

City Council Proceedings

The Canistota City Council met Monday, January 6, 2025 at 5:00 PM in the Canistota City Hall Community Room. City Council Members present: Mayor Justin Lee Engbarth, Jamie Miller, Matt Anderson, Donovan O'Donnell; Jerry Bertelson arrived at 5:45 PM. Others present: Maintenance Supervisor, Darin Nugteren, Maintenance Assistant, Brandon Dolejsi, Finance Officer, Kathy J. Townsend, SD Dept. of Revenue Representative, Robin Carlson, Mike Kerrigan, Fire Chief Dave Miller arrived at 5:50 PM

Mayor Engbarth called the meeting to order at 5:06 PM and led the Pledge of Allegiance.

Miller motioned to approve the agenda as presented, second by O'Donnell, 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.

Robin Carlson spoke to the Council on the topic of TIF Districts as a tool to help a municipality improve and develop their community. She explained how a TIF District would work, contractor financing and length of time a TIF could be in place. She answered questions and concerns from the Council. Carlson left the meeting at 5:55 PM. The Council visited with Kerrigan of Gray Duck Builders about his development plans in Canistota. Kerrigan left the meeting at 6:15 PM

Fire Chief Miller presented the report for the Canistota Volunteer Fire Department, they responded to five rescue calls with one fire calls. The Department held their election of officers with Dave Miller elected as Fire Chief, Matt Klinkhammer is First Assistant Chief. There are 16 members in the Department. The ISO rating for the City of Canistota was discussed with Department training logs now being submitted on a monthly basis along with monthly training exercises; more fire hose was also ordered. The report was approved as presented on a motion by O'Donnell, second by Anderson, all voted yes, the motion carried. Miller left the meeting at 6:30 PM

The written report received from the Sheriff's office was reviewed, hours and cost of law enforcement was discussed. The written report was approved as presented on a motion by Anderson, second by Miller, all voted yes, the motion carried.

Nugteren presented the Planning and Zoning report: One building permit was issued in December. Nugteren answered various questions concerning set-backs, ordinances and zoning regulations. The report was approved on a motion by O'Donnell, supported by Miller, all voted yes, the motion carried.

Anderson and Nugteren presented the report for the CDC. They have entered into a contract to have the City website and Facebook content regularly updated for increased engagement for the public. Canistota apparel will be available soon for purchase. Bertelson motioned to approve the report, second by O'Donnell, all voted yes, the motion carried.

No one was present for Citizen Concerns

Nugteren and Dolejsi presented the Maintenance report for December: Dolejsi responded to complaints about various animals. The mule has had the tires replaced. Current rates for city services were discussed. Fees for several services increased: If water is turned off due to non-payment of a utility bill, the reconnect fee will now be \$75.00; Pool rental was also increased to \$100.00 for two hours. The full listing will be available for review when posted on the City of Canistota website. The updated fee schedule is effective February 5, 2025. Nugteren has purchased a used air compressor for the maintenance department, the payloader will be fit with the snowblower in the next week. The ice rink is being used, with Marty on site every Sunday to issue skates to those who may not own skates. Music has been installed both indoors and outdoors. Some vandalism was noted in the bathrooms at

the Stalting Park picnic shelter. Nugteren is waiting for an estimate to install electric service at the rubble site. Dolejsi has installed eight movable snow panels on the west side of Canistota. Bleacher replacement at the football field was discussed with more information needed. Bertelson motioned, supported by O'Donnell to approve the maintenance report as presented, all voted yes, the motion carried.

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

Addy Disposal, Collections Fee, \$ 4,589.63; Badger Meters, Prof. Services, \$31.40; Cadwell, Sanford, Deibert & Garry, Prof. Fees, \$283.50; Code Enforcement Specialist, Prof. Fee, \$1,938.49; Core & Main, Supplies, \$69.83; Golden West, Utilities, \$422.98; Great Plains Electric, Prof. Fees, \$260.30; January 1, Payroll, Streets, Streets, \$1,530.05; Clean Water, \$1,857.62, Drinking Water, \$1,857.62; Finance Office, \$549.16; Parks, \$159.80; JP Cooke, Supplies, \$226.95; Kleinsassers, Supplies, \$13.50; Larry's Service, Repairs, \$12.25; Marco, Prof. Fee, \$51.88; McCook County EMS, Jan. Contribution, \$1,027.48; McCook County Highway, Fees, \$242.08; McCook County Treas., Law Enforcement, \$4,712.50; Menards, Supplies, \$236.14; Mr. G's Tires, 150.00; New Century Press, Prof. Fee, \$109.29; Northwestern Energy, Utilities, \$512.97; Purple Wave, Equipment, \$6,710.00; SDARWS, Dues, \$445.00; SDARWS, Repairs, 140.00; SD DANR, Dues, \$650.00; SD Dept. of Health, \$15.00; SD Dept. of Revenue, Sales & Use Tax, \$320.45; SDFOA, Dues, \$40.00; SDML, WC Fund, \$6,090.00; SD Street Maintenance Assoc., Due, \$35.00; Sight and Sound, Prof. Fee, \$1,491.49; SECOG, Dues, \$1,212.00; Snyder & Associates, Prof. Fee, \$10,616.16; Steve's Welding, Repairs, \$165.00; TM Rural Water, Water Purchased, \$5,609.00; Total Stop, Fuel & Supplies, \$230.38; Townsend, Kathy, Utilities \$50.00; US Bank, Supplies, \$1,142.97; US Bank Trust, Debt Service, \$17,481.56; Verizon Wireless, Utilities, \$212.35; Excel Energy, Utilities, \$2,575.72

The following bills were approved for payment after the last meeting: AFLAC, Full time Employees, \$426.62; December 15, Payroll, \$4,768.49; Caleb Nugteren Designs, Prof Fee, \$3,458.00; SDRS, Full Time Employees, \$1,438.02; Security State Bank, Payroll Taxes, \$3,649.30, Xcel Energy, \$2,885.45.

Delinquent utility accounts were acknowledged in the Finance Officer's report. Miller's term on the Council expires in 2025; There is no change in Mayor or Council payroll. All payroll must be listed in January proceedings: Maintenance Supervisor, \$26.06/Hour; Maintenance Assistant, \$20.60/Hour, Part-time Maintenance, \$17.51/Hour, Finance Officer, \$23.90/Hour, Part-time Streets, \$11.75/Hour, Rubble Site, \$14.42/Hour, Council, \$150.00 Per Meeting, \$75.00 for Special Meeting; Mayor, \$150.00 Per Month plus \$150.00 Per Meeting, \$75.00 for Special Meetings. All other summer wages will be determined when hired. Carrying over Forty (40) PTO hours was discussed. The report was approved on a motion by Miller, second by O'Donnell, all voted yes, the motion carried.

Council Concerns:

Mayor Engbarth: Supplemental Appropriations Ordinance 2024-15 was adopted on a motion by Miller, second by Bertelson, all voted yes, the motion carried. The Ordinance was printed in the January 9, 2025 edition of The Special. Adoption of Resolution 2025-01, Pre-Disaster Mitigation Plan was adopted on a motion by Miller, second by Bertelson, all voted yes, the motion carried.

RESOLUTION NO 2025-01

RESOLUTION DECLARING SUPPORT AND ADOPTION OF THE 2024 PRE-DISASTER MITIGATION PLAN FOR MCCOOK COUNTY, SOUTH DAKOTA

WHEREAS, the City of Canistota supports the contents of the *2024 Pre-Disaster Mitigation Plan for McCook County, South Dakota*; and

WHEREAS, the *2024 Pre-Disaster Mitigation Plan for McCook County, South Dakota*, will be utilized as a guide for planning related to the Federal Emergency Management Agency's (FEMA) Hazard Mitigation and other purposes as deemed appropriate by the City of Canistota.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the City of Canistota, South Dakota, that the City of Canistota hereby adopts, supports, and will facilitate the implementation of the *2024 Pre-Disaster Mitigation Plan for McCook County, South Dakota*.

Dated this 6th day of January, 2025.

FOR THE GOVERNING BODY OF THE CITY OF CANISTOTA, SOUTH
DAKOTA

SEAL:

Justin Engbarth, Mayor

ATTEST:

Kathy J. Townsend
Finance Officer

Resolution 2025-02, Fee Schedule was adopted on a motion by Anderson, second by Bertelson, all voted yes, the motion carried.

Resolution 2025-02

**RESOLUTION SETTING CERTAIN FEES AND CHARGES FOR
SERVICES PROVIDED BY THE CITY OF CANISTOTA**

WHEREAS, the City of Canistota provides numerous services and enforces several requirements which are supported financially by various fees and charges as allowed by South Dakota Codified Law and City Ordinances; and

WHEREAS, The City of Canistota finds it to be in the best interest of the City and its citizens to adopt a comprehensive fee resolution.

NOW THEREFORE, BE IT RESOLVED, The City of Canistota will adopt a schedule of fees for services provided by the City.

BE IT FURTHER RESOLVED that these rates and fees will be effective on February 5, 2025. They shall be fully enforced and collected by appropriate staff and departments and shall remain in place until changed by motion of the Canistota City Council.

Dated this 6th day of January 2025

(SEAL)

Justin Lee Engbarth
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend
Finance Office, City of Canistota

O'Donnell motioned, second by Bertelson to establish Tuesday, April 8, 2025 as Election Day, if one is needed, and to combine with Canistota Public School to hold a joint election. If the City has no need for an election, the city will not be responsible for any costs associated with the school election, all voted yes, the motion carried. Miller motioned to abate the utility bills for the City of Canistota in the amount of \$34,756.64 for nine properties, along with acknowledging and abating the Meter Pit charges of \$69,271.49, O'Donnell second the motion, all voted yes, the motion carried. Anderson motioned, second by Bertelson to enter into a one-year contract with Code Enforcement Specialist, all voted yes, the motion carried.

O'Donnell had no concerns.

Miller had no concerns.

Bertelson had no concerns.

Anderson had no concerns.

At 8:33 PM Bertelson motioned to enter into Executive Session Per SDCL 1-25-2-1, Personnel, the motion was second by Miller, all voted yes, the motion carried.

Mayor Justin Lee Engbarth declared Executive Session over at 8:45 PM with the Council convening in open session.

Bertelson motioned, second by O'Donnell to allow full-time employees to carry over up to forty (40) hours of unused PTO into the next year, all voted yes, the motion carried.

O'Donnell motioned, second by Miller to adjourn the meeting at 8:48 PM, all voted yes, the motion carried.

The next regular meeting of the Canistota City Council will be held on Monday, February 3, 2025 in the Community Room of City Hall. All are welcome and encouraged to attend.

SEAL:

Mayor Justin Lee Engbarth
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend
Finance Officer, City of Canistota