

# *City Council Proceedings-Meeting One*

The Canistota City Council met Monday, May 5, 2025 at 6:00 PM in the Canistota City Hall Community Room. City Council Members present: Mayor Justin Lee Engbarth, Donovan O'Donnell, Jerry Bertelson, Jamie Miller, and Matt Anderson. Others present: Maintenance Supervisor, Darin Nugteren, Maintenance Assistant, Brandon Dolejsi, Finance Officer, Kathy J. Townsend, Fire Chief Dave Miller, Snyder Engineer Kyle Sokulski, Alise Nickel, David, Tanya and Jeremiah White, Peter, Paula, Kaden, Keira and Kanon Pearson. Abby Krietlow with Stevie Marquardt arrived at 6:12 PM Aiden Niehaus arrived at the meeting at 6:42 PM

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

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

Tanya White, on behalf of the Canistota Community presented Private Kaden Pearson with a prayer quilt. White, on behalf of the Community, has been presenting prayer quilts to CHS graduates who join the service since 2005. Pearson was home on leave and will return to duty at Fort Bragg, North Carolina, May 8, 2025. Mayor Justin Lee Engbarth, on behalf of the City Council and the Community congratulated and thanked Pearson for his service. The Whites and Pearsons left the meeting at 6:10 PM

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

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

Fire Chief Miller presented a report for the Fire Department: The Department responded to two fire calls and three rescue calls in April. The Department will be sponsoring a fund raiser on August 9, 2025. The fund raiser will consist of a raffle, cash drawings along with a free-will donation meal. The Department will complete a training exercise on May 14<sup>th</sup>. Free smoke detectors have been installed at homes in Canistota. Contact City Hall or a Fire Department Volunteer for more information. The report was approved as presented on a motion by O'Donnell, support by Bertelson, all voted yes, the motion carried. Miller left the meeting at 6:20 PM.

Nugteren and Dolejsi presented the Planning and Zoning report: seven building permits were issued. The procedure on the proposed TIF District was discussed at an April 28<sup>th</sup> meeting. Nugteren had requests for information on having a street paved and questions on zoning and ordinance regulations. There are several new plats that will come before the Planning and Zoning Commission in May. Nugteren is also completing the update of City Ordinances for Council and City attorney review and approval. Anderson motioned, second by O'Donnell to approve the report, all voted yes, the motion carried.

Phase 3 engineer, Sokulski, presented an update on the Phase 3 Improvement Project. Lawns will be addressed with over-seeding taking place. Sokulski will send a letter to residents encouraging them to water the newly seeded lawns. A final pay request will be considered at the June meeting, penalties and deductions for work completed by the city employees rather than the contractor will be reflected in the final pay application. Sokulski will address Nickel's backyard which is just dirt along with her driveway concerns. He will be in project area at the end of the week.

Mayor Justin Lee Engbarth opened the public comment portion of the meeting at 6:25 PM. There was no one present either for or against the first reading of Ordinance 2025-07, rezoning property from general business to mixed residential/manufactured housing. The second reading of the Ordinance will be held at the June 2<sup>nd</sup> meeting.

Abby Krietlow, summer rec director, was present to submit a proposed budget for craft supplies, a first aid kit along with snacks and water. A budget of \$500 was approved on a motion by Bertelson, second by O'Donnell, all voted yes, the motion carried. The summer rec program will again be offered at NO CHARGE to participants.

Sokulski, Nickel, Krietlow and Marquardt left the meeting at 6.33 PM

Anderson and Nugteren presented an update from the recent CDC meeting which was held on May 2<sup>nd</sup>. Topics of discussion included joining Sioux Metro Growth Alliance to tap into their networking capabilities to aid in securing economic success in business growth and population for Canistota. Also discussed lot/homes to develop. Karmon Hoiten was present to discuss the Good Neighbor Program, a place to store equipment was discussed along with funding opportunities. CDC will explore obtaining their tax-exempt status if they are applying for grants. The Finance Officer will contact the City Attorney for an opinion. The report was approved on a motion by Bertelson, second by Miller, all voted yes, the motion carried.

At 6:30 PM, Mayor Justin Lee Engbarth opened the public hearing for the transfer of On-Sale Liquor License to include the legal description of all the property, including the parking area and not just the building site of the Barn & Barrel. No one was present either for or against the transfer and on a motion by Miller, second by Anderson, the transfer was approved as presented, all voted yes, the motion carried.

Nugteren gave a brief update on proposed TIF District One from the recent Planning and Zoning meeting.

Nugteren and Dolejsi presented the maintenance report for April: They responded to several animal complaints. They met with the code enforcement officer to discuss nuisances. The new entrance sign has been delivered; back-lighting is now being installed before installation. The City crew assisted with City wide clean-up. The remaining items on the Phase 3 punch list were discussed, the maintenance department has installed delineators on 7<sup>th</sup> Ave, provided gravel for a driveway and also did some reseeding. Dolejsi attended the mandatory mosquito workshop and had the mosquito spray calibrated as required by SD law. Matthaei has installed the new drinking fountain at the ballfield. The sewer line to the pool has been repaired. The entrance gate to the Rubble site was damaged and will be replaced. A light has been installed above the water load out tower for safety when water is being loaded. Dolejsi is completing repairs at the baby pool and cleaning the bowl in the pool before it is filled for the season. The report was approved on a motion by Miller, second by Anderson, all voted yes, the motion carried.

The following bills were approved for payment, including County Line Nursery, to be paid upon receipt on a motion by Miller, second by Anderson, all voted yes, the motion carried.

Action Electric, Supplies, \$489.76; Addy Disposal, Collections Fee and Dumpster Fee, \$4,785.03; Al's Feed, Supplies, \$27.50; Badger Meters, Prof. Services, \$30.60; Bierschbach Equip, Supplies, \$201.60; Cadwell, Sanford, Deibert & Garry, LLC, Prof. Fees, \$1,498.50; Dakota Fluid Power, Supplies, \$660.28; Elite 2A, Supplies, \$429.99; Golden West, Utilities, \$341.05; Gracia, Roger, Reimburse Utility Dep., \$200.00; Highpoint Networks, Prof. Fee, \$3,335.23; JMB Properties, Reimburse Utility Dep., \$100.00; Klondike Kustoms, Prof. Fee, \$3,100.00; Larry's Service, Repairs, \$132.00; Macs, Supplies, \$46.97; Marco, Prof. Fee, \$51.88; Matthaei Excavating. Prof. Fee, \$150.00; May 1, Payroll, Streets, \$1,799.74; Rubble Site, \$119.85, Finance Office, \$502.46; Clean Water, \$1,687.72; Drinking Water, \$1,687.73; McCook County EMS, Contribution, \$1,027.48; McCook County Treas., Law Enforcement, \$5,200.00; Menards, Supplies, \$848.18; Midwest Land Survey, Prof Fee, \$823.10; New Century Press, Prof. Fee, \$357.35; Northwestern Energy, Utilities, \$579.29; Nugteren, Caleb, Prof. Fees, \$3,458.00; Roto Rooter, Prof. Fee, \$1,883.00; SD Dept. of Health, \$115.00; SD Dept. of Revenue, Sales & Use Tax, \$323.19; Sight & Sound, Prof. Fee, \$499.99; Sioux Falls Humane Society, \$282.60; TM Rural Water, Water Purchased, \$6,241.90; Total Stop, Fuel & Supplies, \$558.48; Townsend, Kathy, Utilities, \$50.00; US Bank, Supplies, \$3,226.00; US Bank Trust, Debt Service, \$34,924.60; Verizon Wireless, Utilities \$213.60; Xcel Energy, Utilities, \$2,102.77

The following bills were approved for payment after the last meeting: AFLAC, Full time Employees, \$426.62; April 15, Payroll, \$4,690.04; SDRS, Full Time Employees, \$1,488.66; Security State Bank, Payroll Taxes, \$3,229.86.

Niehaus visited with the Council concerning his application for summer employment with the City of Canistota. He left the meeting at 7:35 PM

Townsend presented the Finance Officer's report. Swim lessons will be determined with the swim instructor in the next week. The City attorney is handling a nuisance property that is out of compliance with City Ordinances. The Finance Officer's report was approved on a motion by O'Donnell, second by Bertelson, all voted yes, the motion carried.

Council Concerns:

Mayor Engbarth: Bertelson moved, second by O'Donnell to hire two part-time summer employees for approximately twenty (20) hours per week beginning May 19, 2025; Randy Townsend will be hired at \$14.00/hour and Aiden Niehaus will be hired at \$13.50 /hour, all voted yes, the motion carried. Various jobs were discussed with the maintenance department assigning job duties. Opening day for the pool this summer will be Tuesday, May 27, 2025, admission will remain the same with no increase in the cost of passes or daily admission. Passes can be purchased at City Hall. Miller motioned, second by O'Donnell to hire Brady Scott as lifeguard at \$14.25/hour, voting yes: Bertelson, Miller, O'Donnell, abstaining, Anderson, the motion carried. Miller motioned, supported by Bertelson to pay lifeguards if scheduled on a day with inclement weather, all voted yes, the motion carried. Miller motioned, second by Bertelson to adopt Ordinance 2025-05, all voted yes, the motion carried. The Ordinance is printed elsewhere in this edition of The Special. The first reading of Ordinance 2025-07 was acknowledged: a rezone of property from General Business to Mixed Residential/Manufactured Housing. Bertelson motioned, second by Anderson to approve the 2025-2026 Rental Agreement between the City and Canistota Public School for the use of the Wendell Anderson Football Complex with a rental fee of \$5,000.00, one correction was noted by Miller, all voted yes, the motion carried. The fee and the special three-day license for Barn & Barrel to sell liquor on Main Street during Sport Days was briefly discussed; action will be taken at the June meeting. Miller motioned, second O'Donnell, for a fee of \$100.00 to be included in the updated fee schedule to reflect the costs associated with a re-zone request, all voted yes, the motion carried.

Miller motioned at 8:39 PM to adjourn Meeting One, second by O'Donnell, all voted yes, the motion carried.

SEAL:

Justin Lee Engbarth  
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend  
Finance Officer, City of Canistota

# *City Council Proceedings - Meeting Two*

Mayor Justin Lee Engbarth called the meeting to order at 8:39 PM.

The Oath of Office was administered to Jamie Miller, Ward 1 Councilperson.

On a motion by Anderson, second by Bertelson, Donovan O'Donnell will remain President of the Council with Jamie Miller retaining the position of Vice President, all voted yes, the motion carried.

Bertelson motioned, second by O'Donnell to approve the following list of Department Heads as submitted by Mayor Engbarth, all voted yes, the motion carried.

## **City of Canistota Department Heads - May 5, 2025 As Appointed & Presented by the Mayor:**

**President of the Council**  
**Vice President of Council**

**Donovon O'Donnell**  
**Jamie Miller**

Finance Department Head	Justin Engbarth
Finance Officer	Kathy 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
Law Enforcement Department Head	Jamie Miller
Rubble Site Department Head	Donovan O'Donnell
Pool Department Head	Justin Engbarth
Park Department Head	Jerry Bertelsen
Mosquito Control	Brandon Dolejsi
Volunteer Department Fire Chief	Dave Miller
Economic Development Representative	Matt Anderson
Planning & Zoning Administrator	Darin Nugteren
Planning & Zoning Assistant Administrator	Brandon Dolejsi
Planning & Zoning Representative	Jamie Miller
Code Enforcement Liaison	Matt Anderson
Attorney By Contract	Cadwell, Sanford, Deibert & Garry
Law Enforcement	County Wide Law Enforcement
Official Bank Depository	Security State Bank
Official Newspaper	The Special

Council Concerns:

O'Donnell: asked if Maintenance had City apparel for the part-time maintenance employees.

Miller had no concerns

Bertelson: gave an update on information gathered from the meeting of the Pool Park Subcommittee. Several ideas for the park are: divide the area into toddler and older children's section, fencing the toddler area, reduce the footprint, and explore turf options along with retaining some existing play structures. Lions Club has pledged \$5,000.00 to the project, there is another \$5,000.00 that will be awarded at a later date from another funding source. The group is exploring grants and will hold a follow up meeting.

Bertelson has also inquired into the feasibility of a library in the form of a bookmobile or a library kiosk and locker system. A meeting will be held with Siouxland Library Administrators in the near future in either Humboldt or Colton. Also discussed, Naloxone Distribution Boxes. These boxes contain life-saving medication to be used in an opioid overdose. Angela Kennecke, Founder of Emily's Hope is open to the idea for providing a Naloxone distribution box to the Canistota Community. Potential sites will be identified to meet the required criteria. Bertelson has also explored grant options for the solar powered flow mixers to be installed at the lagoon site. The Vermillion Basin Water Development District will consider a grant in the amount of \$20,000.00 for the City of Canistota.

Anderson: Discussed the City joining the Sioux Metro Growth Alliance as an aid to the CDC in assisting with marketing the City of Canistota. The Finance Officer will contact the City attorney concerning the CDC obtaining their 501C3 status. An ordinance prohibiting cars parked in front yards of homes was discussed. Anderson will contact the code enforcement officer for updates on several properties that have nuisance violations.

At 9:20 PM, Anderson motioned, second by O'Donnell to adjourn the meeting, all voted yes, the motion carried.

The next meeting of the Canistota City Council will be held Monday, June 2, 2025 in the Community Room of City Hall. All are welcome.

SEAL:

Justin Lee Engbarth  
Mayor, City of Canistota

ATTEST:

Kathy J. Townsend  
Finance Officer, City of Canistota