

AGENDA  
EGAN CITY – REGULAR MEETING  
January 17, 2024

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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 December 20, 2023 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.**

**Zoning:** Jason Gierke – confirmed with BSRW 1 meter (add 1 sewer & water minimum) will be sufficient if multi-family dwelling.

**Old Business:** City of Egan spend policy update  
Website – new one is up and running (additions need to be added)  
2<sup>nd</sup> reading Ordinance 227 – Noise and Braking Devices  
2<sup>nd</sup> reading Ordinance 228 – Supplemental Appropriation Ordinance  
Lagoon funds – information from Rod Fortin w/Dept of Legislative Audit

**New Business:** Donna Koehn – Charges for usage of ball field; Request for audit; generator building - SDCL 3-16-7  
Elect new VP for board  
Big Sioux 2024 rate increase from \$2.17 per 1,000 gal to \$2.26  
Adopt 2024 Fee Schedule/Wages (\*Don & Deb)/Official Newspaper/Attorney – Reed Mahlke/Fire Contract – Flandreau  
Joint Powers & Funding Agreement for Bridge Replacement (between SD DOT & Egan)  
1<sup>st</sup> reading Ordinance 229 – Snow Removal on city/public streets

**Committee Reports:**

Compliance/Code Enforcement -  
Maintenance - Mike H responsibilities list; Snow blower skid steer; Mike Larson – plow driver; Plow schedule  
Parks – review camping cost; Insurance improvements recommendations – status; ballfield – nothing is ADA compliant  
Utilities – Water leak fixed, numerous meters fixed that were not reading. No Water loss report – meters being read Thursday.

**Motion to Approve Personnel & Financial Reports**

**Motion to approve bills presented**

**Other:** Review Correspondence

**Next Regular Meeting:** February 22, 2023 at 6:00 pm

**Adjourn**

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

EGAN CITY MINUTES  
December 20, 2023

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

Present: Board of Trustee members Cody Chamblin, Dana Walters, and Jerome Olson. Board member Nancy Hansen absent. Also present: John Steinhauer, Amanda Walters, Barb Warborg, Dan Warborg, LeAnne Larson, Michelle TenEyck, Lori Voneye and Harvey Donley.

Meeting was called to order by Chairman Chamblin.

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

Motion by Olson, second by Chamblin to approve the minutes of November 15, 2023. All present voted "aye."

**Public Comment:**

- John Steinhauer - concerns about the new softball fence. Access is insufficient for players, also concerned about fence being tall enough to stop foul balls. He provided access measurements of Flandreau's field. Chairman Chamblin will take pictures and contact RW Fencing to go over concerns. Final payment will not be issued until concerns have been resolved. Michelle TenEyck asked if it is required to be ADA compliant. The Finance Office will connect with the state about requirements. The city will also have to ensure that teams playing either carry insurance or have a signed waiver on file with the city office.

**Zoning:** Jason Gierke is asking if his home can become a multi-family dwelling. The board prefers Jason come to a city meeting (was previously asked to attend) to outline his plan for the dwelling. The board is concerned with water/sewer impact. It has been recognized there is potentially an un-permitted building on the property.

Normal session resumed.

**Old Business:**

- Purchasing update – Board reviewed the initial change to the purchasing policy. The board will continue working on the policy with the expectation to finalize at January meeting.
- Website update – Content from old website now migrated to new website. Not all content was not transferred due to cost. All Agendas, Meeting Minutes, Ordinances, Resolutions and Budgets not migrated will be available to all residents. Copies will not be made of said information.

**New Business:**

- Lori VonEye discussed the current living status of Hermine Keith. VonEye explained that it is a temporary situation. Keith does not want to change zoning to Residential because it is a temporary situation. Motion was made by Walters, second by Chamblin to allow for a variance. All present voted "aye". Keith will work with the city office on completing it.
- Resolution 2023-04 Contingency transfer. Motion by Olson, second by Chamblin to approve. All present voted "aye"
- 1<sup>st</sup> reading of Ordinance 227 Noise and Braking read. Motion by Chamblin, second by Walters to approve. All present voted "aye"
- 1<sup>st</sup> reading of Ordinance 228 – Supplemental Appropriation Ordinance read. Motion by Walter, second by Chamblin. All present voted "aye".

**Committee Reports:**

Compliance/Code Enforcement: Gierke may need building permit. Chamblin to follow up

Maintenance: Front door to city office fixed. Discussion about snow plow drivers and the need for a schedule of coverage and training on operating of the plow. Harvey Donley, with having years of experience working with the SD DOT, volunteered to train staff consisting of Mike Hein, Kevin Hammer, Cody Chamblin and Dana Walters. Walters expressed concern drivers needing a CDL. Finance Officer will work with all to schedule training and a coverage schedule.

Parks: Chamblin will work with RW Fencing on concerns brought up by Steinhauer. Final invoice will be held until concerns are addressed and resolved.

Utilities:Water Loss report reviewed. Jeff with Big Sioux knows of the 94% loss for November. He is working with residents that had meters not read correctly. Leak that was found is scheduled by landowner to be fixed Thursday, December 21, 2023. Motion by Walters, second by Chamblin to set up Valley Fibercom on autopay.

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

- Motion by Olson, second Chamblin to approve the following bills:Big Sioux Water \$3,290.90(Water/water loan); Booster \$49.95 (Publishing); Cardmember services \$164.81 (Notary stamp & dog license); Cardmember Services \$560.70(Battery, stamps, locks & memory cards); Century Link \$216.93(final phone bill); City of Colman\$1,088.24 (West Nile spraying – Sept); Eng Services \$2,267.20 (Oct & Nov); Immense Impact, LLC \$582.00 (old website content transfer);ITRON \$600.00(integrate & update on new computer); Moody County Auditor \$1,784.00(Oct & Nov deputy coverage); Moody County Enterprise \$93.18(Publishing); Ottetail \$1,509.06(Oct & Nov utilities); SD DANR \$50.00(Water testing permit); SD Assoc of Code Enforcement \$75.00(2024 Dues); SD Dept of Govt of Financial Officers Assoc \$40.00(2024 Dues); SD Municipal League \$494.53(2024 Dues);StoreyO. Kenworthy \$37.52 (statements);Valley Fibercom\$191.01(phone & internet);USDA \$569.00(Loan); Payroll – General & Board \$3,960.60. All present voted “aye”.

Correspondence reviewed:

- Letter from Dept of Agriculture and Natural Resources read. It stated Egan’s permit exempt site is operating in an acceptable compliance manner.
- Correspondence in reference to Hermine Keith’s living situation was read. It is temporary and that “concerned citizens” direct their efforts toward other opportunities in town that can make a positive impact.
- Unsigned letter to city read in regarding deserted homes, building and lots in town. Also, addressed concerns about the lack of mowing and weed control throughout the city. Encouraged the council to address these issues.
- Email communication between Walters and Asphalt Pros was presented. Walters email requested for the signed quote’s for the \$80,000.00 expense and a breakdown of services provided. Asphalt Pro’s stated they are unable to provide.

Motion by Olson, second by Chamblin to adjourn. All present voted “aye”

Next Regular Meeting – January 17, 2024 6:00pm

Minutes submitted pending Board approval.

Cody Chamblin,Chairman

Attest:

Kelly Wosje, Finance Officer

## Egan City Spend Policy

CITY LIMITS (Assuming there is budgetary authority)

- **\$0 - \$1,000** – Finance Officer and Maintenance have Council pre-approval to purchase required items and services, within budget, that are needed to fulfill job responsibilities
- **\$1,000 - \$5,000** – Council approval required and purchase falls within budget. Three (3) written or documented proposals or quotes shall be obtained. Consideration will be given to receiving the best available price with preference to local vendors.
- **\$5,000 - \$10,000** – Council approval required and purchase falls within budget. A minimum of three (3) written or documented proposals or quotes shall be obtained. Consideration will be given to receiving the best available price with preference to local vendors.

**\$10,000 - \$49,999** – Council approval required. Quotes required for materials, supplies, services except professional services. A minimum of three (3) written or documented proposals or quotes shall be obtained.

**\$50,000 and Above** – See State and Federal Limits

### STATE LIMITS

**\$50,000** – Contracts for the purchase, lease or rental of materials, supplies, equipment or services (except professional services). Consideration must be given to the total number of particular items that will be purchased in a calendar year. (reference SD Local Govt Guide Bid Booklet)

**\$100,000** – Contracts for construction of a new building or the remodeling or addition to an existing building; or, contracts for construction of any other public improvement. (reference SD Local Govt Guide Bid Booklet)

FEDERAL LIMITS (expenditures with federal funds--\$150,000 is the simplified acquisition threshold)

**\$2,000** – Supplies and services must be equitably distributed among qualified suppliers.

**\$3,000** – Construction subject to Davis Bacon must be equitably distributed among qualified suppliers.

**\$2,001 - \$149,999** – Supplies, services or other property purchases. A minimum of three (3) written or documented proposals or quotes shall be obtained. City and State limits apply.

**\$150,000** – City Council approval required. Bidding required.

### EXEMPTIONS FROM BIDDING EXAMPLES

EMERGENCY PURCHASES – Emergency purchases may be made after attempting to secure two competitive quotations if awaiting regular advertising for bids would seriously impair public services.

EQUIPMENT REPAIR CONTRACTS

SURPLUS PROPERTY FROM ANOTHER PUBLIC ENTITY

ITEMS CONTAINED ON THE STATE CONTRACT PRICE LIST OR NJPA

ITEMS COMPETITIVELY BID BY ANOTHER SD LOCAL GOV'T ENTITY (within 12 mos.)

PROFESSIONAL SERVICES – Audits, consultants, architects, engineers, insurance, etc.

COMPUTER HARDWARE AND SOFTWARE

NO BIDS RECEIVED (Quotes must be obtained)

# City of Egan

## Ordinance 2023-227 Noise and Braking Devices

AN ORDINANCE ENTITLED, AND ORDINANCE TO AMEND ORDINANCE 190, AN ORDINANCE ESTABLISHING NOISE AND BRAKING REGULATIONS FOR THE CITY OF EGAN, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, AND FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH.

1. Noise. No person shall make or cause to be made any loud, boisterous, and unreasonable noise or disturbance to the annoyance of any other persons nearby, or near to any public highway, road or common area.

2. Braking Devices. Unmuffled dynamic engine braking is prohibited except for the aversion of imminent danger within the City of Egan’s jurisdictional limits. Dynamic engine braking means the use of a device used primarily on trucks for the conversion of the engine from an internal combustion engine to an air compressor for the purpose of braking without the use of wheel brakes.

3. Signs. Signs shall be placed near the primary entrance points to the City notifying motorists of the prohibition of “engine braking”. Prior to enforcement, the City shall obtain any necessary approvals from the South Dakota Department of Transportation, and Moody County to place such signs on the aforementioned primary entrance points.

4. Violation. Any violation of this section shall be a Class 2 misdemeanor, punishable by a fine up to \$500.00 and/or 30 days in jail as provided by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Cody Chamblin, Chairman

ATTEST:

\_\_\_\_\_  
Kelly Wosje, FO

First Reading: December 20, 2023  
Second Reading & Adoption: January 17, 2024  
Published: January 24, 2024  
Effective: January 24, 2024



## Egan City Rates and Fees- 2024

<u>Water</u>	Base rate \$25.10 + \$5.05/1,000 gallon eff. 7-1-21 \$225.00 – Replace Water Meter \$325.00 - New Service Meter & ERT
<u>Sewer</u>	Residential - \$30.00 Commercial - \$30.00
<u>Residential Garbage</u>	\$12.06
<u>Utility Deposit</u>	\$135.00
<u>Returned Check Fee</u>	\$40.00
<u>Late fees on Utility Bill</u>	\$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
////////////////////////////////////	
<u>Camping</u>	\$10 per night per site
<u>City Sales Tax</u>	2%
<u>Dog Tag</u>	\$5.00 per dog neutered or spayed \$10.00 per dog intact \$40.00 per dog non-licensed
<u>Liquor License</u>	\$200 to serve/sell on Sundays \$300 – Off Sale Liquor License \$900 – On Sale Liquor License
<u>Mowing</u>	\$125.00 per time
<u>Notary Services</u>	\$2.00 for non-city resident
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<u>Building Permits</u>	\$10.00 application fee \$1.00 per thousand or part of thousand
<u>Conditional Use Permit</u>	\$140.00 + special meeting costs
<u>Variance Request</u>	\$140.00 + special meeting costs
<u>Rezoning Request</u>	\$140.00 + special meeting costs
<u>Vacating Public Ground</u>	\$140.00 + special meeting costs

**2024**

<b><u>NAME</u></b>	<b><u>DEPARTMENT</u></b>		
Chamblin, Cody	Council	\$150.00	Monthly
Chamblin, Cody	Maintenance	\$15.85	Hourly
Chamblin, Cody	Snow - Tractor Operator	\$19.23	Hourly
Chamblin, Cody	PU Snowplow	\$27.63	Hourly
Chamblin, Cody	SnowPlow Operator	\$38.13	Hourly
Chamblin, Cody	Zoning Special Meeting	\$25.00	per Meeting
Bosanco, Deb	Maintenance	\$15.85	Hourly
Wosje,, Kelly	Finance	\$22.50	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
Walters, Dana	Council	\$150.00	Monthly
Walters, Dana	Zoning Special Meeting	\$25.00	per Meeting
Olson, Jerome	Council	\$150.00	Monthly
Olson, Jerome	Zoning Special Meeting	\$25.00	per Meeting
Hein, Mike	Maintenance	\$22.00	Hourly
Hein, Mike	Snow-Tractor Operator	\$22.00	Hourly
Hein, Mike	PU Snowplow	\$22.00	Hourly
Hein, Mike	Snow Plow Operator	\$38.13	Hourly



**ORDINANCE 2024-229**

**SNOW REMOVAL ON CITY/PUBLIC STREETS**

**BE IT ORDAINED by the town of Egan, South Dakota:**

**IMPLEMENTATION**

The town will start the removal of snow after there is an accumulation of two or more inches (2”) with the weather permitting or at other times as directed by the Board of Trustees. During blizzard periods, only emergencies that are a danger to human life will be considered for snow removal.

**PARKING**

Vehicles and equipment must be removed prior to plowing. Within twelve (12) hours of the snowfall, vehicles must be removed for plowing. If they are not removed, vehicles will be ticketed and towed at the owner’s expense.

**PUBLIC ROADWAYS**

All snow removal from private property onto public roads or right of ways shall be prohibited.

This ordinance is for the support of the municipal Government of the City of Egan, South Dakota and its existing institution and is hereby declared to be an ordinance to be in full force and effect after its passage and publication.

\_\_\_\_\_  
Cody Chamblin, Chairman

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Kelly Wosje, FO

First Reading: January 17, 2024  
Second Reading & Adoption: February 21, 2024  
Published: February 28, 2024  
Effective: February 28, 2024

December 2023

Reconciliation of Cash Assets

RECORDED CASH ASSETS:	Beginning		TRANSFER			Ending
	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 39,652.27	\$ 10,298.82			\$ (9,359.64)	\$ 40,591.45
Water Fund	\$ 9,357.13	\$ 4,570.20			\$ (1,281.01)	\$ 12,646.32
Sewer Fund	\$ 6,323.05	\$ 3,367.92			\$ (83.08)	\$ 9,607.89
Sewer Lagoon Rsrv Fund	\$ 8,889.66					\$ 8,889.66
	\$ 64,222.11				\$ (10,723.73)	\$ 53,498.38
Debt Reserves (USDA)	\$ 6,879.52	\$ 53.27				\$ 6,932.79
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
	\$ 127,518.23	\$ 53.27			\$ -	\$ 127,571.50
<b>BankWest</b> Money Market	\$ 184,840.77	\$ 554.51				\$ 185,395.28
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
	\$ 204,028.91	\$ 554.51	\$ -	\$ -	\$ -	\$ 204,583.42
SD FIT Investments	\$ 171,336.17	\$ 729.79				\$ 172,065.96
<b>TOTAL CASH ASSETS:</b>	\$ 652,109.87	\$ 1,337.57	\$ -	\$ -	\$ (10,723.73)	\$ 642,723.71
<b>RECONCILED CASH ON HAND AND IN BANK:</b>						
Checking Acct Balance 12/31/2023						\$ 77,297.68
Outstanding Checks (listed below)						\$ (6,445.62)
Reconciled Bank Balance						\$ 70,852.06
Outstanding Checks:	\$ (84.90)	\$ (49.95)	\$ (560.70)	\$ (415.58)		
	\$ (892.00)	\$ (40.00)	\$ (216.93)	\$ (415.57)		
	\$ (494.53)	\$ (1,133.60)	\$ (582.00)			
	\$ (75.00)	\$ (892.00)	\$ (592.86)			
Petty Cash:	\$ 115.50	\$ (66.00)				\$ 49.50

**12/19/23 - 1/16/24**

<b>Name</b>	<b>Description</b>	<b>Amount</b>
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,212.88
CITY OF SIOUX FALLS	Water testing	\$ 43.50
DELUXE CHECKS	Checks for printing	\$ 585.92
ENG SERVICES	December	\$ 1,133.60
MOODY COUNTY AUDITOR	December deputy coverage	\$ 892.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 78.53
ONE OFFICE SOLUTIONS	Ice melt and tape	\$ 39.99
SD One Call	811 Calls/Fax/Email (Oct - Dec)	\$ 18.20
VALLEY FIBERCOM	Phone & Internet	\$ 189.35
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General & Board	\$ 1,561.34