

AGENDA
EGAN CITY – REGULAR MEETING
February 15, 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 January 18, 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.

Old Business: Pipeline correspondence

Zoning:

New Business:

Moody County Fire Association – Jason Landis
Set Board of Equalization date

Committee Reports:

Compliance/Code Enforcement
Maintenance
Parks
Personnel & Financial
Utilities

Motion to approve bills presented

Other: Review Correspondence

Next Regular Meeting: March 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
January 18, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on January 18, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members John Steinhauer, Jerome Olson, Cody Chamblin, Nancy Hansen, and Brad Judstra. Also present were Don Hansen and Diane Olson.

Meeting was called to order by Chairman Steinhauer. Steinhauer stated his conflict of interest on Resolution 2023-01.

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

Motion by Chamblin, second by Judstra, to approve the minutes from December 21, 2022 regular meeting. All present voted "aye".

Old Business: Don Hansen reported on roundtable discussion with Moody County Commissioners regard CO2 Pipeline. FO Duncan will request map and information on submitting concerns, pipeline proposal is outside city limits so no objection may be filed, only concerns.

New Business: A hearing was held to vacate part of Gilbert Street. No taxpayers were present to object/approve. Motion by Hansen, second by Chamblin, to accept Resolution 2023-01 Vacating Public Ground. Voting aye: Olson, Chamblin, Hansen, & Judstra. Abstaining: Steinhauer. Motion by Judstra, second by Chamblin, to adopt the 2023 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: \$10 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 Hansen, second by Judstra, to raise all hourly wages by .85 cents. All present voted "aye".
Wages: Cody Chamblin: Council-\$150.00 Monthly, Maintenance-\$15.85/Hourly, Tractor Operator-\$19.23/Hourly, pickup snowplow-\$27.63/Hourly, SnowPlow-\$38.13/Hourly, Zoning-Special Meeting-\$25.00; Duncan, Brenda: \$27.63/Hourly; Hammer, Kevin: Maintenance-\$15.85/Hourly, Tractor Operator-\$19.23/Hourly, pickup snowplow-\$27.63/Hourly, SnowPlow-\$38.13/Hourly; Hansen, Don: Maintenance-\$15.85/Hourly, Tractor Operator-\$19.23/Hourly, pickup snowplow-\$27.63/Hourly, SnowPlow-\$38.13/Hourly; Hansen, Nancy: Council-\$150.00 Monthly, Zoning-Special Meeting-\$25.00; Judstra, Brad: Council- \$150.00/Monthly, Zoning-Special Meeting-\$25.00; Olson, Jerome: Council-\$150.00 Monthly, SnowPlow-\$38.13/Hourly, Zoning-Special Meeting-\$25.00; Smith, Nathan: Maintenance-\$15.85/Hourly, Tractor Operator-\$19.23/Hourly, pickup snowplow-\$27.63/Hourly, SnowPlow-\$38.13/Hourly; Steinhauer, John: Council-\$150.00 Monthly, Maintenance-\$19.23/Hourly, Tractor Operator-\$19.23/Hourly, pickup snowplow-\$27.63/Hourly, SnowPlow-\$38.13/Hourly, Zoning-Special Meeting-\$25.00.

Motion by Chamblin, second by Judstra, to accept the 2023 Fire Department contracts with Colman City and Trent Town. All present voted "aye". Motion by Judstra, second by Chamblin, to designate the Moody County Enterprise as the legal newspaper for Egan City, All present voted "aye". Motion by Chamblin, second by Judstra, to appoint Gregg Gass as Egan City Attorney, All present voted "aye". Motion by Chamblin, second by Judstra, to transfer \$11,324.37 from General Fund to Sewer Lagoon Fund for 2022 fees collected. All present voted "aye".

Committee Reports: Maintenance: No report. Parks: Chamblin gave update on grant email received. Personnel & Financial: Motion by Chamblin, second by Olson, to approve the financial report. All present voted "aye". Utilities: No Report.

Motion by Judstra, second by Chamblin, to approve the following bills: Big Sioux Water \$2,969.74 (Water/water loan/supplies); Booster Publishing \$49.95 (Publishing); Century Link \$282.83 (Phone); CitiBusiness Card \$64.33 (Supplies); City of Sioux Falls \$43.50 (Water Testing); Department of Treasury \$248.40 (Payroll Tax); Eng Services \$1,090.00 (Garbage service); First District Assn \$375.00 (2023 Annual Fees); Flandreau Fire Department \$4,200.00 (2023 Fire Contract) gWorks \$592.00 (UBPay Software); Intuit \$692.25 (Payroll Software); Moody County Auditor \$857.60 (Dec. Law Contract & Papers Served); Moody County Enterprise \$31.60 (Publishing); Northern Truck Co. \$322.17 (Snow Plow Parts); Ottertail Power \$1,001.17 (Electrical); RDC \$171.33 (Dec/Jan Internet/Static IP); Rick Luze \$500.00 (Snow Removal); River's Edge \$356.83 (Fuel); SDDANR \$50.00 (2023 Water Permit); SD One Call \$30.87 (811 Fees); State of SD \$97.28 (Nov/Dec Sales Tax); USDA - \$569.00 (Loan); Payroll – General \$2,847.98 All present voted "aye".

Correspondence reviewed.

Motion by Chamblin, second by Olson, to adjourn at 6:30 pm. All present voted "aye".

Next Regular Meeting – February 15, 2023 6:00pm

Minutes submitted pending Board approval.

John Steinhauer, Chairman

Attest:

Brenda Duncan, Finance Officer

January 2023			Reconciliation of Cash Assets			
	Beginning		TRANSFER			Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 438,009.39	\$13,169.78		\$(11,342.37)	\$(13,923.63)	\$ 425,913.17
Water Fund		\$ 4,203.07			\$ (3,782.73)	\$ 420.34
Utility Deposit Fund	\$ 10,397.00					\$ 10,397.00
Sewer Fund		\$ 2,048.50			\$ (247.13)	\$ 1,801.37
Sewer Lagoon Rsrv Fund		\$ 706.98				\$ 706.98
SD Bridge Grant	\$ 15,378.86					\$ 15,378.86
Veterans Memorial Park	\$ 3,142.28					\$ 3,142.28
	\$466,927.53	\$20,128.33		\$(11,342.37)	\$(17,953.49)	\$457,760.00
Debt Reserves (USDA)	\$ 6,828.00					\$ 6,828.00
Water Fund Mny Mrkt	\$ 4,327.58					\$ 4,327.58
Sewer Fund Mny Mrkt	\$ 41,685.17	\$ 26.42				\$ 41,711.59
Sewer Lagoon Mny Mrkt	\$ 63,072.23		\$11,342.37			\$ 74,414.60
	\$115,912.98	\$ 26.42	\$11,342.37			\$127,281.77
SD FIT Investments	\$ 1,245.32	\$ 4.18				\$ 1,249.50
TOTAL CASH ASSETS:	\$584,085.83	\$20,158.93	\$11,342.37	\$(11,342.37)	\$(17,953.49)	\$ 586,291.27
RECONCILED CASH ON HAND AND IN BANK:						
Checking Acct Balance 1/31/2023						\$ 455,102.56
Outstanding Checks (listed below)						\$ (963.90)
Reconciled Bank Balance						\$ 454,138.66
Outstanding Checks:	\$ (1.00)					
	\$ (84.90)					
	\$ (500.00)					
	\$ (378.00)					
Petty Cash:	\$ 26.38					\$ 26.38

	Budgeted	Jan	Feb 15th	Budget %
Income				
101-310 General				
101-311.01 Taxes Current		756.35		
101-311.02 Prior Year(s) Proper				
101-311.07 Tax on Mobile Home		75.85		
101-311.09 Special Meeting Fee				
101-313 Sales Tax		5,073.93	2,017.65	
101-315 Amusement Taxes				
101-318 Tax Deed Revenue				
Total 101-310 General	\$ 150,000	5,906.13	2,017.65	5%
101-320 Licenses & Permits				
101-320.01 Liquor License				
101-320.02 Building Permit		33.00		
101-320.03 Dog Tags/Fowl License		233.15	39.00	
Total 101-320 Licenses & Permits	\$ 2,000	266.15	39.00	15%
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				
101-335.02 Port of Entry Prorate				
101-335.03 Liquor Tax Reversion		427.20		
101-335.04 Motor Vech Licen 5%		1,504.86		
101-335.06 SD Flood Reimbursement				
101-335.08 Lcl. Gov. HWY/Bridg		2,641.08		
101-338 County Shared Revenue				
101-338.01 County Road Tax 25%				
Total 101-330 Intergovernment Revenue	\$ 30,000	4,573.14	0.00	15%
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	0.00	
101-360 Miscellan Revenue				
101-360.01 SDFIT Interest/Dividend		6.79		
101-362 City Hall Rental				
101-363 Special Assessments				
Total 101-360 Miscellan Revenue		6.79	0.00	
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		1,532.41		
Total 101-390 Other Source's		1,532.41	0.00	
101-370/380 Enterprise Funds				
101-377 Campground				
Total 101-370/380 Enterprise Funds	\$ -	0.00	0.00	
101-388 Solid Waste				
101-388.10 Garbage		835.32	862.74	
101-388.11 Sales Tax Collecte		54.02	56.24	
101-388 Solid Waste - Other				
Total 101-388 Solid Waste	\$ 14,000	889.34	918.98	13%

	602-238 Water				
	602-238.1 Water		4,111.82	3,841.72	
	602-381.02 Meter Chg				
	602-238.1-1 Water - Other				
	Total 602-238 Water	\$ 63,000	4,111.82	3,841.72	13%
	602-390 Other Sources				
	602-390.1 Collection Fee				
	602-390.2 Disconnect Fee				
	602-390.3 Late Fees		91.25	28.00	
	602-390.4 Utility Deposits				
	602-390.6 Laor Fees				
	Total 602-390 Other Sources	\$ -	91.25	28.00	
	604-383.01 Sewer		2,048.50	1,868.74	
	604-383.01.1 Sewer Interest		26.42		
	604-383.02 Lagoon Project		706.98	649.34	
	Total 604-Sewer	\$ 50,000	2,781.90	2,518.08	11%
	Total Income	\$ 309,000	20,158.93	9,363.43	9.55%

Expense				
101-410-412 Payroll 941s				
			388.95	86.89
			<u>388.95</u>	<u>86.89</u>
	Total 101-410-412 Payroll 941s	\$ 3,300	388.95	86.89
				14%
411.5 - Contingency				
		\$ 5,000	0.00	0.00
412-Administrative				
101-412-427 Travel/RegistraFees				
101-412.1-411 Salaries of board				
101-412.2-422 Legal Srvcs/fees				
			81.55	168.32
			<u>81.55</u>	<u>168.32</u>
	Total 412-Administrative	\$ 12,000	81.55	168.32
				2.1%
414- Financial Administratio				
101-414.1-411-Attorney Fee				
			1,419.34	897.98
101-414.2-411-Finance Office				
101-414.2-421 Insurance				
			1,138.33	114.90
101-414.2-422 FO/Service & Fees				
			710.80	15.14
101-414.2-426.1 FO Supplies				
101-414.2-427FOTravel/Conf Fees				
			97.78	100.05
101-414.2-428- FO Phone				
101-414.2-429 FO Maintenance				
	Total 414- Financial Administratio	\$ 24,000	3,366.25	1,128.07
				19%
419.2 Buildings				
101-419.2-421 Insurance				
101-419.2-425 Rep/maint				
101-419.2-426.1 Supplies				
			213.55	
	Total 419.2 Buildings \$8000	\$ 12,000	213.55	0.00
				2%
420 Public Safety				
101-420.2-426.1 Supplies				
421 Police				
			857.60	
			4,200.00	
	Total 420 Public Safety	\$ 18,000	5,057.60	0.00
				28%
430 Public Works				
431-HWY-Streets				
101-431.1-421 Insurance				
			358.93	590.73
101-431.1-425 Repairs Maint.				
				102.26
101-431.1-426.1 Gas Oil/Supplie				
101-431.1-426.2 Materials				
			543.46	
101-431.6-428 Street Lights				
431.7 Snow Removal				
			1,586.38	114.39
	101-431.7-424 Snow RemovalWages		573.52	38.46
	101-431.7-425 Repairs/Maint.		356.87	202.53
	101-431.7-426.1GAS-SNOW PLOW		45.78	
	101-431.7-426.2 Supplies			
	Total 431.7 Snow Removal & Public Works	\$ 90,000	3,464.94	1,048.37
				5%

432 Sanitation				
101-432.3-411 Salary				
101-432.3-422 Garbage		1,090.00	1,090.00	
101-432.3-426.1 Supplies				
101-432.3-429 SalesTax/dues		97.28		
101-432.4-425 Brush Pile Wages/rent		101.09		
Total 432 Sanitation	\$ 18,000	1,288.37	1,090.00	13%
432.6-weed control				
101-432.6-411 Salary				
101-432.6-426.1 Gas-Oi/Supplies				
Total 432.6-weed control		0.00	0.00	0%
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	0.00	0.00	0%
450 Culture & Rec.				
452 Parks				
101-45.22-421 Insurance				
101-452.2-422 Services/Fees				
101-452.2-425-Park Repairs				
101-452.2-426.1 Gas-Oil				
101-452.2-428 Parks Elec		62.46		
101-452.2-429 Park Supplies				
Total 452 Parks	\$ 27,500	62.46	0.00	0%
602-Water				
420-Other Current Expenses				
602-433.5-421 Insurance				
602-433.5-428- Phone/Utilites		185.05	189.83	
602-433.5-429-Locate/Misc/Other				
602-433.5-441.2 USDA Water loan		569.00		
602-433.5-410 Utility Deposit Refund				
602-433.5-411 Salary				
602-433.5-421 Insurance				
602-433.5-422 Services & Fees		1,751.44	1,736.00	
602-433.5-425 Repairs Maint.				
602-433.5-426.1 GasOil/Supplies				
602-433.5-426.2 Water purchase		890.12	974.75	
602-433.5-426.3 Water Testing		43.50		
602-433.5-429 Dues/Other/NFS				
602-433.5-441 Principal BSCWS		287.21	288.53	
602-433.5-442 Interest BSCWS		56.41	55.09	
Total 602-Water	\$ 50,000	3,782.73	3,244.20	14%
604-Sewer				
604-432.3-411 Salary				
604-432.3-421 Insurance				
604-432.3-422 Services & Fees		65.43	325.00	
604-432.3-425 Rep/Maintenance				
604-432.3-426.1 Supplies/Gas Oil				
604-432.3-426.2 Materials				
604-432.3-428 Phone/Utilities		181.70		
604-432.3-429-Locate/Dues/NFS		0.00	0.00	
Total 604-Sewer	\$ 26,000	247.13	325.00	2%
Discrepancy		0.00		
Total Expense	\$ 289,300	\$ 17,953.53	\$ 7,090.85	
Net Income		2,205.40	2,272.58	

<u>JANUARY WATER REPORT</u>		
Present Reading	1/20/2023	639,151
Previous Month Reading	12/20/2022	221,979
Gallons Pumped		417,172
Metered Water		327,576
Non-Metered Water		89,596
Total Non-Metered Water		89,596
Gallons Pumped		417,172
%Water Loss		21.48%
Gallons per minute loss		1.89

<i>CHECKS - 1/19/2023 through 2/15/2023</i>		
Name	Description	Amount
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,054.37
BOOSTER	Publishing	\$ 49.95
C & R CUSTOM REPAIR	Repairs	\$ 202.05
CENTURY LINK	Telephone	\$ 289.88
CITIBUSINESS CARD	Office Supplies	\$ 15.14
ECHO	Annual Fee	\$ 325.00
ENG SERVICES	Garbage	\$ 1,090.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 118.37
MOODY COUNTY REG OF DEEDS	Filing Fees	\$ 30.00
RDC	Internet/Static IP/Web Host	\$ 84.90
RIVER'S EDGE	Fuel	\$ 202.53
SD DEPT OF TRANSPORTATION	2022 Bridge Report	\$ 388.68
STURDEANT'S	Supplies	\$ 102.26
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 970.45