

# *City Council Proceedings*

The Canistota City Council met Monday, April 1, 2024 at 6:00 PM in the Canistota City Hall Community Room. City Council Members present: Mayor Justin Lee Engbarth, Donovan O'Donnell, Jessica Kerher, Lori Forsman, and Jamie Miller. Others present: Maintenance Supervisor, Darin Nugteren, Maintenance Assistant Brandon Dolejsi, Finance Officer Kathy J. Townsend; Fire Chief Adam Richarz, City Engineers, Darin Ligtenberg and Kyle Sokulski.

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

The agenda was amended to include an update from Snyder Associates for the Phase 3 Street Project on a motion by Kerher, second by Miller, all voted yes, the motion carried. The amended agenda was approved on a motion by Forsman, second by O'Donnell, all voted yes, the motion carried.

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

The proceedings from the Board of Equalization meeting were approved on a motion by Miller, second by O'Donnell, all voted yes, the motion carried.

Miller motioned, second by Forsman to approve the proceedings from the March Special Meeting as presented, all voted yes, the motion carried.

No report was received from the Sheriff's office.

Richarz presented the March report for the Canistota Volunteer Fire Department, they responded to seven rescue calls and had zero fire calls. Chase the Ace is still an on-going fund raiser. The Department still has smoke detectors to give away and install in homes in Canistota, please contact a volunteer fire fighter to schedule an installation in your home. The Annual pancake breakfast is scheduled for Sunday April 7<sup>th</sup> at the Fire Hall. Serving will be from 9 AM to 1 PM. Kerher motioned to approve the report as presented, second by O'Donnell, all voted yes, the motion carried. Richarz left the meeting at 6:09 PM

Nugteren presented the Planning and Zoning Report: One building permit was issued in March. The Planning and Zoning Commission will meet to consider two (2) re-zoning requests at the regular May meeting. Several locate requests were received in March. The report was approved as presented on a motion by Forsman, second by Kerher, all voted yes, the motion carried.

CDC had no report.

Ligtenberg updated the Mayor and Council on the Phase 3 Improvement Project: The anticipated completion date is May 31, 2024, which would include the completion of sidewalk on the east side of 7<sup>th</sup> Avenue from Main Street to Ash Street and on the north side of Pine Street from 7<sup>th</sup> Ave. to 5<sup>th</sup> Ave. Ligtenberg recommended not accessing the Transportation Alternative Grant for sidewalks with the favorable bid from H & W; a change order was received from H & W in the amount of \$89,882.22 for sidewalk installation, the change order was approved on a motion by O'Donnell, second by Kerher, all voted yes, the motion was approved. Ligtenberg will contact the State to inform them of the City's intent in regard to the TA Grant. A change order from Snyder Associates, for sidewalk design, was also submitted for approval in the amount of \$9,500.00, which was approved as presented on a motion by Miller, second by Kerher, all voted yes, the motion carried. Liquidated damages were discussed with Ligtenberg looking into those damages and what they might be. Nugteren commented he has tracked the costs incurred by the City Maintenance Department for labor and equipment used for grading the unfinished portion of

the project. Traffic congestion and designating one side of 7<sup>th</sup> Avenue as no parking was discussed with no action taken at this time. Ligtenberg and Sokulski left the meeting at 6:37 PM

#### Citizen Concerns:

No citizens attended the meeting with concerns.

Nugteren and Dolejsi presented the Maintenance report: A nuisance property was cleaned up by court order with the Maintenance Department aided by the Code Enforcement Officer on site during the cleanup. The new rotary mower has been delivered; the street sweeper is undergoing repairs at this time. Dolejsi will be attending the SDAWWA Annual Spring Water Seminar on April 3<sup>rd</sup> and 4<sup>th</sup>. Nugteren has completed his online recertification for mosquito control/spraying. The sprayer will be calibrated at a meeting scheduled for April 25<sup>th</sup>; this is an annual requirement. The contract for the Ballpark lighting Project has been signed with the contractor and Xcel Energy beginning work in the initial phase. Work is progressing at the baby pool; additional lounge chairs have been purchased. Nugteren updated the Essential Snow Route map. Low participation in the mandatory lead pipe survey was discussed. The City Attorney is completing the purchase agreement for property the City of Canistota intends to acquire for future expansion of City facilities. Forsman motioned, second by Kerher to approve the maintenance report as presented. All voted yes, the motion carried.

The following bills were approved for payment, including April Payroll which was not completed in time for the meeting, on a motion by Kerher, second by Forsman, all voted yes, the motion carried.

Addy Disposal, Collections & Dumpster Fees, \$4,630.54; Alphagraphics, Prof. Fee, \$108.08; April 1, Payroll, Rubble, \$271.51; Finance Office, \$513.11, Drinking Water, \$1,635.49; Clean Water, \$1,635.49; Streets, \$1,593.36; Aramark, Supplies, \$25.13; Badger Meters, Prof. Services, \$956.06; Banyon Data Services, Prof. Fees, \$2,075.00; Cadwell Attorney Group, \$432.00; Civil Design Inc, Prof. Fee, \$600.00; Code Enforcement Spec. Prof. Fee, \$112.50; Golden West, Utilities, \$418.03; Groeneweg Const. Picnic Shelter, \$10,000.00; Heiman Fire Equip. Prof. Fee, \$267.00; MARC, Supplies, \$429.51; Marco, Prof. Services, \$45.11; McCook County Treas., Law Enforcement, \$4,712.50; Menards, Supplies, \$343.49; New Century Press, Publication Fees, \$312.25; Northwestern Energy, Utilities, \$817.28; Phoenix Sensors, Annual Subscription, \$75.00; Puthoff Sales & Service, Equipment, \$1,325.00; Sanitation Products, Supplies, \$360.27; SD Dept. of Rev. Special Tax Division, \$150.00; Dept. of Revenue, Sales & Use Tax, \$232.42; SDML, WC Fund, \$635.00; SD Dept. of Health, Prof. Fees, \$15.00; Sioux International, Equipment, \$5,600.00; Steve's Welding, Repairs, \$1,427.12; TM Rural Water, Water Purchased, \$4,341.65; Total Stop, Fuel & Supplies, \$855.11; Townsend, Kathy, Utility & Mileage, \$79.00; Trash Out Crew, Prof. Services, \$525.69; US Bank Card, Supplies, \$1,853.11; US Bank Trust, Debt Service, \$6,159.21; Verizon Wireless, Cell Phones, \$222.19; Xcel Energy, Ballpark Updates, \$1,758.40; Xcel Energy, Utilities, \$2,292.08.

The following bills were approved for payment after the March meeting: AFLAC, Full time Employees, \$426.62; Council Payroll, First Quarter, \$3,186.07; March 15, 2024, Payroll, \$4,832.07; SDRS, Full Time Employees, \$1,433.42 Security State Bank, Payroll Taxes, \$3,642.18

Townsend presented the Finance Officer's report: Utility billing concerns and delinquent accounts were discussed. The FO report was approved as presented on a motion by Miller, second by Forsman, all voted yes, the motion was approved.

#### Council Concerns:

Mayor Engbarth: Land acquisition was addressed earlier in the meeting. Pool Manager and lifeguard applications were reviewed and on a motion by Forsman, second by Miller, the following will be hired as returning lifeguards: Ellie Becker, Lifeguard, \$14.25 per hour; Natalee Hofer, Lifeguard, \$14.25 per hour, new hires: Brady Scott, Lifeguard, \$14.00 per hour; Kaleb Hjernstad, Lifeguard, \$14.00 per hour; Ellia Hjernstad, Lifeguard, \$14.00 per hour. Scott, Hjernstad and Hjernstad employment will be contingent upon passing the lifeguard training

certification and returning all required paperwork to the finance office before being scheduled for work; Natalie Becker will be offered the position of pool manager/lifeguard at \$15.50 per hour, with N Becker also becoming WSI certified to teach swim lessons, all voted yes, the motion carried. Miller motioned, second by Kerher to hire Abby Krietlow as the summer rec director at \$16.00 per hour, all voted yes, the motion carried. Krietlow will be asked to attend the May regular meeting with a summer agenda and budget request. Parking congestion on 7<sup>th</sup> Ave was discussed earlier in the meeting. Free Dump Days at the Rubble Site will be held Saturday, May 4 with a backup date of Saturday, May 11, 2024. Kerher motioned, second by O'Donnell to approve the Retail Malt Beverage & SD Farm Wine License Application for Total Stop, all voted yes, the motion carried. A drainage concern was discussed. Miller motioned, second by O'Donnell to approve Resolution 2024-03 supporting the United States DOT & SECOG Planning Grant, all voted yes, the motion carried.

## **CITY OF CANISTOTA**

### **RESOLUTION # 2024-03**

#### **U.S. Department of Transportation Safe Streets and Roads for All Grant Application**

WHEREAS, the U.S Department of Transportation operates the Safe Streets and Roads for All grant program, and

WHEREAS, the Safe Streets and Roads for All grant program allows for a regional Safety Action Plan managed by eligible agencies, and

WHEREAS, the City of Canistota desires assistance from the U.S. Department of Transportation Safe Streets and Roads for All Planning and Demonstration grant program for the purpose of developing a Safety Action Plan, and

WHEREAS, the South Eastern Council of Governments is an eligible planning agency that serves Clay, Lincoln, McCook, Minnehaha, Turner, and Union counties in southeastern South Dakota.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Canistota City Council hereby commits to the support of the creation of a regional Safety Action Plan managed by the South Eastern Council of Governments, and
2. The City of Canistota commits to providing \$2,500 in local cash match for the project in addition to 10.5 hours of in-kind or cash match and provide such additional information as may be required.

Adopted this 1<sup>st</sup> Day of April, 2024

SEAL

Justin Lee Engbarth, Mayor,  
City of Canistota

ATTEST:

Kathy J. Townsend, Finance Officer  
City of Canistota

Kerher had no concerns

O'Donnell had no concerns

Miller had no concerns

Forsman had no concerns

A motion to adjourn was made by Kerher at 8:27 PM, second by Miller, all voted yes, the motion carried.

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

SEAL:

Mayor Justin Lee Engbarth  
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend  
Finance Officer, City of Canistota