

EGAN CITY MINUTES  
REGULAR MEETING  
November 15, 2023

The Board of Trustees of the City of Egan, South Dakota met in regular session on November 15, 2023 at Egan City Hall, 110 W 3rd Street, Egan, SD.

Present: Board of Trustee members Cody Chamblin, Dana Walters, Jerome Olson and Nancy Hansen. Also present: John Steinhauer, Denise Hollaren, Barb Warborg, Randy Roiger, Amanda Walters, Norm & Donna Koehn, Michelle TenEyck and Mike Hein.

Meeting was called to order by Chairman Chamblin.

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

Motion by Olson, second by Hansen to approve the minutes of October 18 and October 30, 2023. All present voted "aye."

**Public Comment:**

- Michelle TenEyck would like to be considered for the open board position
- John Steinhauer requested update on Jake Brake sign. Chamblin stated he has contacted the SDDOT twice and has not heard back. He will continue to reach out
- Randy Roiger would like to be considered for the open board position
- Dana Walters nominated John Steinhauer for the open board position

Normal session resumed.

**Old Business:**

- City of Egan purchasing policy. Motion made by Chamblin, second by Olson to table finalization of policy. Additional information is needed and details need to be worked out. The Chairman, Finance Officer and Maintenance will work on the details to present the adjusted policy to the board at the January meeting
- Update on the new website given by the FO. The website should be fully functioning by January. Request was made to provide photos to help give the new website a fresh look

**New Business:**

- Donna Koehn requested to know who will be doing snow removal when the Maintenance employee is working his full time job. Chamblin stated this was discussed upon hiring a Maintenance employee. Chamblin and Kevin Hammer, city employee, will be step up to help
- Donna Koehn expressed concern about the monthly \$8.00 Lagoon project cost on the city bill. SDML did confirm those funds can be use for anything Lagoon related. The concern was over how soon any work would be needed. Motion made by Chamblin and second by Hansen to move the Lagoon project cost of \$8.00 monthly to Sewer cost. All present voted "aye" Board will look at the Lagoon fund balance in 1 year
- Donna Koehn asked if there is a Volunteer Committee of city residents. Chamblin stated there is not. Notifications are provided to city residents via billing statements when there is a need
- Donna Koehn asked why the spikes in Gross payroll numbers throughout the year. Explained the spikes were due to the Board receiving their salary quarterly
- Barb Warborg stated she reached out to the SD Legislative Audit office concerning the payment of \$80,000.00 to Asphalt Pros. Her concern was the board did not get a contract and the bill was paid without said contract. She stated the situation is now in the hands of the SD Legislative Audit. Walters stated he has been in contact with Asphalt Pros. He has requested an itemized quote for the \$80,000.00 worth of work. He

has not received one to date. He will continue to visit with them in hopes of getting the information he is requesting. Chamblin stated he would be willing to go with Walters, as a city representative, to Asphalt Pro's in an attempt to resolve this.

- John Steinhauer asked the board if they had a contract with Asphalt Pro's for the 4 blocks of asphalt laid. The board stated they did not have a contract
- Contingency transfer – motion by Hansen, second by Chamblin to table until December meeting to allow time for the FO to get additional information on the particulars of this procedure
- Community Involvement – remember that any volunteers need to sign a list for insurance purposes

Normal session resumed.

**Committee Reports:**

Compliance/Code Enforcement: Nothing presented

Maintenance:

- Motion made by Chamblin, second by Hansen to hire Mike Hein for City Maintenance retroactive September 7, 2023
- Burn pile will be burned when weather permits to do it safely. Remaining pile of ground chips will be used by the city for mulch in needed areas. It was opted by the board not to build another wood pile to shred. Chamblin to address the issue of non-city residents taking tree debris to said area

Parks:

- Building next to where the porta potty sits was identified as belonging to the city. Hein stated he will clean up to make it useable for residents
- New ball fence is coming along. Contractor had to move on to finish a few other small jobs. Will be back when he has additional materials. Confirmed he will finish timely to fulfill grant requirements

Utilities: Water Loss report reviewed. FO stated she let Big Sioux know of the 44% loss for October and will follow up why so significant

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

Motion by Hansen, second by Olson to approve the following bills: Big Sioux Water \$3,425.44 (Water/water loan); Donley's Computer Repair Center \$3,750.00 (Office computer system); GWorks \$639.00(Annual subscription);Immense Impact, LLC \$1,004.00 (new website and annual fee);K&S Electric \$137.56(Outlet install);Moody County Auditor \$892.00(Monthly deputy coverage); Moody County Enterprise \$98.60(Publishing); Moody County Museum \$100.00(Donation); One Office Solutions \$179.97(Office supplies/toner);SDML \$803.00 (WC insurance); SDPAA \$6,010.75 (2024 Liability Insurance); SD Dept of Revenue \$178.81(Sept/Oct Sales Tax); SD One Call \$226.38(811service);SD Public Health \$150.00(Water testing); USDA \$569.00(Loan); Payroll – General \$2,175.16 All present voted "aye".

Correspondence reviewed:

- Pressure tank repairs quote. Requested by Jeff with BSRW. Quote is to bring up to OHSA standards, repair rusty thread and paint. Expected work will need to be done within 2 years. No action taken
- Insurance Values listing – FO requested it be reviewed by a board member to ensure shows coverage on current assets of the city
- Chamblin signed the Moody County Multi-Jurisdictional Pre-Disaster Mitigation paper that is to be returned to the county

- Discussion on Jason Gierke wanting to live in his camper that will be parked on his property so his family can live in his house. Due to ordinance #225 he cannot live any longer than 30 days in said camper

Motion by Olson, second by Hansen to adjourn. All present voted “aye”.  
Next Regular Meeting – December 20, 2023 6:00pm  
Minutes submitted pending Board approval.

Cody Chamblin, Chairman

Attest:

Kelly Wosje, Finance Officer