

AGENDA
EGAN CITY – REGULAR MEETING
May 15, 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 April 25, 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: Bonnie Hemmer – update on Avenue of Flags dedication
Clean up Day status – no volunteers
Egan Bridge update
Speed limit signs placement on main street (currently no speed limit signs) – mark IMEG map
BSRW Water loan – addtl \$100 on principle. Save \$213.30 pay off in 10/1/25, instead of 2/1/27
Senior Center update

New Business: Appointment of Trustee I
Election of Chairman & Vice Chairman
Committee Assignments – Streets/Utilities (Water & Sewer)
Parks Maintenance (Campground, playground)
Town improvements & beautification
Building & Code Enforcement (Compliance & Maintenance)
Compliance & Code Enforcement
Personnel & Compliance
Internal Control Review audit started 5/7 (only goes back 1 year Apr 23 – Apr 24)
Ordinance need for horses (livestock within city limits)

Committee Reports:

Compliance/Code Enforcement – Four violation courtesy letters mailed
Maintenance/Streets – Road maintenance
Parks – Concession stand. Veterans Park donations. Rocks around ball field fence. Weed eating help. Weed spraying. Bid – mowing and baling of lagoon behind ball field
Utilities –

Motion to Approve Personnel & Financial Reports

Motion to approve bills presented

Other: Review Correspondence

Next Regular Meeting: June 19, 2024 at 6:00 pm

Adjourn

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

EGAN CITY MINUTES
April 25, 2024

The Board of Trustees of the City of Egan, South Dakota met in regular session on April 25, 2024 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee: Dana Walters, Nancy Hansen, Cody Chamblin and Michelle Ten Eyck, with Jerome Olson present via phone. Also present: Randy Roiger, Cameron Burlison and Mike Hein. Guest attendees: Marty Skroch (Moody County) and Troy Wellman (Moody County Sheriff)

Meeting was called to order by Chairman Chamblin.

Motion by Hansen, second by Ten Eyck to approve the agenda. All present voted "aye."

Motion by Ten Eyck, second by Hansen to approve the minutes of March 20, 2024. All present voted "aye."

Public Comment: No public comment

Old Business: Motion by Ten Eyck, second by Walters to submit, through a grant, 3 speed signs at approximate cost of \$1,000.00 per sign. All present voted "aye." Signs will be placed throughout the city to deter speeding. Wellman stated these are lower cost due to an 80/20 grant. The deadline for the grant to be submitted is May 15th. Once received, expected in 2025, council will determine placement. Police contract questioned by Ten Eyck. Wellman stated without a contract the sheriff's department will only respond to felony calls. Ten Eyck questioned Skroch on why a fire department contract was needed. Egan either has a contract or residents can pay a tax levy. Skroch to email that tax levy information to Finance Officer so council can determine which option is best financially. Colman fire department contract is still unsigned. Colman Fire Department volunteers and the City of Egan insurance company are working together on contract. Ten Eyck brought up the brush pile burning that took place on Good Friday weekend. It was brought to the board's attention by Ten Eyck that 3 concerned citizens had contacted her about the actions of those in attendance at said event. She stated that we need volunteers for any city event to sign a liability waiver prior to participating to protect the city and board members should hold themselves to a high standard. Also, alcohol should not be involved when making board decisions, nor when participating in city responsible events. Roiger disagreed with the board's conversation then abruptly left the meeting. Ballfield fence openings have been fixed as requested. Clean up day is set for May 18th and the schedule provided by Eng's was reviewed.

New Business: Motion by Ten Eyck, seconded by Hansen to increase rental cost of the Senior Center to \$75.00 per day with a \$250.00 deposit. All present voted "aye." A new Use Contract will be drawn up and implemented. Agreed that the Legion, Seniors, and the Cemetery group will continue to use it at no charge, although all will need to sign a liability waiver. Motion by Hansen seconded by Walters to approve 2024 Law Enforcement Contract. All present voted "aye." Motion by Chamblin, seconded by Ten Eyck to table the USDA Water loan principal payment increase until an updated amortization schedule is received. All present voted "aye." Motion by Hansen, seconded by Ten Eyck to abate \$2,950.00 from a 2018 special assessment. All present voted "aye."

Committee Reports:

Compliance/Code Enforcement: Motion by Walters, seconded by Ten Eyck to order 5 more sets of speed bumps. All present voted "aye", with Hansen voting "nay".

Maintenance: Grass seed purchased from USDA Conservation district. Planted around the baseball field. The council will review where new trees may need to be planted, then purchase from the USDA at a minimal cost.

Parks: Mike will put together a list of materials needed to repair bleachers and the dugouts at the ballfield, then get an estimate. Improvements will need to be made to bring more activity to the field.

Utilities: Water Loss report was at 4%.

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

Motion by Hansen, second by Walters to approve the following bills: All Flags LLC (flags for Veterans Park) \$188.92; Big Sioux Water \$2,830.94 (Water/water loan); Booster (Publishing) \$149.85; Cardmember Services (Postage and gate hinge) \$66.80; Echo Group (Gentracker annual fee) \$825.00; Eng Services (March) \$1,133.60; gWorks (Annual UBMax meter reader) \$275.00; Helsper, McCarty & Rasmussen (Colman fire contract work) \$500.00; IRS (March 941 payment) \$754.00; Jerome Olson (reimburse doorknob) \$42.47; Moody County Enterprise (Publishing) \$72.26; Ottertail Power (April utilities) \$752.49; SD 911 (911 messages and fax) \$2.24; Significant Digits (SD Reader Annual licensing) \$650.00; USDA \$569.00 (water loan); Valley Fibercom \$181.35 (phone & internet); Payroll (General) \$3,378.23. All present voted "aye".

Correspondence reviewed: Egan awarded 2023 Secretary's Award for Drinking Water Excellence

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

Next Regular Meeting – Wednesday, May 15th, 2024

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Kelly Wosje, Finance Officer

	Budgeted	April	Year to Date	Budget %
Income				
101-310 General				
101-311.01 Taxes Current			3,944.92	
101-311.02 Prior Year(s) Proper		3,054.71	5,370.51	
101-311.07 Tax on Mobile Home		2,747.34	2,747.34	
101-311.09 Special Meeting Fee			-	
101-313 Sales Tax			34,578.62	
101-315 Amusement Taxes			-	
101-318 Tax Deed Revenue			-	
Total 101-310 General	\$ 160,000	5,802.05	46,641.39	29%
101-320 Licenses & Permits				
101- Liquor License			-	
101-320.02 Building Permit		27.00	27.00	
101-320.03 Dog Tags/Fowl License		25.00	355.00	
Total 101-320 Licenses & Permits	\$ 4,000	52.00	382.00	10%
101-330 Intergovernment Revenue				
101-332.01 Fed Flood Reimbursement			-	
101-334 State Grants			-	
101-335 State Shared Revenue (Covid)			-	
101-335.01 Bank Franchise Tax			465.91	
101-335.02 Prorate License Fees			-	
101-335.03 Liquor Tax Reversion		402.24	2,239.07	
101-335.04 Motor Vech Licen 5%		3,973.16	5,666.45	
101-335.06 SD Flood Reimbursement			-	
101-335.08 Lcl. Gov. HWY/Bridg			2,734.37	
101-338 County Shared Revenue				
101-338.01 County Road Tax 25%		647.19	647.19	
Total 101-330 Intergovernment Revenue	\$ 25,000	5,022.59	11,752.99	47%
101-340 Charges Goods Services			-	
101-341 General Government			-	
101-341.01 Zoning/Subdivis Fees			-	
101-341.99 Other			-	
Total 101-341 General Government		0.00	-	
101-360 Miscellan Revenue				
101-360.01 SDFIT Interest/Dividend		712.27	3,416.57	
101-360.01 BankWest Interest		540.89	1,615.52	
101-362 Senior Center		50.00	-	
101-363 Special Assessments			-	
101-369 Other			5.59	
Total 101-360 Miscellan Revenue	\$ 15,000	1,303.16	5,037.68	
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		0.00	-	
101-370/380 Enterprise Funds				
101-377 Campground			-	
Total 101-370/380 Enterprise Funds	\$ 1,000	0.00	-	
101-388 Solid Waste				
101-388.10 Garbage		994.52	4,304.40	
101-388.11 Sales Tax Collecte		60.20	260.40	
101-388 Solid Waste - Other			-	
Total 101-388 Solid Waste	\$ 14,000	1,054.72	4,564.80	33%
602-238 Water				
602-238.1 Water		5,127.83	20,501.22	
602-381.02 Meter Chg			185.46	
602-238.1-1 Water - Other			-	
Total 602-238 Water	\$ 63,000	5,127.83	20,686.68	33%
602-390 Other Sources				
602-390.1 Collection Fee		70.00	70.00	
602-390.2 Disconnect Fee			-	
602-390.3 Late Fees		74.05	307.76	
602-390.4 Utility Deposits		405.00	405.00	
602-390.6 Labor Fees			-	
Total 602-390 Other Sources	\$ 95,000	549.05	782.76	
604-383.01 Sewer		3,282.96	13,364.63	
604-383.01.1 Sewer Interest		27.98	107.51	
604-383.02 Lagoon Project			31.23	
Total 604-Sewer	\$ 41,000	3,310.94	13,503.37	33%
Total Income	\$ 418,000	22,222.34	103,451.67	24.75%

Expense	Budgeted	April	Year to Date	Budget %
101-410-412 Payroll 941s				
Payroll Expenses (ER portion)		279.41	610.08	
Total 101-410-412 Payroll 941s	\$ 4,500	279.41	903.04	20%
411- Legislative				
101-411-420 Ins SDPAA-W/C			-	
411.5 - Contingency	\$ 5,000	0.00	-	
412-Executive				
101-412-427 Travel/RegistraFees			-	
101-412.1-411 Salaries of board			1,800.00	
101-412.2-422 Legal Srvc/fees			578.53	
101-412-423 Publishing		72.26	567.00	
101-412-429 Misc Donations/Dues			800.00	
101-412-422 Insurance			-	
Total 412-Administrative	\$ 12,000	72.26	3,745.53	31.2%
414- Financial Administration				
101-414.1-411-Attorney Fee			-	
101-414.2-411-Finance Office		1,272.56	5,511.63	
101-414.2-421 Insurance			-	
101-414.2-422 FO/Service & Fees		275.00	1,718.89	
101-414.2-426.1 FO Supplies		53.00	1,073.07	
101-414.2-427FOTravel/Conf Fees			-	
101-414.2-428- FO Phone		128.57	504.29	
101-414.2-429 FO Maintenance			-	
Total 414- Financial Administratio	\$ 42,000	1,729.13	8,807.88	21%
419.2 Buildings				
101-419.2-421 Insurance			-	
101-419.1-411 Salary		197.00	252.00	
101-419.2-425 Rep/maint			-	
101-419.2-426.1 Supplies			306.87	
101-419.2-428.1 Elec/LP Heat		155.49	584.19	
101-419.2-429 Other			-	
Total 419.2 Buildings \$8000	\$ 17,500	352.49	1,143.06	7%
420 Public Safety				
101-420.2-426.1 Supplies			-	
421 Police				
101-421-422 Law Enforcement			2,303.64	
101-422.9-449-FD-Contracts			4,200.00	
Total 420 Public Safety	\$ 21,000	0.00	6,503.64	31%
430 Public Works				
431-HWY-Streets				
101-431.1-411 Salary		319.00	462.00	
101-431.1-421 Insurance			-	
101-431.1-425 Repairs Maint.			-	
101-431.1-426.1 Gas Oil/Supplie			199.30	
101-431.1-426.2 Materials			-	
101-431.6-428 Street Lights		496.86	2,034.17	
431.7 Snow Removal				
101-431.7-424 Snow RemovalWages		649.17	1,695.87	
101-431.7-425 Repairs/Maint.			-	
101-431.7-426.1GAS-SNOW PLOW			-	
101-431.7-426.2 Supplies			-	
101-431.7-434.1 Equipment			-	
Total 431.7 Snow Removal & Public Works	\$ 180,000	1,465.03	4,391.34	2%
432 Sanitation				
101-432.3-411 Salary		242.00	345.03	
101-432.3-422 Garbage		1,133.60	4,534.40	
101-432.3-426.1 Supplies			-	
101-432.3-429 SalesTax/dues			258.39	
101-432.4-425 Brush Pile Wages/rent			-	
Total 432 Sanitation	\$ 18,000	1,375.60	5,137.82	29%
432.6-weed control				
101-432.6-411 Salary			-	
101-432.6-426.1 Gas-Oi/Supplies			-	
Total 432.6-weed control	\$ 2,500	0.00	-	0%

Expense	Budgeted	April	Year to Date	Budget %
440-Health/Welfare				
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	<u>0.00</u>	<u>-</u>	0%
450 Culture & Rec.				
452 Parks				
101-45.22-421 Insurance			-	
101-452.2-422 Services/Fees			-	
101-452.2-425-Park Repairs		654.50	764.50	
101-452.2-426.1 Gas-Oil			-	
101-452.2-428 Parks Elec		45.00	143.94	
101-452.2-429 Park Supplies		21,103.93	21,103.93	
Total 452 Parks	\$ 8,000	<u>21,803.43</u>	<u>22,012.37</u>	275%
602-Water				
420-Other Current Expenses				
602-433.5-421 Insurance			-	
602-433.5-428- Phone/Utilites		26.39	108.20	
602-433.5-429-Locate/Misc/Other			-	
602-433.5-441.2 USDA Water loan		569.00	2,276.00	
602-433.5-410 Utility Deposit Refund			135.00	
602-433.5-411 Salary			-	
602-433.5-421 Insurance			-	
602-433.5-422 Services & Fees		2,387.12	7,978.22	
602-433.5-425 Repairs Maint.			-	
602-433.5-426.1 GasOil/Supplies		13.80	2,310.36	
602-433.5-426.2 Water purchase		751.33	3,552.21	
602-433.5-426.3 Water Testing		43.50	87.00	
602-433.5-429 Dues/Other/NFS			-	
602-433.5-441 Principal BSCWS		307.60	1,206.90	
602-433.5-442 Interest BSCWS		36.01	167.57	
Total 602-Water	\$ 60,000	<u>4,134.75</u>	<u>17,821.46</u>	30%
604-Sewer				
604-432.3-411 Salary		44.00	88.00	
604-432.3-421 Insurance			-	
604-432.3-422 Services & Fees		1.12	835.22	
604-432.3-425 Rep/Maintenance			-	
604-432.3-426.1 Supplies/GasOil			-	
604-432.3-426.1 Supplies/GasOil			-	
604-432.3-426.2 Materials			-	
604-432.3-427 Travel/Fees			-	
604-432.3-428 Phone/Utilities		81.53	448.11	
604-432.3-429-Locate/Dues/NFS			-	
Total 604-Sewer	\$ 10,000	<u>126.65</u>	<u>1,371.33</u>	14%
Discrepancy		0.00	-	
Total Expense	\$ 384,000	<u>\$ 31,338.75</u>	<u>71,837.47</u>	
Net Income	\$ 34,000	<u>-9,116.41</u>	<u>31,614.20</u>	

April 2024

Reconciliation of Cash Assets

	Beginning		TRANSFER		Ending Balance
	Balance	Receipts	In	Out	
RECORDED CASH ASSETS:					
General Fund	\$ 66,489.53	\$ 11,981.36		\$ (21,803.43)	\$ 56,667.46
Water Fund	\$ 14,752.17	\$ 5,676.88		\$ (4,134.75)	\$ 16,294.30
Sewer Fund	\$ 18,444.88	\$ 3,282.96		\$ (126.65)	\$ 21,601.19
Sewer Lagoon Rsrv Fund	\$ 8,920.89	\$ -		\$ -	\$ 8,920.89
	\$ 108,607.47	\$ 20,941.20		\$ (26,064.83)	\$ 103,483.84
Debt Reserves (USDA)					
Water Fund Mny Mkrkt	\$ 7,012.32	\$ 27.98		\$ -	\$ 7,040.30
Sewer Fund Mny Mkrkt	\$ 4,327.58			\$ -	\$ 4,327.58
	\$ 116,311.13			\$ -	\$ 116,311.13
	\$ 127,651.03	\$ 27.98		\$ -	\$ 127,679.01
BankWest Money Market					
Utility Deposits	\$ 187,027.32	\$ 540.89		\$ -	\$ 187,568.21
SD Bridge Grant	\$ 10,667.00			\$ -	\$ 10,667.00
Vets Memorial	\$ 5,378.86			\$ -	\$ 5,378.86
	\$ 3,142.28			\$ -	\$ 3,142.28
	\$ 206,215.46	\$ 540.89	\$ -	\$ -	\$ 206,756.35
SD FIT Investments	\$ 174,212.85	\$ 712.27		\$ -	\$ 174,925.12
TOTAL CASH ASSETS:	\$ 616,686.81	\$ 22,222.34	\$ -	\$ (26,064.83)	\$ 612,844.32
RECONCILED CASH ON HAND AND IN BANK:					
Checking Acct Balance 4/30/2024					\$ 120,457.41
Outstanding Checks (listed below)					\$ (22,839.12)
Outstanding Deposits					\$ 566.51
Outstanding Checks:	\$ (84.90)	\$ (752.49)	\$ (43.50)	\$ (94.60)	\$ (85.15)
	\$ (20,915.01)				
Petty Cash:	\$ 115.50	\$ (66.00)			\$ 49.50

4/17 - 5/14/2024

Name	Description	Amount
All Flags, LLC	Flags for Veterans Park	\$ 188.92
Big Sioux Community Water	Water, Service, Loan	\$ 2,910.04
Cardmember Services	General supplies, speed bumps, postage, weed eater/blower, misc plumbing supplies	\$ 778.80
Eng Services	April garbage service	\$ 1,133.60
Helsper, McCarty & Rasmussen	Colman fire contract work	\$ 25.00
IRS	April 941 payment	\$ 706.90
Mike Hein	Kwik set lock (reimbursement)	\$ 6.75
Moody County Conservation District	Grass seed - Ball field & misc areas	\$ 190.41
One Office Solution	Toner	\$ 59.99
River's Edge	Fuel	\$ 150.67
USDA RD-Water	Water Loan	\$ 569.00
Vallery Fibercom	Phone/Internet (May 15th payment)	\$ 183.90
Payroll	General staff	\$ 3,095.63
	Total	\$ 9,999.61