

City Council Proceedings

MEETING ONE:

The Canistota City Council met Monday, May 6, 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 Engineer, Kyle Sokulski, Brad Miller, Jerry Bertelson, Matt Anderson and Abby Krietlow.

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

Miller motioned, second by Forsman to amend and approve the agenda as amended to include approval of the April 12, 2024 Special meeting proceedings, all voted yes, the motion carried.

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

The proceedings from the Special Meeting held April 12, were approved on a motion by Kerher, second by Forsman, all voted yes, the motion carried.

The written reports received from the Sheriff's Office for March and April were approved as presented on a motion by Kerher, second by Miller, all voted yes, the motion carried.

Richarz presented the April report for the Canistota Volunteer Fire Department, they responded to five rescue calls and had zero fire calls. Chase the Ace has concluded. The proceeds are earmarked for updated equipment for the crew. The pancake breakfast was well attended with those funds being used for updates to the fire hall, including paint and updated lighting. Hand held radios may also be purchased. Forsman motioned to approve the report as presented, second by Kerher, all voted yes, the motion carried. Richarz left the meeting at 6:10 PM

B. Miller asked for an update on the ballpark lighting project as he would like to schedule ballgames for two nights in June. The existing lights will still be useable at that time. Miller left the meeting at 6:13 PM.

CDC had no report.

Nugteren and Dolejsi presented Planning and Zoning report: Five building permits were approved in April, several utility locates were completed, street paving and drainage were also topics addressed by planning and zoning in April. The P& Z Commission met to discuss the rezone of two (2) properties in Canistota with approval of the rezone recommend by the P & Z Commission. The report was approved as presented on a motion by Forsman, second by Kerher, all voted yes, the motion carried.

At 6:15 PM, Mayor Engbarth opened the Public Hearing portion of the meeting to consider public input regarding the first reading of rezoning property from General Business District to Residential/Manufactured Housing District. The two properties being considered for the re-zone are: Lot 3, Blk 22 and Lot 6 in Blk 22, OT, City of Canistota. No one was present for or against the rezone and public hearing portion of the meeting was closed.

Sokulski updated the Mayor and Council on the Phase 3 Improvement Project: Sidewalks and curb and gutter have been completed. Grading yards and hydro-seeding will begin by end of the week. The asphalt plant is scheduled to be opened May 13 with street paving beginning after that. A sanitary sewer line that was damaged by H & W was replaced on the north end of the project. Pay application #6 in the amount of \$338,949.84, was submitted and approved for payment when reimbursement from the State of South Dakota is received, on a motion by Kerher,

second by Miller, all voted yes, the motion carried. Miller motioned, second by O'Donnell to approve and pay the Snyder & Associates invoice in the amount of \$44,310.71, upon receiving reimbursement from the State of South Dakota, all voted yes, the motion carried.

Summer rec director, Krietlow was present to update the Council on her proposed schedule of events for the first annual summer rec program. Krietlow anticipates the summer programs will run approximately fifteen (15) hours a week. On a motion by Miller, second by Kerher, Krietlow's budget for purchasing supplies for the program is \$2,000.00, all voted yes, the motion carried. Information will be sent home with children for parental review and to sign up for activities.

Krietlow left the meeting at 6:40 PM

Sokulski left the meeting at 6:40 PM

Citizen Concerns:

There were no citizen concerns.

Nugteren and Dolejsi presented the Maintenance report: Parts are on order for the street sweeper, the purchase agreement has been executed with the City Attorney ordering a title search of the property for a closing date on or before May 31, 2024. Nugteren has contacted Sorlien Electric for information so he can complete the air quality permit before the installation of the back-up generators. Flower pots and benches are out on Main Street. Nugteren and Dolejsi are attending meetings to satisfy the requirement of submitting an emergency response plan to the federal government. Parts and components have been ordered for the lighting improvement project at the ballpark. There is an 8-to-twelve-week lead time for those parts. Work is ongoing with repairs on the baby pool and the big pool. Dolejsi is exploring the opportunity to add a pollinator patch at the rubble site. The seeds are supplied along with a small stipend for maintenance. A sewer line issue was resolved on the north end of the Phase 3 project, H & W was responsible for damage to the line. They dug up the service and completed the repairs. Participation is still very low in response to the mandatory Lead Pipe Survey required by the State of South Dakota. Kerher motioned to replace water meter endpoints with cellular endpoints as batteries quit working in current meters, O'Donnell second the motion, all voted yes, the motion carried. There will be an increased support fee the city will pay for the convenience of the upgraded cellular endpoints. Work on the completion of the Round House is ongoing with the pumps installed and pipes plumbed through the floor. A garage door has been ordered to replace the previous door. The report was approved as presented on a motion by Forsman, second by Kerher, all voted yes, the motion carried.

Bertelson left the meeting at 7 PM and returned at 7:30 PM.

Miller motioned, second by Forsman to approve the following bills for payment:

Addy Disposal, Collections & Dumpster Fees, \$4,650.24; Aramark, Supplies, \$50.26; Badger Meters, Prof. Services, \$31.50; Cadwell Attorney Group, \$472.50; Canistota Development Corporation, Annual Contribution, \$5,000.00; CHS, City Share Election Expense, \$278.25; Golden West, Utilities, \$415.87; Highpoint Networks, Prof. Fees, \$287.50; Kleinsassers, Supplies, \$17.96; Larry's Service, Repairs, \$542.30; Marco, Prof. Services, \$46.11; May 1st, Payroll, Streets, \$1,680.88, Clean Water, \$1,708.40; Drinking Water, \$1,708.40; Rubble Site, \$310.30; Finance Officer, \$537.75; McCook County Treas., Law Enforcement, \$4,712.50; Menards, Supplies, \$922.95; Metering Technologies, \$111.09; Midwest Land Surveying, Prof. Fees, \$800.00; New Century Press, Publication Fees, \$558.99; Northwestern Energy, Utilities, \$447.79; SD Dept. of Health, Prof Fees, \$15.00; SD Dept. of Revenue, Sales & Use Tax, \$317.72; SD 811, Locates, \$16.80; Tarrell, Rich, Reimbursement, Prof. Fee, \$101.65; TM Rural Water, Water Purchased, \$4,458.80; Total Stop, Fuel & Supplies, \$312.41; Townsend, Kathy, Utility & Mileage, \$65.50; US Bank Card, Supplies, \$1,715.81; US Bank Trust, Debt Service, \$18,911.95; Verizon Wireless, Cell Phones, \$210.61; Xcel Energy, Utilities, \$2,496.21

The following bills were approved for payment after the April meeting: AFLAC, Full time Employees, \$426.62; April 15, 2024, Payroll, \$5,308.49; SDRS, Full Time Employees, \$1,486.84; Security State Bank, Payroll Taxes, \$3,259.83

Townsend presented the Finance Officer's report: Delinquent utility bills, the finance officer convention which will be held in Spearfish, SD and No Mow May were discussed. Special assessments for curb and gutter in the Phase 3 project were briefly discussed. The FO report was approved as presented on a motion by O'Donnell, second by Kerher, all voted yes, the motion was approved.

Council Concerns:

Mayor Engbarth: On a motion by Kerher, second by Forsman, Abigail Keller will be hired as lifeguard for the 2024 swim season contingent upon certification being furnished to the finance office before being scheduled to work, Keller will be paid \$14.00/hour, Levi Schroeder will also be hired as lifeguard for the 2024 swim season, as a returning guard, he will be paid \$14.25/hour, all voted yes, the motion was approved. Opening day at the pool has been set for Tuesday, May 28th. The Council did not raise fees for pool admission, a family pass, for your immediate family, remains at \$100.00 while an individual pass is still \$50.00. The fee for water-walkers is \$3.00 per day.

There was no need for executive session.

Mayor Engbarth, Councilors O'Donnell and Miller, along with City Staff expressed gratitude to Kerher and Forsman for their years of service to the City of Canistota as they served their ward as Council persons.

At 7:53 PM, Kerher motioned, second by Forsman to adjourn Meeting One, all voted yes, the motion carried.

SEAL:

Mayor Justin Lee Engbarth
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend
Finance Officer, City of Canistota

City Council Proceedings

MEETING TWO:

Justin Lee Engbarth called Meeting Two to order at 7:55 PM

Justin Lee Engbarth was sworn in and signed his oath of office as Mayor for the City of Canistota.

Jerry Bertelson was sworn in and signed his oath of office as Ward One Council Person.

Matt Anderson was sworn in and signed his oath of office as Ward Two Council Person.

Miller motioned, second by Anderson, to elect O'Donnell as President of the Council, all voted yes, the motion carried.

O'Donnell motioned, second by Bertelson, to elect Miller as Vice President of the Council, all voted yes, the motion was approved.

The following list of Department Heads as submitted by Mayor Justin Lee Engbarth was approved on a motion by O'Donnell, second by Anderson, all voted yes, the motion was approved:

City of Canistota Department Heads - May 6, 2024 As Appointed & Presented by the Mayor:

Finance Department Head	Justin Engbarth
Finance Officer	Kathy J. Townsend
Maintenance Superintendent	Darin Nugteren
Maintenance Assistant	Brandon Dolejsi
Water Department Head	Donovan O'Donnell
Sewer Department Head	Donovan O'Donnell
Street Department Head	Matt Anderson
Police Department Head	Jamie Miller
Rubble Site Dept. Head	Donovan O'Donnell
Pool Department Head	Justin Engbarth
Park Department Head	Jerry Bertelsen
Mosquito Control	Brandon Dolejsi
Volunteer Dept. Fire Chief	Adam Richarz
Economic Development Rep.	Matt Anderson
Planning & Zoning Administration	Darin Nugteren
Planning & Zoning Rep.	Jerry Bertelson
Attorney By contract	Cadwell, Sanford, Deibert & Garry LLP
Law Enforcement	County Wide Law Enforcement
Official Bank Depository	Security State Bank
Official Newspaper	The Special

O'Donnell motioned, second by Miller to give Mayor Justin Lee Engbarth the authority to sign the Transportation Alternative Termination Agreement between the SD Department of Transportation and the City of Canistota, all voted yes, the motion carried.

City Council Concerns:

O'Donnell asked for an update on available liquor licenses in the City

Miller had no concerns

Bertelson had no concerns

Anderson had no concerns

At 8:10 PM, Bertelson motioned to adjourn the meeting, second by O'Donnell, all voted yes, the motion carried.

The next regular City Council meeting will be held Mondy, June 3, 2024 at 6 PM in the Community Room of City Hall. All are welcome to attend.

SEAL:

Mayor Justin Lee Engbarth
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend
Finance Officer, City of Canistota