

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
SEPTEMBER 9, 2024  
6:00 PM  
CITY FINANCE OFFICE

- 1) Board Vice President Jess Schlosser called the meeting to order at 6:02 PM.
  - Board Present: Jess Schlosser, Michael LaCompte (by telephone), Brent Biegler, and Tanner Kraft
  - Board Absent: Tom Hermes
  - Employees Present: Karla Nordyke
  - Guests/Others Present: Kathy Nelson and Kyle Nilson
  
- 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:  
Schlosser motioned to add one (1) item to New Business (Matter F): Building Permit (Cathy Lemburg). Biegler seconded. Motion carried. Schlosser motioned to approve the edited agenda. Biegler seconded. Motion carried.
  
- 4) Public Forum and Visitors: None
  
- 5) Approval of Last Meeting Minutes:  
Biegler motioned to approve the minutes of August 7, 2024 with no corrections. Kraft seconded. Motion carried.
  
- 6) Financial Report:
  - A) Reconciliation Report  
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of August.
  - B) Cash Flow Report  
The Board reviewed and discussed the monthly financial report. Biegler motioned to approve the August Cash Flow Report. Kraft seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 08/01/2024)	815,902.81	113,130.64	121,241.69	1,050,275.14
Total Receipts (Income)	33,587.79	16,329.33	19,203.71	69,120.83
Total Expenditures	27,711.33	3,475.45	2,304.29	33,491.07
Ending Balance (Checking Account) (as of 08/31/2024)	821,779.27	125,984.52	138,141.11	1,085,904.90
Savings Account Balance (as of 08/31/2024)	57,894.55			57,894.55
Cash Value of Certificate of Deposits (as of 08/31/2024)	28,000.00			28,000.00
Petty Cash (as of 08/31/2024)	150.00			150.00
<b>TOTAL FUND BALANCES (as of 08/31/2024)</b>	<b>907,823.82</b>	<b>125,984.52</b>	<b>138,141.11</b>	<b>1,171,949.45</b>

**Daily Ledger Balance (Bank) -- Checking Account  
(as of 08/31/2024)** 1,087,361.82

7) Accounts/Claims Payable:

Biegler motioned to approve the claims presented for payment totaling \$35,162.64 and \$16,027.56 payroll expenses. Kraft seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS

A) 6<sup>th</sup> & B Streets (New Hope Church, Pastor Bryce Schaffer)  
Brief discussion occurred. No decision made.

9) NEW BUSINESS

- A) Resolution #2024-09-01: IM-28 Opposition  
The Board further discussed Initiated Measure 28 (IM-28); reviewed the Resolution (Number: 2024-09-01); and reviewed a memorandum from the SD Municipal League's legal counsel. The Board agreed the passage of IM-28 will negatively impact the municipal budget. Biegler motioned to approve Resolution Number: 2024-09-01. Schlosser seconded. Motion carried by roll-call vote (Biegler-yes; Schlosser-yes; Kraft-yes; LaCompte-yes; Hermes-absent).
- B) Resolution #2024-09-02: Dissolve Local Board of Equalization  
The Board reviewed and discussed Resolution #2024-09-02. It was agreed it is in the City's best interest to dissolve the local board and consolidate with the Dewey County Board. Pursuant to SDCL 10-11-66, the City of Timber Lake, by Resolution #2024-09-02, consolidates its local Board of Equalization with the Dewey County Commissioners' Board of Equalization. This Resolution also appoints City Board Trustee Michael LaCompte to represent the City's interest on the Consolidated Board concerning the valuation of properties within the City. Biegler motioned to approve Resolution #2024-09-02. Kraft seconded. Motion carried.
- C) Right-of-Way Easement (CRST Telephone Authority)  
The Board reviewed and discussed an Application for Occupancy on the Right of Way of City Streets submitted by the CRST Telephone Authority. They are applying to bury (bore/plow) fiber optic cable along the eastern side of H Street, in the City's right-of-way. Biegler motioned to approve their application. Kraft seconded. Motion carried.
- D) Use of Library (Dewey County Emergency Management, Della Dearborn)  
The Board reviewed and discussed communication received from Della Dearborn, Dewey County Emergency Management Coordinator. She is requesting use of the Library building for a place where Dewey County Courthouse staff would gather in the event of a Courthouse evacuation. Discussion occurred, including the feasibility of using the Sheriff/Jail building. Kraft motioned to approve Dearborn's request. Biegler seconded. Motion carried.
- E) Ordinance #2024-01-01: 2025 Appropriations Ordinance (First Reading)  
The Board reviewed and discussed the 2025 budget planning worksheets, the tax levy worksheet, and the 2025 Appropriations Ordinance. Much discussion occurred. Biegler motioned to approve Ordinance Number: 2024-09-01 on its first reading. Kraft seconded. Motion carried by roll-call vote (Biegler-yes; Kraft-yes; Schlosser-yes; LaCompte-yes; Hermes-absent). The required second reading is scheduled for September 16, 2024.
- F) Building Permit (Cathy Lemburg)  
The Board reviewed and discussed the New Construction & Improvements – Building Permit application submitted by Cathy Lemburg. She is applying to remove the

structure located on Block 72 Lots 2-3 (Goldade House). Discussion occurred. It was agreed the City Restricted Use Site (landfill) cannot accommodate that volume of debris; it will be necessary to take the debris elsewhere for disposal. Kraft motioned to approve the Building Permit. Biegler seconded. Motion carried. A copy of the approved Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present for discussion. She communicated she had no concerns. No discussion occurred.

B) Maintenance (Jerimiah Garon)

Jerimiah was not present for discussion. No discussion occurred for matters relevant to streets, water, sewer, landfill, park, or any other matters.

C) Law Enforcement Activity Report (Sheriff Arpan):

Kyle Nilson, Deputy Sheriff, presented the Dewey County Sheriff's Office law enforcement report for the month of August. The detailed report summarizes services provided to Timber Lake: total records of 78 and a total patrol time of 50:26:29 hours. Patrol coverage at the School was further discussed. The Board expressed its expectation that patrol be evident at 7:30 am, after school closes, and on game nights.

D) Finance (Karla Nordyke)

Karla discussed the following matters with the Board.

i) Project(s) Funding & Next Steps – Update

(1) Wastewater (Sewer) Project: Karla reported the approval letter from SD-DANR is not yet received. She has received news it is pending the "approval stamp" and it should be received very soon. Once the approval letter is received then the Board can publish the bid notices. Assuming the approval letter is received in time, the Board agreed to publish the bid notices on the same schedule as the water project (see below).

(2) Water Project: Karla reported the comment period has ended and no comments were heard by either the City or the State. She reported the approval letter from SD-DANR is received, dated September 9, 2024. The loan closure is scheduled for September 24, 2024. Biegler motioned to approve the loan closure and authorize the Board President to sign relevant documents upon receipt. Kraft seconded. Motion carried. Once the loan is closed, the City can publish the bid notices. The Board agreed upon the following schedule:

(a) Loan Closure: September 24, 2024

(b) Publish Bid Notices: September 26, October 3, October 10, and October 17

- (c) Open bids and select contractor: November 7
  - (d) Validate selected bid, receive engineer's recommendation, and receive funding agency approval.
  - (e) Award Project, Sign Contract(s), and Obligate ARPA funds: special meeting at the end of November or first meeting in December (to be determined).
- ii) SDI-Complete Billing System (Quote): The Board reviewed information presented by Karla pertaining to a billing system, SDI-Complete. Karla summarized a presentation she recently attended. SDI-Complete is an interface application between the Sentryx meter read system and Intuit Quickbooks. She reported the cost is a one-time \$1,595 fee to purchase the application and then a \$650 yearly charge for support services which can be discontinued at any time. Karla also reported she has consulted with three other South Dakota municipalities currently utilizing this billing system; all three reviews were very favorable. The Board directed Karla to proceed and include this expenditure in the 2025 budget plan.
  - iii) 2025 Rates and Charges Planning (Discussion): Brief discussion occurred about rates and charges. Karla will present the information once more at the next regularly scheduled meeting. She will present the Resolution for the Board's consideration and approval at the November meeting. Rates will be effective January 1, 2025.
  - iv) Audit Report (2023): Karla shared correspondence received from the SD Department of Legislative Audit indicating they have received, reviewed, and accepted Timber Lake's audit report for the year ended December 31, 2023. A copy of the audit report is available in the City Finance Office, on the City's website, and on the SD Department of Legislative Audit website.
  - v) Delinquent Accounts – Update & Action(s): Karla reported the following information regarding customer accounts.
    - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 9 accounts were assessed a \$10 late payment charge and 6 accounts were assessed a \$10.00 late payment charge with disconnection warning.
    - (2) Disconnections – 3 service disconnections are scheduled if not paid by deadline.
    - (3) Due Process Notice(s) – No customers received a first notice. 0 customers received a second notice. 0 customers received a final notice.
    - (4) Court Collection Process – Discussion occurred about the one account where the Board directed Karla to file a claim for collection. Karla reported she is in the process but finding it necessary to determine the proper jurisdictional court.
    - (5) Financial Arrangements – 3 accounts have an approved financial arrangement. 2 are compliant.
    - (6) Legal Action Status – 2 accounts remain referred to CRST Small Claims Court and 1 account remains referred to CRST Civil Claims Court. No change.
    - (7) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a decrease (improvement) from last month (\$1,086.75).

(8) Uncollectable Debt and Board Write-Off – None

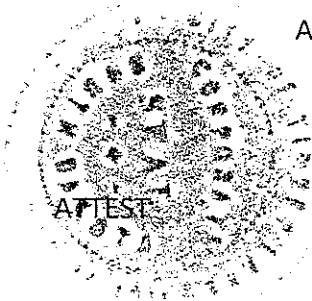
11) Schedule Next Meeting:

The Board set a special meeting for Monday, September 16, at 6:00 PM, in the City Finance Office. The agenda for this meeting will include the second reading of the 2025 Appropriation Ordinance and any matter(s) relevant to the wastewater and/or water projects.

The next regularly scheduled meeting is set for Monday, October 7, 2024, at 6:00 pm, in the City Finance Office.

12) Adjourn:

At 7:20 PM, Kraft motioned the meeting be adjourned. Biegler seconded. Motion carried.



APPROVED: \_\_\_\_\_

*Tom Hermes*

Tom Hermes, Board President

*Karla Nordyke*

Karla Nordyke, City Finance Officer

Recorded: September 10, 2024

Published: September 19, 2024

Published at an approximate cost of \_\_\_\_\_

CITY OF TIMBER LAKE  
ACCOUNTS/CLAIMS PAYABLE: AUGUST 2024

APPROVED: SEPTEMBER 9, 2024

<b>GENERAL GOVERNMENT</b>		
SD Dept of Revenue	269.32	Already Paid: 08/19/24; EFT
VISA	30.00	Already Paid: 08/21/24; Check #32751
SD Retirement System	659.84	Already Paid: 08/23/24; Check #32752
US Treasury (Internal Revenue Service)	1,665.67	Already Paid: 08/23/24; EFT
A&B Business Solutions	145.04	
American Solutions for Business	360.16	
Century Link	222.55	
CRST Telephone Authority	146.90	
Dewey County Treasurer	5,000.00	
ELO Prof.	183.00	
ELO Prof.	5,875.00	
G&O Paper and Supplies	53.40	
Health Pool of SD	882.34	
Moreau Grand Electric Coop.	529.69	
Perfield Law	300.00	
Servall Uniform & Linen Supply	514.24	
Slater Oil	564.10	
Timber Lake Topic	279.41	
	17,680.64	
<b>STREETS/PARK/LANDFILL/SANITATION</b>		
SD Retirement System	222.60	Already Paid: 08/23/24; Check #32752
US Treasury (Internal Revenue Service)	427.01	Already Paid: 08/23/24; EFT
AT&T Mobility	38.20	
Blegler Equipment	1,224.01	
Blegler's Timber Lake Service	110.14	
CRST Telephone Authority	194.29	
Health Pool of SD	352.94	
Herman's Service	318.94	
Heartland Waste Management	5,625.00	
Moreau Grand Electric Coop.	1,240.08	
Western Dakota Bank	1,605.35	
	11,358.56	
<b>WATER/SEWER</b>		
SD Water & Wastewater Association	150.00	Already Paid: 08/13/24; Check #32745
SD Retirement System	333.90	Already Paid: 08/23/24; Check #32752
US Treasury (Internal Revenue Service)	640.51	Already Paid: 08/23/24; EFT
AT&T Mobility	57.90	
Blegler Equipment	109.89	
Blegler's Timber Lake Service	165.21	
CRST Telephone Authority	291.43	
Dakota Pump & Control	770.41	
Hawkins, Inc.	1,995.90	
Health Pool of SD	529.40	
Herman's Service	19.32	
Moreau Grand Electric Coop.	700.33	
ND Dept of Health	150.00	
SD Public Health Lab	112.00	
South Dakota 811	4.48	
Timber Lake Topic	93.56	
	6,123.44	
<b>Grand Total</b>	35,162.64	

Sales Tax Liability (July) IN1182483  
Office Supplies: Microsoft; Adobe; 7585895  
Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 999-865-0002 per contract  
Payroll Liabilities & Employer Payroll Taxes (August) 117930  
Printer Maintenance (August) 117386  
Office Supplies 84308  
Telephone & Fax Lines 2024-6836  
Internet 3132  
Law Enforcement Services (September) 949850, 955568, 961085  
Cloud Fees (August), IT Tech Support 412311  
Audit Services 2503  
Paper Product Supplies  
Employee Benefits: Health & Life Insurance  
Electricity: Community Center, Fire Hall  
Legal Services (August)  
Mats & Mops & Linens  
Propane: Fire Hall  
Publishing (August)

Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%  
Payroll Liabilities & Employer Payroll Taxes (August) 40%  
iPad Connectivity (40%)  
Supplies, Equipment Maintenance, Street Maintenance  
Fuel (July) 40%  
Internet (City Shop) 40%  
Employee Benefits: Health & Life Insurance 40%  
Fuel (July & August)  
Garbage Collection (August)  
Electricity: Airport, City Shop, Street Lights, Camper Site  
Loan Payment #45/60 (blade): Principal (1,521.46) & Interest (83.89)  
227965

Training: Registration  
Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%  
Payroll Liabilities & Employer Payroll Taxes (August) 60%  
iPad Connectivity (60%)  
Supplies  
Fuel (July) 60%  
Internet (City Shop) 60%  
Service Call  
Water Treatment Chemical  
Employee Benefits: Health & Life Insurance 60%  
Fuel (July & August)  
Electricity: Well Houses & Lift Stations  
Water Analysis  
Water Analysis (Nitrates & Nitrites)  
Locate Fees  
Publishing: FMSI's (August)

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SD22-00740  
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