

AGENDA
EGAN CITY – REGULAR MEETING
June 21, 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 May 17, 2023 & June 14, 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:

Zoning: Ryan Kappel – Variance
Building Permits

New Business: Denise Hollaren & Donna Koehn - Chapter 4.05.01 Parking, Storage, or Use of Major
Recreational Equipment
April Buller – Imeg Corp - Moody County Signing and Delineation project
Establish fee for temporary on sale liquor license

Committee Reports:

Compliance/Code Enforcement
Maintenance
Parks
Utilities

Motion to Approve Personnel & Financial Reports

Motion to approve bills presented

Other: Review Correspondence

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

Adjourn

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

REGULAR MEETING

May 17, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on May 17, 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.

Meeting was called to order by Chairman Steinhauer.

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

Motion by Judstra, second by Hansen, to amend and approve the April 19, 2023 meeting minutes as follows: delete John, Steinhauer, Chairman from the signature line and add Cody Chamblin, Vice Chairman. All present voted "aye."

Old Business: Motion by Judstra, seconded by Chamblin, to approve the 2024 Law Enforcement Contract with Moody County. All present voted "aye". Discussion on clean up day success.

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

New Business: Meeting called to order by Finance Officer Duncan and Oaths of Office were given to Nancy Hansen, Trustee IV and Jerome Olson, Trustee V. Motion by Judstra and seconded by Olson to nominate Chamblin as Chairman. All voted "aye". Motion by Chamblin and seconded by Hansen to nominate Steinhauer as Vice-Chairman. All voted "aye". Committee assignments are as follows: Cody Chamblin - Parks & Maintenance; Nancy Hansen - Compliance & Personnel; Brad Judstra - Compliance & Parks; Jerome Olson – Compliance & Personnel; John Steinhauer – Maintenance & Streets. Motion by Hansen, seconded by Judstra, to add Kevin Hall and Dana Walters to volunteer list for 2023 Clean Up Day services. All present voted "aye".

Committee Reports:

Compliance/Code Enforcement: Five violation letters will be mailed out.

Parks: Will be moving Porta Potty to campground and opening up baseball field bathrooms.

Field is getting good use. Co-ed softball will begin Sunday nights in June.

Utilities: Reviewed Water Report Loss

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

Personnel Report: Motion by Judstra seconded by Steinhauer to accept resignation of Finance Officer Duncan and to advertise for a replacement immediately.

Motion by Judstra, second by Hansen, to approve the following bills: Big Sioux Water \$3,284.39 (Water/water loan/supplies); Booster Publishing \$49.95 (Publishing); Century Link \$287.10 (Phone); CitiBusiness Card \$296.53 (Office Supplies); Department of Treasury \$384.90 (Payroll Tax); Eng Services \$1,111.80 Monthly Garbage; Lacey Rentals \$50.00 (Porta Potty Service); Moody County Enterprise \$31.24 (Publishing); Moody County Equalization \$160.00 (Beacon Subscription); RDC \$84.90 (Internet/Static IP); State of South Dakota \$104.09 (Mar/Apr Sales Tax); USDA - \$569.00 (Loan); Payroll – General \$2,156.73 All present voted "aye".

Correspondence reviewed. No action taken.

Motion by Judstra, second by Steinhauer to adjourn at 6:40 pm. All present voted "aye".

Next Regular Meeting – June 21, 2023 6:00pm

Minutes submitted pending Board approval.

John Steinhauer, Chairman

Attest:

Brenda Duncan, Finance Officer

EGAN CITY MINUTES
SPECIAL MEETING
June 14, 2023
4:00 PM

The Board of Trustees of the City of Egan, South Dakota met in special session on June 14, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Board of Trustee members present: Cody Chamblin, Jerome Olson, Nancy Hansen, and Brad Judstra. Board of Trustee member absent: John Steinhauer

Meeting was called to order by Chairman Chamblin.

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

New Business: Motion by Hansen, second by Judstra, to apply all funds received from Valley Fiber Com new customer fees towards park improvements. All present voted "aye".

Motion by Judstra, second by Olson to adjourn.

Next Regular Meeting – June 21, 2023 6:00pm.

Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Brenda Duncan, Finance Officer

May 2023	Reconciliation of Cash Assets					
	Beginning		Transfer	Transfer		Ending
RECORDED CASH ASSETS:	Balance	Receipts	In	Out	Dsbrsmnts	Balance
General Fund	\$ 100,664.28	\$ 36,187.23		\$ (1,445.92)	\$ (7,873.51)	\$ 127,532.08
Water Fund	\$ 5,143.84	\$ 5,743.03			\$ (5,667.94)	\$ 5,218.93
Sewer Fund	\$ 8,702.61	\$ 2,738.79		\$ (28.79)	\$ (184.76)	\$ 11,227.85
Sewer Lagoon Rsrv Fund	\$ 3,255.79	\$ 869.10				\$ 4,124.89
	\$ 117,766.52	\$ 45,538.15	\$ -	\$ (1,474.71)	\$ (13,726.21)	\$ 148,103.75
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					\$ 41,763.03
Sewer Lagoon Mny Mrkt	\$ 74,439.02		\$ 28.79			\$ 74,467.81
	\$ 127,357.63	\$ -	\$ 28.79	\$ -	\$ -	\$ 127,386.42
BankWest Money Market	\$ 170,811.86		\$ 785.92	(4/17-5/31)		\$ 171,597.78
Utility Deposits	\$ 10,667.00					
SD Bridge Grant	\$ 15,378.86					\$ 15,378.86
Vets Memorial	\$ 3,142.28					\$ 3,142.28
	\$ 200,000.00	\$ -	\$ 785.92	\$ -	\$ -	\$ 200,785.92
SD FIT Investments	\$ 166,527.69		\$ 660.00			\$ 167,187.69
TOTAL CASH ASSETS:	\$ 611,651.84	\$ 45,538.15	\$ 1,474.71	\$ (1,474.71)	\$ (13,726.21)	\$ 643,463.78
RECONCILED CASH ON HAND AND IN BANK:						
Checking Acct Balance 5/31/2023						\$ 150,517.12
Outstanding Checks (listed below)						\$ 5,210.59
Reconciled Bank Balance						\$ 155,727.71
Outstanding Checks:	\$ 1.00	\$ 892.00				
	\$ 84.90	\$ 67.84				
	\$ 1,626.00	\$ 40.28				
	\$ 1,426.57	\$ 13.99				
	\$ 973.11	\$ 84.90				
Petty Cash:	\$ 26.38	\$ 100.00				\$ 126.38

		Budgeted	May	Year to Date	Budget %
Income					
101-310 General					
	101-311.01 Taxes Current		24,671.97	34,586.82	
	101-311.02 Prior Year(s) Proper			609.88	
	101-311.07 Tax on Mobile Home		1,135.66	1,211.51	
	101-311.09 Special Meeting Fee			-	
	101-313 Sales Tax		1,305.24	20,612.81	
	101-315 Amusement Taxes			-	
	101-318 Tax Deed Revenue		38.95	38.95	
	Total 101-310 General	\$ 150,000	27,151.82	57,059.97	38%
101-320 Licenses & Permits					
	101-320.01 Liquor License			-	
	101-320.02 Building Permit		651.00	718.00	
	101-320.03 Dog Tags/Fowl License		5.00	516.98	
	Total 101-320 Licenses & Permits	\$ 2,000	656.00	1,234.98	62%
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		4,875.20	7,516.28	
	101-338 County Shared Revenue				
	101-338.01 County Road Tax 25%			647.19	
	Total 101-330 Intergovernment Revenue	\$ 30,000	4,875.20	15,448.15	51%
101-340 Charges Goods Services					
	101-341 General Government			-	
	101-341.01 Zoning/Subdivis Fees		140.00	140.00	
	101-341.99 Other			-	
	Total 101-341 General Government		140.00	140.00	
101-360 Miscellan Revenue					
	101-360.01 SDFIT Interest/Dividend		660.00	944.98	
	101-360.01 BankWest Interest		785.92		
	101-362 City Hall Rental				
	101-363 Special Assessments		125.00	125.00	
	Total 101-360 Miscellan Revenue		1,570.92	1,069.98	
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		168.39	1,700.80	
	Total 101-390 Other Source's		168.39	1,700.80	
101-370/380 Enterprise Funds					
	101-377 Campground		267.00	267.00	
	Total 101-370/380 Enterprise Funds	\$ -	267.00	267.00	
101-388 Solid Waste					
	101-388.10 Garbage		1,180.94	5,408.62	
	101-388.11 Sales Tax Collecte		76.96	349.33	
	101-388 Solid Waste - Other		100.00	100.00	
	Total 101-388 Solid Waste	\$ 14,000	1,357.90	5,857.95	42%

	602-238 Water			-	
	602-238.1 Water		5,271.81	23,886.01	
	602-381.02 Meter Chg		55.64	405.64	
	602-238.1-1 Water - Other			-	
	Total 602-238 Water	\$ 63,000	5,327.45	24,291.65	39%
	602-390 Other Sources			-	
	602-390.1 Collection Fee		280.00	537.00	
	602-390.2 Disconnect Fee		39.82	123.82	
	602-390.3 Late Fees		95.76	501.14	
	602-390.4 Utility Deposits			135.00	
	602-390.6 Labor Fees				
	Total 602-390 Other Sources	\$ -	415.58	1,296.96	
	604-383.01 Sewer		2,710.00	12,319.98	
	604-383.01.1 Sewer Interest		28.79	131.07	
	604-383.02 Lagoon Project		869.10	4,124.89	
	Total 604-Sewer	\$ 50,000	3,607.89	16,575.94	33%
				-	
	Total Income	\$ 309,000	45,538.15	125,729.30	40.69%

Expense				
101-410-412 Payroll 941s				
	Payroll Expenses		191.66	1,291.57
	Total 101-410-412 Payroll 941s	\$ 3,300	191.66	1,291.57 39%
	411.5 - Contingency	\$ 5,000	0.00	-
412-Administrative				
	101-412-427 Travel/RegistraFees			-
	101-412.1-411 Salaries of board			2,250.00
	101-412.2-422 Legal Srvcs/fees			-
	101-412-423 Publishing		81.19	732.15
	101-412-422 Insurance			-
	Total 412-Administrative	\$ 12,000	81.19	2,982.15 24.9%
414- Financial Administratio				
	101-414.1-411-Attorney Fee			490.00
	101-414.2-411-Finance Office		1,657.80	7,870.95
	101-414.2-421 Insurance			-
	101-414.2-422 FO/Service & Fees		1,694.07	4,730.10
	101-414.2-426.1 FO Supplies		188.91	1,132.97
	101-414.2-427FOTravel/Conf Fees			-
	101-414.2-428- FO Phone		98.55	495.96
	101-414.2-429 FO Maintenance			-
	Total 414- Financial Administratio	\$ 24,000	3,639.33	14,719.98 61%
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		274.82	1,746.92
	Total 419.2 Buildings \$8000	\$ 12,000	274.82	1,746.92 15%
420 Public Safety				
	101-420.2-426.1 Supplies			-
	421 Police			-
	101-421-422 Law Enforcement		892.00	4,356.80
	101-422.9-449-FD-Contracts			4,200.00
	Total 420 Public Safety	\$ 18,000	892.00	8,556.80 48%
430 Public Works				
	431-HWY-Streets			
	101-431.1-411 Salary		163.46	402.14
	101-431.1-421 Insurance			-
	101-431.1-425 Repairs Maint.			912.90
	101-431.1-426.1 Gas Oil/Supplie		54.27	513.90
	101-431.1-426.2 Materials			-
	101-431.6-428 Street Lights		522.23	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	739.96	8,799.75 10%

432 Sanitation					
101-432.3-411 Salary			278.31	278.31	
101-432.3-422 Garbage			1,111.80	5,493.60	
101-432.3-426.1 Supplies				83.30	
101-432.3-429 SalesTax/dues			104.09	201.37	
101-432.4-425 Brush Pile Wages/rent				101.09	
Total 432 Sanitation	\$ 18,000		1,494.20	6,157.67	34%
432.6-weed control					
101-432.6-411 Salary			281.29	281.29	
101-432.6-426.1 Gas-Oi/Supplies				-	
Total 432.6-weed control			281.29	281.29	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%
450 Culture & Rec.					
452 Parks					
101-45.22-421 Insurance				-	
101-452.2-422 Services/Fees			50.00	50.00	
101-452.2-425-Park Repairs				-	
101-452.2-426.1 Gas-Oil				-	
101-452.2-428 Parks Elec			159.35	368.66	
101-452.2-429 Park Supplies			69.71	69.71	
Total 452 Parks	\$ 27,500		279.06	488.37	2%
602-Water					
420-Other Current Expenses					
602-433.5-421 Insurance				-	
602-433.5-428- Phone/Utilites			188.55	944.91	
602-433.5-429-Locate/Misc/Other				-	
602-433.5-441.2 USDA Water loan			569.00	2,845.00	
602-433.5-410 Utility Deposit Refund				-	
602-433.5-411 Salary				-	
602-433.5-421 Insurance				-	
602-433.5-422 Services & Fees			1,736.00	8,695.44	
602-433.5-425 Repairs Maint.				-	
602-433.5-426.1 GasOil/Supplies			1,626.00	1,626.00	
602-433.5-426.2 Water purchase			1,204.77	4,318.23	
602-433.5-426.3 Water Testing				87.00	
602-433.5-429 Dues/Other/NFS				-	
602-433.5-441 Principal BSCWS			292.51	1,449.28	
602-433.5-442 Interest BSCWS			51.11	268.82	
Total 602-Water	\$ 50,000		5,667.94	20,234.68	40%
604-Sewer					
604-432.3-411 Salary				-	
604-432.3-421 Insurance				-	
604-432.3-422 Services & Fees			67.84	458.27	
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			116.92	633.86	
604-432.3-429-Locate/Dues/NFS			0.00	-	
Total 604-Sewer	\$ 26,000		184.76	1,092.13	4%
Discrepancy			0.00	-	
Total Expense	\$ 289,300		\$ 13,726.21	66,351.31	
Net Income			31,811.94	59,377.99	

CHECKS - 5/18/2023 through 6/21/2023

Name	Description	Amount
BIG SIOUX COMMUNITY WATER	Water, Service, Loan	\$ 3,334.30
BOOSTER	Publishing	\$ 199.95
CENTURY LINK	Telephone	\$ 289.06
CITIBUSINESS CARD	Office Supplies	\$ 1,426.57
DAKOTALAND FEDERAL CREDIT UNION	Deposit Refund	\$ 67.84
DEPARTMENT OF TREASURY	Payroll Liabilities May & June	\$ 1,235.16
DUTTON-LAINSON COMPANY	Water ERTs	\$ 1,626.00
EASTERN DAKOTA SPECIALTIES, LLC	Fencing	\$ 4,855.00
EKERN HOME EQUIPMENT	Supplies	\$ 21.28
ENG SERVICES	Garbage	\$ 1,111.80
ENG SERVICES	Clean Up Day	\$ 1,043.34
LACEY RENTALS	Porta Pot Service	\$ 50.00
LOISEAU CONSTRUCTION	Rip Rap Egan Bridge	\$10,000.00
LORI HALVORSON	Mail Box Replacement Parts	\$ 40.28
MOODY COUNTY AUDITOR	Law Enforcement	\$ 892.00
MOODY COUNTY ENTERPRISE	Publishing	\$ 93.71
OTTERTAIL POWER CO	Electric	\$ 973.11
RDC	Internet/Static IP/Web Host	\$ 84.90
RIVER'S EDGE	Fuel	\$ 175.03
SD DANR	Drinking Water Permit	\$ 100.00
STURDEVANT'S AUTO PARTS	Mower Supplies	\$ 43.51
USDA RD-WATER	Water Loan	\$ 569.00
PAYROLL	General	\$ 4,560.46