

# *City Council Proceedings*

The Canistota City Council met Monday, February 5, 2024 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; Fire Chief Adam Richarz arrived at 6:04 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 O'Donnell, second by Miller, all voted yes, the motion carried.

Miller motioned, second by O'Donnell to approve the January proceedings as presented, all voted yes, the motion carried.

No written report was received from the Sheriff's Office.

Nugteren presented the Planning and Zoning Report: Two building permits were issued in January, Nugteren also answered various zoning questions from residents. The report was approved as presented on a motion by Forsman, second by O'Donnell, all voted yes, the motion carried.

Kerher and Nugteren presented the report on behalf of the Canistota Development Corporation. Heather Broehm is a new member. A speaker from the city of Crooks attended the meeting. He discussed how Crooks addressed housing needs in his community. The report was approved by Miller, second by O'Donnell, all voted yes, the motion carried.

Richarz presented the report for the Canistota Volunteer Fire Department. They responded to four fire calls and six rescue calls in January. Chase the Ace is an on-going fund raiser. The department will hold their annual Pancake Feed fundraiser on Sunday, April 7, 2024 at the Fire Hall from 9 AM to 1 PM. The report was approved on a motion by Forsman, second by Miller, all voted yes, the motion carried. Richarz left the meeting at 6:10 PM.

## Citizen Concerns:

There were no concerns from citizens.

Nugteren and Dolejsi presented the Maintenance report for January: The City has been awarded a grant in the amount of \$84,000.00 to purchase and install generators at both City Hall and the Maintenance Shop. Nugteren has visited with CAA to discuss the parking lot at the ballfield. Nugteren will present a plan for fees at the rubble site for Council review and approval at the March regular Council meeting. The watermain break on Elm has been repaired, Nugteren will put a reminder on the City of Canistota Facebook page reminding residents to complete the Lead Pipe Service Line Survey. The contractor for the picnic shelter is working on the final punch list of details that need attention. Nugteren is looking into the purchase of a used front end snow blower to aid in snow removal. The bid documents for updating lights at the Ballpark have been published with bids being reviewed by the Council at their regular March 4, 2024 Council Meeting. Drainage issues on the north side of the school were also discussed. Kerher motioned, second by Forsman to approve the report as presented, all voted yes, the motion carried.

Sargent, Deputy Sheriff Troy Rempfer arrived at the meeting at 6:45 PM. Three deputies have been hired: Christopher Mailloux, Jacob Croghan and Remi Master. The Council asked they stop by our meetings to introduce themselves. The Council thanked Sargent Rempfer for attending the meeting, there were no concerns and Rempfer left the meeting at 6:55 PM.

The following bills were approved for payment, motion by Miller second by Kerher, all voted yes, the motion carried.

Addy Disposal, Collections & Dumpster Fees, \$4,591.14; Aramark, Supplies, \$36.66; Badger Meters, Prof. Services, \$31.40; Cadwell Attorney Group, \$755.10; Code Enforcement Specialists, Prof. Services, \$1,500.00; Combined Building Spec. Supplies, \$5,417.00; DMI, Parts, \$1,154.88; February 1, 2024, Payroll, Streets, \$2,223.34; Finance Officer, \$537.75; Drinking Water, \$1,833.91; Clean Water, \$1,833.90; Frontline Warning System, Annual Fee, \$550.00; Geotek, Phase 3, \$2,174.00; Golden West, Utilities, \$350.74; Larry's Service, Repairs, \$19.20; Mac's, Supplies, \$216.83; Make It Mine Designs, Equipment, \$525.00; Marco, Prof. Services, \$45.11; Matthaei Excavating, Prof. Services, \$5,554.60; McCook County Treas., Law Enforcement, \$4,712.50; New Century Press, Publication Fees, \$245.29; Northwestern Energy, Utilities, \$682.02; Nugteren, Darin, Travel, \$32.30; SD Dept. of Revenue, Sales & Use Tax, \$313.81; SD One Call, Locates, \$72.45; Sioux International, Supplies, \$115.00; Steve's Welding, \$73.45; TM Rural Water, Water Purchased, \$5,325.00; Total Stop, Fuel & Supplies, \$1,367.64; Townsend, Kathy, Mileage & Utility, \$67.50; US Bank Card, Supplies, \$3,410.90; US Bank Trust, Debt Service, \$6,159.21; USPS, Annual Rental, \$120.00; Verizon Wireless, Cell Phones, \$209.61, Xcel Energy, Utilities, \$2,397.65.

The following bills were approved for payment after the meeting: AFLAC, Full time Employees, \$426.62; January 15, 2024, Payroll, \$5,263.21; SDRS, Full Time Employees, \$1,425.26; SD Dept of Tourism, Reimbursement, \$410.00; Security State Bank, Payroll Taxes, \$3,184.46; Xcel Energy, Utilities, \$2,334.35

Townsend presented the Finance Officer's report: Delinquent utility accounts were reviewed. Participation and costs to both the city and residents for the convenience of on-line payments via the City web site were discussed. Both credit card payments and ACH options would be available with fees charged to the user for this convenience. No action was taken at this time; the Council will revisit the topic at the regular March 4, 2024 Council meeting. The Canistota City Council will convene as the Board of Equalization on Monday, March 18<sup>th</sup>, at 6 PM in the Community Room of City Hall. The report was approved on a motion by Kerher, second by O'Donnell, all voted yes, the motion carried.

#### Council Concerns:

Mayor Engbarth: The City is waiting for the completion of a survey and plat to be submitted before a purchase agreement can be completed by the City Attorney. Miller motioned, second by Kerher to approve the annual contract with Code Enforcement Specialists, all voted yes, the motion carried. The amended personnel manual was approved on a motion by Kerher, second by O'Donnell, all voted yes, the motion carried. O'Donnell motioned, second by Kerher to approve the Safety Manual for the City of Canistota as presented, all voted yes, the motion carried. The annual service proposal and contract for Whelen Outdoor Warning Sirens was approved on a motion by Miller, second by Kerher, all voted yes, the motion carried. Security State Bank in Canistota was named the official depository for the City of Canistota on a motion by Miller, second by Kerher, all voted yes, the motion carried. The Special has been designated as the official newspaper for the City of Canistota on a motion by Kether, second by Miller, all voted yes, the motion carried. Fees and conditions for the rental of the picnic shelter/warming house at Stalting Park were discussed at length. Kerher motioned, second by Forsman to offer the picnic shelter/warming house for rent to the public with a rental fee of: \$50.00 for the hours of 8 AM to 2 PM, \$50.00 for the hours of 3 PM to 9 PM, or an all day, 8 AM to 9 PM, rental fee of \$100.00. A REFUNDABLE deposit of \$150.00 is also required and will be refunded if the facility is cleaned to the best of their abilities after their rental and the space is left the same way it was found, all voted yes, the motion carried. The city attorney will create the rental documents on behalf of the city which will include details as specified by the Council and City Ordinance. A ribbon cutting/open house will be held at the picnic shelter/warming house on Sunday, April 7<sup>th</sup>, 2024 from 11:30 AM to 1:30 PM, all are welcome to attend. Refreshments will be served.

The Finance Officer was directed to advertise for a pool manager and certified life guards for the 2024 summer swim season, the City will also accept applications for a summer rec director, on a motion by Miller, second by Kerher, all voted yes, the motion carried. Applications must be received in the finance office by March 1, 2024. Forsman motioned, second by Miller to authorize the Finance Officer to cash two (2) City owned certificates of deposit, all without penalty for early withdrawal and reinvest those two (2) CDs into one (1) CD; with an increased interest rate of 3.5% for a term of twenty-four (24) months, all voted yes, the motion carried.

Kerher motioned to increase the salary for the part-time maintenance worker (Nugteren) to \$11.75 per hour, all voted yes, the motion carried.

Kerher will gone in March for the regular Council Meeting

O'Donnell had no concerns

Miller had no concerns

Forsman had no concerns

At 8:46 PM a motion to adjourn was made by Forsman, second by O'Donnell, all voted yes, the motion carried.

The next regular Council meeting will be held Monday, March 4, 2024 at 6 PM in the Community Room of City Hall. All are welcome to attend.

SEAL

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Justin Lee Engbarth,  
Mayor, City of Canistota

ATTEST:

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Kathy J. Townsend,  
Finance Officer, City of Canistota