

TIMBER LAKE CITY BOARD
REGULAR MEETING
MARCH 6, 2023
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:00 PM.
 - Board Present: Tom Hermes, Sandra Koenig, and Michael LaCompte (by telephone)
 - Board Absent: Jess Schlosser and Brent Biegler
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson; Ann LaCompte (by telephone); Jackie Ridl; Kermit Miner; Joe Scherer; Roy Veit (by telephone); and Mona Thompson, Bill Jandreau, John Farlee, and Jarrett Brunsen (CRST Telephone Authority, by telephone)

- 2) Declaration of Conflict of Interest
None of the Trustees self-disclosed a conflict of interest on any agenda item. No conflict of interest was identified by the Board.

- 3) Approval of Agenda:
Koenig motioned to approve the agenda with no changes. LaCompte seconded. Motion carried.

- 4) Public Hearing: Leasing of City Properties for Hay Grounds
Pursuant to the Public Notice published February 16, 2023 and February 23, 2023 in the *Timber Lake Topic*, Board President Tom Hermes opened the public hearing at 6:05 PM, the 6th day of March, 2023, in the City Finance Office, Timber Lake, South Dakota. The public hearing was held to receive comments from residents in Timber Lake regarding the City's intent to lease approximately 82-acres of City-owned properties for hay ground.

Seven (7) persons were in attendance. Representation of community is as follows:

- Timber Lake Board of Trustees (3)
- Timber Lake City Finance Officer (1)
- Timber Lake City Employees (1)
- Timber Lake City Residents (2)

Comments were heard in the following manner:

- All persons found the City's intent favorable and equitable.
- Managing grass will support mosquito control efforts.

Public hearing ended at 6:15 PM.

- 5) Public Forum and Visitors: None
- 6) Approval of Last Meeting Minutes:
Koenig motioned to approve the minutes of February 6, 2023 with no corrections.
LaCompte seconded. Motion carried.
- 7) Financial Report:
 - A) Reconciliation Report (February)
Council reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of February, 2023.
 - B) Cash Flow Report
Council reviewed and discussed the monthly financial report. Koenig motioned to approve the February Cash Flow Report. LaCompte seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 02/01/2023)	848,635.60	366,606.28	107,544.63	1,322,786.51
Total Receipts (Income)	47,180.21	9,193.29	6,045.14	62,418.64
Total Expenditures	29,516.60	17,360.17	2,373.94	49,250.71
Ending Balance (Checking Account) (As of 02/28/2023)	866,299.21	358,439.40	111,215.83	1,335,954.44
Savings Account Balance (As of 02/28/2023)	57,278.62			57,278.62
Cash Value of Certificate of Deposits (As of 02/28/2023)	28,000.00			28,000.00
Petty Cash (As of 02/28/2023)	150.00			150.00
TOTAL FUND BALANCES	951,727.83	358,439.40	111,215.83	1,421,383.06

(As of 02/28/2023)

Daily Ledger Balance (Bank) -- Checking Account
(As of 02/28/2023)

1,338,512.90

8) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$65,499.13 and \$14,685.76 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

9) OLD BUSINESS – None

10) NEW BUSINESS

A) Use of Community Center for Wrestling (Roy Veit)

Roy Veit, by telephone, requested the Board's permission to use the Community Center for high school wrestling practices. He also requested space to store mats. Their needs include every evening (November through February) for one group and three times weekly from January to March for another group. He mentioned the coaches are pursuing options at this time. The Board agreed to waive rental fee(s) for wrestling practices and agreed to allow the wrestling teams to utilize the Community Center. The Board also stated their expectation that he coordinates activities with the athletic director at the high school to avoid scheduling conflicts with basketball practices and other youth activities.

B) Request to Place Structure on City Property (CRST Telephone Authority)

Mona Thompson, Bill Jandreau, and John Farlee from the CRST Telephone Authority and their engineer, Mr. Jarrett Brunsen from VantagePoint (all by telephone conference) presented their request to place a central office hut near their current cabinet located south and west of the Rodeo Grounds and on City property. CRST Telephone Authority was awarded a grant to provide fiber-optic broadband to the rural Timber Lake (865-exchange) area; a 5-year project. This central office hut is necessary to support the delivery of such services. The total land area needed for this physical structure is approximately 30-feet by 50-feet to allow for the hut, a generator, a propane tank, fencing, and parking. Discussion occurred as related to the location of the structure. The Board suggested it be located north of the current cabinet and off the right-of-way. This placement would lessen snow accumulation and lessen visibility concerns at the intersection. The CRST Telephone Authority found this suggestion favorable and agreed to further investigate a specific location. It was also agreed an agreement would be necessary. Mona Thompson agreed to draft an agreement for the Board's

consideration. Koenig motioned to approve the CRST Telephone Authority's request to place their central office hut on City property contingent on approval of the specific location. Hermes seconded. Motion carried.

C) Snow Removal/Placement and Flooding (Jackie Ridl)

Jackie Ridl presented to discuss snow placement and flooding occurring at her residence. Currently, the ditch fills with water which freezes, floods, and causes hardship. Discussion occurred. It was agreed a deeper and larger ditch is necessary to facilitate drainage. Also discussed the right-of-way and placement of the ditch. Jackie expressed understanding of what such a ditch would do to her yard. It was agreed the City will look at the property in the spring and develop a resolution.

D) Building Permit (Timber Lake and Area Development Corporation)

Joe Scherer presented on behalf of the Timber Lake and Area Development Corporation. They are planning to construct a duplex (3-bedroom), single-household, housing on Block 32 Lots 7 and 8. Discussion occurred. It was agreed they will also need the water and sewer connection permits. This matter was tabled to the next regularly scheduled meeting.

E) 2023 Hay Grounds (Documents Approval)

- i) Sealed Bid Notice: The Board reviewed and discussed the draft notice to bidders and advertisement for lease of city properties for hay ground document, prepared by Nordyke. The Board directed Nordyke to publish the notice.
- ii) Bid form and Lease Agreement: The Board reviewed and discussed the draft bid form and lease agreement document, prepared by Nordyke. Discussion occurred and one edit was found necessary. The Board approved the documents.

11) Department Reports:

A) Custodial (Char Boysen)

Char was not present. No report. Karla reported there has been no activity in regards to the divider.

B) Maintenance (Jerimiah Garon)

- i) Streets: Jerimiah reported on his ongoing snow removal efforts. He also discussed the following matter with the Board:

(1) Murphy/Bad Warrior Property (Block 28) – The Board reviewed correspondence, dated August 11, 2022. This correspondence provided for a March 1, 2023 deadline to resolve an ordinance violation. Discussion occurred. Koenig motioned to extend the deadline to June 1, 2023. LaCompte seconded. Motion carried. This extended deadline should facilitate property owners to confine all structure(s) to the boundaries of their property and for the City to cut a shallow ditch along both sides of Block 28 on 6th Street to divert storm water drainage.

- ii) Water: Jerimiah reported the Sentryx collectors are installed and on-line. He has training tentatively scheduled for March 20-22 at which time radios will be installed at strategic locations. The success of how Sentryx receives these radio signals will indicate whether or not a repeater is necessary. Jerimiah also discussed the following matters with the Board.
 - (1) Maguire Iron Service Contract Renewal – The Board reviewed and discussed a service agreement renewal document between Maguire Iron and the City. This service agreement provides for cleaning and inspecting the City’s water tower for the next ten (10) years. The Board directed Jerimiah and Karla to have Maguire Iron include an addendum to the service agreement to address how the contract is affected by a new tower and/or demolition of the current water tower. This matter is tabled for further discussion at the next regularly scheduled meeting.
 - (2) Hydrant Meter Purchase (Milbank Winwater Quote) – The Board reviewed and discussed a quote (#7269) submitted by Milbank Winwater Company. Discussion occurred. Jerimiah reported how he would use this 3-inch hydrant meter to meter water usage. Koenig motioned to approve the purchase of this tool at a cost of \$1,113.61. LaCompte seconded. Motion carried.
 - iii) Sewer: Jerimiah reported the sewer system is maintaining.
 - iv) Landfill: Jerimiah reported the landfill is also maintaining with little to no activity.
 - v) Park: Jerimiah reported the Park shows very little activity; although, he did see kids playing in the Park on a recent nice day.
 - vi) Other Matter(s): Equipment – no discussion. It was agreed to leave this matter on the agenda in case a feasible piece of equipment is located.
- C) Law Enforcement Activity Report (Sheriff Arpan):
The Board reviewed the Dewey County Sheriff’s Office law enforcement report for the month of February. Sheriff Arpan reports the following services provided to Timber Lake: total records of 73; total time of 96 patrol hours; and 30 School zone patrols. His report details the activities and discussion occurred.
- D) Finance (Karla Nordyke)
- i) SD Municipal League District 7 Annual Meeting: Karla presented information about the SDML District 7 Annual Meeting, scheduled March 22, 2023 in Akaska. None of the Trustees expressed an interest in attending this event.
 - ii) 2023 Election – Update: Karla reported no petitions were filed. The City will not have an election. The Board will have one vacant Trustee position, come May, which can be filled by appointment.
 - iii) Project(s) Funding and Next Steps – Update: Karla shared an email from the project engineer in addition to her project progress reports. First, the sewer infrastructure

project can proceed with contracting with a company to jet-wash and televise sewer mains (Phase 1). The Board agreed to review the bids received at their next regularly scheduled meeting. Karla also reported the need to coordinate this action with completion of the environmental review requirement so funds are awarded when the job is contracted. Second, the water infrastructure project is on schedule with the projected date to submit the final plan to funding agencies in October 2023. Karla reported that the completion of the environmental review requirements is occurring simultaneously.

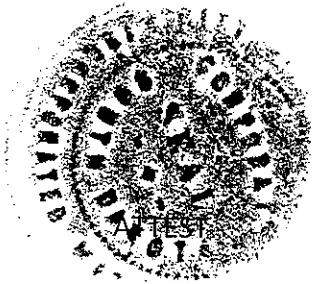
- iv) Sewer Rates (Discussion): Karla presented a summary report including a) current sewer rates; b) sewer rates effective July 1, 2023; c) a list of discussion points needing further Board action; and d) a 13-year history of sewer fund income, expenses, and net income to assist with deciding how much financial resource is needed to perform operation and maintenance on the sewer infrastructure system. Karla reported she needs to further research required processes given potential options; she will provide those details at the next regularly scheduled meeting.
- v) Delinquent Accounts: Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 1 account was assessed a \$10 late payment charge and 8 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 4 service disconnections are scheduled if account is not paid current by March 12.
 - (3) Due Process Notice(s) – 4 customers received a first notice. 1 customer received a second notice. 0 customer received a final notice.
 - (4) Financial Arrangements – 2 accounts have an approved financial arrangement. 2 accounts are in compliance.
 - (5) Legal Action Status – 1 account remains referred to CRST Small Claims Court and 1 account remain referred to CRST Civil Claims Court. 1 account is being processed for small claims court collection.
 - (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a small increase from last month (\$355.82).
- vi) Uncollectable Debt and Board Write-Off: None

12) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, April 10, 2023 at 6:00 PM, in the City Finance Office.

13) Adjourn:

At 8:05 PM, Koenig motioned the meeting be adjourned. LaCompte seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: March 8, 2023

Published: March 16, 2023

Published at an approximate cost of _____

CITY OF TIMBER LAKE
ACCOUNTS/CLAIMS PAYABLE: FEBRUARY 2023

APPROVED: MARCH 6, 2023

GENERAL GOVERNMENT

SD Dept of Revenue	376.05	Already Paid: 2/15/23; EFT	Sales Tax Liability (January)
VISA	30.08	Already Paid: 2/22/23; Check #31992	Office Supplies: Microsoft & Adobe
SD Retirement System	539.48	Already Paid: 2/24/23; Check #31993	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	1,062.33	Already Paid: 2/24/23; EFT	Payroll Liabilities & Employer Payroll Taxes (February)
A&B Business Solutions	23.15		Printer Maintenance (February)
American Solutions for Business	408.58		Office Supplies
Association of Governmental Accountants	110.00		Professional Membership Dues
Biegler Equipment	46.76		Community Center: Light Bulbs
Century Link	213.05		Telephone & Fax Lines
Country Market	21.03		Cleaning Supplies
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (March)
ELO Prof., LLC	80.00		Cloud Fees (January)
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
Mobridge Gas	2,069.55		Propane (Community Center)
Moreau Grand Electric Coop.	629.08		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (February)
Servall Uniform & Linen Supply	280.96		Mats & Mops & Linens
Three Rivers Mental Health & CD Center	800.00		Community Health
Timber Lake Topic	328.60		Publishing: Minutes & Public Notice
	<u>13,278.98</u>		

STREETS/PARKS/LANDFILL

SD Retirement System	240.22	Already Paid: 2/24/23; Check #31993	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	412.68	Already Paid: 2/24/23; EFT	Payroll Liabilities & Employer Payroll Taxes (March) 40%
AT&T Mobility	35.80		iPad Connectivity (40%)
Biegler Equipment	2,343.35		Supplies, Tools, Equipment Maintenance
Biegler's Timber Lake Service	459.96		Fuel: General & Snow Removal (January)
Health Pool of SD	326.19		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,380.00		Garbage Collection (February)
Herman's Service	514.78		Fuel: (February) Snow Removal
Landis Machine	482.00		Parts & Labor (444 IHC Tractor)
Mobridge Gas	1,096.20		Propane: City Shop
Moreau Grand Electric Coop.	1,570.52		Electricity: Airport, City Shop, Street Lights, Camper Site
RDO Equipment, Co.	1,345.06		Cutting Edges (Blade)
Western Dakota Bank	1,605.35		Loan Payment #27/60 (Blade): Principal (1448.95) & Interest (156.40)
	<u>14,812.11</u>		

WATER/SEWER

SD Retirement System	360.32	Already Paid: 2/24/23; Check #31993	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	619.02	Already Paid: 2/24/23; EFT	Payroll Liabilities & Employer Payroll Taxes (February) 60%
AT&T Mobility	53.70		iPad Connectivity (60%)
Biegler's Timber Lake Service	131.94		Fuel (January)
County Market	67.77		Lift-Station Maintenance (3-cases vinegar)
Hawkins, Inc.	2,585.10		Water Treatment Chemical
Health Pool of SD	489.29		Employee Benefits: Health & Life Insurance (60%)
IMEG	31,500.00		Engineering Fees: Water Project (to 12/11/22)
Lawien Sales	223.70		Lease (Well Lot)
Moreau Grand Electric Coop.	1,126.69		Electricity: Well Houses & Lift Stations
ND Dept. of Health	25.00		Water Analysis
Timber Lake Topic	225.51		Publishing: Resolutions
	<u>37,408.04</u>		

Grand Total

65,499.13

