

City Council Proceedings

The Canistota City Council met Monday, December 2, 2024 at 6:00 PM in the Canistota City Hall Community Room. City Council Members present: Mayor Justin Lee Engbarth, Jamie Miller, Matt Anderson, Donovan O'Donnell and Jerry Bertelson. Others present: Maintenance Supervisor, Darin Nugteren, Maintenance Assistant, Brandon Dolejsi, Finance Officer, Kathy J. Townsend, Fire Department Acting Chief, Dave Miller, and Daniel Mount.

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

O'Donnell motioned to approve the agenda as presented, second by Bertelson, all voted yes, the motion carried.

Miller motioned, second by O'Donnell approve the proceedings from the last regular meeting as presented, all voted yes, the motion carried.

The written report received from the Sheriff's office was reviewed and approved on a motion by Bertelson, second by Miller, all voted yes, the motion carried.

Acting Chief Miller presented the report for the Canistota Volunteer Fire Department, they responded to three rescue calls with 3 fire calls. The Department will be holding their annual election of officers on December 10, 2024. The Department has received twelve pagers and three radios. The annual pancake feed is scheduled for April, 2025. Bertelson motioned, second by Anderson to approve the report as presented, all voted yes, the motion carried. Miller left the meeting at 6:10 PM

J. Miller and Dolejsi presented the Planning and Zoning Report, two building permits were approved in November. The P & Z Board held a public hearing for a conditional use permit. Nugteren and Dolejsi have been working with SECOG to update planning and zoning ordinances. Anderson motioned, second by Bertelson to approve the report, all voted yes, the motion carried.

Anderson and Nugteren presented a report from the CDC: Canistota Development Corporation met Monday, December 2, 2024 at City Hall. Discussion included utilizing the Travel SD Grant Funds for effectively marketing the City of Canistota via the City website. Anderson discussed the CDC becoming members of the SD Retailers Association. The next meeting of the CDC will be held on Thursday, January 16, 2025. O'Donnell, supported by Miller moved to accept the report as presented, all voted yes, the motion carried.

Mayor Engbarth spoke with both Ligtenberg and Sokulski concerning the completion of the Phase 3 Improvement Project. There are still items on the punch list to be completed: lawns and seeding, a mail box, gravel, along with the sewer update at the pool. Nugteren has been in contact with Matthaei Excavating, he will plan to complete sewer updates in the next week. Because of the CDBG, a request for amendment to the contract was discussed and approved on a motion by Miller, second by O'Donnell. The completion date of the Phase 3 Improvement Project has been extended to July 31, 2025, all voted yes, the motion carried.

Citizen Concerns: Daniel Mount met with the Council to discuss applying for his Federal Firearms License. He will be constructing a new facility to house the business but in the interim, he would like to run the business out of a home in a residential neighborhood until the new build is completed. Mount answered questions from the Mayor and Council. He will buy firearms and ammunition for resale. He anticipates providing more special-order items. The Council will address the issue later in the meeting.

The ability for music to be provided at the picnic shelter, both inside the building and outside was discussed. Mount left the meeting at 6:40 PM

TIF districts were discussed for the promotion of creating new housing in Canistota. Mike Kerrigan from Gray Duck Builders will attend the January 6, 2025 meeting to discuss along with a representative from the State of SD Department of Revenue. The Council will convene their regular meeting at **5 PM on Monday, January 6, 2025.** Note time change.

Nugteren and Dolejsi presented the Maintenance report for November: Nugteren has begun updating the fees for use of City equipment when used to assist a resident. Pride Neon Signs has submitted a bid to up-date the sign on the south side of Canistota, the bid is \$11,950.00, Nugteren will obtain additional bids for the project. The aging metal roof on City Hall was discussed, there are areas that are starting to leak, Nugteren will explore options for repairs. Nugteren is working with the City Attorney on a resolution for the City of Canistota to continue to participate in the national flood insurance program. Midwest Land Survey completed the preliminary survey work at the ballfield. The Rubble Site will no longer have an attendant on duty. Pass codes will continue to work at the rubble site seven days a week from 8 AM to 8 PM until January 1, 2025 when a new pass for the year will need to be purchased. McCook County has not been available to grade the half mile on the south west side of Canistota so Matthaei will grade it as time and weather allows. An approved list of contractors to complete work within the city was discussed. Nugteren and Dolejsi will oversee the addition of water to a building on Elm St. A cast iron water main will need to be tapped with the contractor/plumber responsible for the integrity of the main after the tap is completed. Reminders were mailed to residents to complete their lead pipe survey. The Maintenance report was approved on a motion by Bertelson, second by Miller, all voted yes, the motion carried.

Miller motioned, second by O'Donnell to approve the following bills for payment, including Xcel Energy and authorize payment of any other year end invoices to avoid penalties and late fees, all voted yes, the motion carried. Addy Disposal, Collections Fee, \$ 4,530.54; Alphagraphics, Supplies, \$63.12; Al's Feed, Supplies, \$27.50; Badger Meters, Prof. Services, \$31.40; CAA, Annual Contribution, \$5,000.00; Core & Main, Supplies, \$582.47; December Payroll, Streets, \$1,897.94; Clean Water, \$1,594.94; Drinking Water, \$1,594.94; Finance Officer, \$497.67; Rubble Site, \$387.87; Council Payroll, 4th Quarter, \$2,562.73; D & S Welding, Supplies, \$3,600.00; Golden West, Utilities, \$422.53; Great Plains Electric, Prof. Fees, \$3,000.00; High Point Networks, Prof Fee, \$115.00; Karved, LLC, Prof Fee, \$3,750.00; Larry's Service, Repairs, \$305.65; Marco, Prof. Fee, \$51.88; MAP, Prof. Fee, \$3,920.50; Matthaei Excavating, Repairs, \$12,941.71; ; McCook County Treas., Law Enforcement, \$4,712.50; Menards, Supplies, \$536.58; New Century Press, Prof. Fee, \$244.10; Northwestern Energy, Utilities, \$89.78; Old Dominion Brush Co., Supplies, \$2,378.88; Ryan's Repairs, Repairs, \$2,639.70; SD 811, Prof. Fee, \$15.75; SD Dept. of Health, \$115.00; SD Dept. of Revenue, Sales & Use Tax, \$316.61; Team Lab, Supplies, \$428.00; TM Rural Water, Water Purchased, \$4,380.70; Total Stop, Fuel & Supplies, \$258.47; Townsend, Kathy, Utilities & Mileage, \$79.70; Tri State Garage Doors, Repairs, \$741.75; US Bank, Supplies, \$796.81; Verizon Wireless, Utilities, \$221.35;

The following bills were approved for payment after the last meeting: AFLAC, Full time Employees, \$426.62; November 15, Payroll, \$5,334.92; SDRS, Full Time Employees, \$1,568.28; Security State Bank, Payroll Taxes, \$3,479.59.

Delinquent utility accounts were acknowledged in the Finance Officer's report. Roamin' Roast Coffee Truck will be doing business in Canistota in December. Since the year is almost over, the annual license fee of \$30 will be waived on a motion by Bertelson, supported by Anderson, all voted yes, the motion carried. The Finance Officer will contact the owner to complete a 2025 application and submit with the applicable fee. A contract has been signed between McCook County and McCook County EMS which was needed for the City to make the requested monthly contribution of \$1,027.48 for one year only. O'Donnell motioned, second by Anderson to approve the FO report as presented, all voted yes, the motion carried.

Council Concerns:

Mayor Engbarth: The first reading of Supplement Budget Ordinance 2024-15 was acknowledged. The Federal Firearms License was discussed with Planning and Zoning Ordinances reviewed for allowable businesses to operate in an R1 zoned neighborhood. Because the type of the proposed business would be in violation of

allowable uses, the Council could not approve a letter of support. Bertelson motioned, second by Anderson to approve up to \$1,500.00 for Sight and Sound to install speakers, both internal and external, along with a receiver and microphone at the Stalting Park Picnic Shelter, all voted yes, the motion carried. Mount estimated he could complete the work within two weeks' time. Miller motioned, second by Bertelson approve the 2025 Agreement for City Attorney Services with Cadwell, Sanford, Deibert & Garry, LLC, all voted yes, the motion carried.

O'Donnell had no concerns

Miller had no concerns

Bertelson had no concerns

Anderson discussed updating the Zoning Ordinances, Nugteren has begun the process. Also discussed nuisance issues: using vacant homes for storage, parking vehicles, campers on front lawns with no cement pad. Anderson is the liaison between the Code Enforcement Officer and the Mayor and Council for nuisance issues.

At 8:17 PM, Miller motioned, supported by Bertelson to enter into executive session per SDCL 1-25-2-1 for personnel.

Mayor Justin Lee Engbarth declared executive session over at 8:36 PM with the Council convening in open session. Bertelson motioned, second by Anderson to approve a 3% wage increase for maintenance, maintenance assistant, finance officer, part-time maintenance and rubble site attendant, all voted yes, the motion carried. Payroll will be listed in the January, 2025 proceedings. Pool wages will be published as staff is hired for 2025

At 8:37 PM, O'Donnell motioned to adjourn the meeting, second by Miller, all voted yes, the motion carried.

The next regular Council meeting will be held on **Monday, January 6, 2025 at 5 PM** in the Community Room of City Hall. Please note time change. All are welcome and encouraged to attend

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SEAL:

Mayor Justin Lee Engbarth
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend
Finance Officer, City of Canistota