

AGENDA  
EGAN CITY – REGULAR MEETING  
October 18, 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 September 20, 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:** Moody County Museum – donation only  
Colman Fire Dept contract update

**New Business:** Troy Wellman – Deputy Coverage  
Public Hearing for Mowing Assessments  
Resolution 2023-03 – Mowing Assessment  
Liquor License renewal

**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

- New office computer
- New Website host

**Next Regular Meeting:** November 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  
September 20, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on September 20, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members Cody Chamblin, Brad Judstra, Dana Walters, Jerome Olson and Nancy Hansen. Also present were: John Steinhauer, Mike Hein, Donna Koehn, Barb Warborg, Lori Halverson, Tim Staubaugh, Denise Hollanen, Amanda Walters, Carol Larsen, Leanne Larson, and Colin Kelley.

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, second by Hansen to approve the minutes of August 16 & 23<sup>rd</sup> 2023. All present voted "aye."

**Public Comment:** Tim Staubaugh from Sioux Falls is researching family heritage and had questions regarding Staubaugh Park and the history.

Normal session resumed.

**Old Business:** Brian Gundvoldson – Memorial - Was not present to discuss request  
Valley Fibercom - Motion by Judstra, second by Hansen, to put funds donated as Park income. All present voted "aye."

Moody County Museum - no action taken. Need to hear back from Museum Director on benefit of city membership vs donation

Ball field fence – Proposal agreement provided by RW Fencing and signed by Chair Chamblin. Discussion on residents of Egan helping to do current removal of fence and clean up day to reduce cost. Chamblin is looking into getting lights at field fixed.

**New Business:**

Collin Kelley with IMEG presented maps to show where city signage will be updated. Project will take approximately 2 years to complete and will be done in phases. Kelley also discussed replacement of the bridge. It will be 100% funded by a Federal grant.

Motion to approve Bridge and Sign project by Hansen, second by Walters. All present voted "aye.", with exception of Olson voting "nay".

Leanne Larson & Donna Koehn presented a draft Welcome Guide brochure to be given to new residents of Egan. Motion by Chamblin, second by Hansen, to move forward with brochure. All present voted "aye."

John Steinhauer, Barbara Warborg & Donna Koehn presented concerns regarding the Lagoon charge on current utility statements. Further action on eliminating current charge until further information is gained from Stockwell Engineering and the State Survey. Motion by Judstra, second by Hansen, to table. All present voted "aye."

Motion by Judstra, second by Hansen, to proclaim October 1-7, 2023 as NATIONAL 4-H WEEK throughout Egan and encourage all of our citizens to recognize 4-H for the significant impact they have made and continue to make by empowering youth with the skills they need to lead for a lifetime. All present voted "aye".

Held second reading of Ordinance 225 - Amending Ordinance 154, Zoning Regulations. Motion by Judstra, second by Hansen, to approve & adopt. Held second reading of Ordinance 226.- 2024 Appropriation Ordinance. Motion by Judstra, second by Hansen, to approve and adopt

Normal session resumed.

**Committee Reports:**

Compliance/Code Enforcement: Judstra working on a list. Will present at next Board meeting scheduled for October 18, 2023

Maintenance: Chamblin stated road work to begin end of September, beginning of October.

Parks: Moving forward on new fence at ball field. Plan to remove porta potty end of October..

Utilities: August Water report reviewed

Motion by Judstra, second by Hansen, to approve Financial Report. All present voted "aye".

Motion by Olson, second by Hansen, to approve the following bills: Adams Bucket Service (stump removal & park cleanup) \$1,943.46; Benders \$13,707.60 (clean & video sewer lines/mobilization); Big Sioux Water \$3,501.39 (Water/water loan/supplies); Booster Publishing \$149.85 (Publishing); Century Link \$285.03(Telephone); Eng Services \$1,133.60(Monthly Garbage);Kelly Wosje \$21.10 (Supplies); Lacey Rentals \$100.00 (Porta Potty Service); Moody County Auditor (Deputy – July contract); Moody County Enterprise \$131.32(Publishing); Ottertail Power Company \$812.17 (Electric August); RDC \$84.90 (Internet/Static IP); Rivers Edge \$4,865.66 (Gas/Oil/Propane); SD Dept of Revenue \$88.36 (July-August Sales Tax); Tyler Lumber \$191.76 (Supplies); USDA - \$569.00 (Loan); Payroll – General \$5,300.53 All present voted "aye".

Motion by Chamblin, second by Judstra, to go into executive session for personnel reasons per SDCL 1-25-2. All present voted "aye".

Normal session resumed. Correspondence reviewed.

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

Next Regular Meeting – October 18, 2023 6:00pm

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Kelly Wosje, Finance Officer

<b><u>SEPTEMBER WATER REPORT</u></b>		
Present Reading	9/20/2023	3,358,905
Previous Month Reading	8/21/2023	2,751,699
Gallons Pumped		607,206
Metered Water		431,373
Non-Metered Water		175,833
Total Non-Metered Water		175,833
Gallons Pumped		607,206
%Water Loss		29%
Gallons per minute loss		4

September 2023	Reconciliation of Cash Assets					
	Beginning		TRAN SFER			Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 128,378.81	\$ 9,511.86			\$ (36,729.05)	\$ 101,161.62
Water Fund	\$ 9,699.34	\$ 5,481.34			\$ (8,197.75)	\$ 6,982.93
Sewer Fund	\$ (493.50)	\$ 2,285.80			\$ (279.42)	\$ 1,512.88
Sewer Lagoon Rsrv Fund	\$ 6,728.90	\$ 757.41			\$ -	\$ 7,486.31
	\$ 155,549.32				\$ (45,206.22)	\$ 110,343.10
Debt Reserves (USDA)	\$ 6,828.00	\$ 25.32				\$ 6,853.32
Water Fund Mny Mrkt	\$ 4,327.58					\$ 4,327.58
Sewer Fund Mny Mrkt	\$ 41,843.32					\$ 41,843.32
Sewer Lagoon Mny Mrkt	\$ 74,467.81					\$ 74,467.81
	\$ 127,412.60	\$ 25.32			\$ -	\$ 127,492.03
<b>BankWest Money Market</b>	\$ 183,221.62	\$ 532.37				\$ 183,753.99
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
	\$ 202,409.76	\$ 532.37	\$ -	\$ -	\$ -	\$ 202,942.13
SD FIT Investments	\$ 169,218.00	\$ 693.70				\$ 169,911.70
TOTAL CASH ASSETS:	\$ 652,109.87	\$ 1,251.39	\$ -	\$ -	\$ (45,206.22)	\$ 608,155.04
<b>RECONCILED CASH ON HAND AND IN BANK:</b>						
Checking Acct Balance 9/30/2023						\$ 142,464.87
Outstanding Checks (listed below)						\$ (27,448.80)
Reconciled Bank Balance						\$ 115,016.07
Outstanding Checks:	\$ (1.00)	\$ (3,392.89)	\$ (74.32)			
	\$ (84.90)	\$ (1,120.00)	\$ (49.95)			
	\$ (84.90)	\$ (308.70)				
	\$ (149.85)	\$ (181.00)				
	\$ (84.90)	\$ (150.00)				
	\$ (415.58)	\$ (139.76)				
	\$ (21,126.15)	\$ (84.90)				
Petty Cash:	\$ 115.50	\$ (66.00)				\$ 49.50

		Budgeted	Sep	Year to Date	Budget %
<b>Income</b>					
<b>101-310 General</b>					
	101-311.01 Taxes Current			44,947.45	
	101-311.02 Prior Year(s) Proper			1,557.65	
	101-311.07 Tax on Mobile Home			2,195.04	
	101-313 Sales Tax		0.70	39,558.27	
	101-318 Tax Deed Revenue			38.95	
	<b>Total 101-310 General</b>	<b>\$ 150,000</b>	<b>0.70</b>	<b>88,297.36</b>	<b>59%</b>
<b>101-320 Licenses &amp; Permits</b>					
	101-320.01 Liquor License			-	
	101-320.02 Building Permit			1,056.01	
	101-320.03 Dog Tags/Fowl License			516.98	
	<b>Total 101-320 Licenses &amp; Permits</b>	<b>\$ 2,000</b>	<b>0.00</b>	<b>1,597.99</b>	<b>80%</b>
<b>101-330 Intergovernment Revenue</b>					
	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		4,832.02	6,030.77	
	101-335.04 Motor Vech Licen 5%		1,967.93	10,577.06	
	101-335.08 Lcl. Gov. HWY/Bridg			9,625.57	
	101-338 County Shared Revenue				
	101-338.01 County Road Tax 25%			647.19	
	<b>Total 101-330 Intergovernment Revenue</b>	<b>\$ 30,000</b>	<b>6,799.95</b>	<b>28,691.44</b>	<b>96%</b>
<b>101-341 General Government</b>					
	101-341.01 Zoning/Subdivis Fees			140.00	
	<b>Total 101-341 General Government</b>		<b>0.00</b>	<b>140.00</b>	
<b>101-360 Miscellan Revenue</b>					
	101-360.01 SDFIT Interest/Dividend		693.70	3,380.68	
	101-360.01 BankWest Interest		532.37		
	101-363 Special Assessments			125.00	
	101-369 Other			200.00	
	<b>Total 101-360 Miscellan Revenue</b>		<b>1,226.07</b>	<b>3,505.68</b>	
	<b>Total 101-367 Donation</b>		<b>1,600.00</b>	<b>1,600.00</b>	
	101-390 Other Source's			1,700.80	
	<b>Total 101-390 Other Source's</b>		<b>0.00</b>	<b>1,700.80</b>	
<b>101-370/380 Enterprise Funds</b>					
	101-377 Campground		80.00	722.00	
	<b>Total 101-370/380 Enterprise Funds</b>	<b>\$ -</b>	<b>80.00</b>	<b>722.00</b>	
<b>101-388 Solid Waste</b>					
	101-388.10 Garbage		973.07	9,767.51	
	101-388.11 Sales Tax Collecte		58.14	621.80	
	101-388 Solid Waste - Other			100.00	
	<b>Total 101-388 Solid Waste</b>	<b>\$ 14,000</b>	<b>1,031.21</b>	<b>10,489.31</b>	<b>75%</b>

	<b>602-238 Water</b>			-	
	602-238.1 Water		5,273.89	47,272.52	
	602-381.02 Meter Chg			405.64	
	<b>Total 602-238 Water</b>	<b>\$ 63,000</b>	<b>5,273.89</b>	<b>47,678.16</b>	<b>76%</b>
	<b>602-390 Other Sources</b>			-	
	602-390.1 Collection Fee		35.00	642.00	
	602-390.2 Disconnect Fee			238.82	
	602-390.3 Late Fees		98.26	952.46	
	602-390.4 Utility Deposits		74.19	479.19	
	<b>Total 602-390 Other Sources</b>	<b>\$ -</b>	<b>207.45</b>	<b>2,312.47</b>	
	<b>604-383.01 Sewer</b>		2,285.80	22,109.58	
	604-383.01.1 Sewer Interest		25.32	236.68	
	604-383.02 Lagoon Project		757.41	7,486.31	
	<b>Total 604-Sewer</b>	<b>\$ 50,000</b>	<b>3,068.53</b>	<b>29,832.57</b>	<b>60%</b>
				-	
	<b>Total Income</b>	<b>\$ 309,000</b>	<b>19,287.80</b>	<b>220,023.22</b>	<b>71.20%</b>

<b>Expense</b>				
<b>101-410-412 Payroll 941s</b>				
	Payroll Expenses		432.66	2,556.29
	<b>Total 101-410-412 Payroll 941s</b>	<b>\$ 3,300</b>	<b>432.66</b>	<b>2,556.29</b> <b>77%</b>
	<b>411.5 - Contingency</b>	<b>\$ 5,000</b>		-
<b>412-Administrative</b>				
	101-412.1-411 Salaries of board		1,950.00	6,450.00
	101-412.2-422 Legal Srvcs/fees		1,120.00	1,318.00
	101-412-423 Publishing		470.88	2,258.62
	<b>Total 412-Administrative</b>	<b>\$ 12,000</b>	<b>3,540.88</b>	<b>10,026.62</b> <b>83.6%</b>
<b>414- Financial Administratio</b>				
	101-414.1-411-Attorney Fee			490.00
	101-414.2-411-Finance Office		2,290.12	15,040.06
	101-414.2-421 Insurance			-
	101-414.2-422 FO/Service & Fees		84.90	4,857.31
	101-414.2-426.1 FO Supplies		149.62	1,381.84
	101-414.2-428- FO Phone		95.88	899.63
	101-414.2-429 FO Maintenance			-
	<b>Total 414- Financial Administratio</b>	<b>\$ 24,000</b>	<b>2,620.52</b>	<b>22,668.84</b> <b>94%</b>
<b>419.2 Buildings</b>				
	101-419.1-411 Salary		363.00	
	101-419.2-425 Rep/maint			55.00
	101-419.2-426.1 Supplies			168.48
	101-419.2-428.1 Elec/LP Heat		543.90	2,750.69
	101-419.2-429 Other		1.00	1.00
	<b>Total 419.2 Buildings \$8000</b>	<b>\$ 12,000</b>	<b>907.90</b>	<b>2,975.17</b> <b>25%</b>
<b>420 Public Safety</b>				
	421 Police			-
	101-421-422 Law Enforcement		1,784.00	7,924.80
	101-422.9-449-FD-Contracts		1,700.00	5,900.00
	<b>Total 420 Public Safety</b>	<b>\$ 18,000</b>	<b>3,484.00</b>	<b>13,824.80</b> <b>77%</b>
<b>430 Public Works</b>				
	<b>431-HWY-Streets</b>			
	101-431.1-411 Salary			617.17
	101-431.1-425 Repairs Maint.			10,533.79
	101-431.1-426.1 Gas Oil/Supplie		381.01	5,738.29
	101-431.6-428 Street Lights		595.73	4,865.80
	<b>431.7 Snow Removal</b>			
	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
	<b>Total 431.7 Snow Removal &amp; Public Work</b>	<b>\$ 90,000</b>	<b>976.74</b>	<b>25,971.03</b> <b>29%</b>

<b>432 Sanitation</b>					
101-432.3-411 Salary			103.03	518.28	
101-432.3-422 Garbage			2,267.20	12,183.14	
101-432.3-426.1 Supplies				83.30	
101-432.3-429 SalesTax/dues			88.36	389.50	
101-432.4-425 Brush Pile Wages/rent				101.09	
<b>Total 432 Sanitation</b>	<b>\$ 18,000</b>		<b>2,458.59</b>	<b>13,275.31</b>	<b>74%</b>
<b>432.6-weed control</b>					
101-432.6-411 Salary				1,179.56	
<b>Total 432.6-weed control</b>			<b>0.00</b>	<b>1,179.56</b>	<b>0%</b>
<b>440-Health/Welfare</b>					
101-441.3 West Nile					
101-441.3-422 Labor				858.24	
101-441.3-426 Spray				1,318.24	
<b>Total 440-Health/Welfare</b>	<b>\$ 3,500</b>		<b>0.00</b>	<b>2,176.48</b>	<b>62%</b>
<b>450 Culture &amp; Rec.</b>					
<b>452 Parks</b>					
101-452.2-422 Services/Fees			100.00	500.00	
101-452.2-425-Park Repairs			594.38	4,671.01	
101-452.2-428 Parks Elec			53.45	707.83	
101-452.2-429 Park Supplies			21,178.92	21,421.06	
<b>Total 452 Parks</b>	<b>\$ 27,500</b>		<b>21,926.75</b>	<b>27,299.90</b>	<b>99%</b>
<b>602-Water</b>					
<b>420-Other Current Expenses</b>					
602-433.5-428- Phone/Utilites			189.15	1,710.84	
602-433.5-441.2 USDA Water loan			569.00	5,121.00	
602-433.5-422 Services & Fees			3,762.00	19,441.53	
602-433.5-426.1 Gas Oil/Supplies			74.32	1,700.32	
602-433.5-426.2 Water purchase			2,735.04	11,040.82	
602-433.5-426.3 Water Testing			181.00	311.50	
602-433.5-441 Principal BSCWS			593.10	2,927.98	
602-433.5-442 Interest BSCWS			94.14	508.22	
<b>Total 602-Water</b>	<b>\$ 50,000</b>		<b>8,197.75</b>	<b>42,762.21</b>	<b>86%</b>
<b>604-Sewer</b>					
604-432.3-422 Services & Fees				843.69	
604-432.3-425 Rep/Maintenance				18,192.60	
604-432.3-426.1 Supplies/Gas Oil			191.76		
604-432.3-426.2 Materials				17.15	
604-432.3-427 Travel/Fees				370.00	
604-432.3-428 Phone/Utilities			87.66	981.50	
604-432.3-429-Locate/Dues/NFS			0.00	-	
<b>Total 604-Sewer</b>	<b>\$ 26,000</b>		<b>279.42</b>	<b>20,596.70</b>	<b>79%</b>
Discrepancy			0.00	-	
<b>Total Expense</b>	<b>\$ 289,300</b>		<b>\$44,825.21</b>	<b>185,675.91</b>	
<b>Net Income</b>			<b>-25,537.41</b>	<b>34,347.31</b>	

<b>CHECKS - 9/21 thru 10/17/23</b>		
<b>Name</b>	<b>Description</b>	<b>Amount</b>
ASPHALT PROS	Ashphalt 4 blocks	\$ 80,000.00
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,392.89
BIG SIOUX COMMUNITY WATER		\$ 74.32
BOOSTER	Publishing	\$ 49.95
CARDMEMBER SERVICES	Office supplies, Amazon Prime	\$ 308.70
CARDMEMBER SERVICES	office supplies, shop supplies	\$ 284.66
CENTURY LINK	Telephone	\$ 282.93
CITY OF SIOUX FALLS	3rd Qrt Water testing	\$ 43.50
ENG SERVICES	Garbage	\$ 1,133.60
HELSPER, MCCARTY	Fire contract work	\$ 1,120.00
LACEY RENTALS	Porta Pot Service	\$ 150.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 139.76
ONE OFFICE SOLUTION	Office supplies & new chair	\$ 491.55
OTTERTAIL POWER CO	Electric-August	\$ 746.85
RDC	Internet/Static IP/Web Host	\$ 84.90
RIVERS EDGE	Tank rentals	\$ 291.00
RW FENCING	1/2 down for ball field fence	\$21,126.15
SD PUBLIC HEALTH	Water testing	\$ 181.00
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 2,550.54