

City Council Proceedings

The Canistota City Council met Monday, December 4, 2023 at 6:00 PM in the Canistota City Hall Community Room. City Council Members present: Mayor Justin Lee Engbarth, Donovan O'Donnell, Lori Forsman, Jessica Kerher, and Jamie Miller. Others present: Maintenance Supervisor, Darin Nugteren, Maintenance Assistant Brandon Dolejsi, Finance Officer Kathy J. Townsend, and City Engineer, Darin Ligtenberg. Also present: SEFP Representative, Heather Broehm; Fire Chief, Adam Richarz arrived at 6:10 PM

Mayor Engbarth called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

The agenda was approved as presented on a motion by Kerher, second by Miller, all voted yes, the motion carried.

Miller motioned, second by Forsman to approve the November proceedings as presented, all voted yes, the motion carried.

Correspondence from Sherrif Norris was discussed, including the Sheriff or one of his deputies, will be attending a Council meeting every quarter. The Face Book page for the Sheriff's office can be utilized for updates on personnel and happenings in the Sheriff's office. The Sheriff's written report was approved as presented on a motion by Kerher, second by Forsman, all voted yes, the motion carried.

Nugteren presented the planning and zoning report: One building permit was issued in November. Ordinance 2023-12 was discussed which is a comprehensive update to ordinances addressing curb and gutter along with driveway approaches. The report was approved on a motion by Forsman, second by O'Donnell, all voted yes, the motion carried.

Nugteren and Broehm presented an update for the CDC: There is an upcoming Vendor Fair for local artists, the CDC is invested in promoting Community Events such as the Vendor Fair with advertising, both print and electronically. Drone footage of the City, especially our green spaces was discussed for inclusion on the new City of Canistota website. A hiking/biking trail from the City of Canistota to Lake Vermillion is being explored, along with checking into the opportunity for assisted living units to be constructed in Canistota, Other discussion included inviting the Senior Government class to attend CDC meetings along with City Council meetings to involve a new generation in government. A Community picnic at Stalting Park was discussed. The report was approved on a motion by Miller, second by O'Donnell, all voted yes, the motion carried.

Richarz presented the report on behalf of the Canistota Volunteer Fire Department: The department responded to four fire calls and four rescue calls. The department has been notified they have received a grant in the amount of \$22,500.00 to purchase PPE, gear packs and other related equipment. Chase the ace is still an on-going fund raiser. The report was approved by O'Donnell, second by Miller, all voted yes, the motion carried. Richarz left the meeting at 6:20 PM

Ligtenberg updated the Council: Letters have been sent to the residents in the Phase 3 project letting them know that garbage service along with mail delivery will resume in the next week at their home address. Improving access around the school was discussed. Ligtenberg will bring more information to the January, 2024 meeting concerning sidewalks construction in the Phase 3 project. H& W has been put on notice they will need to be back in Canistota in early spring to wrap up the Phase 3 Improvement project. Miller motioned, second by Kerher to approve H & W pay app #5 in the amount of \$421,100.09, all voted yes, the motion carried. Ligtenberg left the meeting at 6:35 PM

Citizen Concerns:

Heather Broehm visited with the Council about the end of year SEFP report. SEFP has had a very busy year assisting clients with grant writing, financing/loan assistance, creating an employee handbook, how to procure a 501C3 status, along with workforce development and leadership development. The next Career Fair has been scheduled for February 14, 2024 in the Bridgewater-Emery school gym. Broehm left the meeting at 6:44 PM

Nugteren and Dolejsi presented the Maintenance report for November: Numerous cats have been relocated to local farms around Canistota, the Kage snow plow has been shipped to the city, new signage is being installed for the business district, parks, pool and streets. Purchasing additional property for future expansion was discussed. Safety Benefits will be in Canistota, December 6, to conduct a safety audit and to also review insurance coverage on all city properties. Nugteren is registered to attend the SDARW annual conference in January. Northwestern Energy has their utility connected to the new picnic shelter. Golden West will install internet service. The CDC will donate a smart television to the city for installation in the shelter. The ice rink is being installed. The pool deck around the baby pool is being removed for future repairs. A new radar speed sign has been installed on the west side of Canistota. Hoiten has completed the hydrant flushing for Fall. Replacing the lights and electrical at the ball park was briefly discussed. The maintenance report was approved as presented on a motion by Kerher, second by Forsman

The following bills were approved for payment, with Forsman motioning to reduce the Groeneweg Construction invoice by \$10,000.00 to cover contingencies and also include paying the Xcel Energy bill, which was not received in time for approval at this meeting, second by Miller, all voted yes, the motion carried.

Addy Disposal, Collections & Dumpster Fees, \$4,66.94; Aramark, Supplies, \$19.93; Badger Meters, Prof. Services, \$55.16; Bargain Barn, Repairs, \$418.90; Bright Arrow Target, Prof. Fee, \$50.00; December 1, Payroll, Streets, \$1,501.34, Clean Water, \$1,634.09; Drinking Water, \$1,634.10; Rubble Site, \$360.17; Finance Officer, \$509.54; Golden West, Utilities, \$349.14; Great Plains Electric, Repairs, \$3,561.12; Groeneweg Construction, Picnic Shelter, \$80,370.94; H & W Contracting, Pay App #5, \$421,100.59; Lamb Chevrolet, Equipment, \$46,424.00; Marco, Prof. Services, \$45.11; McCook County Treas., Law Enforcement, \$4,225.00; Menards, Supplies, \$141.65; Metering Technology, Supplies, \$3,379.04; New Century Press, Publication Fees, \$142.70; Northwestern Energy, Utilities, \$126.95; SD DANR, Prof. Fee, \$650.00; SD Dept. of Revenue, Sales & Use Tax, \$318.83; SD Public Health Lab, Prof. Fee, \$444.00; Sign Solutions, Supplies, \$2,296.74; Snyder & Assoc., Prof. Fees, \$60,650.53; TM Rural Water, Water Purchased, \$5,463.80; Total Stop, Fuel & Supplies, \$672.65; Townsend, Kathy, Utility Fee, \$50.00; US Bank Card, Supplies, \$911.01; Verizon Wireless, Cell Phones, \$209.59. The following bills were approved for payment after the meeting: AFLAC, Full time Employees, \$426.62; November 15, Payroll, \$5,338.46; SDRS, Full Time Employees, \$1,424.78; Security State Bank, Payroll Taxes, \$3,259.78; Xcel Energy, Utilities, \$2,508.40.

Townsend presented the Finance Officer's report: Delinquent utility accounts were reviewed. Employee reviews will be held at the January 2, 2024 meeting. The report was approved as presented on a motion by Kerher, second by O'Donnell, all voted yes, the motion carried.

Council Concerns:

Mayor Engbarth: Kerher motioned, second by O'Donnell to approve Supplemental Budget Ordinance 2023-11, all voted yes, the motion carried. The Ordinance was printed in the December 7th edition of The Special. The first reading of P & Z, Section 6.0209 Curb and Gutter Ordinance 2023-12 was acknowledged. Discussion was held on joining the SD Retailers Association, the Council will consider joining at the regular January 2, 2024 meeting. The Canistota Rubble Site will close for the year on Thursday, December 21st, 2023. New guidelines at the Rubble Site, especially for Commercial pass holders will be discussed in January. On a motion by Forsman, second by Kerher, City representatives will enter into negotiations to purchase property for future expansion of City facilities, all voted yes, the motion carried. Discussion included rental fees and hours for the Stalting Park Picnic Shelter/Warming Shelter along with holding a grand opening/ribbon cutting. Upgrading lights, electrical and poles at the Ballpark were discussed. After some discussion, the existing poles will be used with lights and electrical

being upgraded. Nugteren will present a bid proposal at the January, 2024 meeting for Council review before the proposal is put out for bids.

Because of New Year's Day falling on the regular Council meeting date, the Canistota City Council will meet on Tuesday, January 2, 2024 at 6 PM in the Community Room of City Hall. All are welcome to attend.

Kerher asked for clarification on a utility bill and also requested the Clinic invoice which had already been sent to the Ortman Doctors for their consideration.

O'Donnell had no concerns

Miller had no concerns

Forsman had no concerns.

At 8:02 PM a motion to adjourn was made by Miller, second by Kerher, all voted yes, the motion carried.

The next regular Council meeting will be held on Tuesday, January 2, 2024 at 6 PM in the Community Room. All are welcome to attend.

SEAL

Justin Lee Engbarth,
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend,
Finance Officer, City of Canistota