". Motion by Hansen, second by Judstra, to go into executive session per SDCL 1-25-2. All present voting "aye". Regular session resumed. Motion by Hansen, second by Judstra, to re-advertise for Finance Officer and to advertise for Maintenance Position in Brookings Register, Keloland, Booster, Enterprise, Utility Billing and on Egan City website. All present voting "aye".

Motion by Judstra, second by Olson to adjourn.

Next Regular Meeting – July 19, 2023 6:00pm

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Brenda Duncan, Finance Officer

Resolution 2023-02 Bridge Improvement Grant / Local Federal Bridge Programs

WHEREAS, City of Egan, wishes to submit an application for consideration of award for the Bridge Improvement Grant and/or Local Federal Bridge Programs:

STRUCTURE NUMBER AND LOCATION:

51-124-136 – East 2nd Street over the Big Sioux River

And, WHEREAS, NA certifies that the project(s) are listed in the county’s Five-Year County Highway and Bridge Improvement Plan;

And, WHEREAS, City of Egan agrees to pay the NA% match on the Bridge Improvement Grant funds and/or 0.0% match on the Local Federal Bridge funds;

And, WHEREAS, City of Egan, hereby authorizes the Bridge Improvement Grant and Local Federal Bridge application and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant and/or Local Federal Bridge Application.

Vote of Trustees: YES _____ NO _____

Dated at Egan, SD this 19th day of July, 2023.

Attest:

Brenda Duncan, Finance Officer

Cody Chamblin, Chairman

June 2023		Reconciliation of Cash Assets				
	Beginning		TRANSFER			Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 127,532.08	\$ 16,082.84			\$ (8,191.01)	\$ 135,423.91
Water Fund	\$ 5,218.93	\$ 5,385.95			\$ (4,193.79)	\$ 6,411.09
Sewer Fund	\$ 11,227.85	\$ 2,365.35			\$ (4,855.00)	\$ 8,738.20
Sewer Lagoon Rsrv Fund	\$ 4,124.89	\$ 851.23				\$ 4,976.12
	\$ 148,103.75	\$ 24,685.37			\$ (17,239.80)	\$ 155,549.32
Debt Reserves (USDA)	\$ 6,828.00					\$ 6,828.00
Water Fund Mny Mrkt	\$ 4,327.58					\$ 4,327.58
Sewer Fund Mny Mrkt	\$ 41,763.03	\$ 26.18				\$ 41,789.21
Sewer Lagoon Mny Mrkt	\$ 74,467.81	\$ -				\$ 74,467.81
	\$ 127,386.42	\$ 26.18			\$ -	\$ 127,412.60
BankWest Money Market	\$ 171,597.78	\$ 528.09				\$ 172,125.87
Utility Deposits						
SD Bridge Grant	\$ 15,378.86				\$ (10,000.00)	\$ 5,378.86
Vets Memorial	\$ 3,142.28					\$ 3,142.28
	\$ 200,785.92	\$ 528.09	\$ -	\$ -	\$ (10,000.00)	\$ 191,314.01
SD FIT Investments	\$ 167,187.69	\$ 646.25				\$ 167,833.94
TOTAL CASH ASSETS:	\$ 643,463.78	\$ 25,885.89	\$ -	\$ -	\$ (27,239.80)	\$ 642,109.87
RECONCILED CASH ON HAND AND IN BANK:						
Checking Acct Balance 6/30/2023						\$ 149,697.07
Outstanding Checks (listed below)						\$ (7,323.33)
Reconciled Bank Balance						\$ 142,373.74
Outstanding Checks:	\$ (1.00)	\$ (4,855.00)				
	\$ (84.90)	\$ (500.00)				
	\$ (1,426.57)	\$ (415.58)				
	\$ (40.28)					
Petty Cash:	\$ 126.38				\$ (6.88)	\$ 119.50

		Budgeted	June	Year to Date	Budget %
Income					
101-310 General					
	101-311.01 Taxes Current		2,793.57	37,380.39	
	101-311.02 Prior Year(s) Proper		947.77	1,557.65	
	101-311.07 Tax on Mobile Home		983.53	2,195.04	
	101-311.09 Special Meeting Fee			-	
	101-313 Sales Tax		9,871.03	30,483.84	
	101-315 Amusement Taxes			-	
	101-318 Tax Deed Revenue			38.95	
	Total 101-310 General	\$ 150,000	14,595.90	71,655.87	48%
101-320 Licenses & Permits					
	101-320.01 Liquor License			-	
	101-320.02 Building Permit		306.00	1,024.00	
	101-320.03 Dog Tags/Fowl License			516.98	
	Total 101-320 Licenses & Permits	\$ 2,000	306.00	1,540.98	77%
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			815.00	
	101-335.04 Motor Vech Licen 5%			4,658.83	
	101-335.06 SD Flood Reimbursement			-	
	101-335.08 Lcl. Gov. HWY/Bridg			7,516.28	
	101-338 County Shared Revenue				
	101-338.01 County Road Tax 25%			647.19	
	Total 101-330 Intergovernment Revenue	\$ 30,000	0.00	15,448.15	51%
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		646.25	1,591.23	
	101-360.01 BankWest Interest		528.09		
	101-362 City Hall Rental		25.00		
	101-363 Special Assessments			125.00	
	Total 101-360 Miscellan Revenue		1,199.34	1,716.23	
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	
	Total 101-390 Other Source's		0.00	1,700.80	
101-370/380 Enterprise Funds					
	101-377 Campground		30.00	297.00	
	Total 101-370/380 Enterprise Funds	\$ -	30.00	297.00	
101-388 Solid Waste					
	101-388.10 Garbage		1,058.65	6,467.27	
	101-388.11 Sales Tax Collecte		67.29	416.62	
	101-388 Solid Waste - Other			100.00	
	Total 101-388 Solid Waste	\$ 14,000	1,125.94	6,983.89	50%

	602-238 Water				-	
	602-238.1 Water			5,043.64	28,929.65	
	602-381.02 Meter Chg				405.64	
	602-238.1-1 Water - Other				-	
	Total 602-238 Water	\$ 63,000		5,043.64	29,335.29	47%
	602-390 Other Sources				-	
	602-390.1 Collection Fee			70.00	607.00	
	602-390.2 Disconnect Fee			40.00	163.82	
	602-390.3 Late Fees			97.31	598.45	
	602-390.4 Utility Deposits			135.00	270.00	
	602-390.6 Labor Fees					
	Total 602-390 Other Sources	\$ -		342.31	1,639.27	
	604-383.01 Sewer			2,365.35	14,685.33	
	604-383.01.1 Sewer Interest			26.18	157.25	
	604-383.02 Lagoon Project			851.23	4,976.12	
	Total 604-Sewer	\$ 50,000		3,242.76	19,818.70	40%
					-	
	Total Income	\$ 309,000		25,885.89	151,615.19	49.07%

Expense					
101-410-412 Payroll 941s					
	Payroll Expenses		400.47	1,692.04	
	Total 101-410-412 Payroll 941s	\$ 3,300	400.47	1,692.04	51%
	411.5 - Contingency	\$ 5,000	0.00	-	
412-Administrative					
	101-412-427 Travel/RegistraFees			-	
	101-412.1-411 Salaries of board		2,250.00	4,500.00	
	101-412.2-422 Legal Srvcs/fees			-	
	101-412-423 Publishing		293.66	1,025.81	
	101-412-422 Insurance			-	
	Total 412-Administrative	\$ 12,000	2,543.66	5,525.81	46.0%
414- Financial Administratio					
	101-414.1-411-Attorney Fee			490.00	
	101-414.2-411-Finance Office		1,623.26	9,494.21	
	101-414.2-421 Insurance			-	
	101-414.2-422 FO/Service & Fees			4,730.10	
	101-414.2-426.1 FO Supplies		6.88	1,139.85	
	101-414.2-427FOTravel/Conf Fees			-	
	101-414.2-428- FO Phone		98.57	594.53	
	101-414.2-429 FO Maintenance			-	
	Total 414- Financial Administratio	\$ 24,000	1,728.71	16,448.69	69%
419.2 Buildings					
	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			1,746.92	
	Total 419.2 Buildings \$8000	\$ 12,000	0.00	1,746.92	15%
420 Public Safety					
	101-420.2-426.1 Supplies			-	
	421 Police			-	
	101-421-422 Law Enforcement			4,356.80	
	101-422.9-449-FD-Contracts			4,200.00	
	Total 420 Public Safety	\$ 18,000	0.00	8,556.80	48%
430 Public Works					
431-HWY-Streets					
	101-431.1-411 Salary		151.63	553.77	
	101-431.1-421 Insurance			-	
	101-431.1-425 Repairs Maint.		10,000.00	10,912.90	
	101-431.1-426.1 Gas Oil/Supplie		196.31	710.21	
	101-431.1-426.2 Materials			-	
	101-431.6-428 Street Lights			2,654.83	
431.7 Snow Removal					
	101-431.7-424 Snow RemovalWages			3,210.84	
	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	10,347.94	19,147.69	21%

	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		50.00	100.00	
	101-452.2-425-Park Repairs		58.86	58.86	
	101-452.2-426.1 Gas-Oil			-	
	101-452.2-428 Parks Elec			368.66	
	101-452.2-429 Park Supplies		29.52	99.23	
	Total 452 Parks	\$ 27,500	138.38	626.75	2%
	602-Water				
	420-Other Current Expenses				
	602-433.5-421 Insurance			-	
	602-433.5-428- Phone/Utilites		190.49	1,135.40	
	602-433.5-429-Locate/Misc/Other			-	
	602-433.5-441.2 USDA Water loan			2,845.00	
	602-433.5-410 Utility Deposit Refund		569.00	569.00	
	602-433.5-411 Salary		1,836.00	1,836.00	
	602-433.5-421 Insurance			-	
	602-433.5-422 Services & Fees			8,695.44	
	602-433.5-425 Repairs Maint.			-	
	602-433.5-426.1 Gas Oil/Supplies			1,626.00	
	602-433.5-426.2 Water purchase		1,254.68	5,572.91	
	602-433.5-426.3 Water Testing			87.00	
	602-433.5-429 Dues/Other/NFS			-	
	602-433.5-441 Principal BSCWS		293.85	1,743.13	
	602-433.5-442 Interest BSCWS		49.77	318.59	
	Total 602-Water	\$ 50,000	4,193.79	24,428.47	49%
	604-Sewer				
	604-432.3-411 Salary			-	
	604-432.3-421 Insurance			-	
	604-432.3-422 Services & Fees			458.27	
	604-432.3-425 Rep/Maintenance		4,855.00	4,855.00	
	604-432.3-426.1 Supplies/Gas Oil			-	
	604-432.3-426.2 Materials			-	
	604-432.3-428 Phone/Utilities			633.86	
	604-432.3-429-Locate/Dues/NFS		0.00	-	
	Total 604-Sewer	\$ 26,000	4,855.00	5,947.13	23%
	Discrepancy		0.00	-	
	Total Expense	\$ 289,300	\$27,239.80	93,591.11	
	Net Income		-1,353.91	58,024.08	

**CHECKS - 6/21/2023 through
7/19/2023**

Name	Description	Amount
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,375.53
BOOSTER	Publishing	\$ 49.95
CARD MEMBER SERVICES	Supplies	\$ 10.43
CENTURY LINK	Telephone	\$ 296.67
CITIBUSINESS CARD	Dropbox Subscription	\$ 164.51
DEPARTMENT OF TREASURY	Payroll Liabilities May & June	\$ 429.60
DONALD HANSEN	Supplies	\$ 16.57
EKERN HOME EQUIPMENT	Park Toilet	\$ 148.74
ENG SERVICES	Garbage	\$ 1,133.60
ITRON, INC.	Meter Reading Software	\$ 1,280.67
LACEY RENTALS	Porta Pot Service	\$ 200.00
MOODY COUNTY AUDITOR	May & June Law Contract	\$ 1,784.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 121.77
MOODY COUNTY REGISTER OF DEEDS	Copies	\$ 4.00
OTTERTAIL POWER CO	Electric-June	\$ 939.70
OTTERTAIL POWER CO	Electric-July	\$ 833.09
RDC	Internet/Static IP/Web Host	\$ 84.90
SD DEPT OF TRANSPORTATION	Balance on Bridge Report	\$ 195.62
SD ONE CALL	Fees	\$ 70.84
TYLER LUMBER COMPANY	Supplies	\$ 63.39
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 2,351.23